

RESOLUTION NO. 2026-05-1293R
CITY OF TONTITOWN, WASHINGTON COUNTY, ARKANSAS

**A RESOLUTION APPROVING AN ENGINEERING SERVICES AGREEMENT
FOR ON-CALL THIRD-PARTY REVIEW SERVICES**

WHEREAS, the City of Tontitown City Council finds it necessary and beneficial to retain qualified professional engineering services to perform independent third-party reviews of development plans, construction documents, drainage studies, traffic studies, utility improvements, and related engineering submissions; and

WHEREAS, the City desires to engage ISG, Inc., as its consultant, to provide on-call engineering review services on an as-needed basis in support of municipal operations and development review activities; and

WHEREAS, ISG, Inc. is qualified and experienced in providing professional engineering and technical review services for municipalities; and

WHEREAS, the City and ISG, Inc. have negotiated an Engineering Services Agreement setting forth the terms and conditions for such services; and

WHEREAS, the governing body finds that entering into the Agreement is in the best interest of the City and promotes the health, safety, and welfare of the public.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF TONTITOWN, ARKANSAS, AS FOLLOWS:**

Section 1. Approval of Agreement.

The Engineering Services Agreement between the City and ISG, Inc. for on-call third-party engineering review services is hereby approved in substantially the form presented to the governing body.

Section 2. Authorization to Execute.

The Mayor is hereby authorized and directed to execute the Agreement and any related documents necessary to carry out the intent of this Resolution.

Section 3. Scope of Services.

The Consultant shall provide professional engineering services on an as-needed basis, including but not limited to:

- Development plan review
- Drainage and stormwater review



- Utility infrastructure review
- Traffic and transportation review
- Construction document review
- Site inspection and technical consultation
- Other related engineering review services requested by the Municipality

Section 4. Compensation.

Compensation for services shall be in accordance with the fee schedule and terms contained in the approved Agreement. Costs associated with third-party reviews will be reimbursed by applicants or developers as permitted by City policy ordinance.

Section 5. Effective Date.

This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED on this 19 day of May 2026.

APPROVED:

Angela Russell
Angela Russell, Mayor

ATTEST:

Rhonda Ardemagni
Rhonda Ardemagni, City Clerk-Treasurer
(SEAL)

SPONSORSHIP AND LEGISLATIVE HISTORY

Sponsor (Initiated By): Mayor Russell

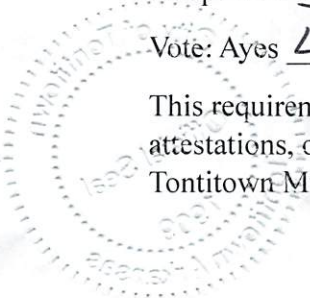
Motion to Introduce Made By: Daniel Montez

Seconded By: Misty Piazza

Adopted / Passed: Passed

Vote: Ayes 4 Nays Abstain 1 Absent 1

This requirement is in addition to, and does not supersede, any authentication, attestations, or signature requirements imposed by state law or other provisions of the Tontitown Municipal Code.



April 23, 2026

Mark Latham

Community Development Director

City of Tontitown
235 East Henri De Tonti Blvd.
Tontitown, AR 72762

479.361.2700
mlatham@tontitownar.gov

**RE: Professional Services Proposal for
On-Call Engineering Services**
Tontitown, Arkansas



Mark,

As the City of Tontitown seeks engineering support, I & S Group, Inc. (ISG) stands eager and ready to assist. We understand the City is seeking a qualified, accessible partner to provide responsive services that complement existing resources and help address evolving municipal needs.

Backed by our team of in-house, multidisciplinary professionals, broad industry experience, and local understanding, ISG offers flexible support and close collaboration with City staff to deliver practical solutions that help maintain the quality of life that makes Tontitown a great place to call home.

GENERAL MUNICIPAL ENGINEERING

As the City's appointed engineer, ISG proposes to provide a Master Services Agreement that includes the following services:

- Architecture
- Civil Engineering
- Construction Administration
- Development + Planning
- Electrical Engineering
- Environmental Services
- Funding
- Interior Design
- Land Surveying
- Landscape Architecture
- Mechanical Engineering
- Planning
- Resource Planning
- Structural Engineering
- Water/Wastewater Engineering

These services will be available to the City regarding any aspect of your infrastructure. Services will also include desktop reviews to offer feasibility information, helping the City make informed and confident project decisions. ISG is committed to:

- Representing the City as an extension of your staff
- Providing and reviewing options
- Updating utility maps
- Putting the interests of the City first
- Examining subdivisions, construction plans, plats, and construction reviews
- Making proactive City code, regulation, and standard updates

When items of a general nature progress into a specific project, ISG will produce a separate proposal and contract for that project. Prior to sharing the proposal, ISG will help the City understand the full project scope, their options, and costs. This proposal is for a one-year appointment, renewable annually, and subject to termination at any time at the City's discretion.

600+
Multidisciplinary Employees

60+
Communities Served with
Municipal Engineering

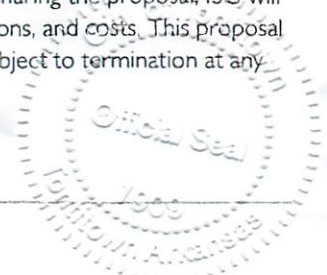
50+
Years of Service

12
Markets Served

LOCAL
Understanding

REGIONAL
Presence

**FUNDING +
GRANT APPLICATION**
Specialists In-House



APPROACH TO RATES

Reduced Hourly Rate Services

General Municipal Engineering

- Attend work session, developer, and City meetings
- Assist City staff with engineering related issues
- Act as the City's liaison with other agencies
- Respond and meet with property owners
- Proactively identify grant and funding opportunities for municipal infrastructure improvements and projects
- Advise City on current trends and policies
- Coordinate updates to engineering standards
- Conduct engineering development reviews for any submitted development projects
- Review grading and development in flood area application permits
- Attend pre-construction meetings and sign approved construction plans
- Attend final walkthrough and create punch lists for applicant to ensure approved project plans meet as-builds

At No Charge

- Phone calls less than 15 minutes
- Agenda and meeting reviews
- Text messages and emails
- Ancillary expenses such as travel, mileage, and printing

Project-Specific Engineering

- When items of a general nature progress into a specific project, ISG will prepare a separate proposal and contract for those services
- The City can choose to hire ISG or another firm for project-related services
- ISG's proposals are composed to align with the level of work required for each unique project





Applicable Contract

The General Terms and Conditions applicable to this Proposal are available at the link below and are hereby accepted and incorporated herein by reference. Upon acceptance of this Proposal, the parties can proceed with the project based on this signed Proposal, per its General Terms and Conditions, or for more complex projects, ISG, at its discretion, will prepare and require the use of an AIA or EJCDC Contract that will govern the project. ISG's compensation does not include sales or use taxes. Additional information can be found in our General Terms and Conditions.

bit.ly/2026-terms-isg



SCHEDULE

Work will begin immediately upon receiving the assignments and be accomplished on a mutually agreeable schedule in conjunction with the Tontitown Planning Schedule. This agreement shall be in effect until December 31, 2026.

ISG appreciates the opportunity to continue to provide a solution tailored to the needs of the City of Tontitown. Upon acceptance of this proposal, please sign the acknowledgment box and return a copy of the proposal to our office. We look forward to providing you with responsive service, a collaborative approach, and timely delivery.

Sincerely,

Matt Casey, PE, CFM

Civil Engineer + Primary Contact

ATTACHMENTS

- General Rates
- Service Transition Approach

Acknowledgment of Acceptance

This proposal is valid for 30 days.

Accepted this _____ day of _____, 2026.

Company (Print): _____

Name (Print): _____

Title (Print): _____

Signature: _____



ATTACHMENT: GENERAL RATES

The Table below presents a summary of the fee amounts and fee types for this contract

Work Description	Project Type	Fee Amount	Fee Type
Planning and Engineering Services	Incidental Plat and Tract Splits	\$150	Lump Sum
Planning and Engineering Services	LSD < 2 AC	\$600	Lump Sum
Planning and Engineering Services	LSD ≥ 2 AC	\$1200	Lump Sum
Planning and Engineering Services	LSD Asbuilt/Closeout, Any size	\$600	Lump Sum
Planning and Engineering Services	Preliminary Plat and PUD	\$50 per Lot	Lump Sum
Planning and Engineering Services	Final Plat	\$30 per Lot	Lump Sum
Planning and Engineering Services	City Meetings	\$300	Lump Sum
Planning and Engineering Services	On Demand Service beyond Development Plan Review	As Needed Basis	Hourly Rate - \$125/HR
Work Orders	To Be Negotiated	To Be Negotiated	To Be Negotiated

Services listed above for LSDs and Preliminary Plat include (3) three reviews to achieve construction ready plans and drainage. If a project cannot be approved for construction in (3) reviews, it will be subject to the following review fee schedule:

- (4) Fourth Review – Additional \$500
- (5) Fifth Review - Additional \$1,000
- (6) Sixth Review and beyond - Additional \$2,000



ATTACHMENT: SERVICE TRANSITION APPROACH

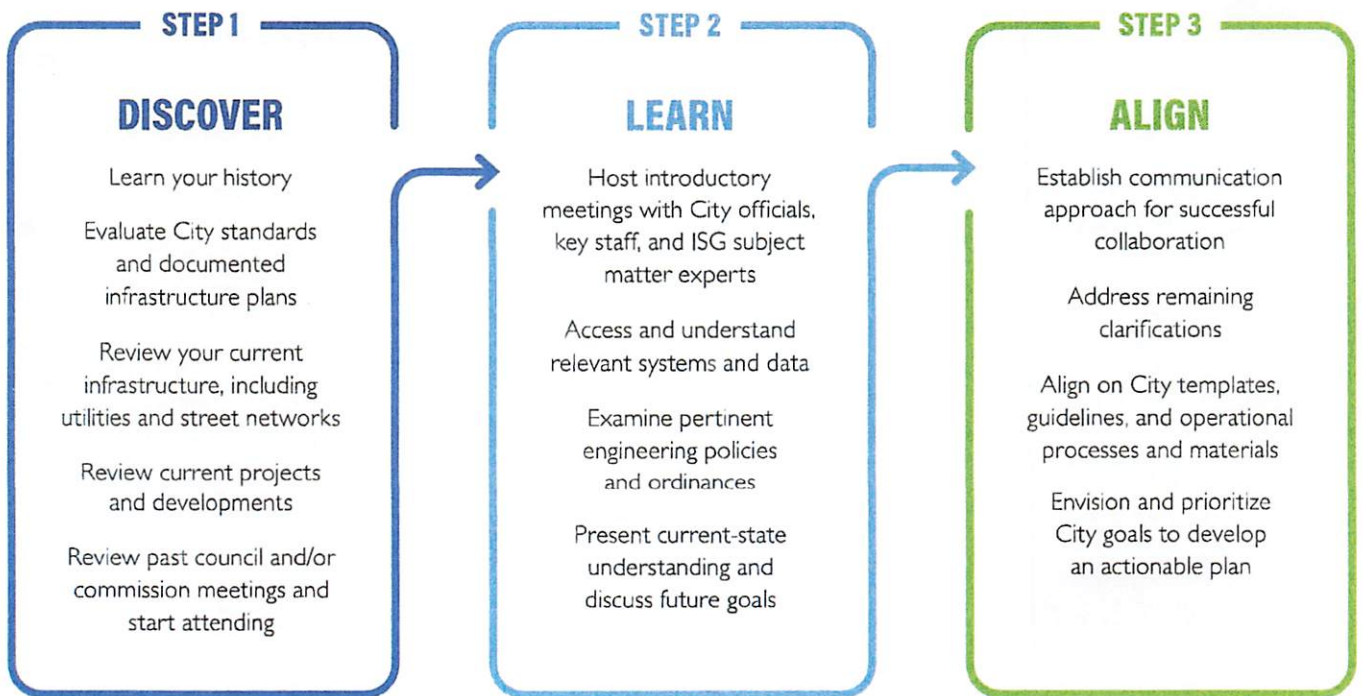
Change can be intimidating. That is why ISG follows a **no-surprises** philosophy built on accountability, clear communication, and a single point of contact. From day one, we work as an extension of your staff, taking the time to understand your goals, processes, and priorities.

As part of your team, we will support City staff, elevate your voices, address challenges, and deliver thoughtful, tailored solutions. ISG offers more than a single person serving as City Engineer; we provide access to a full team of in-house experts. Your City Engineer is supported by a multidisciplinary team that includes architects; mechanical, structural, and civil engineers; water and wastewater operators; and landscape architects. No matter the challenge, this collective expertise is just one call away—at the same rate as your City Engineer.

We know respect is earned through action, not words. ISG is committed to earning your trust as a dependable partner who delivers meaningful results. To demonstrate our dedication, ISG will transition into the role of your City Engineer **at no cost**.

Steps For A Seamless Transition

To hit the ground running as your City Engineer, ISG will take the following steps. This transition process pairs well with our enthusiasm to help cities responsibly maximize their resources and improve their community's quality of life.



“ Ever since we hired ISG as our Village Engineer, ISG has been great to work with. They are easy to talk to and they meet the Village where we are at. We feel like we are a part of a team. ISG is made of high character and professional people. I would highly encourage municipalities to reach out to ISG for their engineering needs. **”**

Nathan Licht, *Public Works Director, Village of Star Prairie, WI*



