

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  
Additional Services – Construction Bid Plans  
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 was originally contracted to provide services that included the development of ARDOT permit drawings for the addition of sidewalks on East Johnson Avenue (Johnson) in two specific locations and to reconfigure the lane layout in one area. After numerous reviews, the permit drawings were completed and the City received the required ARDOT permit. The City previously planned to use City crews to complete the improvements, but has since decided only build part of the project in-house and bid out the remainder of the project. Revisions to the plans are required to expand the plan set to include necessary details and typical layout of a construction bid set and remove Site 1 from the bid set of plans. Site 1 is being constructed by the City. In addition to the above-mentioned changes, the permit plans went through numerous ARDOT reviews and requested revisions which was well beyond what was originally scoped. The reviews and changes requested required the production of plans well beyond that of permit plans originally scoped. Revisions are more specifically defined as follows:

### **Scope of Services**

#### ***East Johnson Avenue Sidewalks & Lane Reconfiguration – Construction Plans***

Pickering will provide the following tasks for the improvements to Johnson:

- Address numerous rounds of comments requested through ARDOT reviews which required additional analysis and plans production.

- Remove plan sheets and related details for Site 1 from the permit drawings. The bid set will only include Site 2 of the permit drawings. Revise all references to Site 1 or Site 2.
- Revise Signal details at Caraway Rd. to remove signal loops, as this intersection is controlled by cameras.
- Develop and include additional plan sheets
  - Title Sheet
  - Index
  - Specifications and General Notes
  - Erosion Control Details
  - Summary of Quantities
- Prepare an erosion control plan, including notes and details, for the project site. Project contour plans for staged construction of erosion control features are not included.
- A Stormwater Pollution Prevention Plan (SWPPP) will be produced. The disturbed area is greater than 1 acre but less than 5 acres. Project will qualify a small construction site.
- ARDOT details and technical specifications will be used.
- Prepare a Final Construction Cost Estimate.
- Prepare a Unit Bid Schedule for inclusion in the front end contract documents.
- The City will be responsible for front end contract documentation, advertising and bidding, and award of the project. Pickering will assist the City with the advertising and bidding process, as needed. Pickering will address contractor RFIs and assist with any addendums needed as a part of the bid process. Pickering will assist the City with review of all bids received, if needed.
- After reviews have been completed and addressed, Pickering will provide an electronic copy of the final plan set to the client in PDF format. CAD files can be made available upon request.

### **Items Specifically Excluded**

1. Environmental Permitting
2. Public or private utility plans
3. Construction inspection services (To be added with Supplemental Agreement)

### **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. City desires to bid the project and be ready to start construction the first part of 2026.

### **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.

**East Johnson Avenue Sidewalks & Lane Reconfiguration – Construction Plans**  
**Lump Sum Fee ..... \$38,500.00**

***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