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June 23, 2017

Mr. Wixson Huffstetler, Parks Director
City of Jonesboro Parks and Recreation Department
P.O. Box 1845
Jonesboro, Arkansas 72401

**RE: City of Jonesboro Bike Pedestrian Plan
Revised Scope of Work**

Dear Mr. Huffstetler

Civil Engineering Associates, LLC and Ecological Design Group, Inc. is pleased to submit the following in response to your request for a revised proposal regarding a City-wide bicycle and pedestrian infrastructure plan. The revised Scope of Work below will address the comments from the Arkansas Highway and Transportation Department (AHTD) and the City of Jonesboro (City).

SCOPE OF WORK:

The proposed Scope of Work for the completion of a Bicycle and Pedestrian Master Plan (Plan) for the City of Jonesboro is described below.

Project Understanding:

The City is focused on developing bicycle and pedestrian infrastructure which can help improve the active mobility and connectivity for residents and visitors alike. The goals for the project are as follows:

1. Develop a bicycle and pedestrian high-level infrastructure plan that identifies key additions and improvements to improve safety and mobility throughout the City.
2. Prepare a more detailed analysis of pedestrian and bicycle mobility to the downtown area and key destinations such as to Craighead Forest Park, Arkansas State University, Parker Park, and Joe Mack Campbell Park.
3. Create a wayfinding, signage and furnishings plan to be utilized throughout the existing and proposed trail systems.
4. Develop a plan to assist the City in utilizing current funding sources for key connectivity corridors and projects.
5. Gain municipal adoption of the Plan.

BASIC SERVICES

This project will include the preparation of the Plan utilizing public input and a steering committee and will be limited to the city limits of Jonesboro. In addition, the scope of work will include a detailed study of four main connectivity corridors that will create connections between key destinations (Craighead Forest Park, Joe Mack Campbell Park, Arkansas State University) into the traditional downtown area. The completed document will be a valuable tool that the City can use to assist with preparation of grants and public awareness. All prior studies and documentation for master planning in the project area will be utilized and incorporated as appropriate. Details of the proposed service are provided below.

A. Discovery Phase:

1. Review all previous studies completed within last five years related to streets, trails, downtown and or other master plans. (Downtown Jonesboro Bicycle and Pedestrian Safety Study-2014, Johnson Avenue Bicycle and pedestrian study-2014, Jonesboro Alliance Strategic plan-2015, Arkansas State University campus bike plan, Arkansas State University Campus masterplan, etc.)
2. Analyze existing conditions to identify connectivity issues.
3. Conduct individual stakeholder interviews will be conducted. (Arkansas State University, St. Bernard Hospital, NEA Baptist Hospital, Downtown Association, Bicycle coalitions, Jonesboro 100, and other organizations identified by the City.)
4. Develop and deploy a survey to the public for gathering insight on facility preferences and current infrastructure usage.
5. Develop a map showing all existing bike and pedestrian infrastructure.
6. Create a project webpage to keep the public informed of key meetings and benchmarks.
7. Assist the City with their social media presences to help notify the public of meetings and project milestones.
8. Conduct one public meetings soliciting public input during the discovery phase.

B. Design Phase:

1. Develop route selection criteria and prioritization. (e.g.: safety, traffic utilization, proximity to schools, employment centers, key attractions, parks, green space, and public input).
2. Identify all parks and or open space within the project corridors. Available open space could act as urban green space or parklets.
3. Develop a series of maps identifying potential routes including facility types.
4. Conduct one public meeting to present progress and gain public feedback.

5. Develop a design resource guide that will provide guidance on standards for various bicycle and pedestrian facilities.
6. Perform a Bicycle/Pedestrian safety analysis of the routes identified.
7. Perform a land use analysis of the five major corridors of to ensure that the route choice between the origin and destination would maximize usage.

C. Development Phase:

1. Further develop bicycle and pedestrian infrastructure and connectivity corridors: Key connectivity corridors, include but are not limited to, Arkansas State University to Downtown, Parker Park to Downton, Joe Mack Campbell to Downtown and, Craighead Forest Park to Downtown
 - a. This task will include cost estimates, general construction timelines, obstacles and opportunities, as well as schematic level design.
 - b. Create a map depicting the location of catalytic projects.
 - c. Develop of a list of funding sources and modes that are specific to bicycle and pedestrian infrastructure and mobility.
 - d. Develop of implementation steps and recommendations for catalytic projects. These projects will be presented to the City and Public for final approval.
 - e. Develop of a wayfinding, signage and furnishings plan that will be applied (as funding is available) to existing and planned bicycle and pedestrian infrastructure.
 - f. Create a landscape plan for the existing and proposed trail network.

D. Plan Document Phase:

1. Master Plan Document to include but not limited to the following:
 - a. Site inventory.
 - b. Site analysis.
 - c. Final master plan graphic.
 - d. Illustrations as required.
 - e. Enlarged renderings for projects of interest.
 - f. Phasing and cost estimates.
 - g. Bicycle and pedestrian design guidelines.
 - h. Bicycle and pedestrian catalytic projects including maps, timelines, cost estimates.
 - i. List of potential funding sources and modes for all projects.
 - j. Bound presentation booklets.
 - k. Digital presentation booklet.
 - l. Implementation plan that will prioritize projects based on need and potential funding availability.

2. Presentation of the plan to the appropriate stakeholders.
 - a. Shall include up to two public presentation meetings to local stakeholders and or official bodies/committees.
 - b. Assist City staff in the presentation and formal adoption of the Plan by City Council and or other appropriate committees.

E. Project schedule:

1. Work is expected to be completed within 270 days from execution of contract and authorization to proceed being issued.
2. The included table shows the breakdown of the project and hours allocated for each task.
3. The included Gantt Chart shows the project schedule.

The revised Scope of Work includes the recommendations from AHTD and the cost estimate for this project has been revised and reduced to **\$138,370.00**. We sincerely appreciate your consideration of us on this project. If you have any questions, or if you need additional information, please do not hesitate to call me.

Sincerely,
CIVIL ENGINEERING ASSOCIATES, LLC



Jason MacDonald, P.E.
Project Manager

Jonesboro Bicycle and Pedestrian Master Plan Man-hour Estimate

Contributor		Martin	CAD	Jason	Reeva	Subtotal
Activates:						
Discovery Phase:						
1	Review all previous studies completed within last five years related to streets, trails, downtown and or other master plans. (Downtown Jonesboro Bicycle and Pedestrian Safety Study-2014, Johnson Avenue Bicycle and pedestrian study-2014, Jonesboro Alliance Strategic plan-2015, Arkansas State University campus bike plan, Arkansas State University Campus masterplan, etc.)	15	10	15	10	50
2	Analyze existing conditions to identify connectivity issues	12	12	12	4	40
3	Conduct individual stakeholder interviews will be conducted. (Arkansas State University, St. Bernard Hospital, NEA Baptist Hospital, Downtown Association, Bicycle coalitions, Jonesboro 100, and other organizations identified by the City.)	20	0	20	10	50
4	Develop and deploy a survey to the public for gathering insight on facility preferences and current infrastructure usage	4	0	4	0	8
5	Develop a map showing all existing bike and pedestrian infrastructure	6	30	10	18	64
6	Create a project webpage to keep the public informed of key meetings and benchmarks.	6	0	6	0	12
7	Assist the City with their social media presences to help notify the public of meetings and project milestones	6	0	6	0	12
8	Conduct one public meetings soliciting public input during the discovery phase.	12	6	12	6	36
Hours		81	58	85	48	272
Design Phase:						
9	Develop route selection criteria and prioritization. (e.g.: safety, traffic utilization, proximity to schools, employment centers, key attractions, parks, green space, and public input).	12	5	12	5	34
10	Identify all parks and or open space within the project corridors. Available open space could act as urban green space or parklets.	6	6	6	10	28
11	Develop a series of maps identifying potential routes including facility types.	20	40	20	40	120
12	Conduct one public meeting to present progress and gain public feedback.	8	4	8	8	28
13	Develop a design resource guide that will provide guidance on standards for various bicycle and pedestrian facilities.	0	0	2	10	12
14	Perform a Bicycle/Pedestrian safety analysis of the routes identified	30	20	60	20	130
15	Perform a land use analysis of the five major corridors of to ensure that the route choice between the origin and destination would maximize usage.	30	5	10	20	65
Hours		106	80	118	113	417

Jonesboro Bicycle and Pedestrian Master Plan Man-hour Estimate

Jonesboro Bicycle and Pedestrian Master Plan Man-hour Estimate						
Contributor		Martin	CAD	Jason	Reeva	Subtotal
Activates:						
Development Phase:						
16	Further develop bicycle and pedestrian infrastructure and connectivity corridors: Key connectivity corridors, include but are not limited to, Arkansas State University to Downtown, Parker Park to Downton, Joe Mack Campbell to Downtown and, Craighead Forest	60	10	60	20	150
17	This task will include cost estimates, general construction timelines, obstacles and opportunities, as well as schematic level design.	16	4	16	0	36
18	Create a map depicting the location of catalytic projects.	4	20	4	20	48
19	Develop of a list of funding sources and modes that are specific to bicycle and pedestrian infrastructure and mobility.	4	0	4	0	8
20	Develop of implementation steps and recommendations for catalytic projects. These projects will be presented to the City and Public for final approval.	8	0	8	4	20
21	Develop of a wayfinding, signage and furnishings plan that will be applied (as funding is available) to existing and planned bicycle and pedestrian infrastructure.	20	10	4	30	64
22	Create a landscape plan for the existing and proposed trail network.	20	0	4	20	44
Hours		132	44	100	94	370
Plan Document Phase:						
23	Master Plan Document and Presentation to the City	80	40	80	40	240
Hours		80	40	80	40	240
Labor		399	222	383	295	

