



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Signature Copy

Resolution: R-EN-136-2025

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**File Number: RES-25:128**

**Enactment Number: R-EN-136-2025**

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE COST PROPOSAL AND ISSUE A PURCHASE ORDER TO MATRIX CONSULTING GROUP TO PROVIDE PROFESSIONAL SERVICES FOR THE BUILDING CODE REVIEW AND PERMITTING PROCESS ASSESSMENT STUDY

WHEREAS, the City of Jonesboro desires to accept the cost proposal and issue a Purchase Order to provide professional services for the Building Code Review and Permitting Process Assessment Study;

WHEREAS, the Selection Committee has determined Matrix Consulting Group is the most qualified firm for the project;

WHEREAS, the firm selected for the Building Code Review and Permitting Process Assessment Study is Matrix Consulting Group;

WHEREAS, Matrix Consulting Group, has agreed to provide professional services, as described in the attached cost proposal, for the Building Code Review and Permitting Process Assessment Study; and

WHEREAS, the funding for the execution of the agreement shall come from the American Rescue Plan Act (ARPA) Revenue Replacement Restricted Fund and compensation shall be paid in accordance with the proposal.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS;

Section 1. That the City of Jonesboro shall accept the cost proposal and issue a Purchase Order to Matrix Consulting Group to provide professional services for the Building Code Review and Permitting Process Assessment Study.

Section 2. The funding for the execution of the agreement shall come from the American Rescue Plan Act (ARPA) Revenue Replacement Restricted Fund and compensation shall be paid in accordance with the proposal.

Section 3. The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to accept the cost proposal and direct the Purchasing Agent to issue a Purchase Order.

PASSED AND APPROVED THIS 9TH DAY OF OCTOBER 2025.



~~Harold~~ Copenhaver, Mayor \_\_\_\_\_

Date 10-10-25

ATTEST:

April Jeggett, City Clerk \_\_\_\_\_

Date 10-10-25



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.

<b>Task</b>	<b>Total Hours</b>	<b>Total Fee</b>
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
<b>Total Hours</b>	<b>514</b>	
Hourly Rate		
<b>Total Professional Fees</b>		<b>\$95,040</b>
Travel Expenses		\$4,800
<b>Total Project Cost</b>		<b>\$99,840</b>

If you have any questions regarding the scope of work or associated fees, please contact Aaron Baggarly at [abaggarly@matrixcg.net](mailto: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](mailto:apennington@matrixcg.net).

**ALAN D. PENNINGTON**  
 President, Matrix Consulting Group, Ltd.