

EXHIBIT A

rev 5/17/2012

SCOPE OF RIGHT OF WAY SERVICES

I. PROJECT MANAGEMENT AND ADMINISTRATION SERVICES

The Consultant shall:

- Comply with DOTD's
 - *Title Research Manual*
 - *Operations Manual*
 - 49 CFR
 - USPAP
 - All other applicable laws and regulations
- Attend project kick-off meeting and other meetings
- Provide project field office if directed by DOTD
- Submit a service plan including an appraisal plan and a request for approval of all individuals who are to provide services on this project
- Submit, to DOTD for approval, resumes of staff not already approved in consultant's bid proposal
- Develop project schedule and provide periodic updates as directed by DOTD
- Provide monthly invoices
- Maintain AARS status
- Train and manage sub-consultants
- Testify on behalf of DOTD in legal proceedings
- Implement and maintain quality assurance and quality control program and practices to ensure compliance with DOTD's policy
- Coordinate with Public Information Office and attend public hearings and meetings as required
- Perform any other tasks and activities necessary to complete project management and administrative services

II. TITLE RESEARCH REPORT SERVICES

Title Research Report Services is not part of this contract.

III. TITLE RESEARCH REPORT UPDATE SERVICES

Title Research Report Update Services is not part of this contract.

IV. APPRAISAL SERVICES

Appraisal Services is not part of this contract.

V. APPRAISAL REVIEW SERVICES

Appraisal Review Services is not part of this contract.

VI. CONSTRUCTION COST SERVICES

The Consultant shall:

- Field review the project
- Verify that the plans and maps agree in detail
- Identify the 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 an after right of way acquisition survey 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 on behalf of DOTD in legal proceedings

- 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

VII. BUSINESS VALUATION SERVICES

Business Valuation Services is not part of this contract.

VIII. FORESTER SERVICES

Forester Services is not part of this contract.

IX. PETROLEUM ENGINEER SERVICES

Petroleum Engineer Services is not part of this contract.

X. MINERAL SPECIALIST SERVICES

Mineral Specialist Services is not part of this contract.

XI. RIGHT OF WAY STAKING SERVICES

Right of Way Staking Services is not part of this contract.

XII. ACQUISITION SERVICES

Acquisition Services is not part of this contract.

XIII. RELOCATION ASSISTANCE AND ADVISORY SERVICES

Relocation Assistance and Advisory Services is not part of this contract.

XIV. EXPROPRIATION SUPPORT SERVICES

Expropriation Support Services is not part of this contract.

XV. IMPROVEMENT CONTROL SERVICES

Improvement Control Services is not part of this contract.

XVI. PROJECT PRODUCTION SUPPORT SERVICES

Project Production Support Services is not part of this contract.

XVII . COST ESTIMATING FOR PLANNING AND BUDGETING SERVICES

Cost Estimating for Planning and Budgeting Services is not part of this contract.