

A. TITLE PAGE

TOWN OF HOWEY-IN-THE-HILLS

Legal Services for Town Council - RFQ 2025-006

September 2, 2:00 pm

PREPARED BY

GRAYROBINSON

Heather M. Ramos

Orlando Managing Shareholder

301 East Pine Street, Suite 1400

Orlando, Florida 32801

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heather.ramos@gray-robinson.com

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B. LETTER OF TRANSMITTAL

This letter will summarize in a brief and concise manner, the proposer's understanding of the scope of work and make a positive commitment to timely perform the work. The letter should not exceed 2 pages in length.

Town of Howey-in-the-Hills
Victoria Pedane
101 N Palm Ave.
Howey-in-the-Hills, FL 34737

September 2, 2025

Dear Ms. Roszkiewicz,

On behalf of GrayRobinson, we are pleased to offer this proposal to continue to provide legal services for the Town Council of the Town of Howey-in-the-Hills (the Town). We present the enclosed qualifications detailing the proposed team's professional capabilities and accomplishments, making us uniquely prepared to provide these services.

GrayRobinson has proudly served as Town Attorney since 2006. For nearly 20 years, we have developed a deep understanding of the Town's operational structure, policy priorities, legal landscape, and future goals. This long-standing relationship has given us valuable insight into the Town's organizational culture, administrative practices, and the legal issues most critical to its success. We understand not just the legal framework, but also the Town's practical needs and the importance of responsive, solutions-oriented counsel.

GrayRobinson meets and exceeds the training and experience requirements specified. Our attorneys are members in good standing with The Florida Bar and have extensive local government experience and expertise, including litigation, ordinance and resolution drafting, and board advisement. Combined, our team has decades of experience representing cities, counties and special districts and possesses deep knowledge of the legal and constitutional principles that impact municipal operations.

We value our long-term partnership with the Town and look forward to the opportunity to continue serving in this important capacity. Please do not hesitate to contact us with any questions or requests for additional information.

Regards,



Heather Ramos
Shareholder, GrayRobinson

C. QUALIFICATIONS

Provide the qualifications and experience of those who will provide the services. The submission should include:

- i. **Details on the qualifications of key individual(s) who will perform the work; including education, experience and specialized knowledge and experience in similar work.**
-

TEAM LEAD HEATHER RAMOS

QUALIFICATIONS

Heather represents public sector clients in all aspects of state and local government law. Her experience includes issues relating to utilities and land use, as well as legislative and governmental affairs on the local and state levels. Heather provides a broad scope of legal services involving Florida's Public Records and Open Meeting Law, ethics and gift laws, special assessments, taxation and public finance, utility law, and constitutional law. She advises clients operating across Florida's dynamic economy, including cities, counties, utilities, and special districts, among others.

As a complement to her public sector work, Heather collaborates with clients on land use and the development of commercial, residential, and mixed-use projects. Her experience includes planned unit developments, subdivision plats, annexation agreements, acquisitions and sales, financing, vested rights, impact fees, utility agreements, concurrency, road construction agreements, wetlands mitigation, zoning, and permitting. What Heather knows about land developers will be a huge asset for the Town as it faces land-development pressures for many years to come.

EXPERIENCE

Heather serves as the town attorney for the Towns of Windermere and Howey-in-the-Hills, city attorney for the City of Milton, general counsel to the New Smyrna Beach Utilities Commission, the Orange County Library District, Space Florida, and assistant general counsel to the North Brevard County Hospital District and the Toho Water Authority. She previously served as assistant counsel to the Orange County and Seminole County Property Appraisers.

In these roles, Heather has advised on a range of legal issues, demonstrating a strong understanding of the unique needs and operations of local government entities.

EDUCATION

- J.D., Stetson University College of Law, 2002, *cum laude*
- B.A., University of Central Florida, 1999, *with honors*

TEAM MEMBER DEBORAH LA FLEUR, B.C.S.

QUALIFICATIONS

Deborah is board-certified in Labor and Employment Law by The Florida Bar. She has significant experience representing public and private sector employers, including government entities, nonprofits, healthcare providers, and corporations, in virtually all areas of labor and employment law. Her work spans discrimination and wage and hour claims, FMLA and WARN Act issues, restrictive covenant enforcement,

and ADA compliance. She also regularly advises on constitutional, tort, and whistleblower matters, as well as federal contract compliance and labor relations, including collective bargaining and union election preparation. Beyond litigation, Deborah assists clients with drafting policies and employee handbooks, developing workplace accessibility strategies, and providing training on employment law and compliance.

EXPERIENCE

With more than two decades of practice, Deborah has developed a wide-ranging career advising employers in both litigation and regulatory arenas. She has represented employers before state and federal courts as well as administrative agencies, including the Equal Employment Opportunity Commission, the Florida Commission on Human Relations, the U.S. Department of Labor, Florida's Division of Workers' Compensation, and the Florida Public Employees Relations Commission. She is also a frequent speaker on employment law issues, presenting at professional seminars, bar association events, and GrayRobinson's own employment law programs. Through this combination of hands-on litigation, compliance counseling, and educational outreach, Deborah has built a reputation as a trusted advisor to employers navigating the complexities of modern workplace law.

EDUCATION

- J.D., Valparaiso University School of Law, 1997
- B.A, Aquinas College, 1993

TEAM MEMBER TOM WILKES

QUALIFICATIONS

Tom brings more than 45 years of experience in local government law and is recognized statewide as a leader in this field. His expertise spans land use, taxation and finance, utility law, constitutional and administrative law, as well as litigation involving public entities. He has been entrusted with significant leadership roles, including serving as County Attorney for Orange County for over a decade, and has been appointed multiple times to the Orange County Charter Review Commission, where he was twice elected chair by his peers. Tom also serves as general counsel to key Florida institutions, including Space Florida, Career Source Central Florida, and the Orange County Library District, and as town attorney for the Town of Windermere. His qualifications are further reflected by his frequent invitations to speak on "good government" laws, such as Sunshine Law, ethics, financial disclosure, and public records.

EXPERIENCE

Tom's career reflects a deep history of handling some of the most complex governance, construction, and financing matters in Florida. While serving as Orange County Attorney from 1990 to 2002, he oversaw the legal functions of county government under three successive County mayors. During that time, he guided the County through transformative initiatives, including structuring and negotiating cutting-edge tax-increment financings. His work included drafting the documents for the International Drive CRA, structuring financing for the I-4/Osceola Parkway interchange, and negotiating tax-increment arrangements for the Conroy Road and Universal Boulevard interchanges.

His leadership earned the Orange County Attorney's Office national recognition, receiving the American Bar Association's Jefferson Fordham Award in 2001 for government law-office accomplishment. After joining GrayRobinson, Tom has continued to serve as trusted counsel to numerous public entities, including hospital

districts, counties, and municipalities, applying his knowledge of complex financing, taxation, land use and regulatory matters to advance client goals. His work demonstrates not only long-standing expertise but also innovative problem-solving in the areas most critical to local governments.

EDUCATION

- J.D., University of Florida, 1978
- M.P.A., University of West Florida, 1976
- B.S., U.S. Naval Academy, 1969

TEAM MEMBER NATALIE YELLO, B.C.S.

QUALIFICATIONS

Natalie is board-certified in Construction Law by The Florida Bar. She specializes in the full lifecycle of construction law, bringing strategic, client-focused counsel to public sector clients. Natalie's dual focus on contracting and litigation gives her a comprehensive edge: she is deeply proficient in drafting and negotiating complex design and construction contracts.

EXPERIENCE

Natalie's experience spans from contract inception to dispute resolution. On the transactional side, she guides clients through end-to-end contract services, from negotiating design and construction agreements to ensuring that project specifications align with legal and operational goals. On the litigation side, Natalie has represented clients in high-stakes matters such as mechanic's lien disputes, tort claims, and construction defect litigation. Her deep understanding of both the legal framework and the practical complexity of construction enables her to craft solutions that anticipate risks and drive projects to successful outcomes.

EDUCATION

- J.D., Stetson University College of Law, 2017, *cum laude*
- B.S., B.A., University of Florida, 2013, *cum laude*

TEAM MEMBER CHRISTINA EPPERSON

QUALIFICATIONS

Christina centers her practice on local government law, with a particular focus on real estate and land use matters. She began working with GrayRobinson as a summer associate in 2022 and continued to work with the Local Government Team as a law clerk until joining the firm as an associate in 2024. Throughout her time at GrayRobinson, Christina has gained valuable experience assisting local government clients with matters involving ordinances, resolutions, public records, and land use issues.

EXPERIENCE

Under the supervision and mentorship of Lead Attorney Heather Ramos, Christina diligently supports matters involving ordinances, resolutions, public records, contracts, and government ethics. She assists in drafting and reviewing legal documents, researching municipal law issues, and ensuring compliance with state and local regulations.

EDUCATION

- J.D., Florida A&M University College of Law, 2024, magna cum laude, Valedictorian
- TQUK Level 5 Certificate in Teaching English as a Foreign Language, The TEFL Academy, 2018
- B.A., Virginia Commonwealth University, Honors College, 2014, magna cum laude

ii. Details on the qualifications including documentation of experience with similar work during the past 10 years; include firm size, structure, location of management and charter authorization and licenses to do business in the State of Florida.

For more than five decades, GrayRobinson has represented municipalities, counties, special districts, and other public entities in matters involving local government law, land use and zoning, public finance, utilities, procurement, and litigation. Over the past ten years, the firm has served as general or special counsel to numerous Florida cities, towns, and governmental boards, providing advice and representation on a wide range of legal issues similar to those contemplated in this engagement. This experience includes drafting and negotiating contracts, advising on governance and ethics, handling land use and development applications, addressing public records and Sunshine Law compliance, representing clients in administrative and judicial proceedings, and guiding public finance and bond transactions.

GrayRobinson, P.A. is a full-service law and lobbying firm with more than 275 attorneys and consultants across 15 offices throughout Florida and one in Washington, D.C. Established in 1970, the firm is organized as a professional association under the laws of the State of Florida and is fully authorized and licensed to conduct the practice of law within the state.

Dean Cannon is the President and CEO of GrayRobinson and is located in the Firm's Tallahassee office at 301 S. Bronough Street, Suite 600, Tallahassee, FL 32301. Byrd F. "Biff" Marshall, Jr. serves as chair of the board and is located in the Firm's Orlando office at 301 E. Pine Street, Suite 1400, Orlando, FL 32801. J. Charles "Charlie" Gray serves as chair emeritus and founding director of GrayRobinson and is located in the Firm's Orlando office at 301 E. Pine Street, Suite 1400, Orlando, FL 32801. Additional board members include Treasurer Michael E. Neukamm, located in the Firm's Orlando office at 301 E. Pine Street, Suite 1400, Orlando, FL 32801, Secretary Mark D. Schellhase, located in the Firm's Boca Raton office at 2255 Glades Road, Suite 301E, Boca Raton, Florida 33431, and Assistant Treasurer Jason Unger located in the Firm's Tallahassee office at 301 S. Bronough Street, Suite 600, Tallahassee, FL 32301.

The following pages contain GrayRobinson's registration with the Division of Corporations. We have also included team members' Florida Bar licenses, authorizing them to perform legal work in Florida.

DIVISION of
CORPORATIONS
an official State of Florida website

[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Profit Corporation
GRAYROBINSON, P.A.

Filing Information

Document Number

602357

FEI/EIN Number

59-1300132

Date Filed

08/26/1970

State

FL

Status

ACTIVE

Last Event

NAME CHANGE AMENDMENT

Event Date Filed

11/10/2003

Event Effective Date

NONE

Principal Address

301 E. PINE STREET, SUITE 1400
ORLANDO, FL 32801

Changed: 01/11/2001

Mailing Address

P.O. BOX 3068
ORLANDO, FL 32802-3068

Changed: 10/13/2016

Registered Agent Name & Address

Cannon, R. DEAN
301 S. BRONOUGH STREET, SUITE 600
TALLAHASSEE, FL 32301

Name Changed: 09/26/2019

Address Changed: 09/26/2019

Officer/Director Detail

Name & Address

Title Director, Chairman

MARSHALL, BYRD F., Jr.
301 E. PINE STREET, SUITE 1400
ORLANDO, FL 32801

Title Director, Chairman Emeritus

GRAY, J. Charles
301 E. PINE STREET, SUITE 1400
ORLANDO, FL 32801

Title Director, Treasurer

Neukamm, Michael E.
301 E. PINE STREET, SUITE 1400
ORLANDO, FL 32801

Title Director, President & CEO

Cannon, R. Dean
301 S. BRONOUGH STREET, SUITE 600
TALLAHASSEE, FL 32301

Title Director, Secretary

SCHELLHASE, MARK D.
ONE BOCA PLACE
2255 GLADES ROAD
SUITE 301E
BOCA RATON, FL 33431

Title Director, Assistant Treasurer

UNGER, JASON
301 S. BRONOUGH STREET, SUITE 600
TALLAHASSEE, FL 32301

Annual Reports

Report Year	Filed Date
2024	01/30/2024
2024	10/21/2024
2025	04/14/2025

Heather Michele Blom-Ramos

Member in Good Standing

Eligible to Practice Law in Florida

Bar Number:	588601
Mail Address:	GrayRobinson P A 301 E Pine St Ste 1400 Orlando, FL 32801-2741 Office: 407-843-8880x26 Cell: 407-843-8880x26 Fax: 407-244-5690
Email:	heather.amos@gray-robinson.com 
Personal Bar URL:	https://www.floridabar.org/mybarprofile/588601
vCard:	
County:	Orange
Circuit:	09
Admitted:	09/20/2002
10-Year Discipline History:	None
Law School:	Stetson University College of Law
Sections:	City, County & Local Govt Law Environmental & Land Use Law Government Lawyer

Deborah L La Fleur

Member in Good Standing

Eligible to Practice Law in Florida

Bar Number:	185590				
Mail Address:	GrayRobinson, P.A. PO Box 3068 Orlando, FL 32802-3068 Office: 407-843-8880 Cell: 407-843-8880 - No Text Messages Fax: 407-244-5690				
Email:	deborah.lafleur@gray-robinson.com 				
Personal Bar URL:	https://www.floridabar.org/mybarprofile/185590				
vCard:					
County:	Orange				
Circuit:	09				
Admitted:	10/08/1999				
10-Year Discipline History:	None				
Law School:	Valparaiso University School of Law				
Board Certifications:	<table><tr><th>Area</th><th>Year</th></tr><tr><td>Labor and Employment Law</td><td>2017</td></tr></table>	Area	Year	Labor and Employment Law	2017
Area	Year				
Labor and Employment Law	2017				

Thomas J Wilkes Jr.

Member in Good Standing

Eligible to Practice Law in Florida

Bar Number: 261734

Mail Address: GrayRobinson P A
301 E Pine St Ste 1400
Orlando, FL 32801-2741
Office: 407-843-8880
Cell: 407-843-8880 - No Text Messages
Fax: 407-244-5690

Email: tom.wilkes@gray-robinson.com

Personal Bar URL: https://www.floridabar.org/mybarprofile/261734

vCard: 

County: Orange

Circuit: 09

Admitted: 11/06/1978

10-Year Discipline History: None

Law School: University of Florida, Fredric G. Levin College of Law

Sections: City, County & Local Govt Law
Environmental & Land Use Law

Natalie Marian Yello

Member in Good Standing		Eligible to Practice Law in Florida		
Bar Number:	1002900	 Natalie Marian Yello		
Mail Address:	GrayRobinson, P.A. Orlando, Florida 32801 301 E Pine St Ste 1400 Orlando, FL 32801-2741 Office: 407-843-8880 Fax: 407-244-5690			
Email:	natalie.yello@gray-robinson.com 			
Personal Bar URL:	https://www.floridabar.org/mybarprofile/1002900			
vCard:				
County:	Orange			
Circuit:	09			
Admitted:	09/22/2017			
10-Year Discipline History:	None			
Law School:	Stetson University College of Law			
Board Certifications:	Area	Year		
	Construction Law		2025	

Christina Renee Epperson

Member in Good Standing

Eligible to Practice Law in Florida

Bar Number: 1059159

Mail Address: Ms. Christina Epperson
301 E Pine St Ste 1400
Orlando, FL 32801-2741
Office: 407-204-3118

Email: christina.epperson@gray-robinson.com

Personal Bar URL: https://www.floridabar.org/mybarprofile/1059159

vCard: 

County: Orange

Circuit: 09

Admitted: 09/30/2024

10-Year Discipline History: None

Law School: Florida A&M University, College of Law, 2024

Sections: City, County & Local Govt Law
Environmental & Land Use Law
Government Lawyer
Labor and Employment Law
Young Lawyers

Provide information on professional qualifications to provide the services as requested and include ratings and/or recognition in the legal community for professional achievement.

Lead Town Attorney Heather Ramos, Managing Shareholder of the firm's Orlando office, has built her career representing municipalities and public-sector clients across Florida. She regularly advises on land use, utilities, public finance, and legislative matters, and is recognized in Best Lawyers in America for her work in Land Use and Zoning Law and in Florida Trend's Legal Elite NOTABLE - Women Leaders in Law.

Team Member Deborah La Fleur is board-certified in labor and employment law by The Florida Bar and brings deep experience in providing legal counsel to both public- and private-sector employers. She has served as trusted counsel on a wide array of matters including advising on compliance with federal, state, and local regulations; drafting and reviewing policies, employment contracts, and administrative procedures; and defending clients in litigation and administrative proceedings before courts and agencies such as the EEOC, FCHR, the Division of Workers' Compensation, the U.S. Department of Labor, and PERC. Her peers recognize her as a top-tier employment law practitioner – Chambers USA consistently ranks her in Band 4 for Labor & Employment in Florida.

Team Member Tom Wilkes has more than 45 years of experience in local government law, including service as Orange County Attorney. His practice covers constitutional, administrative, and litigation matters, as well as land use, transportation, and utility law. Tom is widely regarded as one of Florida's preeminent municipal attorneys and has received recognition in Best Lawyers in America and other peer-reviewed publications for his longstanding contributions to local government law.

Team Member Natalie Yello is board-certified in Construction Law by The Florida Bar and brings significant experience counseling public and private clients. She regularly drafts and negotiates complex contracts, ordinances, and agreements, and she represents clients in administrative proceedings, arbitration, and civil litigation. Her practice includes advising on compliance with federal, state, and local regulations and providing cost-effective strategies for resolving disputes. Natalie has been named to Best Lawyers in America – Ones to Watch for Construction Law and has been selected as a Florida Super Lawyers Rising Star in Construction Litigation. In addition, she serves in a leadership role as Co-Chair of the Litigation Subcommittee of The Florida Bar's Construction Law Committee.

Assistant Town Attorney Christina Epperson brings strong academic credentials and practical experience in local government, land use, and real estate law. She joined GrayRobinson following her clerkship with the firm, where she developed experience in transactional matters and public-sector representation. Christina is an active member of The Florida Bar and brings valuable energy and focus to client engagements, complementing the team's depth of experience.

As a firm, GrayRobinson is consistently recognized among Florida's top law firms, with numerous attorneys listed in Best Lawyers in America, Chambers USA, and Florida Super Lawyers. The firm's reputation for excellence, combined with the specific experience and recognition of the attorneys dedicated to this engagement, ensures that the Town will be represented by professionals whose qualifications and achievements are well respected throughout the legal community.

Identify and include qualifications and resumes of specific individuals who will provide legal services to the Town of Howey-in-the-Hills, including the name and qualifications of the attorney who will be designated as the Town Attorney.

Below are full biographies of the proposed team. Heather Ramos will be the Lead Town Attorney, and Christina Epperson will be the Assistant Lead Town Attorney. Deborah La Fleur, Tom Wilkes, and Natalie Yello will provide support as needed.



Lead Town Attorney: Heather M. Ramos

Orlando Managing Shareholder

heather.ramos@gray-robinson.com
407.843.8880

Focus

- Government
- Land Use Law
- Utilities

Versatile state and local government lawyer serving public and private sector clients across Florida. Focus on land use, development, and governmental affairs.

Heather Ramos represents public sector clients in all aspects of state and local government law. Her expertise includes issues relating to land use and real estate development, as well as legislative and governmental affairs on the local and state levels. Heather provides a broad scope of legal services involving Florida's Public Records and Open Meeting Law, ethics and gift laws, special assessments, taxation and public finance, utility law, and constitutional law. She advises clients operating across Florida's dynamic economy, including cities, counties, utilities, special districts, and landowners, among others.

For state and local governments, Heather currently serves as the town attorney for the Towns of Windermere and Howey-in-the-Hills, city attorney for the City of Milton, general counsel to the New Smyrna Beach Utilities Commission, the Orange County Library District, assistant general counsel to Space Florida, and assistant general counsel to the North Brevard County Hospital District. Informed by decades of municipal service and advocacy, she frequently teams with GrayRobinson colleagues in public financing, environmental and sustainability, government affairs and lobbying, and real estate practices to provide comprehensive and integrated legal support for clients.

Recognition

- *Best Lawyers in America*, Land Use and Zoning Law, 2020-2025
- *Orlando Magazine*, Best Lawyers, 2021
- *Martindale-Hubbell*, AV® Preeminent Rated

Insights

- Moderator, "Restoring Bilateral Trade Between Canada and Florida," GrayRobinson Webinar, March 11, 2021

Affiliations

- The Florida Bar
 - o Local Government Law Section
 - o Environmental and Land Use Section
- Orange County Bar
 - o Environmental and Land Use Committee, Co-Chair, 2004-2005
- Historical Society of Central Florida
 - o Board of Directors

Credentials

- J.D., Stetson University College of Law, 2002, *cum laude*
- B.A., University of Central Florida, 1999, *with honors*

Admissions

- Florida

**Team Member: Deborah L. La Fleur, B.C.S.
Shareholder**

deborah.lafleur@gray-robinson.com
407.843.8880

Focus

- Labor and Employment
- OSHA
- Trade Secret, Noncompete and Unfair Competition

Advisor to public and private sector employers facing employment law disputes and workforce risk. Board-certified in Labor and Employment Law by The Florida Bar.

Deborah La Fleur is board-certified in Labor and Employment Law by The Florida Bar and represents private and public sector employers in both labor and employment law matters. The majority of Deborah's background and experience is in advising and representing corporations, management, nonprofit entities, healthcare providers, and governmental entities. Deborah represents employers, in federal and state courts and in front of governmental agencies, in connection with all employment-related matters including but not limited to: discrimination; Fair Labor Standards Act (including collective actions); state wage and hour claims; Family and Medical Leave Act; the WARN Act; the enforcement of restrictive covenants, such as covenants not to compete; Americans With Disabilities Act (including its employment and accessibility provisions, such as Title III of the ADA); constitutional claims; torts; whistleblower litigation; compliance with the Office of Federal Contract Compliance; labor-related issues, including but not limited to, preparation and interpretation of collective bargaining agreements, assisting employers during the union election process and defending against unfair practice charges; preparation of employment handbooks, contracts, and a variety of employment-related policies; and providing training on employment-related matters and workplace and public accommodation accessibility compliance. In addition, Deborah has experience in corporate matters, including the employment aspects of mergers and acquisitions and commercial litigation issues.

Deborah also represents employers in state and federal courts, investigations, and in defense of charges of discrimination before the U.S. Equal Employment Opportunity Commission, the Florida Commission on Human Relations, Florida's Division of Workers' Compensation, the U.S. Department of Labor and the Florida Public Employees Relations Commission.

Recognition

- *Best Lawyers in America*, 2026
 - o Employment Law - Management
- *Chambers USA*, Labor and Employment, 2020-2025
 - o Recognized Practitioner, 2016-2019

- *Martindale-Hubbell, AV® Preeminent Rated*

Insights

- "Worker Adjustment and Retraining Notification (WARN)," The Florida Bar 25th Labor and Employment Law Annual Update and Certification Review, January 16-17, 2025
- "Union Awareness," ABC Central Florida Training and Development Seminar, October 17, 2024
- "Navigating the 2023 Labor and Employment Law Landscape: What Employers Should Know," GrayRobinson Labor and Employment Webinar, June 15, 2023
- GrayRobinson's 24th Annual Employment Law Seminar, May 5, 2022
- "Top 10 Hits' Avoid Employee Lawsuits," ABC Central Florida, September 22, 2021
- GrayRobinson's 23rd Annual Employment Law Seminar, April 1, 2021
- "Update on Federal COVID-19 Employment and Business Programs," Seminole County Chamber and the Apopka Area Chamber, April 15, 2020

Affiliations

- Orange County Bar Association
 - Labor and Employment Law Committee
- Federal Bar Association
- Society for Human Resource Management, Member
- Academy of Florida Management Attorneys, Member
- Leadership Seminole
 - Board of Directors, Member
 - Chair, 2017-2018
 - Chair-Elect, 2016-2017
 - Secretary, 2015-2016
 - Presidential Alumni
- Seminole Task Force to Impact Homelessness
- Greater Orlando Business Network, Past Board Member

Credentials

- **Aquinas College, B.A.** (1993)
- **Valparaiso University School of Law, J.D.** (1997)
- Board-certified in Labor and Employment Law by The Florida Bar

Admissions

- Florida
- Michigan
- U.S. District Court for the Western District of Michigan
- U.S. District Court for the Southern, Middle, and Northern Districts of Florida



Team Member: Thomas J. Wilkes

Of Counsel

tom.wilkes@gray-robinson.com
407.843.8880

Focus

- Government
- Transportation
- Land Use Law
- Public Finance

Trusted leader in Florida local government law, with a legacy shaped by decades of public service and legal innovation. Instrumental in transforming policy, infrastructure, and governance across the state.

Tom Wilkes has over 45 years of experience in local government law. As a partner at GrayRobinson from 1978 to 1991, he served on the 1986 and 1988 charter commissions that resulted in sweeping changes to the form of government for Orange County, including the creation of the office of the Orange County Mayor. Then, in 1990, the first Orange County Mayor, Linda Chapin, asked Tom to serve as her county attorney. He accepted the offer, resigned from GrayRobinson, became the County Attorney and stayed in the position for 12 years, serving under three county mayors (Chapin, Mel Martinez and Rich Crotty) and gaining a reputation statewide as a practitioner in local government law. In 2001, his leadership resulted in the County Attorney's Office being given the ABA's Jefferson Fordham Award for government law-office accomplishment – a recognition that the office was perhaps the top government law office in the nation. In 2003 and 2004, Tom was once again appointed to serve on the Orange County Charter Review Commission. He was appointed by then-County Commissioner (now chair of the Orange County Public School Board) Teresa Jacobs and was elected by the Charter Review Commission members to serve as the commission chair.

As Orange County Attorney, Tom was involved specifically and extensively in some of the most complex construction and regulatory matters in the County's history. He was also the lead County staff person in complex financings, including several cutting-edge "tax increment" matters. He drafted the documents for the International Drive CRA, still functioning and funding needed improvements to the I-Drive tourist and convention area. He structured the non-CRA tax-increment financing for the interchange at I-4 and the Osceola Parkway, which involved Orange County and the Reedy Creek Improvement District. Tom also negotiated the tax-increment financing for the Conroy Road and Universal Boulevard interchanges on I-4, both done by the City of Orlando's CRA's with Orange County's consent.

Upon leaving the county in 2002, Tom rejoined GrayRobinson. He concentrates on all aspects of state and local government law, such as land use, taxation and finance, utility law, constitutional law, administrative law and litigation. He was general counsel to Space Florida, the state agency responsible for developing

commercial aerospace industries in Florida. He was also general counsel to Career Source Central Florida and the Orange County Library District and served from 2007 to 2019 as town attorney for the Town of Windermere. He has served as special counsel to numerous hospital districts, counties and cities and is asked frequently to speak to public agencies on "good government" law (Sunshine Law, ethics, gift law, financial-disclosure rules, and public-records law). Tom has particular expertise in local government taxation, including property taxation, local government sales taxes, and special district taxation.

Tom is a native Floridian and nearly a lifelong resident of Orlando. He graduated from the U.S. Naval Academy and served six years as a Navy pilot and flight instructor. Upon resigning his commission, Tom received a master's degree in public administration from the University of West Florida and his juris doctor from the University of Florida. He then served as a primary assistant to GrayRobinson's founding partner J. Charles Gray from 1978 to 1985 when Gray was the Orange County Attorney.

Recognition

- *Best Lawyers in America*, 2015-2020
 - Lawyer of the Year, Government Relations Practice, 2019
 - Lawyer of the Year, Government Relations Practice, 2017
- *Orlando Business Journal*, Best of the Bar, 2006
- *Orlando Magazine*, Best Lawyers, 2019
- *Orlando Magazine*, Lawyer of the Year, Government Relations Practice, 2019
- *Orlando Magazine*, Woodward/White Best Lawyers List, honoree, 2019
- *Martindale-Hubbell*, AV® Preeminent Rated
- *Florida Super Lawyers*, 2010-2013, 2015-2019
- *Florida Trend*, Legal Elite, 2006-2008, 2013

Affiliations

- The Florida Bar
 - Local Government Law Section
 - Environmental and Land Use Law Section
 - Judicial Nominating Commission, 9th Judicial Circuit, Member, 1989-1991
- National Lawyers Association
- Florida Association of County Attorneys, Officer and Director, 1992-2002
 - President, 1997-1998
 - Chair, 1998-1999
- Orange County Charter Review Commission, Member, 1988, 2004
 - Chair, 2004
- Orange County Charter Review Commission
 - Orange County Citizens Charter Committee, Chair, 1986
- Coalition for the Homeless of Central Florida, Member
 - Board of Directors, 2003-2007
- Mayor Buddy Dyer's Downtown Transition Strategic Task Force, Member, 2003
- National Association of Christians and Jews, Director, 1993-2000

Credentials

- J.D., University of Florida, 1978
- M.P.A., University of West Florida, 1976
- B.S., U.S. Naval Academy, 1969

Admissions

- Florida



Team Member: Natalie M. Yello, B.C.S. Of Counsel

natalie.yello@gray-robinson.com
407.843.8880

Focus

- Construction
- Corporate

Board-certified by The Florida Bar in Construction Law. Delivering strategic, end-to-end counsel on design and construction contracts for projects across Florida.

Natalie concentrates her practice on a broad range of construction topics, serving a diverse clientele that includes commercial property and business owners, general contractors, architects, engineering firms, and public entities. Board-certified in Construction Law, she focuses primarily on the careful drafting and negotiation of contracts for a wide variety of construction projects throughout Florida, including healthcare facilities, airports, office buildings, condominiums, and restaurants.

In addition to contract matters, Natalie has significant experience in construction-related litigation. She regularly defends clients against tort and professional malpractice claims, assesses mechanic's lien issues, and litigates construction defect disputes. Her deep understanding of both the legal and operational sides of construction enable her to deliver strategic, results-driven counsel from project inception to final resolution.

Recognition

- *Best Lawyers in America*, Ones to Watch, Construction Law, 2025-2026
- *Florida Super Lawyers*, Rising Stars, Construction Litigation, 2022-2025

Insights

- "Design and Construction Contracts," GrayRobinson Construction Law Seminar, February 7, 2024
- "Understanding Design Assist and Design Delegation: Distinctions and Differences," Construction Law Institute, 2021
- "Construction Industry Update," GrayRobinson Construction Law Seminar, September 14, 2021
- "What's Keeping You Up At Night?" Co-presenter, GrayRobinson's 23rd Annual Employment Law Seminar, April 1, 2021
- "Case Law Update," *Constructive Talk Volume VI, Issue I*, The Florida Bar Construction Law Committee, 2020
- "Doing Deals and Disputes in 2020: Revive, Restructure, or Rend Apart," Association of Corporate Counsel of Central Florida, October 15, 2020

- "The Lowdown on Latent Defects," *Constructive Talk Newsletter, Volume VII, Issue II*, The Florida Bar Construction Law Committee, 2020
- "Explanation of Keystone Airpark Authority v. Pipeline Contractors, Inc.," The Florida Bar Construction Law Committee Continuing Legal Education Course, March 16, 2020
- "Repair Costs Can Be Consequential Damages: Understanding the Keystone Court's Departure from the Typical Definition of Consequential Damages," *ActionLine publication, Vol. XXXXI No. 2*, Real Property, Probate and Trust Law Section, The Florida Bar
- "Case Law Update," *Constructive Talk Volume VI, Issue I*, The Florida Bar Construction Law Committee, 2020

Affiliations

- The Florida Bar
 - Real Property Probate and Trust Law Section
 - Construction Law Committee
 - Litigation Subcommittee, Co-Chair
- Guardian Ad Litem, 6th Judicial Circuit, 2014-2016
- Support Our Scholars Program, Board of Directors

Credentials

- J.D., Stetson University College of Law, 2017, *cum laude*
 - *Journal of International Aging Law and Policy*, Editor-in-Chief
- B.S., B.A., University of Florida, 2013, *cum laude*
- Board-certified by The Florida Bar in Construction Law

Admissions

- Florida
- U.S. District Court for the Northern and Middle Districts of Florida



Assistant Town Attorney: Christina Epperson

Associate

christina.epperson@gray-robinson.com
407.843.8880

Focus

- Real Estate
- Land Use Law
- Government

Dedicated attorney with hands-on legal experience and a sharp analytical approach.

Christina Epperson, an associate attorney in the GrayRobinson Orlando office, centers her practice on local government, real estate, and land use law. With a strong commitment to advocacy and a focus on personalized counsel, Christina guides clients through multifaceted legal challenges, ensuring they remain informed at every stage.

During law school, Christina served as a judicial law clerk for the Honorable Rodney Smith of the United States District Court for the Southern District of Florida and as a constitutional and property law research assistant. She was an inaugural fellow of the Florida A&M University College of Law Economic Justice Clinic, where she provided transactional legal services to underserved businesses and individuals throughout Orlando. Christina began working with GrayRobinson as a summer associate in 2022 and continued to work with the Local Government Team as a law clerk until joining the firm as an attorney in 2024.

Recognition

- Florida A&M University College of Law Book Awards
 - o Legal Research and Writing I, 2020
 - o Legal Research and Writing II, 2021
 - o Property and Torts, 2021
 - o Constitutional Law II, 2022
 - o Evidence, 2022

Credentials

- J.D., Florida A&M University College of Law, 2024, *magna cum laude*, Valedictorian
 - o Florida A&M University Law Review, Assistant Articles Editor
- TQUK Level 5 Certificate in Teaching English as a Foreign Language, The TEFL Academy, 2018
- B.A., Virginia Commonwealth University, Honors College, 2014, *magna cum laude*

Admissions

- Florida

Identify the location and availability of staff to provide services and the depth of firm’s ability to provide comprehensive services. Include the firm’s national, statewide and local service capabilities, including skilled technical and market resources of the firm.

All of the attorneys proposed for this engagement are based in GrayRobinson’s Orlando office, located at 301 East Pine Street, Suite 1400, Orlando, Florida 32801. This provides the Town with the benefit of a fully integrated team that works in close proximity to one another and is readily available to respond to the Town’s needs.

Beyond the immediate team, GrayRobinson offers the resources of a full-service law firm with offices across Florida and in Washington, D.C. The firm’s statewide footprint enables us to provide comprehensive services that extend well beyond Orlando, including access to attorneys skilled in public finance, environmental and sustainability law, government affairs, lobbying, and real estate development. This breadth of services allows us to bring together the right mix of technical expertise and practical experience to address the Town’s needs as they arise.

In short, the Town will benefit not only from the availability of three attorneys dedicated to its matters daily, but also from the depth of a multidisciplinary firm with statewide and national reach. This combination ensures responsive, cost-effective, and comprehensive representation in all facets of local government law.

D. FEE PROPOSAL

The firm shall submit a proposal for compensation which should include, but is not limited to, an hourly rate option, monthly and/or annual fee options, if applicable, or a combination of these options.

The fee schedule shall include the following information:

- i. **Provide breakdown of the hourly rates for the Town Attorney, assistant Town attorneys, senior attorneys and every other attorney, paralegal or staff member anticipated to provide services to the Town of Howey-in-the-Hills.**

Below is a breakdown of attorneys and staff who are anticipated to provide services to Howey-in-the-Hills:

Professional	Hourly Rate
Town Attorney Heather Ramos	\$310
Senior Attorney Tom Wilkes	\$310
Assistant Town Attorney Christina Epperson	\$265
Paralegal	\$145

- ii. **Proposed monthly and/or annual fee options.**

We propose an hourly rate structure as follows: Shareholders \$310 per hour, Associates \$265 per hour, and paralegals \$145 per hour.

- iii. **The rates for reimbursable and/or out-of-pocket expenses, including, but not limited to, word processing, photocopying, faxing, etc. Local travel costs associated with this work should be included in the fee proposal and will not be considered as an additional cost or reimbursable item.**

The hourly rates above are inclusive of all reimbursable or out-of-pocket expenses.

- iv. **The proposed rates for any and all other fee proposals or arrangements outside the standard hourly rates, if any.**

Should litigation arise in connection with our engagement, the hourly rates for those services may be increased, depending on the complexity of the case, but only if negotiated between the Town and the Firm and agreed to by the Town.

E. OTHER INFORMATION REQUIRED

- i. **List all judgments or lawsuits in which the firm or attorneys have been involved within the last 5 years, including the nature of the lawsuit and the resolution thereof. List all lobbyists employed and the areas in which they lobby.**
-

There have been isolated cases where The Florida Bar was required to inquire of GrayRobinson attorneys regarding alleged grievances or complaints. All inquiries have concluded with no determinations made in favor of the complainants or a finding of probable cause; thus, those inquiries were dismissed.

Below is a list of GrayRobinson's government affairs and lobbying professionals, complete with state of registration. Each is registered to lobby for public and private clients on behalf of the legislative and executive branches of state and/or federal government.

- | | |
|---|--------------------------------------|
| ▪ David Allen (Florida) | ▪ Lily Israel (Washington, D.C.) |
| ▪ Kylee Anzueto (Florida) | ▪ Kevin Jogerst (Washington, D.C.) |
| ▪ John Ariale (Washington, D.C.) | ▪ George Levesque (Florida) |
| ▪ Dean Cannon (Florida, Washington, D.C.) | ▪ Jessica Love (Florida) |
| ▪ Christopher Carmody (Florida) | ▪ Ryan Matthews (Florida) |
| ▪ Carlecia Collins (Florida) | ▪ Chris McCannell (Washington, D.C.) |
| ▪ Larry Cretul (Florida) | ▪ Kim McDougal (Florida) |
| ▪ Christopher Dawson (Florida) | ▪ Kirk Pepper (Florida) |
| ▪ Angela Drzewiecki (Florida) | ▪ Joseph Salzverg (Florida) |
| ▪ Thomas Feeney (Washington, D.C.) | ▪ Burt Saunders (Florida) |
| ▪ Blair Hancock (Washington, D.C.) | ▪ Robert Stuart Jr. (Florida) |
| | ▪ Jason Unger (Florida) |

- ii. **List any clients you currently represent that could cause a conflict of interest with your responsibilities to the Town of Howey-in-the-Hills. Describe how you would be willing to resolve these or any future conflicts of interest.**
-

GrayRobinson currently has a waiver in place with the Town of Howey-in-the-Hills regarding the firm's representation as General Counsel of Lake County Schools. Beyond that, we are not aware of any potential conflict of interest that would arise from our continued representation of the Town and will take the necessary steps to avoid conflicts of interest in the future.

If a potential conflict arises, we will seek a waiver from one or both parties, as was done in the above mentioned situation. If a waiver or agreement cannot be reached, we will address the issue and withdraw if necessary. The honor of representing Town is one we take seriously, and we will do all that is necessary to ensure the Town's interests are not maligned by our concurrent representation of other clients.

iii. **A copy of your business license number, state-issued and classifications, your authorization to perform work in Florida, and any other licenses applicable. Please include a W-9 form.**

Please refer to section c. QUALIFICATIONS (ii) for copies of applicable business and professional licenses.

A copy of our W9 is below.

Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service		Request for Taxpayer Identification Number and Certification Go to www.irs.gov/FormW9 for instructions and the latest information.		Give form to the requester. Do not send to the IRS.
Before you begin. For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i> , below.				
Print or type. See specific instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) GrayRobinson, P.A.	2 Business name/disregarded entity name, if different from above.		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <u>one</u> of the following seven boxes. ☐ Individual/sole proprietor ☒ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐			
	5 Address (number, street, and apt. or suite no.). See instructions. 301 E. Pine Street, Suite 1400		Requester's name and address (optional)	
	6 City, state, and ZIP code Orlando, FL 32801			
	7 List account number(s) here (optional)			
	Part I Taxpayer Identification Number (TIN)			
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.			Social security number ____ - ____ - ____ OR Employer identification number 5 9 - 1 3 0 0 1 3 2	
Part II Certification				
Under penalties of perjury, I certify that:				
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and				
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and				
3. I am a U.S. citizen or other U.S. person (defined below); and				
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.				
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.				
Sign Here	Signature of U.S. person 	Date 8-22-25		
General Instructions				
Section references are to the Internal Revenue Code unless otherwise noted.				
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 .				
What's New				
Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.				
Purpose of Form				
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they				

- iv. **List at least 3 Florida references showing performance of similar type contracts in the public sector or private sector of similar size (include names, addresses, and phone numbers of each contact person). At least 1 of these references should be from a Florida public sector entity.**
-

CITY OF DAVENPORT

Contact: Kelly Callihan, City Manager

Address: 1 South Allapaha Avenue, Davenport, Florida 33837

Email address: kcallihan@mydavenport.org

Phone number: 863.419.3300, ext. 129

Service Summary: GrayRobinson has served as City Attorney to the City of Davenport for the past 5 years.

TOWN OF WINDERMERE

Contact: Robert Smith, Town Manager

Address: 614 Main Street, Windermere, Florida 34786

Email address: rsmith@town.windermere.fl.us

Phone number: 407.876.2563, ext. 5324

Service Summary: GrayRobinson has served as Town Attorney to the Town of Windermere for the past 17 years.

CITY OF NEW SMYRNA BEACH UTILITIES COMMISSION

Contact: Efren Chavez, General Manager/CEO

Address: 200 Canal St, New Smyrna Beach, Florida 32168

Email address: echavez@nsbufl.com

Phone number: 386.424.3000

Service Summary: GrayRobinson has served as General Counsel for the City of New Smyrna Beach Utilities Commission since June 2018.

- v. **List of all public sector clients for past 5 years.**
-

Below is a list of current or recently represented public sector clients from the last five years.

- | | | |
|--|---|---|
| ▪ Agency for Health Care Administration | ▪ Brevard County Clerk of Court | ▪ Charlotte County |
| ▪ Alachua County | ▪ Broward County | ▪ Charlotte County Tax Collector |
| ▪ Alachua County Library District | ▪ Broward County Clerk of the Court | ▪ Citrus County |
| ▪ Alachua County Property Appraiser | ▪ Canaveral Port Authority | ▪ Citrus County Mosquito Control District |
| ▪ Alachua County Tax Collector | ▪ Cape Canaveral Hospital District | ▪ Citrus County School Board |
| ▪ Bay County | ▪ Cape Coral, City of | ▪ City of Apopka |
| ▪ Brevard County Board of County Commissioners | ▪ Central Florida Regional Transportation Authority | ▪ City of Belle Isle |
| | ▪ Central Florida Sports Commission | ▪ City of Bonita Springs |
| | | ▪ City of Bradenton |
| | | ▪ City of Bushnell |

- City of Clearwater
- City of Clermont
- City of Cocoa Beach
- City of Coral Gables
- City of Dade City
- City of Davenport
- City of Daytona Beach
- City of Deland
- City of Eagle Lake
- City of Fort Meade
- City of Fort Myers
- City of Fort Pierce
- City of Fort Walton Beach
- City of Gainesville
- City of Green Cove Springs
- City of Greenacres
- City of Groveland
- City of Hialeah
- City of Hollywood
- City of Jacksonville
- City of Jacksonville Beach
- City of Key West
- City of Kissimmee
- City of LaBelle
- City of Lake Alfred
- City of Lake City
- City of Lake Wales
- City of Lakeland
- City of Largo
- City of Lauderhill
- City of Macclenny
- City of Madeira Beach
- City of Maitland
- City of Miami
- City of Milton
- City of Miramar
- City of Mt. Dora
- City of Newberry
- City of New Smyrna Beach
Utilities Commission
- City of North Port
- City of Oakland Park
- City of Ocala
- City of Oldsmar
- City of Orlando
- City of Oviedo
- City of Palm Coast
- City of Pembroke Pines
- City of Pensacola
- City of Pinellas Park
- City of Plant City
- City of Polk City
- City of Pompano Beach
- City of Port Orange
- City of Port St. Lucie
- City of Rockledge
- City of Safety Harbor
- City of Sanford
- City of Sarasota
- City of Seminole
- City of South Daytona
- City of South Pasadena
- City of St. Cloud
- City of St. Petersburg
- City of St. Petersburg
Redistricting Commission
- City of Sunny Isles Beach
- City of Tallahassee
- City of Tamarac
- City of Tampa
- City of Titusville
- City of Vero Beach
- City of Wauchula
- City of West Palm Beach
- City of Wildwood
- City of Winter Haven
- City of Winter Park
- Clay County Utility
Authority
- Collier County Tax
Collector
- Columbia County Tax
Collector's Office
- DeSoto County
- Dixie District Schools
- East Lake Tarpon Fire
Control District
- Emerald Coast Utilities
Authority
- Englewood Water District
- Escambia County
- Escambia County Tax
Collector
- Fellsmere Water Control
District
- Flagler County
- Florida College System
Risk Management
- Florida Department of
Children and Family
Services
- Florida Department of
Citrus
- Florida Department of
Corrections
- Florida Department of
Education
- Florida Department of
Management Service
- Florida Division of
Emergency Management
- Florida House of
Representatives
- Florida Lottery
- Florida Prepaid College
Board
- Florida Statewide Guardian
ad Litem
- Glades County School
District
- Gulf County
- Hardee County Industrial
Development Authority
- Hardee County School
District
- Hawkstone Community
Development District
- Hendry County
- Hendry County Economic
Development Council
- Hendry County School
District
- Hernando County
- Hernando County School
Board

- Hernando County School District
- Hillsborough Area Regional Transit Authority
- Hillsborough County
- Hillsborough County Attorney's Office
- Hillsborough County Aviation Authority
- Hillsborough County Board of County Commissioners
- Hillsborough County Clerk of the Circuit
- Hillsborough County Public Schools
- Hillsborough County Sheriff's Office
- Homosassa Special Water District
- Housing Authority of City of Key West
- Housing Authority of the City of Fort Myers
- Indian River County Hospital District
- Jacksonville Transportation Authority
- Lake County Government
- Lake County School Board
- Lake County Water Authority
- Lee County Board of County Commissioners
- Lee County Metropolitan Planning Organization
- Lee County Port Authority
- Lee County Tax Collector
- Lee Memorial Health System
- Leon County
- Levy County
- Levy County School District
- Manatee County
- Marion County
- Melbourne Airport Authority
- Miami Downtown Development Authority
- Miami-Dade County
- Miami-Dade County Public Schools
- Miami-Dade Expressway Authority
- Monroe County
- Monroe County Clerk of Court
- Monroe County Tax Collector
- North Broward Hospital District
- North Sumter County Utility Dependent District
- Office of the Orange County Comptroller
- Orange County Board of Commissioners
- Orange County Library
- Orange County Property Appraiser
- Orange County Sheriff's Office
- Orlando Utilities Commission
- Osceola County Tax Collector
- Palm Beach County
- Palm Beach County Sheriff's Office
- Park East Community Development District
- Pasco County
- Pasco County Property Appraiser
- Pasco County Supervisor of Elections
- Pension Board of the City of Bartow Muni
- Pension Board of the City of Lauderhill
- Pinellas County School Board
- Pinellas Suncoast Fire and Rescue District
- Port Tampa Bay
- Santa Rosa County Property Appraiser
- Sarasota County
- School Board of Brevard County
- School Board of Broward County
- School Board of Charlotte County
- School Board of Hillsborough County
- School Board of Indian River County
- School Board of Marion County
- School District of Hillsborough County
- Seminole County
- Seminole County Property Appraiser
- Seminole County School Board
- Seminole County Supervisor of Elections
- Seminole County Tax Collector's Office
- South Bay Community Development District
- South Broward Hospital District DBA Memorial Health
- St. Johns County Schools =
- St. Lucie County
- St. Lucie County Board of County Commissioners
- St. Lucie County Clerk of Court
- State of Florida-Division of Risk Management

- Tampa Sports Authority
- Tampa-Hillsborough County Expressway Authority
- The School Board of Palm Beach County
- The School District of Lee County
- Toho Water Authority
- Town of Astatula
- Town of Bay Harbor Islands
- Town of Belleair
- Town of Dundee
- Town of Eatonville
- Town of Ft. Myers Beach
- Town of Gulf Stream
- Town of Howey-in-the-Hills
- Town of Indian Shores
- Town of Jupiter Island
- Town of Lake Hamilton
- Town of Montverde
- Town of Palm Beach
- Town of Palm Beach Shores
- Town of Pembroke Park
- Town of Southwest Ranches
- Town of Windermere
- Ventana Community Development District
- Village Community Development District 1
- Village Community Development District 10
- Village Community Development District 4
- Village Community Development District 6
- Village Community Development District 8
- Village Community Development District 9
- Village of Indiantown
- Volusia County
- Volusia County School Board
- Washington County Board of County Commissioners

vi. Copies of billing invoices for all public sector clients for the last 12 months in accordance with public records laws.

As evidenced above, GrayRobinson represents a large number of public sector clients, and producing all billing invoices for the past 12 months would result in hundreds – potentially thousands – of documents. Our billing rates for public clients vary based on attorney experience and the nature of the matter. If the Town would like more specific information, we would be glad to provide a summary of rates and billing practices.

vii. A statement of assurance that the attorney/firm is not presently in violation of any statutes or regulatory rules that might have an impact on your firm's operations, including those of The Florida Bar Association, etc. and provide a summary of any litigation filed against the firm or key personnel in the past three years related to similar type of services requested.

GrayRobinson affirms that neither the firm nor any of its attorneys is presently in violation of any statutes, regulations, or rules that could affect our operations or professional standing. We are in full compliance with all applicable laws and regulatory requirements, including the rules and standards of The Florida Bar.

In any firm with hundreds of clients and nearly 275 attorneys and advisors throughout 16 offices, there may be an occasional dispute between the firm and a client. GrayRobinson and its attorneys have a few disputes involving matters that would be entirely irrelevant to the Town's operational and legal needs. GrayRobinson is contesting each dispute vigorously and expects to prevail on each or, in the worst case, settle on reasonable terms that will not jeopardize the firm's financial viability. The firm is also fully insured with respect to any pending claims. The GrayRobinson team is proud of its reputation for honest, ethical dealings with its clients. That is our culture, and we will be pleased to bring that culture to the table in the course of representing the Town.

- viii. **Affirmative statement, if awarded contract, confirming no conflicts of interest either directly or indirectly with any party. Alternatively, should any potential conflict exist, the proposal should specify the party with which there might be a conflict, the nature of the potential conflict, and the means proposed to resolve the conflict.**
-

GrayRobinson affirms we have no known conflicts of interest, either direct or indirect, with any party related to this engagement. We will promptly disclose should any potential conflict arise in the future and will work with all parties to develop and implement an appropriate resolution consistent with applicable rules and ethical obligations.

ix. **INSURANCE:**

1. **Describe liability insurance coverage carried. Indicate the ability to hold harmless, indemnify and defend the Town of Howey-in-the-Hills for losses, costs and expenses arising from liability claims resulting from alleged negligence.**
-

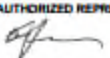
GrayRobinson maintains insurance coverage and limits, as evidenced by current certificates of coverage found on the following pages. GrayRobinson can hold harmless, indemnify, and defend the Town against losses, costs, and expenses stemming from liability claims in accordance with the terms of the contract and applicable law. We are committed to ensuring the Town is fully protected throughout our engagement.

2. **Provide evidence of coverage for workers compensation insurance.**
-

We have included our general liability certificate on the following page.

3. Provide certificate of insurance for professional and general liability with limits of at least \$2 million.

We have included both certificates on the following pages.

ACORD		GRAYROB-01		DKRANTZ		
CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) 12/20/2024		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER Hub International Florida 1560 Orange Avenue Suite 750 Winter Park, FL 32789		CONTACT NAME: _____ PHONE (A/C, No, Ext): (407) 894-5431 FAX (A/C, No): (407) 629-6378 E-MAIL: _____ ADDRESS: _____				
INSURED Gray-Robinson P.A. PO Box 3068 Orlando, FL 32802-3068		INSURER(S) AFFORDING COVERAGE		NAIC #		
		INSURER A: Endurance American Specialty Insurance Company		41718		
		INSURER B: Aspen Specialty Insurance		10717		
		INSURER C: _____		_____		
		INSURER D: _____		_____		
INSURER E: _____		_____		_____		
INSURER F: _____		_____		_____		
COVERAGES CERTIFICATE NUMBER: _____ REVISION NUMBER: _____						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL INSR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ _____
	☐ CLAIMS-MADE ☐ OCCUR					DAMAGE TO RENTED PREMISES (Per occurrence) \$ _____
						MED EXP (Any one person) \$ _____
						PERSONAL & ADV INJURY \$ _____
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ _____
	☐ POLICY ☐ PRO-JECT ☐ LOC					PRODUCTS - COMP/OP AGG \$ _____
	OTHER: _____					\$ _____
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Per accident) \$ _____
	☐ ANY AUTO					BODILY INJURY (Per person) \$ _____
	☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS				BODILY INJURY (Per accident) \$ _____
	☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$ _____
						\$ _____
	UMBRELLA LIAB	☐ OCCUR				EACH OCCURRENCE \$ _____
	EXCESS LIAB	☐ CLAIMS-MADE				AGGREGATE \$ _____
	DED RETENTION \$					\$ _____
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	☐ Y ☐ N				PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in FL)	☐ N/A				E.L. EACH ACCIDENT \$ _____
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ _____
						E.L. DISEASE - POLICY LIMIT \$ _____
A	Prof Liab/\$750k SIR		LPW30014259903	12/21/2024	12/21/2025	Claim & Aggr. 10,000,000
B	Excess Prof. Liab.		LX00EYG24	12/21/2024	12/21/2025	Claim & Aggr. 10,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Lawyers Professional Liability Layered Program: SIR: \$750,000 Primary \$10,000,000 Layer: Endurance American Specialty Ins., 12/21/24-25, NAICS #41718, Policy #LPW30014259903 Landmark American Ins. Co., 12/21/24-25, NAICS #33138, Policy # LQS863178 Evanston Ins. Co., 12/21/24-25, NAICS #35378, Policy # MKLV7PL0006691 MSIG Specialty Ins. USA, 12/21/24-25, NAICS #34886, Policy #MSTLPL-00240 SEE ATTACHED ACORD 101						
CERTIFICATE HOLDER				CANCELLATION		
For Information Only - Orlando 301 East Pine St., Ste. 1400 Orlando, FL 32801				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.		
				AUTHORIZED REPRESENTATIVE 		



AGENCY CUSTOMER ID: GRAYROB-01

DKRANTZ

LOC #:

ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Hub International Florida		NAMED INSURED Gray-Robinson P.A. PO Box 3068 Orlando, FL 32802-3068
POLICY NUMBER SEE PAGE 1		
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:

\$10M xs \$10M Layer:

Aspen Specialty Insurance, 12/21/24-25, NAICS #10717, Policy # LX00EYGG24

Ironshore Specialty Co., 12/21/24-25, NAICS #25445, Policy # LPL7NABW7BB006

\$5M xs \$20M Layer:

Landmark American Ins. Co., 12/21/24-25, NAICS #33138, Policy # LQS854404

Fireman's Fund Indemnity Corp., 12/21/24-25, NAICS #11380, Policy # U5F00537424

\$5M xs \$25M Layer:

Endurance American Specialty Ins., 12/21/24-25, NAICS #41718, Policy #LXT30014340403

Evanston Ins. Co., 12/21/24-25, NAICS #35378, Policy # MKLV7PL0006692

\$10M xs \$30M Layer:

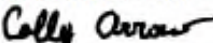
QBE Insurance Company, 12/21/24-25, NAICS #39217, Policy #100043603

Great American Ins. Co., 12/21/24-25, NAICS #16691, Policy #LAXE558802

\$5M xs \$40M Layer:

SiriusPoint Specialty Ins. Corp., 12/21/24-25, NAICS #16820, Policy #PROVXS-0000107-00

For Information Only

Client#: 1405411		131GRAYOB																																																	
ACORD		CERTIFICATE OF LIABILITY INSURANCE																																																	
		DATE (MM/DD/YYYY) 4/15/2025																																																	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).																																																			
PRODUCER McGriff, a MMA LLC Company 333 S. Garland Ave Orlando, FL 32801-4927 407 691-9600		CONTACT NAME: Casey Guzinski PHONE (A/C, No, Ext): 407 691-9600 FAX (A/C, No): 888-635-4183 E-MAIL ADDRESS: Casey.Guzinski@mcgriff.com																																																	
INSURED GrayRobinson PA PO Box 3068 Orlando, FL 32802-3068		INSURER(S) AFFORDING COVERAGE																																																	
		INSURER A: Chubb National Insurance Company																																																	
		INSURER B: Federal Insurance Company																																																	
		INSURER C: Travelers Indemnity Co of America																																																	
		INSURER D: Great Northern Insurance Company																																																	
		INSURER E:																																																	
		INSURER F:																																																	
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>INSR LTR</th> <th>TYPE OF INSURANCE</th> <th>ADDITIONAL INSURER</th> <th>SUBROGATION</th> <th>POLICY NUMBER</th> <th>POLICY EFF (MM/DD/YYYY)</th> <th>POLICY EXP (MM/DD/YYYY)</th> <th>LIMITS</th> </tr> </thead> <tbody> <tr> <td>A</td> <td> ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER </td> <td>X</td> <td>X</td> <td>D02931412</td> <td>04/15/2025</td> <td>04/15/2026</td> <td> EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$1,000,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPOD AGG \$2,000,000 \$ </td> </tr> <tr> <td>D</td> <td> AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY </td> <td>X</td> <td>X</td> <td>73650759</td> <td>04/15/2025</td> <td>04/15/2026</td> <td> COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ </td> </tr> <tr> <td>B</td> <td> ☒ UMBRELLA LIAB ☐ EXCESS LIAB ☒ RETENTION \$10,000 </td> <td></td> <td></td> <td>56728656</td> <td>04/15/2025</td> <td>04/15/2026</td> <td> EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$ </td> </tr> <tr> <td>C</td> <td> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below </td> <td></td> <td>X</td> <td>UB1R6308612442E</td> <td>08/09/2024</td> <td>08/09/2025</td> <td> ☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000 </td> </tr> <tr> <td colspan="8"> DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) ***General Liability*** Additional Insured status, along with Primary & Non-Contributory, is granted if required by written contract per "Commercial General Liability Enhancement Endorsement" CBCG040001. Waiver of Subrogation status is granted if required by written contract per "Commercial General Liability Endorsement" CBCG040001. *** Auto Liability *** Additional Insured status and Waiver of Subrogation is granted if required by written (See Attached Descriptions) </td> </tr> </tbody> </table>				INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER	X	X	D02931412	04/15/2025	04/15/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$1,000,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPOD AGG \$2,000,000 \$	D	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	73650759	04/15/2025	04/15/2026	COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	B	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☒ RETENTION \$10,000			56728656	04/15/2025	04/15/2026	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$	C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	UB1R6308612442E	08/09/2024	08/09/2025	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) ***General Liability*** Additional Insured status, along with Primary & Non-Contributory, is granted if required by written contract per "Commercial General Liability Enhancement Endorsement" CBCG040001. Waiver of Subrogation status is granted if required by written contract per "Commercial General Liability Endorsement" CBCG040001. *** Auto Liability *** Additional Insured status and Waiver of Subrogation is granted if required by written (See Attached Descriptions)							
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ACORD 25 (2016/03) 1 of 2 The ACORD name and logo are registered marks of ACORD
#S37078113/M37077694

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DESCRIPTIONS (Continued from Page 1)

contract per "Commerical Automobile Broad Form Endorsement" 16020292.
*** Workers Compensation *** Waiver of Subrogation status is granted if required by written contract per
"Waiver of Our Rights to Recover from Others Endorsement" form WC000313.
*** Umbrella *** Umbrella is Follow Form providing excess liability over General Liability, Auto Liability
and Employer's Liability limits shown.

F. FORMS

All signed forms are included on the pages following.

Statement on Public Entity Crimes and Drug-Free Work Place.

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), *FLORIDA STATUTES*, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the TOWN OF HOWEY-IN-THE-HILLS, FLORIDA

by: Heather Ramos, Orlando Managing Shareholder
(print individual's name and title)

for: GrayRobinson, P.A.
(print name of entity submitting sworn statement)

whose business address is: 301 East Pine Street, Suite 1400, Orlando, Florida 32801
and (if applicable) its Federal Employer Identification Number (FEIN) is: 59-1300132
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: - N/A -)

I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), *Florida Statutes*, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

I understand that "convicted" or "conviction" as defined in Section 287.133 (1)(b), *Florida Statutes*, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or non contendere.

I understand that an "affiliate" as defined in Section 287.133(1)(a), *Florida Statutes*, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), *FLORIDA STATUTES*, ON PUBLIC ENTITY CRIMES

arm's length agreement shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a "person" as defined in Section 287.133(1)(e), *Florida Statutes*, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, and partners. Shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement. (Indicate which statement applies). Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, *FLORIDA STATUTES*, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA
 STATUTES, ON PUBLIC ENTITY CRIMES**

Signature

STATE OF Florida

COUNTY OF Orange

The foregoing instrument was sworn to and subscribed before me this 21 day
 of July, 2025 by Heather Ramos

who is personally known to me or produced as identification:

Orlando Managing Shareholder

NOTARY PUBLIC

State of Florida

Print Name: Bethany Dunn

Council No.: _____

Council Expires: _____



TOWN OF HOWEY-IN-THE-HILLS

DRUG-FREE WORKPLACE COMPLIANCE FORM

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

(The undersigned vendor in accordance with Section 287.087, Florida Statutes, hereby

certifies that GrayRobinson, P.A. does): (Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Subsection 1.
4. In the statement specified in Subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, *Florida Statutes*, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

TOWN OF HOWEY-IN-THE-HILLS
DRUG-FREE WORKPLACE COMPLIANCE FORM

As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.


 Signature

STATE OF Florida

COUNTY OF Orange

The foregoing instrument was sworn to and subscribed before me this 21 day

of July, 2025 by Heather Ramos

who is personally known to me or produced as identification:

Orlando Managing Shareholder


 NOTARY PUBLIC

State of Florida

Print Name: Bethany Dunn

Council No.: _____

Council Expires: _____



G. ADDITIONAL INFORMATION

Any additional information that would be helpful to the Town of Howey-in-the-Hills in evaluating qualifications to serve as Town Attorney.

At GrayRobinson, we believe the value we provide to clients extends well beyond day-to-day legal representation. We are committed to fostering meaningful connections, sharing knowledge, and creating opportunities for our clients to stay informed, engaged, and positioned for success. Through training programs, thought leadership, and access to influential networks, we ensure our clients are equipped not only with strong legal guidance but also with the insights and relationships that help drive their business forward.

TRAINING

GrayRobinson regularly provides training sessions for our clients' in-house counsel departments, executive leadership, management, and/or employees at no cost. GrayRobinson attorneys frequently offer Continuing Legal Education (CLE) and training programs on topics of interest via live seminars or virtually by webinar.

CONNECTIONS WITH ELECTED OFFICIALS, INFLUENTIAL POLITICAL LEADERS, AND LAWMAKERS

Our Government Affairs and Lobbying Team strives to provide clients across the firm with the immense benefit of their relationships with members of Florida's Delegations, state leadership in Tallahassee, and federal connections in Washington, D.C., to address specific matters of state and federal interest.

LEVERAGING COMMUNITY LEADER FORUMS

GrayRobinson hosts internal seminars and Community Leader Forums throughout our Florida markets. We bring together clients, attorneys, lobbyists, political leaders, and friends of the firm to hear high-profile business leaders, community leaders, and elected officials discuss issues of importance to business and the State of Florida. We also use these opportunities to introduce our clients to influential lawmakers and political leaders and to promote our clients' new ventures or projects of interest to the local community.

INSIGHTS AND UPDATES

GrayRobinson professionals regularly publish and distribute electronic updates and insights on new case decisions, regulatory issues, and changing legislation that is timely and specific to our clients' industries, locations, and/or business interests.

H. AVAILABILITY

Indicate current and anticipated workloads and availability for other activities. Identify the extent and nature of any anticipated outside support.

GrayRobinson commits to continue meeting time requirements set by the Town of Howey-in-the-Hills, and Team Lead Heather Ramos commits to continuing to attend monthly commission meetings. Heather will oversee all matters and ensure the Town is given proper attention and effort and is satisfied with the results. With the resources available to us at a firm of nearly 275 professionals, the team has the capacity and tools available to manage multiple projects. It is the nature of our work, and we meet and exceed all client expectations in this regard.

To ensure the Town's work is completed efficiently and promptly, from time to time, management of particular projects may be delegated to a team member. As evidenced throughout the proposal, both additional team members are experienced individuals fully capable of addressing all issues that may arise. However, oversight of, and accountability for, the Town's work will continue to rest with Heather.