



August 28, 2025

Craig Light, City Engineer
City of Jonesboro
300 S. Church Street
Jonesboro, AR 72401

Dear Mr. Light:

It is with great pleasure that we provide the attached cost proposal for conducting the building code review and permitting process assessment study for the City of Jonesboro. We propose to conduct this evaluation for a not-to-exceed price of \$99,840. The following table summarizes the total hours by project task.

Task	Total Hours	Total Fee
1. Interviews and Current State Profile	112	\$21,280
2. Process Diagram Development	46	\$7,840
3. Customer Survey and Focus Groups	36	\$6,400
4. Code Assessment	64	\$11,680
5. Comparative Benchmarking and Best Practices Analysis	80	\$14,080
6. Operational, Process, & Staffing Analysis	96	\$18,240
7. Implementation Plan, Draft and Final Report	80	\$15,520
Total Hours	514	
Hourly Rate		
Total Professional Fees		\$95,040
Travel Expenses		\$4,800
Total Project Cost		\$99,840

If you have any questions regarding the scope of work or associated fees, please contact Aaron Baggarly at abaggarly@matrixcg.net or by phone at 803-622-9910. As the firm's President, I am authorized to represent the firm contractually and execute any service agreement. I can be reached at the address and phone number below or via email at apennington@matrixcg.net.

A handwritten signature in blue ink, appearing to read "Alan D. Pennington".

ALAN D. PENNINGTON

President, Matrix Consulting Group, Ltd.