





TO: SHAUN CROSS, ASSISTANT DIRECTOR OF BUILDING, BUILDING ADMIN

FROM: CAMILLE WALLACE, ESQ., SENIOR ASSISTANT CITY ATTORNEY 

THROUGH: SARA HEDGES, CITY ATTORNEY 

RE: CONTRACT FOR INSPECTION SERVICES – RFP 2025-011 GFA INTERNATIONAL, INC. DBA UNIVERSAL ENGINEERING SCIENCES (UES)

CAO RLS#: 25-202

DATE: JULY 17, 2025

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I have reviewed the above Request for Legal Services (RLS) related to RFP 2025-011 Continuing Contract for Inspection Services between the City of Fort Pierce and GFA International, Inc. dba Universal Engineering Sciences (UES). On May 8, 2025, the CAO reviewed and returned this Agreement with recommendations and revisions. Please note the following:

1. Exhibit A, the Statement of Work (SOW), should reflect specific tasks the Contractor must complete to meet performance under the Agreement. To further assist with developing the SOW, I recommend Statements #4 & #8 be added to Section 1 (Contractor Services) to reflect general contractor service requirements. Also, I provided some tips for SOW development which you may find useful after negotiating the terms and conditions with the Contractor.
2. From the SOW, I moved Statement #4 to Section 1 which is now Section 1.6.
3. From the SOW, I moved Statement #8 to Section 1 which is now Section 1.7.
4. As a reminder, this bid must be presented to the Commission for approval to award GFA International, Inc. before the agreement can be approved by the Commission.
5. After award and negotiation, this Agreement must be submitted as an RLS in final form for approval as to form and correctness.

If you have any questions, please do not hesitate to contact this Office via phone or e-mail.

Thank you.