

# Scope of Work (SOW): Tree Planting and Mulching and Staking

**Project:** Planting and Mulching and Staking of 42 Trees

**Location:** Mineral Area College

**Timeframe:** Fall 2025 (No later than November 30, 2025)

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## 1. Project Overview

The Contractor shall provide all labor, equipment, and materials (excluding trees, unless otherwise specified) to properly install, mulch and stake **42 trees** at the project site. All work must be completed in accordance with the **Missouri Department of Conservation (MDC) tree planting guidelines**.

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## 2. Tree Planting Requirements

- **Hole Preparation:**
  - Dig each planting hole at least **twice the diameter of the root ball**.
  - Depth must allow placement of the **root flare even with, or up to 1 inch above, the final soil line**.
- **Placement & Alignment:**
  - Trees must be set straight and vertical before backfilling.
  - Major roots must be level with the surrounding soil grade.
  - Burlap must be removed prior to planting.
- **Backfilling:**
  - Use only the soil removed from the hole; finely chop soil and remove stones, clods, or debris.
  - Do **not** use potting soil, peat moss, or other amendments.
  - Fill halfway, water thoroughly, then complete backfilling.
  - Work soil gently around the root ball to eliminate air pockets.
  - Firm soil enough to stabilize tree but do not compact excessively.
- **Watering:**
  - Saturate the soil thoroughly at planting with a slow, gentle soaking.
  - Add soil, if needed, after settling.

## 3. Mulching Requirements

- Apply **3 inches of mulch** around each tree.
- Mulch must be **wood composite or bark chips**.
- Extend mulch outward to the **drip line** of the tree.
- Keep mulch **away from direct contact with the trunk**.

## 4. Staking Requirements

### Placement of Stakes

- Install three wooden or metal stakes, equally spaced (approximately 120° apart) around the tree.
- Position stakes just outside the planting hole to avoid damaging roots.
- Drive stakes a minimum of 18 inches into undisturbed soil for stability.

### Tie Height

- Secure ties to the trunk at a point one-third of the distance from the ground to the first major branch.
- This height provides root ball stability while allowing natural trunk movement.

### Tying Method

- Use wide, flexible, non-abrasive materials such as canvas webbing, horticultural tape, or plastic tree ties.
- Attach ties in a figure-8 pattern between the stake and trunk to prevent rubbing.
- Do not use wire, rope, or any material that could girdle or injure the bark.

### Allowance for Movement

- Ensure ties have enough slack to allow the upper trunk to sway 6–8 inches in the wind.
- This movement encourages stronger root development and trunk taper.

## 5. Standards and Guidelines

- All work must follow **MDC tree planting and mulching guidelines**.
- Trees must be handled carefully to avoid damage to roots, trunk, or branches.
- Contractor is responsible for maintaining a clean work area and removing debris.

## 6. Contractor Responsibilities

- Provide all necessary equipment, labor, staking materials and mulch.
- Ensure proper planting techniques as specified.
- Provide initial watering of trees at installation.
- Coordinate with Owner/Project Manager on schedule and installation details.

## 7. Deliverables

- Installation of **42 trees** in compliance with MDC guidelines.
- Mulching of all trees as specified.
- Staking of all trees as specified.
- Final site cleanup following completion of work.

## 8. Inspection and Payment

- Upon completion of installation, an authorized representative of the Missouri Department of Conservation (MDC) will inspect all tree plantings to verify compliance with MDC planting guidelines. **No payment will be issued prior to inspection and approval.** If plantings do not meet MDC requirements, the Contractor will be responsible for corrective action before approval is granted. Once the installation has been approved, payment processing will begin. Please allow up to **30 days from the date of approval** for payment.