

## 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

### **XIII. RELOCATION ASSISTANCE AND ADVISORY SERVICES**

Consultant shall:

- Submit relocation assistance plans to DOTD for approval
- Meet with the appraiser and review appraiser and conduct an onsite inspection for each parcel and determine which items are to be considered realty and which items are to be considered personality.
- Set up in AARS and maintain current status on displacees
- Provide advisory services
- Prepare replacement housing comparable file
- Submit relocation assistance payment calculations to DOTD for approval
- Prepare vouchers requesting payment, deliver payments and obtain receipts
- Deliver estimated cost of move letters by hand to displacees on first contact for residential displacees and within 30 days of first contact for non-residential displacees
- Establish and maintain displace contact logs
- Relocate all individuals, businesses , and personality
- Prepare claim forms
- Assist displacees with submission of appeal forms
- Establish and provide original file for each relocation to DOTD
- Verify signature and date is on all appropriate forms
- Testify in legal proceedings on behalf of DOTD
- Make corrections and provide information as requested by DOTD
- Perform any other tasks and activities necessary to complete relocation assistance and advisory services