

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (this “**Agreement**”) is made and entered into on this ____ day of _____, 2025 by and between the Pinellas Planning Council, a dependent special district of Pinellas County, Florida, d/b/a **FORWARD PINELLAS**, and **CITY OF CLEARWATER**, a Florida municipal corporation.

WHEREAS, Section 163.01 of the Florida Statutes, known as the “Florida Interlocal Cooperation Act of 1969,” authorizes local government units to make the most efficient use of their powers by enabling them to cooperate with other localities and agencies on a basis of mutual advantage and to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, pursuant to Section 2(1), Chapter 2012-245, Laws of Florida, one of the purposes of FORWARD PINELLAS is to provide intergovernmental coordination for land use and transportation planning issues, and pursuant to Section 6(3) of said Chapter, FORWARD PINELLAS may enter into contracts with local governments and governmental agencies in Pinellas County to achieve this purpose; and

WHEREAS, CITY OF CLEARWATER conducts planning and implements programs in land use, community redevelopment, transportation, and affordable housing; and

WHEREAS, CITY OF CLEARWATER has agreed to designate FORWARD PINELLAS the responsible agency for conducting the Clearwater Beach South Transportation Action Plan; and

WHEREAS, FORWARD PINELLAS and CITY OF CLEARWATER support this collaborative effort to evaluate solutions to congestion in the portion of Clearwater Beach south of the roundabout; and

WHEREAS, FORWARD PINELLAS and CITY OF CLEARWATER will contribute to this project through a combination of funds and in-kind support; and

WHEREAS, FORWARD PINELLAS has the experience and resources through its consultants and staff to administer this work in a cost-effective manner; and represents that they are qualified, willing, and able to provide the described services according to the terms of this Agreement.

NOW, THEREFORE, the parties hereto agree as follows:

1. **PURPOSE.** The purpose of this Agreement is for FORWARD PINELLAS, through its staff and/or consultants, to provide to CITY OF CLEARWATER the services described in the “Scope of Services” attached hereto and fully incorporated herein as Exhibit “A” (the “Project”).

2. **SCOPE OF THE AGREEMENT.** The Project shall be performed by FORWARD PINELLAS in a professional manner and in compliance with all applicable federal, state, and local laws and regulations. FORWARD PINELLAS, with input from CITY OF CLEARWATER, reserves the right to make minor revisions to the Scope of Services, including but not limited to providing additional refinements to planning activity specifications, procedure, and refinements relative to line-item costs of actual work product. Such revisions may be made by FORWARD PINELLAS' Executive Director. Changes to the Scope of Services, including the addition of new tasks, shall be made by FORWARD PINELLAS' Executive Director with the concurrence of the City Manager of CITY OF CLEARWATER or her designee.

FORWARD PINELLAS and CITY OF CLEARWATER are responsible for ensuring that the quality of work meets the requirements in the Scope of Services and that the end products are satisfactory.

3. **TASK ORDERS.** FORWARD PINELLAS will develop and have final approval authority of task orders, in consultation with CITY OF CLEARWATER and the affected municipal partner.
4. **PROJECT COST.** The contribution from CITY OF CLEARWATER is fifty thousand dollars and 00/100 cents (\$50,000.00) (the "Contribution"), payable from the City's general fund as further outlined herein. FORWARD PINELLAS will contribute two hundred seventy-three thousand eight hundred sixty-nine dollars and 84/100 cents (\$273,869.84) from its planning funds for this effort.
5. **PAYMENT TO FORWARD PINELLAS.** The Contribution or a.k.a. total "Fee" for the Scope of Services shall be payable in one lump sum. FORWARD PINELLAS shall submit an invoice to CITY OF CLEARWATER and CITY OF CLEARWATER shall pay the invoice in accordance with the Local Government Prompt Payment Act. Should FORWARD PINELLAS and CITY OF CLEARWATER conclude that the Project is complete and funds are remaining and unspent, those funds will be distributed equally to each entity.
6. **TERM.** The term of this Agreement shall begin on the Effective Date and shall remain in effect until the completion of the Clearwater Beach South Transportation Action Plan or 18 months, whichever occurs later in time.
7. **MODIFICATION.** This Agreement, together with any attachments and schedules, may only be amended by a written instrument duly executed by all parties.
8. **TERMINATION.** Any party may terminate this Agreement with or without cause.
 - a. **Termination without cause.** Any party may terminate its participation in this Agreement without cause at any time upon thirty (30) days written notice to the other party. In such an event, FORWARD PINELLAS shall

return any funds in its possession that are allocated toward work for the Project that has not and will not be performed due to such termination to CITY OF CLEARWATER within 120 days of the date the Agreement is terminated.

- b. **Termination with Cause by CITY OF CLEARWATER.** If CITY OF CLEARWATER terminates the Agreement with cause, FORWARD PINELLAS shall return any funds in its possession that are allocated toward work for the Project that has not and will not be performed due to such termination to CITY OF CLEARWATER within 120 days of the date the Agreement is terminated.
- c. **Termination with Cause by FORWARD PINELLAS.** If FORWARD PINELLAS terminates the Agreement with cause, FORWARD PINELLAS shall return any funds in its possession that are allocated toward work for the Project that has not and will not be performed due to such termination to CITY OF CLEARWATER within 120 days of the date the Agreement is terminated.

- 9. **DEFAULT/DISPUTE RESOLUTION.** All services to be performed by FORWARD PINELLAS or its consultants are to be done to the satisfaction of FORWARD PINELLAS' Executive Director based on the requirements of Exhibit A. The Executive Director shall decide all questions and disputes, of any nature whatsoever, between or regarding its consultants that may arise in the execution and fulfillment of the Scope of Services. If a dispute shall arise between the parties hereto as a result of non-payment, improper payment, conformity to the terms of the Agreement, or other such default, a non-defaulting party must notify the defaulting party in writing within ten (10) days of said default. The party in default shall have ten (10) days to cure said default. Additional time shall be given to cure if the default is unable to be cured within 10 days with diligent effort. If the default is not cured within the applicable time period, the non-defaulting party responsible for notifying the defaulting party shall have a right to terminate this Agreement for cause.
- 10. **LIABILITY.** Nothing in this Agreement shall be construed to affect any party's entitlement to sovereign immunity or limitation of liability as provided by §768.28, Florida Statutes, nor shall this Agreement be construed to create any indemnification by one party of another. Each party shall be responsible and liable for its actions, including the actions of its employees and agents.
- 11. **REMEDIES.** Each party shall be entitled to seek any and all remedies available in law and equity due to a breach or default of this Agreement. Default by CITY OF CLEARWATER hereunder may also, at FORWARD PINELLAS' discretion, result in a loss of support for future planning activities, including but not limited to: grants, technical assistance, and courtesy reviews.
- 12. **SEVERABILITY.** Should any portion of this Agreement be deemed unlawful by a court of competent jurisdiction, all remaining provisions of this Agreement shall remain and continue in full force and effect.

13. **NON-APPROPRIATION.** In the event sufficient budgeted funds are not available for a new fiscal period of CITY OF CLEARWATER, CITY OF CLEARWATER shall notify FORWARD PINELLAS of such occurrence and the Agreement shall terminate as to the affected agency on the last day of the current fiscal year without penalty or expense of CITY OF CLEARWATER. If this provision is invoked, the remaining parties hereto shall decide how to proceed, decreasing the scope of services, or otherwise.
14. **FISCAL NON-FUNDING.** This Agreement is not a general obligation of Pinellas County (the "County") or FORWARD PINELLAS. It is understood that neither this Agreement nor any representation by any County or FORWARD PINELLAS employee or officer creates any obligation to appropriate or make monies available for the purpose of the Agreement beyond the fiscal year in which this Agreement is executed. In the event that sufficient budgeted funds are not available for a new fiscal period, FORWARD PINELLAS shall notify CITY OF CLEARWATER of such occurrence and the Agreement shall terminate on the last day of the then current fiscal period without liability, penalty, or expense to the County or to FORWARD PINELLAS.
15. **FILING OF AGREEMENT.** This Agreement shall be filed with the Clerk as provided in Section 163.01(11) Florida Statutes. The EFFECTIVE DATE of this Agreement shall be the date of filing. FORWARD PINELLAS shall be responsible for said filing and shall notify CITY OF CLEARWATER of the filing date.
16. **COUNTERPARTS.** This Agreement may be executed in counterpart by the parties.
17. **ASSIGNMENT.** No party to this Agreement may assign rights to delegate other duties under this Agreement without prior written consent of the other party.

IN WITNESS WHEREOF, FORWARD PINELLAS and CITY OF CLEARWATER have caused these present to be executed by their duly authorized officers, and their official seals hereto affixed, the day and year first above written.

FORWARD PINELLAS

Whit Blanton, FAICP
Forward Pinellas Executive Director

Date: _____

Councilmember Gina Driscoll
Forward Pinellas Chair

Date: _____

WITNESS

By: _____

Date: _____

CITY OF CLEARWATER SIGNATURE PAGE

Countersigned:

CITY OF CLEARWATER, FLORIDA,
a Florida municipal corporation.

Bruce Rector

Mayor

Date: _____

By: _____

Jennifer Poirrier

City Manager

Date: _____

Approved as to form:

Attest:

Matthew J. Mytych, Esq.

Assistant City Attorney

Date: _____

Rosemarie Call

City Clerk

Date: _____

Exhibit "A"
SCOPE OF SERVICES

Project Introduction and Purpose

Tourism significantly impacts the economy of both Pinellas County and the City of Clearwater. Therefore, maximizing safe and efficient transportation access along Clearwater Beach is a top priority for both the City and County. State roadways, such as SR 60/Gulf-to-Bay Boulevard, SR 590/Drew Street, and SR 699/Gulf Boulevard, connect local roadways maintained by the City of Clearwater and Pinellas County. This requires a great deal of coordination to manage regional transportation demand and traffic flow throughout the beach and along its connecting corridors.

The City of Clearwater is experiencing recurring traffic congestion on the transportation network from the beach roundabout south across the Sand Key Bridge. Congested traffic conditions present both economic and safety challenges to the City and County, and it's essential to work in partnership to develop creative solutions and advance feasible strategies. The City of Clearwater and Forward Pinellas, with input from Pinellas County, and PSTA, will undertake the *Clearwater Beach South Transportation Action Plan*, as described in the scope of services provided below. Consideration will be given to the role of a new beach marina parking garage, development plans, waterborne and other multimodal plans, and resiliency in developing project recommendations to improve and sustain mobility, access, safety, and economic vitality.

Task 1: Technical Methodology and Communications and Engagement Plan Development

Artemis Consulting Collective, GM2 Engineering Associates, Inc., and Transpology, Inc. (CONSULTANT TEAM) will work with the City of Clearwater and Forward Pinellas (CLIENT) to refine the study area and develop the Vision, Goals, and Objectives of this Action Plan. The initial study area includes the roundabout at Coronado Drive and Causeway Boulevard to the north, Clearwater Memorial Causeway to the east, and the Sand Key Bridge to the south.

Once the Vision, Goals, and Objectives are clearly stated, the CONSULTANT TEAM will develop a Technical Methodology Memorandum and Communications and Engagement Plan, outlining the specific methods and defined study area to meet the Action Plan's Goals and Objectives. The analysis outlined by this methodology will include both land use and multi-modal transportation.

Meetings:

- Coordination meeting with the CLIENT to review preliminary Methodology and Communication and Engagement Plan.

Deliverables:

- Technical Methodology Memorandum
- Communications and Engagement Plan

Task 2: Analysis of Existing and No-Build Conditions

An analysis of existing and future No-Build conditions will be conducted from 8 perspectives: (1) network supply, (2) travel demand, (3) traffic operations, (4) land use, (5) safety, (6) environment and user needs, and (7) public perspective.

Task 2.1: Network Supply

An inventory of the existing roadway, sidewalk, trail, bicycle, and transit network will be conducted within the study area. This will include all physical configurations, such as but not limited to:

- Number of lanes
- Posted speed
- Presence of sidewalks or side paths
- Bus stops, service span and frequency, and amenities
- Lane widths
- Medians
- Intersection geometry and control

In addition to the inventory of the existing network, the City of Clearwater will provide information on any projects that have committed funding and are expected to “open” in the next five (5) years.

Task 2.2: Travel Demand

A travel demand data collection plan will be coordinated with the CLIENT to identify traffic count needs. Any required traffic counts will be collected by Forward Pinellas. Existing year (2025) traffic volumes will be developed using these collected traffic counts. Traffic forecasting for this project will be conducted utilizing the most recently released version of the Tampa Bay Regional Planning Model (TBRPM). Additional data collection efforts will include transit ridership and non-motorized travel. Transit ridership will be collected from PSTA. Non-motorized travel will be collected through traditional person counters. Accurately capturing origin-destination patterns through the study area will be crucial for developing a mesoscopic model of the study area, which will inform decision-making, particularly with regard to any potential shifts in traffic through roadway modifications. The PTV Visum platform will be used to develop the mesoscopic model and will be used to develop origin-destination patterns distributed throughout a typical weekday and a typical weekend day for the existing year (2025). This mesoscopic model will be calibrated to the existing year (2025) using the collected traffic counts.

Horizon year (2050) demand will be forecasted from the existing year (2025) origin-destination matrices using the latest version of the Tampa Bay Regional Planning Model. This forecasted demand will be developed using the “No-Build” network. Transit forecasting will be based on the latest PSTA Connected Community Bus Plan.

Task 2.3: Traffic Operations Analysis

A PTV Vissim model will be constructed and calibrated in the study area. This model will analyze the existing system operating conditions and provide a more complete representation of these conditions in a congested location where reconfiguration of the roadway may be considered. The model will be calibrated based on guidance from the 2021 *FDOT Traffic Analysis Handbook*. Operational metrics such as delay, travel time, and queue lengths will be provided. The Methodology document developed in Task 1 will provide additional details of this procedure.

Task 2.4: Land Use Analysis

A review of existing and future land uses will be conducted to understand how changes in these land uses will affect the demand on the existing roadway network. This will include a review of proposed developments likely to influence the study area network to ensure they are accounted for in the travel demand forecast.

Task 2.5: Safety Analysis

An analysis of existing safety conditions will be conducted, using the most recent five years of data from Signal 4 Analytics, based on guidance in the Highway Safety Manual. Crashes on both roadway segments and at intersections will be analyzed for crash rates, severity, type, and other factors. Past work, such as the Forward Pinellas Safe Streets Plan, will be reviewed to ensure consistency.

Task 2.6: Environmental and User Need Analysis

Environmental and equity issues will be screened in preparation for any potential NEPA review of proposed strategies in this action plan. This information will shape alternatives early to avoid, minimize, or mitigate disproportionate impacts on EJ populations and sensitive environmental features. This will include:

- A preliminary environmental scan of the study area to identify constraints and resources such as wetlands, protected species habitat, historic resources, coastal and flood zones, and recreational facilities.
- A demographic analysis to identify key population groups - such as low-income individuals, communities of color, people with limited English proficiency, and persons with disability - while considering how income, age, vehicle access, trip length, parking availability, and walking distance affect their travel into study area.

Task 2.7: Public Perception

Based on the strategies developed and approved by the CLIENT as part of the Communications and Engagement Plan, the CONSULTANT TEAM will provide materials for in-person public involvement meetings to support broad, inclusive engagement with the public stakeholders. These meetings or events will be lead by City of Clearwater staff. These efforts will include, but are not limited to:

In-person meetings:

- Pop-up outreach events at key locations (e.g., Clearwater Beach, Sand Key, Marina area) during weekends and peak tourist periods
- Resident and stakeholder public meetings, to include but not limited to Amplify Clearwater (Chamber of Commerce), the Clearwater Marina, and homeowner and condo associations.

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- Focus groups with underserved populations, including workers who commute from the mainland, residents with limited mobility, and the Spanish-speaking community, in partnership with local organizations and employers

Digital meetings and materials:

- Digital and print surveys, available in English and Spanish, accessible via QR codes distributed through City mailings, online platforms, and in-person events.
- An interactive website and social media integration, where stakeholders can view project updates, review potential alternatives, and submit feedback anytime.

Meetings:

- Coordination meeting with the CLIENT to present the Needs and Deficiencies Report findings
- Public Involvement meetings as defined in the Communications and Engagement Plan

Deliverables:

- Needs and Deficiencies Report
- Public Involvement materials and deliverables (websites, surveys, social media, etc.) as defined in the Communication and Engagement Plan

Task 3: Alternatives Development

An inventory of potential improvement alternatives will be developed based on the analysis conducted in Task 2. This inventory will include estimated present-year and estimated build-year costs. This set of alternatives will include, but is not limited to:

- Dedicated turn lane from NB Coronado to EB SR-60
- SR-60 flyover option (exit ramp from WB SR-60 to marina parking garage) for proposed Beach Marina Garage.
- Elevated pedestrian walkways that would provide expansion of SR-60 EB inflows/outflows at the Roundabout, and provide safer pedestrian movements crossing SR-60, and Coronado Drive
- The installation of traffic lights to control inflows into the Roundabout from SR 60, Mandalay Avenue, and Coronado Drive during peak traffic conditions and impact on LOS
- Implementation of one-way traffic on Coronado Drive and S Gulfview Boulevard
- Closure of S. Gulfview Boulevard with shifted traffic to Coronado Drive
- Removal of the crosswalk at Eastshore Drive and SR-60
- Smart parking wayfinding to direct visitors to available lots
- The incorporation of solutions to alleviate delivery truck impacts on through traffic

Each alternative will be documented with a conceptual-level description and graphic(s) where appropriate. The CONSULTANT TEAM will structure alternatives to enable comparative evaluation through the screening process and allow refinement over time. All alternatives will be directly tied to the issues identified in the Needs and Deficiencies Report and must demonstrate alignment with the approved Vision, Goals, and Objectives. The process will remain flexible to allow additional or revised alternatives to be introduced later in the screening process should new insights or opportunities emerge.

Meetings:

- Internal brainstorming sessions with the CLIENT to develop preliminary alternatives
- Coordination meetings with the CLIENT to review preliminary alternatives
- Public Involvement meeting to present and discuss the preliminary alternatives (as identified in the Communications and Engagement Plan)

Deliverables:

- Preliminary list of Alternatives Summary with descriptions and conceptual graphics
- Documentation of brainstorming sessions with the CLIENT

Task 4: Screening Framework Setup

The CONSULTANT TEAM will prepare for the screening and evaluation of the alternatives identified in Task 3 by organizing the full list of conceptual alternatives, confirming available data, and developing the tools and templates necessary to carry out the evaluation. This will include developing a user-friendly evaluation matrix and identifying which measures of effectiveness are applicable at each screening level, based on the approved methodology developed under Task 1.

The CONSULTANT TEAM will document the assumptions used for alternative screening and ensure that each alternative is consistently formatted and described to facilitate side-by-side comparison. All scoring, ranking, or elimination criteria will align with the screening thresholds outlined in the approved methodology.

Meetings:

- Coordination meeting with the CLIENT to review the screening matrix structure and confirm data requirements

Deliverables:

- Screening framework and evaluation matrix template

Task 5: First Level Screening

The CONSULTANT TEAM will conduct a high-level, qualitative screening of the full alternatives developed in Task 3. This initial screening step will identify which alternatives are fundamentally aligned with the Vision, Goals, and Objectives and should be advanced for further analysis, and which alternatives should be set aside based on clear and identifiable constraints.

The evaluation at this stage will focus on broad conceptual fit and planning-level feasibility. This includes considerations such as general consistency with corridor needs, technical plausibility, anticipated scale of impact, and sensitivity to land use or environmental context. No quantitative scoring or modeling will be conducted at this level.

Alternatives will be grouped into three categories:

- Advance to Level 2 Screening
- Advance with Modifications
- Do Not Advance (Eliminated due to fatal flaw or misalignment with Vision, Goals, and Objectives)

The CONSULTANT TEAM will document the rationale for each determination using professional judgment and planning expertise, supported by input from the CLIENT. Flexibility will be maintained to revisit eliminated alternatives if new information emerges during later phases.

Meetings:

- Coordination meeting with the CLIENT to review qualitative screening results and confirm next steps

Deliverables:

- First Level Screening Report, including screening summary table, rationale for advancement or elimination, and notes on potential refinements

Task 6: Second Level Screening

The CONSULTANT TEAM will conduct a comparative analysis of the alternatives advanced from Task 5. The focus of this screening phase is to assess the relative merits and trade-offs of each alternative using consistent criteria, and to identify those concepts that offer the greatest potential for benefit with the least adverse impact.

Advanced Alternatives will be refined as needed to clarify assumptions, align with the evaluation methodology, and allow for side-by-side comparisons. The evaluation will use both qualitative and semi-quantitative measures, such as estimated mobility benefit, safety potential, constructability, community compatibility, environmental sensitivity, and cost magnitude. At this stage, screening will remain conceptual, but will rely on available data, planning-level assumptions, and subject matter expertise.

The CONSULTANT TEAM will use a structured matrix to organize findings and help identify:

- Alternatives with strong performance across multiple criteria
- Redundant alternatives (those offering similar benefits at higher cost or impact)
- Alternatives with significant limitations that outweigh potential benefits

Alternatives that show meaningful promise will be advanced for further refinement in the Third Level Screening. Those deemed redundant or less effective will be documented and set aside with clear rationale.

Meetings:

- Coordination meeting with the CLIENT to review Second Level screening results.

Deliverables:

- Second Level Screening Report, including comparison matrix, performance summaries, and recommendations for advancement or dismissals.

Task 7: Third Level Screening

The CONSULTANT TEAM will conduct a detailed evaluation of the highest-performing alternatives from Task 6 to determine a recommended range of improvements to carry forward into environmental review and project development. This third and final level of screening will refine each alternative with sufficient detail to evaluate its relative merits, understand its potential impacts, and support public-facing recommendations. This will include operational analysis using HCS, Synchro, and PTV Vissim for quantitative comparisons with a No-Build scenario developed in Task 2.

Each alternative will be enhanced with concept-level planning including illustrative layouts. These concepts will help identify likely right-of-way (ROW) needs, potential environmental or community impacts, constructability concerns, and planning-level cost estimates, which will be developed using standard unit rates and project type assumptions.

The evaluation will be guided by both qualitative insights and data-informed measures, such as:

- General mobility and travel time benefits (based on sketch-level or simulation modeling, where applicable)
- Safety improvement potential (based on crash history and expected geometric changes)
- ROW or property impacts (identified through concept layouts and base mapping)
- Environmental sensitivity (based on GIS overlays and planning data)
- Implementation feasibility and sequencing
- Multimodal connectivity
- Planning-level cost and benefit comparison

Alternatives will be compared using a refined version of the evaluation matrix, and a final set of recommendations will be identified based on how well each alternative addresses the Vision, Goals, and Objectives, public and agency priorities, and overall feasibility. The CONSULTANT TEAM will categorize how the project alternatives can be classified based on short-term, medium-term, and long-term needs.

Meetings:

- Coordination meeting with the CLIENT to review final screening results and draft recommendations.
- Public Information Meeting to present recommended alternatives and collect community input (as identified in the Communications and Engagement Plan)

Deliverables:

- Alternatives Analysis Report, including refined concepts, evaluation results, planning-level cost estimates, and recommended improvements
- Conceptual layouts and typical sections to support impact and cost evaluations
- Public meeting materials (displays, handouts, presentation) and summary of public comments

Task 8: Clearwater Beach South Transportation Action Plan Development

Three (3) groups of projects (scenarios) will be tested for operational analysis based on the project alternative needs:

1. Short-Term Improvement: Includes projects of immediate need or lower cost projects for faster implementation
2. Medium-Term Improvement: Includes short-term needs and medium-term improvements
3. Long-Term Improvement: Includes short-term and medium-term improvements and the ultimate improvements of the study area

The operations of each project group will be summarized to indicate the net benefit of each stage of improvement on the community. This will include planning-level documentation, including operational benefits, environmental impacts, safety improvements, cost estimates, and conceptual typical sections and renderings. These results will be summarized and provided to the CLIENT for review and comment in the form of the *Clearwater Beach South Transportation Action Plan*.

Meetings:

- Coordination meeting with the CLIENT to present the Clearwater Beach South Transportation Action Plan
- Public Information Meeting to present the Clearwater Beach South Transportation Action Plan and collect community input
- Presentation to the City Council to present the Clearwater Beach South Transportation Action Plan and collect their input

Deliverables:

- Clearwater Beach Transportation Action Plan
- Comment response matrix and documentation of changes between draft and final versions
- Public meeting materials and comment summary

Task 9: Project Management and Administration

The CONSULTANT TEAM will provide comprehensive project management services throughout the proposed 12-month study period to ensure effective coordination, quality assurance, schedule adherence, and clear communication with the CLIENT and partner agencies.

The CONSULTANT TEAM Project Manager (Artemis Consulting Collective) will maintain regular contact with the CLIENT's project manager, coordinate internal team activities, and provide oversight of subconsultants and technical deliverables. Responsibilities under this task will also include budget tracking, progress reporting, administrative documentation, and logistical support for study meetings.

Project management activities will include:

- Maintaining a detailed project schedule and work plan
- Preparing bi-weekly progress updates for coordination
- Hosting internal coordination meetings with subconsultants and technical staff
- Preparing meeting agendas and documenting action items
- Providing status reports and invoice packages at agreed-upon intervals
- Tracking deliverables and task completion across the full project team
- Supporting logistical planning for major meetings (City Council, public, technical)

The CONSULTANT TEAM Project Manager will work closely with the CLIENT to ensure alignment on expectations and key milestones. The proposed 12-month schedule is intended as a planning estimate and may be adjusted in consultation with CLIENT as the study progresses. If delays or scope changes arise, the CONSULTANT TEAM Project Manager will work with the CLIENT to update the schedule and revise priorities to maintain progress and accountability.

Meetings:

- Kick-off meeting with Forward Pinellas, City of Clearwater, PSTA, and Pinellas County
- Kick-off meeting with Presentation to City Council
- Bi-weekly progress meetings with CLIENT to review schedule, deliverables, and coordination items
- Internal team meetings (monthly or as needed) for coordination across technical disciplines
- Administrative check-ins or ad hoc coordination meetings (e.g., invoice review, document submittals) as needed

Deliverables:

- Initial project schedule with updates as needed
- Bi-weekly progress updates and action items
- Monthly invoices and budget tracking reports
- Administrative documentation, including meeting agendas and summaries