

June 5, 2026

Project No. (AVO): 59658.003

City of Jonesboro  
Mayor Harold Copenhaver  
300 S. Church St.  
Jonesboro, AR 72401

RE: Disciple Drive Park

Dear Mayor Copenhaver,

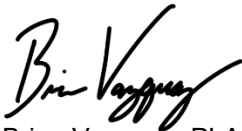
At Halff we improve lives and communities by turning ideas into reality. We do that by working with great clients on meaningful projects. As such, we are pleased to submit the following Scope of Services for the Disciple Drive Park for the City of Jonesboro, AR. The scope covers survey, architecture, and construction documentation services, based on the revised design development plan layout as shown on Attachment C.

The proposed services to be performed are described in the Scope of Services (**Attachment A**). Proposed services that are not included as part of the Scope of Service are listed in the Exclusions/Available Additional Services (**Attachment B**); however, these services can be provided by Halff upon request. A Project Exhibit (**Attachment C**) is also included.

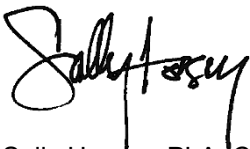
Unless otherwise modified, please note that the Scope of Services described herein shall remain valid and continue in effect for a period of 90 calendar days, after which it will require renewal in writing by the Consultant and the Client.

Thank you for the opportunity to work with you to improve lives and communities. Please feel free to contact me if you have any questions or comments regarding this Scope of Services.

Sincerely,

A handwritten signature in black ink that reads "Brian Vazquez".

Brian Vazquez, PLA, CLARB  
Team Leader, Planning and Landscape Architecture  
bVazquez@halff.com  
(501) 653-7510

A handwritten signature in black ink that reads "Sally Horsey".

Sally Horsey, PLA, CLARB, ASLA  
Director, Planning and Landscape Architecture  
sHorsey@halff.com  
(501) 801-2672

# **ATTACHMENT A** **BASIC SCOPE OF SERVICES** **PROFESSIONAL SERVICES FOR** **Disciple Drive Park**

## **PURPOSE**

Halff (CONSULTANT) shall provide Landscape Architecture, Survey, and Engineering Services for the Disciple Drive Park, to the City of Jonesboro (CLIENT). The purpose of the PROJECT is to provide survey, architecture, and construction documentation services, based on the revised design development plan layout as shown on Attachment C.

## **SCOPE**

This project is to include an approximately 17.31-acre park on Disciple Drive.

The following park elements will be included in the park construction documents as per the associated grant items:

- Parking and required ADA spaces.
- Main Entry Drive (access to Trailhead and Main Parking).
- Trailhead (Bicycle fixtures, hardscape surface, and ADA hardscape access).
- One (1) Adventure Playground (playground structure layout, surface and ADA hardscape access).
- One (1) Dog Park (fence and paddock gates).
- One (1) Tennis Court (Surface, fencing, ADA hardscape access).
- One (1) Pickleball Court (Surface, fencing, ADA hardscape access).
- One (1) Multi-Purpose Field
- 10' Asphalt Walking Trail
- Hardscape and ADA paved walks to all main program areas.
- Restroom Building (custom structure with concrete slab and site furnishings).
- Architectural and MEP plans and specifications for Restroom Building to be provided and prepared by H+N Architects Inc.
- Site Grading and Drainage

## ASSUMPTIONS

This scope of services (the "Scope of Services") has been prepared using the following assumptions as a basis for its preparation:

1. The Scope of Services represents a single, stand-alone project consisting of tasks described below for the design of the proposed improvements, in their entirety, with no removal or separation of tasks for the completion of the PROJECT.
2. Funding support services, including preparation of graphics and exhibits, are not included in this Scope of Services. This service may be provided but will be considered an Additional Service, billed hourly.
3. The PROJECT will follow ADA design requirements as applicable.
4. The CLIENT will provide available existing information and base-map data, including, but not limited to:
  - Utility record drawings, and/or condition assessments for existing utilities located within the proximity or adjacent to the PROJECT area.
  - Current property and easement information.
  - Previous park design development plan. (Attachment C)
5. The CLIENT will be responsible for distributing, coordinating, and facilitating all submittal milestones/packages to necessary stakeholders, including correspondence during the submittal review period(s) and providing CONSULTANT with organized reviews and/or comments and/or feedback from reviewing entities.
6. In addition to any base map data provided by the CLIENT (as described above), CONSULTANT will utilize publicly available and CLIENT-provided data (aerial ortho imagery, GIS contours, record drawings, etc.) to supplement PROJECT development outside the limits of survey. Supplemental information will be used in the assessment, review, and design of the proposed improvements.
7. Internal project meetings described herein will be held at the CONSULTANT's office or virtually, unless on-site meeting is specified. CONSULTANT shall notify CLIENT and request additional compensation if additional meetings are necessary for ongoing coordination and/or the completion of the PROJECT.

## PHASE 1 – DESIGN SUPPORT SERVICES

### TASK 1.1 – PROJECT KICK-OFF AND PROJECT MANAGEMENT

#### **Project Management Coordination, Communications, and Reporting:**

CONSULTANT may provide monthly reports to the CLIENT in 8.5"x11" format, delivered electronically, which will detail the current progress, highlight any outstanding issues, and address future concerns, if requested. This may be combined with the monthly invoicing. Additionally, CONSULTANT will conduct internal meetings with their staff for effective coordination and communication regarding the PROJECT.

#### **Project Kick-off Meeting:**

CONSULTANT will attend one (1) virtual or in-person coordination/project kick-off meeting with the CLIENT (determined by CLIENT) to confirm the goals, objectives, budget, schedule and program of proposed improvements of the PROJECT. Notes may be taken by the CONSULTANT to record items discussed and decisions made during this meeting and provided to all attendees.

- Project Kick-Off Meeting – One (1) Virtual or in-person meeting (3 Hour maximum duration, inclusive of travel time)

#### **Task 1.1 Deliverables:**

Deliverables provided by the CONSULTANT shall include the following:

- One (1) Digital PDF copy of the Project Kick-Off meeting notes.

### TASK 1.2 – TREE SURVEY

#### **Survey Base Map:**

Halff survey crews will collect necessary information to produce a survey base map and survey control details. Halff will prepare a topographic survey to include the below:

- Tree's 18" or greater.
- Located only within, and 20' outside limits of designed disturbance.

This survey excludes the following:

- Trees 17" and lower
- Title research.
- Easement research.
- Easement locations.
- Right of way locations.
- Individual Property Locations.

#### **Task 2.2 Deliverables:**

- Electronic CADD file in Civil3D format
- PDF file sized at 11"x17" or 22"x34"

## PHASE 2 – CONSTRUCTION DOCUMENTS

### TASK 2.1 – CONSTRUCTION DOCUMENTS

#### **Construction Document Preparation:**

CONSULTANT shall prepare construction documents that include design drawings, construction documents and technical specifications for the PROJECT.

The 90% and 100% submittal milestones shall include the anticipated improvements identified in the PROJECT's Scope and Assumptions sections. Design for improvements shall follow current CLIENT standards, supplemented with ADA standards. In addition to the anticipated improvements described above, CONSULTANT's 90% and 100% submittal milestones shall also contain the following base information:

- Project name; and if applicable, the street address, and lot and block description.
- Date, scale, north arrow, and the name of the Licensed Professional preparing the plan.
- Location of existing property lines and/or ROW limits.
- Approximate centerlines of existing water courses and the location of the floodplain; the approximate location of significant drainage features; and the location of existing parking lots, streets, driveways, and sidewalks on or adjacent to the PROJECT.
- Approximate location of known overhead lines, subsurface utility lines, and utility easements within the project limits, including the location of utility/power poles, generators, and equipment.

#### **Drawing Deliverable Review/Comment Resolution Meetings:**

After each submittal milestone has been delivered to the CLIENT, CONSULTANT will schedule and conduct Drawing Deliverable Review/Comment Resolution Meetings with the CLIENT to discuss submittal review comments related to the PROJECT at the submittal milestones identified below. The number of Drawing Deliverable Review/Comment Resolution Meetings shall not exceed two (2). Meeting objectives will include design feedback, comment review discussions, and describe subsequent submittal deliverables per the Scope of Work, with general question and answer. Notes may be taken by the CONSULTANT at these meetings to document items discussed and decisions made. The submittal milestones are as follows:

- 90% Construction Documents – One (1) Virtual meeting (2 Hour maximum duration)
- 100% Construction Documents – One (1) Virtual meeting (2 hour maximum duration)

#### **90% Design Development Submittal Milestone Preparation:**

CONSULTANT shall prepare the 90% Design Development Package submittal milestone, including the following anticipated documents, listed below:

- Cover Sheet
- General Notes
- Typical Sections
- Erosion Control Plans and Details
- Layout Plans, Profiles, Grading, and Details
- Utility Plans
- Construction Details
- Hydrologic calculations for pond sizing and outlet structures.
- Architectural 90% Construction Documentation for Restroom Building
- Mechanical, Electrical, and Plumbing 90% Design Development for Restroom Building
- Table of Contents for Technical Specifications

***Prior to the preparation of the subsequent 100% Construction Documents Package, in accordance with the tasks and responsibilities described herein under Phase 3, the CLIENT shall understand and not request alterations of the proposed design established through previously submitted milestone package, in accordance with applicable stakeholders, entities, and/or agencies associated with the design, development, and construction of the PROJECT. CONSULTANT reserves the right to request a contract modification to increase the budget for Construction Documents services if the actual effort exceeds the budgeted amount after the 90% Design Development Package has been submitted and upon any requested changes to the design have been received from the CLIENT.***

**100% Construction Documents Package Submittal:**

CONSULTANT shall prepare the 100% Construction Documents submittal milestone, including the following anticipated sheets, listed below:

- Cover Sheet
- General Notes
- Typical Sections
- Demolition and Erosion Control Plans and Details
- Layout Plans, Profiles, Grading, and Details
- Utility Plans
- Construction Details
- Architectural 100% Construction documentation for Restroom Building
- Mechanical, Electrical, and Plumbing 100% Design Development for Restroom Building
- Technical Specifications
- Hydrologic calculations for pond sizing and outlet structures.

CONSULTANT shall, at the request of the CLIENT, transmit electronic copies of CONSULTANT work product components including data, photos, images, text, designs, and cost opinions for project-related use by CLIENT including project budgeting and project coordination/communication.

CONSULTANT's 100% Construction Package shall include the sealed and signed construction documents. CONSULTANT shall incorporate any remaining, CLIENT, and/or stakeholder comments from the 90% Construction Documents review period before the final submittal of the 100% Construction Package.

**Task 2.1 Deliverables:**

Deliverables provided by the CONSULTANT at each submittal milestone shall include the following:

- *One (1) Digital PDF copy of meeting notes.*
- *One (1) Digital PDF copy of the Construction Documents and Project Manual.*
- *One (1) bound copy of the Construction Documents.*
- *One (1) bound copy of the Project Manual.*

## TASK 2.2 – OPINION OF PROBABLE CONSTRUCTION COST (OPCC)

### **Preliminary 90% Construction Documents OPCC:**

CONSULTANT shall provide an Opinion of Probable Construction Cost (OPCC) for the 90% Design Development submittal milestone. CONSULTANT's OPCC shall be based on the quantities indicated on the CONSULTANT's plans and on the unit prices current at the time of the probable cost opinion preparation. Quantities and available unit pricing included in the construction document OPCC are preliminary and shall be subject to change due to significant fluctuations in the market and pricing changes beyond CONSULTANT'S control. OPCCs are intended for budget purposes only.

### **100% Construction Documents OPCC:**

CONSULTANT shall provide an Opinion of Probable Construction Cost (OPCC) at the 100% construction document submittal milestone. CONSULTANT's OPCC shall be based on the quantities indicated on the CONSULTANT's plans and on the unit prices current at the time of the probable cost opinion preparation. Quantities and available unit pricing included in the construction document OPCC are preliminary and shall be subject to change due to significant fluctuations in the market and pricing changes beyond CONSULTANT'S control. OPCCs are intended for budget purposes only.

### **Task 2.2 Deliverables:**

Deliverables provided by the CONSULTANT at each submittal milestone shall include the following:  
*One (1) Digital PDF copy of the Opinion of Probable Construction Cost listing quantities and estimated bid costs.*

## PHASE 3 – ARCHITECTURAL CONSTRUCTION DOCUMENTS

### TASK 3.1 – ARCHITECTURAL CONSTRUCTION DOCUMENTATION

### **100% Architectural Construction Documents:**

H+N Architects will provide full architectural services for the layout of the restrooms at Disciple Drive Park, in Jonesboro, Arkansas. The scope will include architectural design through 100% completion of Construction Documents. The project includes modest restroom facilities to serve the park, and a covered pavilion with considerations to be determined based on project budget allocations.

### **Task 3.1 Deliverables:**

Restroom Building Construction Documents | H+N will revise and refine the Design Development Conceptual plans per the owner's feedback and produce 100% Construction Documents. Incorporation and coordination of mechanical, electrical, and structural engineers will be included. Together with our engineering consultants, we will produce a complete bid package of drawings and specifications for the contractor to price and build the project from.

## BASIS OF COMPENSATION DISCIPLE DRIVE PARK

The basis of compensation for the services below shall be as follows:

<b>A. PHASE 1 – DESIGN SUPPORT SERVICES</b>	
<u>Task 1.1 – Project Kick-Off and Project Management</u>	<u>\$6,240</u>
<u>Task 1.2 – Tree Survey</u>	<u>\$4,500</u>
<b>PHASE 1 TOTAL</b>	<b>\$10,740</b>
<b>B. PHASE 2 – CONSTRUCTION DOCUMENTS:</b>	
<u>Task 2.1/2.2 – 90% Construction Documents/OPCC</u>	<u>\$78,360</u>
<u>Task 2.1/2.2 – 100% Constructions Documents/OPCC</u>	<u>\$12,100</u>
<b>PHASE 2 TOTAL</b>	<b>\$90,460</b>
<b>C. PHASE 3 – ARCHITECTURAL CONSTRUCTION DOCUMENTS:</b>	
<u>Task 3.1 – Architectural Construction Documentation</u>	<u>\$33,840</u>
<b>PHASE 3 TOTAL</b>	<b>\$33,840</b>
<b>SUB-TOTAL</b>	<b>\$135,040</b>
**Direct Costs (Estimated Reimbursable Expenses) _____	\$1,000
<b>PROJECT GRAND TOTAL (Phases 1-3 &amp; Direct Costs)</b>	<b>\$136,040</b>

## ATTACHMENT B EXCLUSIONS / AVAILABLE ADDITIONAL SERVICES

The following services are not included in the scope or fees for this proposal; but can be provided by CONSULTANT, subject to negotiation:

### GENERAL:

1. Any additional work not specifically included in the Proposed Scope of Services will be accomplished as Additional Services.
2. Client generated changes to the design once Construction Document Preparation has reached the 90% level of completion. Time will be invoiced at an hourly rate, per a proposal approved by the CLIENT, until the work is at the same level of completion as it was prior to the change.
3. The development of amenities in addition to the proposed Scope of Work is excluded.
4. Revisions to the plans requested by the CLIENT after the plans are approved, unless necessitated by negligent errors on the plans.
5. Design of areas outside the limits of the defined project site.
6. Design and coordination of existing utility relocations and modifications, including, gas, telephone, or other franchise utility improvements.
7. Additional graphic products.
8. Additional meetings not identified in the project scope of services.
9. Printing of additional drawings, specifications and contract documents not identified in the project deliverables.
10. The development design alternatives, or preparation of a feasibility studies are excluded.
11. Negotiations with adjacent property owners.
12. Separation of project documents into multiple submittals or tasks.
13. Irrigation design.
14. Public Engagement, such as public meetings or hearings, is excluded.
15. Communication with adjacent property owners, impacted stakeholders, and agencies are excluded.
16. Preparation of Traffic engineering reports or studies is excluded.
17. Detailed Traffic Control and/or Roadway/Traffic Modification Plans are excluded.
18. Permitting: payment of any fees including but not limited to permit fees, filing fees, pro-rated fees, impact fees, taxes, federal and/or state regulatory agency review fees.
19. The preparation and development of Construction Documentation beyond the scope of services described above is excluded.
20. Construction staking.
21. Value Engineering Services are excluded.
22. Subsurface Utility Engineering: Quality Level A, B, or C is excluded.
23. Work Zone Traffic Control is excluded.
24. Additional Survey Services for Preparation of Easement or Right-of-Way Exhibits are excluded.
25. Field survey of channel cross sections other than what is identified in the scope above is excluded.
26. Field survey of area outside the identified project area is excluded.
27. Geospatial Survey Services are excluded.
28. Right of Entry preparation and coordination is excluded.
29. Boundary Research and Boundary Resolution Services are excluded.
30. All Environmental Services are excluded.
31. Preparation of a Preconstruction Notification (PCN), mitigation plan, or a U.S. Army Corps of Engineers (USACE) Section 404 Individual Permit Application is not included in this Scope of Services.
32. All permitting is excluded.
33. Environmental documentation as required when federal funding is excluded.
34. Re-design due to scope changes, value engineering, budget overruns, or other reasons
35. Survey and design of offsite road, drainage, and/or utilities.
36. Survey of individual tree sizes and locations of the full site are excluded.
37. Bidding Services, and Const. Administration phases and beyond.

## ATTACHMENT C DISCIPLE DRIVE PARK DESIGN DEVELOPMENT PLAN PROJECT LOCATION AND LIMITS

