

December 2, 2025

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

**Re: Proposal for Professional Surveying and Engineering Services  
Prospect Road Multi-use Trail  
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 Surveying and Engineering services for the development of the above referenced project. Our scope of services, schedule, and fees are shown below.

**General Project Description**

This project proposes a 10-foot side path along Aggie Road, Airport Road, Prospect Road, and Elizabeth Lane. The project will begin at the Nettleton School District Property on Aggie Road and end at the northern terminus of Elizabeth Lane. A general sketch of the project limits can be found on the attached exhibit. The portion of the project along Airport Road (approximately 1400 feet) is located on ARDOT right-of-way and will require plan submittal for review and approval from the Department. Existing pavement drainage, which consists primarily roadside ditches, will be maintained and the side path location adjusted accordingly. Enclosing a ditch with an underground storm system may be considered on a limited basis and only where required. A more detailed description of anticipated services is shown below in the Scope of Services.

The project will be broken down into multiple phases for bidding purposes. The general limits for each phase are shown below. The limits of these phases are preliminary and may require adjustment during design.

- Along Aggie Road and Airport Road, to the intersection with Prospect Road.
- Along Prospect Road from Aggie Road to Paragould Drive.
- Along Prospect Road from Paragould Drive to Elizabeth Lane.
- Along Elizabeth Lane from Prospect Road to the end of project.

**Scope of Services**

***Task 1 – Topographic & Boundary Survey***

Pickering will provide the following tasks:

- All topography of the project area, see attached exhibit, will be obtained. The expected survey area is between right-of-way to right-of-way line plus an additional 10 feet outside of the right-of-way line. Features surveyed will be typical topo features and shall consist of, but not limited to, edge of pavements, curb and gutter, existing sidewalks, ditch lines, driveways, and locations for existing storm drainage facilities. Site survey control will be established and verified.
- Above ground utilities will be surveyed and shown on the plans. Arkansas One-Call will be contacted for field locations of underground utilities. These locations will be field located and will also be shown on the plans. Arkansas One-Call fees are included in the fees shown.
- Utility locates utilizing ground penetrating radar or soft dig techniques may be required. If so, these services will be provided as a reimbursable expense.
- Sufficient boundary ties will be established to determine the existing right-of-way and property lines within the project limits.
- Legal descriptions and required acquisition documents for right-of-way and easements acquisition will be provided to the City as-needed.

### ***Task 2 – Trail Design***

Pickering will provide the following tasks:

- After completion of the survey, Pickering will provide construction plans for the trail.
- Trail design plans will be standard plan sheets and plan and profile sheets where required for vertical design, at one-inch equals 50 feet (horizontal) and 5 feet (vertical) scale. Other scales may be used for clarity of the plans. It is possible that sections of the improvements can be shown with sufficient detail and control to require only plan views.
- Pickering will prepare cross-sections at 50' intervals for inclusion within the project construction plans.
- Pickering will prepare designs for all affected drainage within the project area. However, enclosing ditches with storm drainage design is limited in scope. Locations will be on a case-by-case bases of short runs of piping with minimal drop inlets.
- Pickering will note adjustments of all existing sanitary sewer manholes/structures located within the project area. Any new sanitary sewer piping to be added or extended in the area is not included in this scope of services, however, can be negotiated as additional services.
- Pickering will prepare traffic control plans including construction sequencing, temporary markings and signage and applicable notes and details.
- Pickering will prepare permanent roadside signage and permanent pavement marking plans, if required.
- Pickering will prepare erosion control plans, including notes and details. Project contour plans for staged construction of erosion control features are not expected or included. Pickering will prepare a Stormwater Pollution Prevention Plan for submittal and approval by ADEQ. Submittal of permits and all associated permit fees will be coordinated and paid by the Client.

- Short-Term Activity Authorization (STAA) will be submitted to ADEQ. Submittal of permits and all associated permit fees will be coordinated and paid by the Client. Section 401 or 404 Permitting is not anticipated for this project.
- All designs, plans, details, and specifications for any utility or the addition of new utilities will be prepared by the utility owner or negotiated as additional services. Lighting designs are not included as part of this scope, but can be negotiated as additional services.
- Pickering will provide the City with estimates of the construction costs at the established plan submittal stages.
- ARDOT details and technical specifications will be used for plans production.
- The portion of the project along Airport Road will require submission to ARDOT at the established plan submittal stages. ARDOT review comments will be addressed.
- Pickering will provide utility coordination. Utility companies will be contacted early in the design process and plans provided for their review. Attempts will be made to limit utility impacts. In the event of utility adjustments, Pickering will coordinate with utility companies' development of relocation Plans. The City will provide utility company representatives' contact information.
- Pickering will provide the City with a Unit Bid Schedules for inclusion in the front-end contract documents. It is anticipated that four (4) bid sets will be required. The City will be responsible for front end contract documentation, advertising and bidding, and award of the project. Bid-phase services are not included. Pickering will address any RFIs or addenda needed as part of the bid process.
- Pickering anticipates submittal of 30, 60, and 90 percent plans for review and comment.
- After the reviews have been completed and addressed, Pickering will provide an electronic copy of the final plan set to the client in PDF format along with supporting CAD files.

### **Items Specifically Excluded**

1. Application and review fees
2. Environmental or geotechnical engineering services (If required, these services will be provided as a reimbursable expense.)
3. Public or private utility or sanitary sewer improvements (These items can be negotiated as additional services.)
4. Plat filing fees
5. Construction administration and inspection services (To be added with Supplemental Agreement)
6. Materials sampling & testing
7. Construction staking
8. Site lighting and electrical site plan (This item can be negotiated as additional services.)
9. Detailed landscape and irrigation

### **Project Schedule**

Pickering will begin work as soon as the notice to proceed is received. Completion dates are flexible and will be coordinated with the City to ensure the project is not delayed. Pickering

recognizes the City's desire to expedite the design process for this project. Phases of the total project will be designed, and construction plans provided for bidding purposes.

### **Compensation for Basic Services**

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

#### **Task 1**

##### **Topographic & Boundary Survey**

**Lump Sum Fee ..... \$28,600.00**

##### **Easement Legals & Depictions**

**Per Each Fee ..... \$365.00**

#### **Task 2 – Trail Design**

**Hourly Fee Not to Exceed ..... \$148,400.00**

A breakdown of the detailed man-hour estimate can be found on the attached fee proposal. The multiplier used for billing rates shown is 3.716 based upon DOT-approved indirect cost rate of 231.04 percent plus 0.834 percent Facilities Capital Cost of Money (FCCM) (FY 2024).

### **Additional Services**

If the City requires services beyond what is provided in the scope of services listed above, said services can be performed based upon a negotiated lump sum fee agreed to by both parties or on the basis of our standard hourly rates plus reimbursable expenses. 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  
Project Location Exhibit



**Justification of Fees and Costs**  
**Prospect Road Multi-use Trail - Design Services**  
**Aggie Rd., Airport Rd., Prospect Rd., Elizabeth Ln.**  
**City of Jonesboro, Arkansas**

Design Services	Estimated Hours						Total Hours
	Project Manager	Senior Engineer	Engineer	Engineer Intern			
<b>Trail Design</b>							
Project Administration	24		16				40
Review Survey Data (field check)			4	4			8
<b>30% Design Phase</b>							0
Prepare Title Sheet (4 plan sets)			3	16			19
Prepare Typical Sections ( 2 Typ. Per 4 plan sets)			3	24			27
Prepare Plan & Profile	1		40	80			121
In-House Quality Review and Revisions	1		16	8			25
Identify & Coordinate Utility Conflicts			16	32			48
Submit 30% Plans for Review			1				1
Prepare Cost Estimate			4	16			20
<b>60% Design Phase</b>							0
Address 30% Review comments	1		8	16			25
Prepare Existing/Demolition Plan			1	16			17
Prepare Title Sheet (4 plan sets)			1	3			4
Prepare Typical Sections (4 plan sets)			1	4			5
Prepare Special Details (4 plan sets)			2	24			26
Prepare Temporary Erosion Control Detail Sheets			4	32			36
Prepare Maintenance of Traffic Plans			4	32			36
Prepare Permanent Pavement Marking Details			2	16			18
Prepare Survey Control Data Sheets			1	16			17
Prepare Main Lane Plan & Profile			8	80			88
Prepare Permanent Signing Plans			4	8			12
Prepare Culvert Diagrams			2	16			18
Prepare Storm Sewer (Limited Scope & Analysis)			8	24			32
Prepare Cross Sections			8	24			32
Prepare Cost Estimate			4	8			12
Coordinate Utility Relocations			16	8			24
In-House Quality Control Review and Revisions	1		16	8			25
Submit 60% Plans for Review			2				2
Address ARDOT Permit review Comments			16	32			48
Submit Revised 60% Plans			2				2
Prepare SWPPP (4 Projects)	1		4	16			21
Prepare STAA Permit (4 projects)	1		8	24			33
<b>90% Design Phase</b>							0
Revisions to Plans from 60% Comments	1		4	8			13
Calculate Quantities			8	24			32
Roadway Standard Drawings			1	4			5
Prepare Special Provisions			1	4			5
Prepare Cost Estimate			2	4			6
In-House Quality Control Review and Revisions	1		8	4			13
Submit 90% Plans for Review			2				2
<b>100% Design Phase</b>							0
Revisions to Plans and SP's from 90% Comments	1		2	8			11
Prepare Cost Estimate			1	2			3
Convert Microstation to AutoCAD files			1	4			5
Submit 100% Plans			2				2
<b>Addenda</b>							0
Plan Revisions	1		8	8			17
<b>Totals</b>	<b>34</b>	<b>0</b>	<b>265</b>	<b>657</b>	<b>0</b>	<b>0</b>	<b>956</b>

Labor Rates

\$ 64.00 \$ 70.00 \$ 53.00 \$ 36.00

Labor Cost \$ 2,176.00 \$ - \$ 14,045.00 \$ 23,652.00 \$ - \$ - \$ 39,873.00

Overhead % 231.04% \$ 92,122.58

Total Labor and Overhead \$ 131,995.58

Fixed Fee % 12.00% \$ 15,839.47

FCCM Overhead 0.834% \$ 332.54

Total Labor, Overhead, and Fee: \$ 148,167.59

Direct Costs:	Qty.	Unit Price	
Mileage	280	\$ 0.700	\$196.00
Meals	0	\$ 51.00	\$0.00
Lodging	0	\$ 132.00	\$0.00
Postage	0	\$ 100.00	\$0.00
Reproductions: 8 1/2" x 11"	0	\$ 0.10	\$0.00
Reproductions: 11" x 17"	0	\$ 0.15	\$0.00
Ridge Surveying	1	\$ 28,600.00	\$28,600.00

Total Direct Costs: \$28,796.00

**Project Total \$ 176,963.59**



PROSPECT TRAIL

Legend

