

September 28, 2026



AGENDA ITEM 5 F

CRTPA ATTORNEY CONTRACT EXTENSION

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks ratification of the Executive Committee action approving a one-year extension of the Professional Services Agreement for legal services with Williams Law Group, P.A.

EXECUTIVE COMMITTEE

At the September 10, 2026 meeting, the Executive Committee approved extending, for an additional year, the Professional Services Agreement with Williams Law Group, P.A.

BACKGROUND AND ANALYSIS

The Professional Services Agreement for legal services with the Williams Law Group (***Attachment 1***) was executed on September 16, 2024. The contract is for a three-year term, two initial years followed by an option to extend the agreement for a third year. Therefore, the CRTPA staff is seeking approval to extend the Professional Services Agreement for one year (***Attachment 2***), making the expiration date September 16, 2027.

RECOMMENDED ACTION

Option 1: Ratify the approval extending the Professional Services Agreement for legal services with the Williams Law Group, P.A. for an additional year.

Option 2: Provide other direction.

ATTACHMENT

Attachment 1: Legal Services Agreement with the Williams Law Group, P.A.

Attachment 2: Legal Services Agreement with the Williams Law Group, P.A., Extension Signature Page

PROFESSIONAL SERVICES AGREEMENT

THIS **AGREEMENT** for Professional Legal Services is entered into this **16th** day of **September**, 2024, by and between the Capital Region Transportation Planning Agency, ("CRTPA") and the law firm of Williams Law Group, P.A. ("Law Firm") shall become effective on the date entered above.

WHEREAS, the CRTPA is a metropolitan planning organization designated pursuant to Section 339.175, Florida Statutes; and

WHEREAS, the CRTPA wishes to obtain the services of the Law Firm for the purpose of assisting the CRTPA in legal matters as referenced below in the Scope of Services; and

WHEREAS, the Law Firm wishes to render the legal services as required by the CRTPA as set forth in the Scope of Services.

NOW, THEREFORE, for valuable consideration and the mutual promises between the parties hereto, it is agreed as follows:

1. Scope of Services. The Law Firm shall perform the following services:

- (a) **Routine CRTPA Meetings, Telephonic Consultation and Advice.** The Primary or Secondary attorneys, as set forth herein, will provide routine telephonic legal consultation with CRTPA Board members, the CRTPA's Executive Director (hereinafter referred to as "the Director") and the CRTPA Staff. The Primary Attorney will attend all CRTPA Board meetings, including the Board's semi-annual retreat, and pre-briefings as requested by the CRTPA Board Chairman or the Director, except when unforeseen situations arise outside the control of the Primary Attorney, in which case a Secondary Attorney may attend.

Formal presentations at CRTPA Board meetings will be by either the Primary Attorney or a Secondary Attorney, at the discretion of the Primary Attorney, unless the Director requests otherwise. The Primary or Secondary Attorneys will provide advice on routine CRTPA issues.

- (b) **Follow up Activities.** The Law Firm will perform follow up activities, as a result of matters addressed or considered during CRTPA meetings or the pre-briefing, at the request of the Director or the Board Chairman. Either the Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may perform these follow up activities, unless the Director requests otherwise.
- (c) **Preparation of Presentations to CRTPA Board.** The Law Firm will prepare presentations to the CRTPA Board at CRTPA meetings at the request of the Director or the Board Chairman. The Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may prepare these presentations, at the discretion of the Primary Attorney, unless the Director requests otherwise.
- (d) **Legal Opinions.** The Law Firm will provide legal opinions at the request of the Director, the Chairman or the Board. Legal opinions will be provided in a summarized written format suitable for either a presentation to the CRTPA, incorporating into the CRTPA Agenda or policy items. The Primary Attorney, Secondary Attorneys, or other attorneys within the Law Firm may perform research and writing, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above. The Law Firm will provide an opinion letter in response to the annual auditor's request for a description of all material pending and threatened litigation, claims and assessments against CRTPA and related matters. As the Law Firm's practice areas do not include Statement of Financial Accounting Standards No. 5, no opinion will be

provided by the Law Firm in relation to the disclosure requirements of Statement of Financial Accounting Standards No. 5.

- (e) **CRTPA Policy Development.** The Law Firm will participate in the development and revisions of CRTPA policy, procedures, bylaws, and governing documents, at the request of the Director. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may attend meetings and perform research, writing, and related work, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.
- (f) **Litigation.** The Law Firm will provide litigation support to the CRTPA at the request and with the authorization of the Board Chairman or the Director. Either the Primary Attorney, the Secondary Attorneys or other attorneys within the Law Firm may provide these services, at the discretion of the Primary Attorney.
- (g) **CRTPA Contracts.** The Law Firm will participate in the preparation of contracts, contract negotiations, settlements, changes, and the initial evaluation of protests at the request of the Director in conjunction with the City or County procurement offices, as needed. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may attend meetings, perform evaluations and research and writing, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.
- (h) **Other Services.** The Law Firm shall render such other legal professional services as may on occasion be specifically requested by the CRTPA and duly authorized in writing by the Director or the Board Chairman. The Director or his designee shall be the coordinator for all CRTPA requests for legal services from the Law Firm and shall be responsible for ensuring the Law Firm provides the

requested legal services in a timely and satisfactory manner. The Primary Attorney, Secondary Attorneys or other attorneys within the Law Firm may perform these services, at the discretion of the Primary Attorney, unless the Director requests otherwise; however, presentations at CRTPA meetings will be in accordance with (c), above.

2. Compensation.

(a) The Law Firm shall be compensated for professional fees with a monthly retainer as follows:

- 1) In the amount of \$18,060.00 per year (billed at \$1,505.00 per month) and a rate of \$350.00 per hour for 4.3 hours, per month for services rendered to the CRTPA as listed in paragraphs 1 (a) above.
- 2) The Law Firm will perform such services in excess of the monthly allocation hours upon conferring with and receiving written approval from the Executive Director to do so and be compensated therefore at the hourly rate in paragraph 1, above. Should the Law Firm propose that additional compensation should be provided for such work, it will present its proposal and justification to the Director, who will have discretion to approve or disapprove such additional compensation based on CRTPA Board direction as provided for herein. All approvals for additional compensation will be made in writing.
- 3) The Law Firm shall be compensated at the billing rate per hour, as outlined herein, for services rendered to the CRTPA as listed in paragraphs 1(b)-(h) above, and for all authorized services rendered as listed in paragraphs 1(a) above, that exceed the budgeted allocated hours in any one month.
- 4) The Law Firm shall be compensated for all out-of-pocket expenses and other charges incurred in providing services under this Agreement.

5) On or before the 15th day of each consecutive month during the term of this agreement, the Law Firm shall prepare and submit an invoice for such fees, costs, and expense incurred in providing services during the preceding month. Invoices will include the name of the attorney performing the work, a description of the work performed, hours expended during the billing period, cumulative hours on the specific task, the amount currently billed, and any prior due balances. Invoices shall be submitted to the Director, via e-mail, as designated by the Director. Invoices shall also provide details as to specific and cumulative time expended, disbursements made, payments made to any certified DBE firms and other expenses incurred as may be required by the Director. Semi-annually, the Law Firm shall provide written documentation, which identifies the progress made toward the CRTPA's DBE goal of 8.5% participation.

3. Maintenance of Professional Standards and Malpractice Insurance.

The Law Firm shall maintain familiarity with the Code of Professional Responsibility of the Florida Bar and shall ensure that its representation shall be in compliance with the standards of conduct set by those rules. In the event of any questions concerning any potential conflict of interest between the CRTPA and any other client represented by the Law Firm, the same shall be disclosed to the Director immediately upon the issue being raised. The Director will develop a recommendation as to the conflict to present to the CRTPA Board for its consideration.

4. Insurance.

The Law Firm shall obtain and maintain malpractice insurance and shall provide documentation of same.

5. Primary and Secondary Attorneys Professional Services Responsibility.

The legal services under this Agreement shall be provided by Thornton Williams, Esquire, as Primary Attorney, and Harriet Williams, Esquire, as a Secondary Attorney under this Agreement, and other attorneys within the Law Firm, when necessary, as described in paragraph 1, above.

6. Term of Agreement.

This Agreement is for a term of three (3) years from the date first above stated, but may be amended from time to time, in writing, by mutual agreement of the parties. This Agreement may be unilaterally terminated for convenience by either party upon the providing of 30 days written notice to the other party. The three years under this Agreement shall be for a two-year term with one, one year option to extend and further provided that funding approval by the CRTPA Board is obtained prior to renewal.

7. Assignment.

This Contract shall not be assigned or sublet as a whole or in part without the written consent of the CRTPA nor shall the Law Firm assign any monies due or to become due to him hereunder without the previous written consent of the CRTPA.

8. Indemnification.

The Law Firm agrees to indemnify and hold harmless the CRTPA from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Law Firm, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Law Firm, including but not limited to costs and a reasonable attorney's fee.

9. Audits, Records and Records Retention.

The Law Firm agrees:

(a) To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and accurately reflect all revenues and expenditures of funds provided by the CRTPA under this contract.

(b) To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of three (3) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of three (3) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.

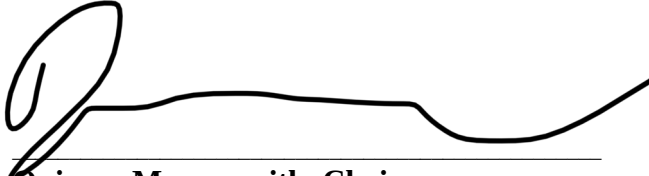
(c) Upon completion or termination of the contract and at the request of the CRTPA, the Law Firm will cooperate with the CRTPA to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.

(d) To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the CRTPA.

(e) Persons duly authorized by the CRTPA and Federal auditors, pursuant to 45 CFR, Part 92.36(1)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

(f) To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

AGREED TO the date first above stated,

A handwritten signature in black ink, appearing to read 'Quincee', followed by a long horizontal line.

**Quincee Messersmith, Chair
CAPITAL REGION TRANSPORTATION
PLANNING AGENCY
300 S. Adams Street, A-1
Tallahassee, Florida 32303**

Thornton Williams

**By: Thornton Williams
800 N. Calhoun Street
Suite 1B
Tallahassee, Florida 32301**

EXTENSION OF AGREEMENT

Pursuant to Section 6 of the Agreement with the Williams Law Group, P.A., the Capital Region Transportation Planning Agency hereby elects to extend the Professional Services Agreement for the Agency's legal services with the Williams Law Group, P. A.

Dated this 10th day of September, 2026



Commissioner Nick Maddox
Chair

Thornton Williams

Thornton Williams
Williams Law Group, P. A.