

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

VI. CONSTRUCTION COST SERVICES

Consultant shall:

- Field review the project
- Verify plans and maps agree in detail
- Identify appropriate cost activity in collaboration with appraisers
 - Replacement, reproduction, or cost for comparison estimate
 - Parking study estimate
 - Building cost to cure estimate
 - Outdoor advertising sign estimate
- Mail property owner notification letter to each property owner
- Schedule a meeting with and meet on site with property owner(s) for each parcel
- Document meeting
- Define the problem by identifying
 - Real estate to be valued
 - Fixtures to be valued
 - Objective of the cost estimate
 - Replacement cost new
 - Reproduction cost new
 - Define cost activities
 - Establish date of cost estimate
 - Define limiting conditions of each parcel
- Develop a preliminary survey and cost plan before right of way acquisition including
 - Plot plan of site and cost for construction (includes depiction of parking spaces)
 - Cost new of the site improvements
 - Plot plan of the required area
 - Photographs of the site
 - Photographs of interior of major improvements
- Develop survey for the after right of way acquisition and cost plan including
 - Plot plan of the after right of way acquisition with cure
 - Cost new of any cure
 - Cost new of any signage
- Sign and date the cost report
- Submit the cost report electronically to DOTD
- Request right of way staking services as necessary
- Testify in legal proceedings on behalf of DOTD
- Make corrections, revisions, and provide information for construction cost services as directed by DOTD
- Perform any other tasks and activities necessary to complete the construction cost services