THE SUNRISE CITY
FORT PIERCE
CITY ATTORNEY'S OFFICE Florida

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

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

THROUGH: SARA HEDGES, CITY ATTORNEY SH

RE: CONTRACT FOR PLAN REVIEW SERVICES – RFP 2025-012 GFA INTERNATIONAL, INC. DBA UNIVERSAL ENGINEERING SCIENCES (UES)

CAO RLS#: 25-203

DATE: JULY 18, 2025

I have reviewed the above Request for Legal Services (RLS) related to RFP 2025-012 Continuing Services Agreement for Plan Review Services between the City of Fort Pierce and GFA International, Inc. dba Universal Engineering Sciences (UES). On May 12, 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 Statement #4 be added to Section 1 (Contractor Services) to reflect general contractor service requirements. Also, I provided some recommendation and 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. 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.

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

Thank you.