



SCOPE OF SERVICES — TREE REMOVAL

South Barrington Road Drainage Improvements | City Right-of-Way near Parcel No. 830-38302-000

Issued	August 19, 2026	City contact	Scott Ardemagni, Street Department
Phone	479-301-6058	Email	street@tontitownar.gov

1. PURPOSE

- 1.1** The City of Tontitown ("City") will construct a grassed drainage swale along the east side of South Barrington Road. Trees on the adjacent hillside must be removed before the City street crew can grade. This document defines that work so that all contractors quote the same thing.
- 1.2** This scope supersedes all prior proposals, verbal descriptions, and field discussions. Prior proposals are void for purposes of award. Each contractor must submit a new quote based on this scope. Quotes may be on the contractor's own form or letterhead.

2. TREES TO BE REMOVED

- 2.1** The City has painted every tree to be removed with ORANGE paint. The painted trees are the scope of this work. Locations are shown on Exhibit A, attached.
- 2.2** Quantities:
 - (a) Forty-two (42) trees of varying diameter along the east side of South Barrington Road, opposite 1916 S. Barrington Road, as shown on Exhibit A.
 - (b) One (1) large tree, approximately 32 inches in diameter, located at the south end of the work area as shown on Exhibit A.
- 2.3** Address references in earlier proposals (1916, 1950, and 2049 S. Barrington Road) all describe this same corridor and are for orientation only. The orange paint and Exhibit A govern. Only orange-painted trees shall be cut; no other tree shall be removed, topped, or trimmed without written direction from the City.
- 2.4** Contractors shall visit the site and view the painted trees before quoting. Submitting a quote confirms the contractor has examined the site and satisfied itself as to the size, condition, slope, access, and proximity to utilities of the trees to be removed.

3. SCOPE OF WORK

- 3.1** Fell and remove all orange-painted trees. Trees shall be taken down under control; free-felling across the roadway is not permitted.
- 3.2** Stump height. Cut the forty-two (42) trees identified in 2.2(a) to leave approximately two (2) feet of trunk above existing ground, so the City can pull the stumps with an excavator. Cut the single large tree identified in 2.2(b) as close to the ground as reasonably possible. Stump grinding is not included and shall not be performed.
- 3.3** Debris. Haul off site and lawfully dispose of all logs, trunk sections, limbs, brush, chips, and vines, at the contractor's expense. Nothing shall be left on the site, in the ditch, on the right-of-way, on the shoulder, or on adjoining property. No firewood left on site. No open burning.
- 3.4** Traffic control. The contractor is responsible for maintaining traffic throughout the work, including all signs, cones, and flaggers. South Barrington Road is a two-lane road on a crest with limited sight distance.



Access to all driveways and mailboxes shall be maintained, and the road shall be open to two-way traffic outside working hours. No full closure without prior written City approval.

- 3.5** Protection. Protect, and repair or replace at the contractor's expense, any damage to the pavement and shoulders, ditch and culverts, driveways, mailboxes, fences, signs, utility poles, guy wires, and overhead conductors.
- 3.6** Minimize ground disturbance and leave the root mat in place. No grubbing, excavation, or grading is included. Notify Arkansas 811 at least two (2) working days before any ground-disturbing activity, including outrigger and anchor placement.
- 3.7** Cleanup. Sweep the roadway clean of mud, chips, and debris at the end of each work day. On completion, leave the area clear and ready for City stump removal and grading.

4. WORK BY THE CITY (NOT INCLUDED)

- 4.1** Stump and root removal, grubbing, and stump disposal; swale excavation and grading; erosion control, topsoil, and seeding.

5. INSURANCE

- 5.1** No work shall begin until the contractor furnishes a current certificate of insurance acceptable to the City, evidencing commercial general liability, automobile liability, and workers' compensation coverage, with the City of Tontitown named as certificate holder and as an additional insured on the general liability policy. Coverage shall be maintained through completion.
- 5.2** Certificates previously furnished to the City do not satisfy this requirement. Each contractor shall submit a new, current certificate and shall confirm that the policy dates cover the anticipated work period.

6. SCHEDULE

- 6.1** Work shall not begin until a purchase order or contract is executed, acceptable insurance is furnished, and the City issues written Notice to Proceed.
- 6.2** Working hours shall coincide with City operating hours, 8:00 a.m. to 4:30 p.m., Monday through Friday. Saturday work requires prior City approval; no Sunday or holiday work.

7. QUOTES

- 7.1** Quotes may be submitted on the contractor's own form or letterhead. To be comparable, each quote must state the following:
 - (a) A single lump sum for all work in Sections 2 and 3, complete.
 - (b) Earliest start date, calendar days to complete, and the name of the on-site supervisor.
 - (c) A statement that the quote is firm for sixty (60) calendar days.
- 7.2** Quotes shall be submitted without added exclusions, allowances, or qualifications. A qualified quote may be found nonresponsive.
- 7.3** Contract terms. Any contract, purchase order, or other document for this work shall be approved as to form by the City Attorney before execution. The City's execution of a vendor proposal does not constitute acceptance of any vendor term that conflicts with this scope, City ordinance, or Arkansas law.



- 7.4** Deliver quotes to Scott Ardemagni, Street Department, City of Tontitown, street@tontitownar.gov. Submit questions in writing to the City contact; answers affecting the scope will be issued in writing to all contractors. Verbal interpretations are not binding.

8. AWARD

- 8.1** The City intends to award to the lowest responsive and responsible contractor whose quote does not exceed the amount authorized by the City Council. The City reserves the right to reject any and all quotes and to waive informalities.

Attachment: Exhibit A — Tree Removal, Scope of Services (aerial exhibit showing painted trees and counts).

Prepared for the City by the City Engineer, Karstetter Johnston, PLLC (KJ Civil).

TREE REMOVAL

SCOPE OF SERVICES

EXHIBIT A



WAGNER
FAMILY
LIMITED
PARTNERSHIP

WORKMAN,
DANE &
MICHELLE
JOINT
REVOCABLE
TRUST

1916

S Barrington

517'-7 1/2"

REMOVE TREES OF
VARIOUS SIZES
PAINTED ORANGE OF
VARIES SIZES, CUT ~2'
ABOVE GROUND

COUNT: 42

WAGNER
FAMILY
LIMITED
PARTNERSHIP

HINSHAW
LATHAM TRUST

WAGNER
FAMILY
LIMITED
PARTNERSHIP

REMOVE LARGE TREE
PAINTED ORANGE, CUT
AS CLOSE TO GROUND
AS POSSIBLE

COUNT: 1

HINSHAW
ROSS & VIVIAN
LIVING TRUST