

EXHIBIT A
SCOPE OF PROFESSIONAL SERVICE

Parking Feasibility Study

April 21, 2026
Draft Version 2

Task Summary: Based upon direction from the City Board of Commissioners (BOC), the City is undertaking a Parking Feasibility Study. The objective of this study is to technically evaluate available materials and provide a recommended plan of action. The study is prepared with the primary tasks of:

- 1) Existing Conditions and Demand Analysis – Citywide
- 2) John’s Pass Village Parking (JPV) Needs Assessment
- 3) Optional Public Engagement

SCOPE OF SERVICES

Task 1 – Existing Conditions and Demand Analysis - Citywide

The Consultant shall prepare a citywide parking analysis based on existing conditions and existing demand. The summary of existing parking supply and current utilization will be evaluated for the areas north and outside of John’s Pass Village (JPV). Locations/areas with surplus or deficient parking will be documented.

The Consultant will review provided parking inventory including public, private, on-street, and off-street parking. The City will provide all available statistics/maps for review. If the Consultant requires additional statistical information beyond what is available, this effort shall be completed for a typical cost per hour rate with a Not-to-Exceed (NTE) estimate.

The Consultant shall document parking utilization and demand. The City will provide all available statistics/maps for review. If the Consultant requires additional statistical information beyond what is available, this effort shall be completed for a typical cost per hour rate with a Not-to-Exceed (NTE) estimate.

The Consultant shall provide guidance and recommendations for the north end of the City based on the study results addressing if additional parking supply is recommended and if so, the vicinity in which it would be most beneficial.

The evaluation of the JPV will address parking at the southern end of the city as a separate task as described below.

Task 2 – John’s Pass Village (JPV) Needs Assessment

The Consultant will review and evaluate up to three (3) site specific locations for their sufficiency to meet parking demand. Up to three locations will be determined by the City. The result will be a determination of the amount of additional parking needed within the Village.

The Consultant will perform a feasibility review of building a parking garage at each of the three locations within JPV. This analysis will be based only on preexisting data and materials furnished by the City. For each site, the Consultant shall:

- Review the ability to accommodate a parking garage
- Evaluate constructability and development constraints
- Identify underground conflicts and utility issues
- Review land size and dimensional limitations
- Evaluate applicable zoning, land use, and regulatory constraints
- Review site access and operational considerations
- Identify permitting, right-of-way, or acquisition considerations
- Perform a walk-through site visit with City staff
- Provide a reasonable estimate for the number of developable parking spaces
- Identify advantages, disadvantages, and major risks associated with each location

The analysis should consider increased construction costs due to an “issue” that may be avoidable at another location, (i.e. excessive underground utilities). A stand alone public parking garage at each facility without ancillary uses is assumed. Typical costs and design treatments associated with this facility type will be applied. This initial effort does not assume detailed financial bonding projections or graphical design layouts.

For the JPV sites the Consultant is to summarize the following cost and implementation considerations:

- Provide a preliminary construction cost estimate for each site.
- Identify anticipated challenges, required improvements, utility relocations, or other extraordinary costs.
- Provide implementation direction toward identifying the most feasible site(s) and next steps for design, engineering, and/or due diligence.

In consideration of the bullet points above, the City requests a “Go/No Go” approach such that if a selected site is truly not suggested based on a criteria under review, then the review of that site should pause, and the City should be notified early to determine an appropriate alternate path forward to help avoid unnecessary costs.

For Tasks One and Two it is assumed that the City will continue updating available parking information, property site information, permitting changes/applications, etc. These efforts are to be coordinated together with the Consultant to maximize cost efficiency. It is understood that the cost may fluctuate based upon the usefulness of the data provided.

Optional Task 3 – Public Engagement

The City may choose to include the following subtasks “a-la-carte” to enhance the project coordination and public communications.

Stakeholder Engagement Meetings: The Consultant will prepare for and attend in-person stakeholder meetings. The meetings may include City departments, Individual City Commissioner meetings, Florida Department of Transportation (FDOT), Forward Pinellas, property owners, or business representatives.

Community Workshop: The Consultant will prepare for and attend in-person community workshops intended to present the initial results of the previous tasks.

Formal Presentations: The Consultant will prepare for and attend formal presentations with question-and-answer to public groups such as the Board of Commissioners, Planning Commission, etc. PowerPoint slides are anticipated to be prepared in advance of each presentation.

To help save costs it is assumed that City staff will reserve the meeting spaces and public notification of the events.

The Consultant will prepare for and attend an introductory meeting with City staff to identify the project requirements, limitations, available data, and schedule considerations. Coordination with staff regarding City project administration is anticipated, together with monthly progress coordination meetings AT NO ADDITIONAL COST.

Task 4 - Deliverables

The end product of this project will be a letter report that summarizes results of the analysis. A recommended plan of action of follow-up activities for the City to consider is also anticipated within the report. The Consultant will submit a draft report for City staff review. Upon receiving one round of suggested edits/refinements from City staff, the Consultant will then finalize the report.

**EXHIBIT B
COMPENSATION AND METHOD OF PAYMENT**

Project Cost Estimate: The cost associated with the project are summarized in the table below, together with the costs of optional task to be selected at the City’s discretion.

Task Description	Cost	Optional Cost
1A) Existing Conditions and Demand Analysis - Citywide	\$14,000	
1B) Optional parking inventory data collection		\$145/hour NTE \$8,000
1C) Optional parking utilization and demand data collection		\$145/hour NTE \$8,000
2) John’s Pass Village (JPV) Needs Assessment	\$8,000/site (X3)	
3A) Stakeholder Engagement Meetings		\$950/meeting
3B) Community Workshop		\$8,500/workshop
3C) Formal Presentations		\$2,700/presentation
4) Deliverables	\$5,500	

**EXHIBIT C
TIME AND SCHEDULE OF PERFORMANCE**

Anticipated Schedule: 12 - 20 weeks is assumed following the notice to proceed to develop a draft letter report for City staff review. This assumes that all necessary data/materials are provided at the time of notice-to-proceed.