




TO: MARSHA COMMOND, SPECIAL PROJECTS COORDINATOR - PUBLIC WORKS, PUBLIC WORKS, DIRECTORS OFFICE

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

THROUGH: SARA HEDGES, CITY ATTORNEY *SH*

RE: SPECIFIC AUTHORIZATION No. 2025 - 2: CDBG COACH FENN PARK IMPROVEMENT PROJECT

CAO RLS#: 25-339

DATE: OCTOBER 29, 2025

I have reviewed the above Request for Legal Services (RLS) related to Specific Authorization No 2025-2 between the City of Fort Pierce and Cape Design Engineering Co as a Consultant for the Coach Fenn Park Improvement Project. Please note the following comments:

1. In the Fee Schedule section of the Scope of Work (Exhibit A), there is language about paying the Consultant a lump sum which I interpreted as the City will pay the Consultant the entire fee after the permit drawings and report are issued. To ensure the payment aligns with submission of invoices, I added language for the City to pay the Consultant in the same manner as the Consultant's submission of monthly invoices (i.e. lump sum payment based on percentage of work completed).
2. Per the Department, this Project is partially funded by CDBG dollars, therefore the Agreement must include federal contract provisions required for projects supported by federal funds. To ensure those requirements are met, Exhibit B has been drafted, and the Specific Authorization (SA) has been revised to include a Section referencing incorporation of Exhibit B. A redlined and clean version of the SA is attached.
3. Based on the comments above, **the Specific Authorization Agreement is approved as to form and correctness**. The Department should place the Agreement on the Commission's consent Agenda for review and approval prior to execution by the City. The Consultant, however, should sign the SA prior to being placed on the Agenda.

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