

June 24, 2025

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

**Re: East Johnson Avenue (State Highway 91) Sidewalks & Lane Reconfiguration  
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 sidewalks on East Johnson Avenue (State Highway 91) and to reconfigure the lane layout near University Loop Intersection. The City is preparing to advertise and accept bids for the construction of the project. The City 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 120 calendar days. For the purposes of this estimate, it is assumed there will be 4 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. Five progress payments (4 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 120 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.

#### **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 3.433 based upon an indirect cost rate of 205.87 percent plus 0.684 percent facilities capital cost of money (FCCM) (FY 2023) and a 12 percent fixed fee.

**East Johnson Avenue Sidewalks & Lane Reconfiguration – Construction Plans**  
**Cost plus Fixed Fee, NTE ..... \$76,361.00**

***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**

A handwritten signature in blue ink, appearing to read 'Michael L. Foster', with a stylized flourish at the end.

Michael L. Foster, P.E.  
Project Manager

Enclosures: Justification of Fees and Costs

**Justification of Fees and Costs**  
**East Johnson Avenue Sidewalks & Lane Configuration**  
**Constrcution Adminstration & Inspection Services**  
**City of Jonesboro, Arkansas**

Assumed contract time of 120 calendar days	Estimated Hours				Total Hours
	Project Manager	Senior Engineer	Engineer	Engineer Intern	
<b>Constrcution Administration</b>					
Preconstruction Conference	2		4	4	10
Material Submittals	0		24	24	48
Site Inspections (Daily)	2		80	320	402
Pay applications (1 per month)	2		5	5	12
Change Orders	2		16	8	26
Progress Meetings (1 per month), if needed	2		5	5	12
Close out Docs	1		8	8	17
Billing & Contract Admin.	2		8		10
					0
					0
					0
					0
					0
<b>Totals</b>	<b>13</b>	<b>0</b>	<b>150</b>	<b>374</b>	<b>537</b>

Labor Rates

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

Labor Cost \$ 832.00 \$ - \$ 7,950.00 \$ 13,464.00 **\$ 22,246.00**

Overhead **\$ 45,797.84**

**\$ 68,043.84**

Fixed Fee **\$ 8,165.26**

**\$ 152.16**

**\$ 76,361.26**

**Direct Costs:**

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

**\$0.00**

**Total \$ 76,361.00**