

# HEFTY WILEY & GORE, P.C.

## MEMORANDUM

**TO:** Board of Directors  
Central Virginia Transportation Authority

**FROM:** Eric Gregory  
Hefty, Wiley & Gore, P.C.

**DATE:** May 11, 2023

**RE:** Legal Services Fees

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Hefty, Wiley & Gore, P.C. has served as legal counsel to the Central Virginia Transportation Authority (CVTA) since its inception in 2020, even providing legal services prior to and in support of its launch that year. In that time, the legal workload has been significant and much has been accomplished. The monthly flat fees the firm has received began at \$3,000 per month and have remained unchanged since 2020 and we have not requested an increase.

In light of the legal workload up to this point and the expected workload for FY24, in the form of additional SPAs for both localities and VDOT, the ongoing executive director search and steps necessary once that is concluded (contract, onboarding, etc.), additional RFPs for various support services, contract support, potential bond counsel engagement, finance work, staff support, regular attendance at multiple monthly meetings, regular interface with all members and their respective staff and legal counsel, potential bylaws and policies/procedure issues, we respectfully request an increase to the firm's monthly flat fee to \$4,000 per month commencing in FY24. Even with this increase, our services remain a very good value for the CVTA and its member jurisdictions, and I look forward to continuing to support the board and staff in accomplishing CVTA's important work. Thank you very much for your consideration.