

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 Serviced 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](http://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

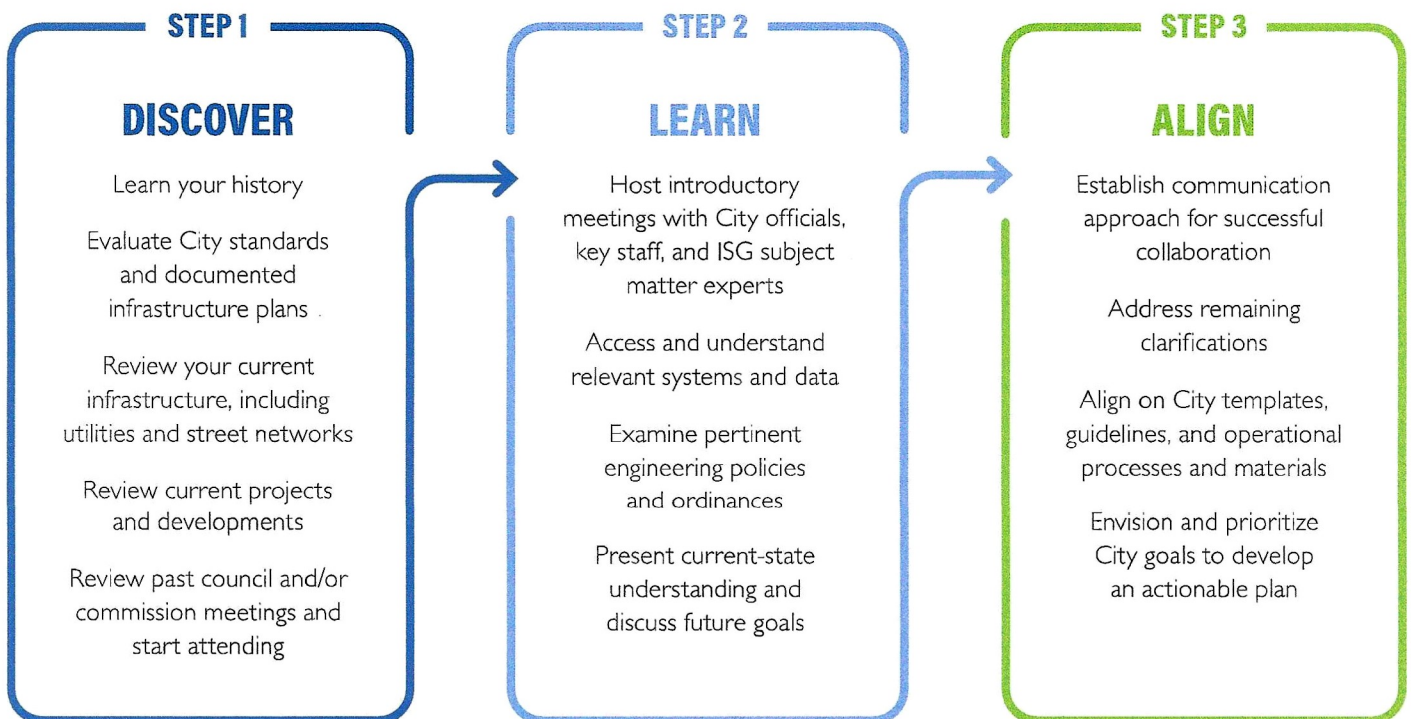
Change can be intimidating. That is why ISG follows a **no-surprises** philosophy built on accountability, clear communication, and a single point of contact. From day one, we work as an extension of your staff, taking the time to understand your goals, processes, and priorities.

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*