

**EXHIBIT D  
SCOPE OF SERVICES  
(FIRST AMENDMENT)**

**City of Jonesboro, Arkansas  
Parks and Recreation Master Plan**

Under contract to the City of Jonesboro (the “City”), Halff Associates, Inc. (“Halff”) is submitting this contract amendment to prepare a Social Determinants of Health Accelerator Plan (the “SDOH Plan”) to increase the accessibility of persons with disabilities to and within municipal parks, and to provide a greater portfolio of inclusive recreational amenities. The final SDOH Plan will be an appendix to the Jonesboro Parks and Recreation Master Plan and will incorporate all required components outlined by the Centers for Disease Control within their SDOH Accelerator Plan template.

**ACTIVITIES**

The activities and fees referenced in this amendment are in addition to those services originally agreed to by the City and Halff under the Agreement for Professional Services executed by authorized representatives of both parties on February 8, 2023, and February 14, 2023, respectively. Exhibit A (Scope of Services) and Exhibit B (Basis of Compensation) of said Agreement are accordingly modified as presented herein.

The tasks and activities listed herein shall be subject to the “Planning Process Parameters” listed in Exhibit A (Scope of Services) and will be performed contingent on Exhibit C (Support Services of the City of Jonesboro). Where possible, activities will be conducted in conjunction with ongoing parks and recreation master planning tasks. Specific tasks, subtasks, and fees related to the execution of this scope of services amendment include the following:

**TASK 7: SDOH ACCELERATOR PLAN (ADDITIONAL SERVICES)**

**7.1 PROJECT ORGANIZATION**

Halff will undertake the following activities to ensure the efficient initiation and ongoing administration of the SDOH planning process:

- 7.1.1 Project Administration.** Halff will conduct administrative activities throughout the project term. Examples of relevant activities may include but not be limited to meeting logistics, contract administration, invoicing, and progress reporting.
- 7.1.2 Project Kick-off.** Halff will convene a project initiation and coordination meeting with City staff (**Trip A**) to discuss project goals, establish communications protocol, discuss data and documentation needs, and more. An initial meeting with the project Leadership Team (**Meeting #1**) will be convened to provide an overview of the planning process and solicit ideas and feedback.

## 7.2 COMMUNITY OUTREACH

Targeted on-site and online community outreach activities will occur during the project term to solicit preferences, recommendations, and feedback regarding park accessibility and inclusive recreation opportunities. An emphasis will be placed on soliciting feedback from interested parties who can provide informed direction on the topic due to circumstance or occupation and those who will be the most directly impacted by the provision of enhanced park accessibility and access to inclusive recreation facilities. Subtasks include:

### 7.2.1 Focus Group Meetings

- A. Facilitated Meetings.** Halff will conduct up to three (3) focus group meetings with representatives of key interest groups or organizations as selected by the City (with Halff input). Focus groups should not exceed up to six (6) participants per session.

Focus group meetings will be conducted in an informal interview format, will last between 60-90 minutes, and will occur during normal business hours. It is intended that all focus group meetings occur in conjunction with Leadership Team Meeting #1 (**Trip A**) however, the City and Halff may agree to postpone one (1) or more meetings to align with other project benchmarks and scheduled Trips.

- B. Provider Interviews.** Halff may opt to conduct additional individual or small-group interviews with human services providers, educators, advocates, or other interested parties during the project term as necessary to better understand community objectives, challenges, preferences, etc., as they relate to the needs of targeted populations identified in the City's application for SDOH grant funding.

### 7.2.2 Community Preferences Survey

- A. Survey Purpose and Distribution.** Halff will prepare and administer an online community survey as part of this project to solicit appropriate and specific feedback from members of the community. The survey will address park accessibility and inclusive recreation preferences. Developing and administering the online survey includes the following:

- The electronic online survey will be posted in SurveyMonkey® and cross-linked to the City website's home page, or an optional project website.
- Survey announcements shall be drafted which can be transmitted electronically, or as part of a City newsletter or postcard in the mail.

- B. Survey Results and Feedback.** The raw results of the online survey will be provided to City staff, and a summary overview of pertinent results will be included in the Community Outreach Summary and Master Plan documents.

*(Note: Notwithstanding the above-referenced sub-tasks, Halff may opt to prepare two (2) or more mini-surveys in lieu of a single survey due to the complex nature of the topic, and subject to the approval of the City.)*

### 7.3 BASELINE ANALYSES

Halff will conduct analyses which measure parks system accessibility and the diversity of inclusive recreation amenities available to the target populations identified in the City's SDOH Plan grant application. Baseline analysis findings, influenced by community outreach results, will form the basis for subsequent strategic plan recommendations (**Task 7.4**).

**7.3.1 Evaluation Tools.** Halff will develop SDOH evaluation tools for review and approval by the City and Leadership Team (**Meeting #2, Virtual**). Approved tools will be utilized by Halff to conduct subsequent park accessibility and walkshed conditions assessments (**Task 7.3.3**).

**7.3.2 Best Practice Field Study.** A Halff representative will attend up to three (3) field trips with City staff and the Leadership Team to other communities that can provide positive examples of inclusive recreation investments in their parks system (**Trips B, C, and D**). Halff will assist in making recommendations for appropriate locations, but trip arrangements would be the sole responsibility of the City.

**7.3.3 Access-based Assessments.** Halff will utilize approved evaluation tools to conduct on-site assessments (**Trip E**) that will serve as the basis for subsequent policy and investment recommendations in the SDOH Plan's work program (**Task 7.4**). Access-based assessments include the following:

**A. Accessibility Assessment.** Using the 2014 Americans with Disabilities (ADA) Act Title II Compliance Guide as a principal resource, Halff will assess each park's compliance with ADA accessibility standards.

**B. Walkshed Assessment.** Halff will evaluate the conditions and opportunities for improving access to municipal parks for pedestrians and persons using mobility assistance devices from surrounding residential areas. While walkshed boundaries will vary by park configuration and existing accessible pathways, areas assessed will be located within 1/8 mile of a park boundary. Findings will be scored according to approved evaluation tools (**Task 7.3.1**) and prioritized project lists will be created which may include: sidewalk improvements, sidewalk additions, sidepaths, crossing enhancements, signalization, etc.

**7.3.4 Recreational Amenity Demand Assessment.** Halff will compile results from all community outreach activities and Leadership Team discussions to present a series of recommendations on preferred inclusive recreational facilities, design considerations, and costs.

**7.3.5 Preliminary Recommendations.** The preliminary results of all access-based and demand-based assessments will be presented by Halff to the City and the Leadership Team (**Meeting #3, Virtual**). Halff will recommend two (2) existing priority parks which should be retrofitted to incorporate concentrated inclusive recreation amenities. Priority parks agreed upon by Halff and the City will be subject to the preparation of conceptual development plans as defined in **Task 7.4.2**.

## 7.4 WORK PROGRAM

The findings and recommendations of community outreach and baseline analysis activities will be consolidated into a detailed work plan to increase city-wide accessibility to and within municipal parks for disabled residents and visitors of all ages, and to strategically increase the City's inventory of recreation amenities that cater to the needs of disabled individuals. The consolidated SDOH Plan report will be an extension of the overall Master Plan and may require slight amendments to the draft Master Plan report to ensure consistency between both documents. The SDOH Plan report's work program will include the following components:

**7.4.1 Accessibility Work Plan.** The work plan will include prioritized lists of on-site ADA accessibility investments within each municipal park, and off-site walkshed investment projects to improve non-motorized access to park spaces by all users, including the targeted populations identified by the City's SDOH grant application. Project lists will include order of magnitude cost estimates and may be incorporated into updated recommendations included in the Master Plan.

**7.4.2 Inclusive Recreation Priority Plan.** Based on preliminary recommendations (Task 7.3.5), Halff will prepare conceptual site plans for two (2) selected "priority" parks graphically depicting how they will be retrofitted into inclusive recreation "incubators." Plans will illustrate how and where designated inclusive recreation areas would be incorporated into the park, the types of amenities to be included, and associated order-of-magnitude cost estimates for subsequent design and construction.

Due to the varying size of parks within the Jonesboro parks system, it will be the sole discretion of Halff to determine whether either conceptual site plan accounts for the entire park property or only specific areas within the park that will be re-programmed. Final plans will also include narrative on how to incorporate additional inclusive play opportunities into the Jonesboro parks system in the future.

## 7.5 FINAL REPORT

Halff will compile all products into a comprehensive SDOH Plan report and present to the City for adoption and implementation. The SDOH Plan will include those work program components identified in **Task 7.4** and will address all required components outlined by the Centers for Disease Control within their SDOH Accelerator Plan template.

### 7.5.1 Report Review

Upon completion of a draft (Summary) SDOH Plan, Halff will support City staff throughout the required review and adoption process. This will include the following subtasks:

- A. City Staff Review.** Review of the SDOH Plan report by City staff and discussion during a regularly scheduled bi-weekly coordination meeting.
- B. Leadership Team Review (Meeting #4, Virtual).** The SDOH Plan will be presented to the Leadership Team for final comments.

Halff will make one (1) round of edits to the draft SDOH Plan prior to presenting a final report to the Public Services Committee or City Council for adoption. Edits may also include applicable updates to the Master Plan.

### 7.5.2 Report Adoption

Halff will present the SDOH Plan to the Public Services Committee or full City Council (**Trip F**) for consideration of adoption.

Following SDOH Plan adoption, Halff will provide electronic versions of all original files related to the SDOH Plan including all maps and data. Halff will make a single round of necessary changes to the final adopted SDOH Plan, as advised by the City Council and reviewed and approved by the City's Project Manager or designee, prior to final acceptance by the City. Changes within this scope of services will be limited to those which require simple text edits and do not necessitate substantial changes to document format, maps, tables, or figures; nor, require new research or public outreach.

### ADDITIONAL SERVICES 7, MEETING SUMMARY

**Task 7** meetings include: **A)** Bi-weekly project coordination meetings (virtual), **B)** Four (4) meetings with the Leadership Team, **C)** Three (3) focus group meetings, **D)** Up to three (3) field trips with City staff and the Leadership Team, and **E)** One (1) Public Services Committee or City Council meeting.

### ADDITIONAL SERVICES 7, ITEMS PROVIDED BY CITY

Field trip logistics and itineraries, and other administrative services as described in the task descriptions and Exhibit C, (Support Services of the City of Richardson).

### ADDITIONAL SERVICES 7, KEY DELIVERABLES

Key **Task 7** deliverables will include **A)** Meeting presentation materials **B)** Meeting summaries, **C)** One (1) Community preference survey (digital), **D)** Park accessibility (ADA) evaluation forms and summary data, **E)** Walkshed assessment forms and summary data, **F)** Two (2) inclusive park concept plans and cost estimates, and. **G)** Final SDOH Plan report (digital) including accessibility work plan and inclusive recreation priority plan.

## TASK 7: SDOH ACCELERATOR PLAN (BASIS OF COMPENSATION)

The planning services described in this Exhibit will be provided by Halff on a lump sum basis, in accordance with the terms of Exhibit B (Basis of Compensation) and subject to the following additional project fee of **\$96,600.00** dollars. The task-by-task projection of effort shown below is estimated and may vary as each phase is conducted.

- **Task 7.1 Project Organization:** \$9,000.00
- **Task 7.2 Community Outreach:** \$14,100.00
- **Task 7.3 Baseline Evaluations:** \$32,500.00
- **Task 7.4 Strategic Planning:** \$29,500.00
- **Task 7.5 Final Report:** \$11,500.00

### End of Exhibit D – Scope of Services (First Amendment)