

June 16, 2026

Mr. Craig Light, P.E.
Engineering Director
City of Jonesboro
300 S. Church
Jonesboro, AR 72401

**Re: Marion Berry Parkway Multiuse Trail
Construction Administration & Inspection Services
Jonesboro, Arkansas**

Mr. Light:

Pickering Firm, Inc., herein known as Pickering (the "Consultant"), is pleased to submit this Scope of Work and Fee Proposal to the City of Jonesboro, herein known as the City (the "Client"), for providing Professional Engineering services for the development of the above referenced project. Our scope of services, schedule, and fee are shown below.

General Project Description

Pickering preformed the design and prepared the construction plans for the addition of a multiuse trail along Marion Berry Parkway. The City is preparing to advertise and accept bids for the construction of the project and is requesting Construction Administration and Inspection Services be performed to ensure contractor compliance with the plans and specifications. A more detailed description of anticipated services is shown below in the Scope of Services.

Scope of Services

Construction Administration & Inspection Services

1. Pickering will prepare for and conduct the Preconstruction Meeting to review the plans, required work, express expectations, and resolve any questions that arise at the meeting. Pickering will prepare and distribute minutes of the meeting.
2. Pickering will review submittals provided by the contractor for compliance with the plans and specifications.
3. Pickering will prepare for and conduct project progress meetings, if needed. The meetings will be held to discuss recent progress, upcoming events in the schedule, and problems associated with the project. It is assumed the contract will last approximately 165 calendar days. For the purposes of this estimate, it is assumed there will be 5 progress meetings, if required.
4. Pickering will coordinate and process any change orders required. Pickering will negotiate prices for additional pay items with the contractor and coordinate acceptance

of prices with the City. Pickering will prepare the final change order and submit to the City for final review, approval, and processing.

5. Contractor monthly progress payment applications will be submitted to Pickering for review and confirmation of work complete. Since full time inspection will not be provided, verifications will be based on field measurements, visual inspections, and records such as material tickets. Six progress payments (5 monthly and 1 final) were assumed for purposes of this estimate.
6. Pickering will provide inspection services based on daily site visits while the contractor is actively working on site for a visual inspection of work being performed and discussions with the contractor. Pickering will not be on-site full time but will be on site to perform critical point inspections such as the inspection of formwork prior to a concrete pour, to visually inspect paving operations conform to line and grade established in the plans, and other points during the construction that City staff or Pickering deem to warrant inspection prior to the contractor proceeding. Pickering personnel will inspect work that is in place for substantial conformance with the project plans and specifications. Pickering will coordinate with the selected contractor for critical point inspections. For this estimate construction is assumed to take 165 calendar days.
7. Pickering will document daily contractor operations, specific work being performed, and any other information to adequately record operations on site.
8. Pickering will perform erosion control inspections at a minimum of every 7 days or after a rain event. Deficiencies will be noted and the contractor notified of these deficiencies and required corrections.
9. Pickering will assist the City with close-out after project completion including final walk through and punch list completion.
10. Any Quality Assurance (QA) sampling and testing, if required, will be provided by the City or considered additional services.
11. Any surveying required will be provided by the City on an as needed basis. Verification surveys of construction layout including survey control and benchmarks may be required to carry out the services of this agreement.

Items Specifically Excluded

1. Full time field inspection
2. Material sampling & testing
3. Construction surveying or staking

Compensation for Basic Services

We will invoice you monthly based on actual work completed. We propose to complete the work in the scope of basic services with the fee basis noted below plus client reimbursable expenses. No markup will be included for reimbursable expenses.

A breakdown of the fee can be found on the attached manhour and fee estimate. The multiplier for this individual task order is 3.716 based upon an indirect cost rate of 231.04 percent plus 0.834 percent facilities capital cost of money (FCCM) (FY 2024) and a 12 percent fixed fee.

Construction Administration & Inspection Services

Cost plus Fixed Fee, NTE \$100,000.00

Additional Services

If the City requires services beyond what is provided for in the scope of services listed above, said services can be performed based upon a negotiated lump sum fee agreed to by both parties. Additional services will only be performed after written authorization is received.

Please advise if further information is desired and do not hesitate to give me a call at (870) 336-0117 if you have any questions.

Sincerely,

PICKERING FIRM INCORPORATED



Michael L. Foster, P.E.
Project Manager

Enclosures: Justification of Fees and Costs

Justification of Fees and Costs
Marion Berry Parkway Multiuse Trail
Construction Administration & Inspection Services
City of Jonesboro, Arkansas

Assumed contract time of 165 calendar days	Estimated Hours					Total Hours
	Project Manager	Senior Engineer	Engineer	Engineer Intern		
Construction Administration						
Preconstruction Conference	2		4	6		12
Material Submittals	4		20	20		44
Site Inspections (Daily)	2		96	384		482
Pay applications (1 per month)	2		6	6		14
Change Orders	2		16	8		26
Progress Meetings (1 per month), if needed	2		5	5		12
Close out Docs	2		8	8		18
Billing & Contract Admin.	4		16			20
						0
						0
						0
						0
						0
Totals	20	0	171	437	0	628

Labor Rates

\$ 67.00	\$ 67.00	\$ 54.50	\$ 37.00
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Labor Cost \$ 1,340.00 \$ - \$ 9,319.50 \$ 16,169.00 \$ - \$ **26,828.50**

Overhead 231.04% \$ **61,984.57**

\$ **88,813.07**

Fixed Fee 12.00% \$ **10,657.57**

FCCM Overhead 0.834% \$ **223.75**

Total Labor, Overhead, and Fee: \$ **99,694.39**

Direct Costs:

	Qty.	
Mileage	0	\$0.00
Meals	0	\$0.00
Lodging	0	\$0.00
Postage	0	\$0.00
Reproductions: 8 1/2" x 11"	0	\$0.00
Reproductions: 11" x 17"	0	\$0.00
Reproductions: Full Size	0	\$0.00

Total Direct Costs: \$ **0.00**

Total Project Total \$ 99,694.00