

studio**DRIFT**

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501 (c) 3

December 10, 2021

Mayor Harold Copenhaver  
[hcopenhaver@jonesboro.org](mailto:hcopenhaver@jonesboro.org)

Mr. Chris Barber  
[cbarber@sbrmc.org](mailto:cbarber@sbrmc.org)

Re: One Jonesboro Mountain Bike Master Plan Overlay + Craighead Forest MB Trail Construction Documents + Communications and Administration of such FY 2022.

To whom it may concern,

As a 501 (c) 3 non-profit studio drift will administer the scope of work listed below. International Mountain Biking Association (IMBA) shall be a consultant under the supervision of studio drift for all mountain bike trail master planning and construction drawings as listed.

**SCOPE OF SERVICES**

The purpose of the services proposed herein is to provide administration and communications regarding the proposed One Jonesboro Mountain Bike Master Plan overlay as prepared by IMBA. In addition, studio drift shall set up a website to make publicly available the planning, scheduling and construction progress FY 2022. This shall include the IMBA master plan, Craighead Forest Mountain bike trails, and One Jonesboro ARDOT TAPS grant projects. The intent will be to clearly communicate to all stakeholders and the public the utilization of appropriated funds, concept plans, and construction documents, scheduling, and construction progress.

**The Following Task Items shall be completed by IMBA:**

**Task A: Project Preparation** \$2,865.00

- Project kick off call with project team.
- GIS data transfer and set up.
- Base map development for citywide and property specific projects.

**Task B: Desktop Assessment** \$5,235.00

- Review One Jonesboro plan at a map data level.
- Inventory public lands within One Jonesboro plan extent and make observations on city wide connectivity.
- Research Craighead Forest Park trail conditions and experiences.
- Site visit coordination with project team.

**Task C: Site Visit (2 TS staff, 7 days in Jonesboro)** \$15,505.00

- Travel to/from Jonesboro
- Project team meeting to discuss site visit objectives.

- Tour public lands within and around city limits also including ASTATE properties.
- Walking/riding tour of ASTATE to Downtown connections.
- Craighead existing trails assessment (2 TS staff, 4 days, segment by segment assessment).
- Site visit wrap up meeting and planning charette with project team.

**Task D: City Wide Natural Surface Connectivity Plan** \$7,395.00

- Develop draft natural surface connectivity overlay map graphic to One Jonesboro plan.
- Project team review and discussion of connectivity overlay.
- Revise connection overlay per project team input.
- Write connection overlay narratives for One Jonesboro plan appendix.
- Project team review of narratives.
- Finalize connection overlay GIS data and plan appendix.

**Task E: Craighead Forest Park Assessment and Plan** \$9,900.00

- Develop draft trail assessment and improvement plan map graphic with trail specs.
- Project team review and discussion of assessment and plan.
- Revise assessment and improvement plan graphics based on project team input.
- Write trail improvement plan document that includes trail experience objectives and construction cost opinion.
- Project team review of document.
- Finalize document, map graphics, trail specification, and GIS data.

**Task F: Craighead Trails Design (2 TS staff, 7 days) and Bid Package** \$22,485.00

- Travel to/from Jonesboro, AR.
- On site meeting with project team.
- Field design up to 5 miles of new trail and 8 miles of existing trail realignments/improvements.  
*\*mileage may change per concept plan.*
- Field design wrap up meeting with project team.
- Create design brief that includes trail experience objectives, trail specifications, and buildable unit inventory.
- Update construction cost opinion.
- Develop bid document for contractor procurement.

**TOTAL IMBA BASIC SERVICES** **\$63,385.00**

*Reimbursable expenses Task C & F not to exceed:* **\$14,300.00**

**The Following Task Items shall be completed by studio DRIFT:**

*Project Manager: Lindsey Wingo*

*Executive Director: Greg Spradlin*

*\*Ecological Design Group, Inc. staff is available and will participate as required at cost.*

**Task G: Administration and Communications of IMBA Jonesboro MBT Master Plan** \$16,350.00

- Scheduling, stakeholder, and public communications regarding the project.
- Website creation, maintenance and updates as required
- Design Input, Site Meetings and Coordination with IMBA throughout the master planning process.

**Task H: Construction Administration for Craighead Forest MB Trails** \$15,000.00

- Construction Oversight, Scheduling, Communications, Pay Application Review, and administration of all construction funds.

**Task I: Communications and Scheduling ARDOT TAPS One Jonesboro Grants** \$ 4,750.00

- Coordination with city staff and consultants regarding grant scheduling and construction progress.
- Communication and public outreach to stakeholders and public regarding planned improvements.
  - Inclusion of ARDOT TAPS Grant projects into website.

**Task J: Outreach and Inclusion of One Jonesboro plan in studio Drift's regional vision** \$ 6,750.00

- Stakeholder identification + presentations of regional vision including One Jonesboro plan's importance for regional economic impact realization.
- Emphasis on North/South connection through Jonesboro, planning and cost estimating

**TOTAL studioDRIFT SERVICES** **\$42,850.00**  
*Reimbursable expenses not to exceed:* **\$ 4,465.00**

**REMUNERATION**

We propose to perform Basic Services work described above based on a lump sum fee not to exceed **\$125,000.00** inclusive of all travel and reimbursable expenses.

Respectfully submitted,

Lindsey Wingo

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Accepted: \_\_\_\_\_ Date: \_\_\_\_\_