



# City of Tampa

Jane Castor, Mayor

Office of the City Attorney  
Andrea Zelman, City Attorney

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Tampa, Florida 33602

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## Notice To Proceed & Authorization for Specific Legal Services

RFQ No.: 11013122

**Under Agreement:** This is a Notice to Proceed authorizing delivery of the legal services listed in the Scope of Services/Matter Description below, at the rate and within the budget provided in the Total Compensation section herein, in accordance with terms and conditions of the Agreement for the Provision of Legal Services with the City of Tampa ("City") as authorized by Resolution No. 2022-400.

**Firm Legal Name:** Gray Robinson (the "Firm")

**User Department:** Government Affairs & Strategic Initiatives

**Legal Matter Manager:** Andrea Zelman and Marley Wilkes

**Account String:** 01100.219800.531002

**Notice to Proceed Title:** Legislative Counsel -State of Florida

### **Scope of Services/Matter Description:**

Legislative Counsel for State of Florida environmental and other related municipal issues.

### **Compensation:**

**Estimated Budget for Scope of Services/Matter:** \$ Not to exceed \$90,000 annually.

Per the (Environmental) Agreement, legal services are to be provided at a fixed monthly rate of \$5000 with an additional payment of \$30,000 due after the completion of the Florida Legislative Session.

Out of pocket costs are also subject to the terms of the (Environmental) Agreement.

The Agreement also provides that the Firm is subject to the annual (City Fiscal Year) budget cap of \$100,000 for ALL matters being performed by the Firm under the (Environmental) Agreement.

### **Additional Conditions:**

The Legal Matter Manager should be copied on all emails, correspondence, pleadings, notices, draft documents, final agreements, and/or decisions related to this Scope of Services (as applicable).

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Any final settlement, agreement(s) or other resolution of this matter must be approved in writing by the Legal Matter Manager.

If an estimated budget is given, the Firm will not exceed the estimated budget without prior authorization from the Legal Matter Manager.

Invoices should be submitted on a monthly basis to the attention of the Legal Matter Manager ([andrea.zelman@tampagov.net](mailto:andrea.zelman@tampagov.net)) and copying the Senior Executive Aide to the City Attorney, Erin Bradley ([erin.bradley@tampagov.net](mailto:erin.bradley@tampagov.net)). Upon review and approval, the City Attorney's Office will transmit invoices to the Governmental Affairs and Strategic Initiatives Department/ Division for payment (or pay directly from the CAO Budget) from the Account String above.

**Attachments:** Executed Agreement for the Provision of Legal Services dated June 13, 2022.

**Required  
Authorization:**

  
\_\_\_\_\_  
City Attorney/Deputy City Attorney

8/25/23  
\_\_\_\_\_  
Date

**Agreed & Acknowledged:**

  
\_\_\_\_\_  
Firm Partner

8/24/23  
\_\_\_\_\_  
Date