

EXHIBIT A

SCOPE OF RIGHT OF WAY SERVICES

I. PROJECT MANAGEMENT AND ADMINISTRATION SERVICES

Consultant shall:

- Comply with DOTD's
 - *Title Research Manual*
 - *Operations Manual*
 - 49 CFR
 - USPAP
 - All other applicable laws and regulations
- Attend meetings including project kick-off, public hearings and other scheduled meetings
- Coordinate with Public Information Office as directed by DOTD
- Provide project field office if directed by DOTD
- Submit a service plan prior to kick-off meeting
 - Appraisal plan
 - Project schedule check points/milestones/updates
 - Management work processes/work flow
 - Work product approval process
- Submit resumes of staff and consultants not already approved in consultant's bid proposal
- Provide detailed monthly invoices for completed and approved work
- Submit all itemized invoices for DOTD approval
- Prepare voucher and pay invoices from clerk of courts when received
- Maintain AARS or other data management systems
- Prepare consultant cover letters
- Train and manage sub-consultants
- Execute and administer Sub-Consultant contracts
- Testify in legal proceedings on behalf of DOTD
- Implement and maintain quality assurance and quality control program
- Prepare and maintain right of way files
- Perform any other tasks and activities necessary to complete project management and administrative services

XII. ACQUISITION SERVICES

Consultant shall:

- Prepare and send out project notification letter to each owner via U.S. Mail
 - Include in above mailing a copy of DOTD booklet *Acquisition of Right of Way and Relocation Assistance* for each owner
- Examine title research report to verify accuracy, completeness and usability
- Examine right of way maps and construction plans to verify accuracy, completeness and usability
- Examine appraisal report(s) and review sheet for accuracy, completeness and usability
- Notify supervisor of any discrepancies found in any of the above items
- Prepare offer packages including:
 - Just compensation offer letter, including summary of compensation
 - Right of way map sheet
 - Construction plan sheet
 - DOTD booklet *Acquisition of Right of Way and Relocation Assistance*
 - Draft copy of deed
- Prepare and maintain project master file and parcel files
- Set up owner and parcel screens in AARS system
- Update parcel status in AARS as necessary
- Determine mortgage certificate need and order same if needed
- Schedule appointment for the initial contact
- Meet property owner(s) residing in state
 - Present offer package and initiate negotiations
- Mail offer package to out-of-state property owner(s)
- Maintain a log of each contact with each owner
- Prepare administrative settlement reports
- Request right of way staking services as required
- Clear encumbrances
- Prepare and submit voucher packages to DOTD requesting checks to close acquisition transactions
- Visit Parish and review tax records
- Request Parish to pro-rate taxes for each parcel
- Pay pro-rated taxes before delivering check to owner
- Deliver acquisition checks to property owners
- Prepare draft of act of sale or servitude agreement
- Prepare final act of sale or servitude agreement (5 copies)
- Send original copy of act of sale or servitude agreement to the clerk of court for recordation
- Prepare voucher and pay invoice from clerk of court when received
- Provide Act of Sale recordation certificate

- Prepare uneconomic remainder (UR) packages for transmittal to Property Management
 - Copy of the title research report
 - Copy of appraisal report
 - Copy of the deed of acquisition
 - Copy of the recordation certificate
 - Copy of the applicable right of way map sheet
 - Copy of the voucher for payment to the owner
- Testify in legal proceedings on behalf of DOTD
- Make corrections and provide information as required by DOTD
- Prepare closing package for DOTD signing to include:
 - Triplicate original copies of act of sale or servitude agreement
 - Attach half size of applicable right of way map sheet to each copy of act of sale or servitude agreement
 - Copy of the voucher requesting payment
 - Copy of *Form W-9* for each vendor signing
 - Copy of *Corporate Resolution* (Inc.) where required for each deed
 - Copy of *Articles of Organization* (LLC) where required for each deed
 - Copy of coding sheet
- Perform any other tasks and activities necessary to complete acquisition services