

## 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

#### IV. APPRAISAL SERVICES

Consultant shall:

- Field review the project
- Meet with the review appraiser and the relocation assistance agent and conduct an onsite inspection of each parcel and determine the items which are to be considered realty and the items which are to be considered personality
- Identify the appropriate appraisal format (i.e., Form A, Form B or Form C)
- Verify that title research reports and maps agree in detail
- Mail a property owner notification letter to each property owner(s)
- Schedule a meeting with and meet on site with property owner(s) for each parcel
- Document meeting
- Define the appraisal problem by identifying:
  - Fixtures to be valued
  - Property rights to be acquired
  - Objective of appraisal
  - Definition of value
  - Date of value
  - Other limiting conditions for each parcel
- Develop a preliminary survey and appraisal plan including:
  - Data required
  - Data sources
  - Time constraints for each parcel.
- Collect general economic data including:
  - Market
  - Financial
  - Economic
  - Trend
- Location data including
  - Regional
  - Community
  - Neighborhood to be analyzed in determining the before value for the subject property
- Collect specific appraisal property data including:
  - Title
  - Zoning
  - Physical characteristics of the site
  - Improvements data
  - Sales data
  - Listings
  - Costs
  - Rental data

- Determine highest and best use for subject property and provide an analysis and justification
- Determine value approaches that are relevant to the subject property
- Appraise the parent tract
- Value the land in the area of acquisition
- Value the improvements in the area of acquisition
- Reconcile the approaches to value on the improved properties
- Analyze acquisition and its effect on the remainder
- Estimate the loss in value to the remainder, if any, resulting from the acquisition of the parcel
- Identify the cost of any cures that will eliminate or mitigate damages
- Estimate additional compensation to which the owner is entitled
- Compose an appraisal report in the form (i.e., Form A, Form B, or Form C) that corresponds to the land use type of the property being appraised and to the complexity of the appraisal assignment
- Sign and date the appraisal report
- Submit the appraisal report to DOTD electronically
- Compile and submit a master binder, which is to include :
  - Inspected comparable sales
  - Verified comparable sales
  - Photographs of comparable sales
- Provide revisions and updates to appraisal reports as directed by DOTD
- Request right of way staking services as required
- Testify in legal proceedings on behalf of DOTD
- Make corrections and provide information as directed by DOTD
- Perform any other tasks and activities necessary to complete appraisal services

## **V. APPRAISAL REVIEW SERVICES**

Consultant shall:

- Review the title research reports, construction plans, right of way maps, and improvement data for correctness, completeness and usability
- Report any discrepancies to the DOTD Right of Way Project Manager
- Meet with the appraiser and the relocation assistance agent and conduct an onsite inspection of each parcel and determine the items which are to be considered realty and the items which are to be considered personality
- Collaborate with the appraiser to determine the appraisal format to be used
- Collaborate with the appraiser in the determination of the need for other valuation experts
- Submit an appraisal plan to DOTD for approval
- Schedule on-site meeting after DOTD approval of appraisal and other valuation experts
- Verify reports completed by other valuation experts' to determine that they:

- Comply with all appropriate laws and regulations
  - Comply with DOTD policy and procedure
  - Meet scope of work requirements
  - Contain verification of data, zoning and code requirements and other items affecting compensation determination
- Accept or reject reports completed by valuation experts
  - If rejected order corrections or additional information.
- Verify reports completed by appraisers to determine that they:
  - Comply with all appropriate laws and regulations
  - Comply with DOTD policy and procedure
  - Meet scope of work requirements
  - Contain verification of data, zoning and code requirements and other items affecting compensation determination
- Review reports performed by appraisers for consistency
- Review reports for damages and additional compensation and verify their justification and analysis
- Consult with DOTD relocation assistance officer to discuss and avoid any duplication of compensation or payment
- Accept or reject appraisers' reports
  - If rejected order corrections or additional information
- Prepare written report (review sheet) that
  - Identifies the appraisal reports reviewed
  - documents their findings and conclusions
- Maintain documentation of the review process
- Notify the right of way project manager of any information that develops that requires changes in valuation experts' scope of services/contracts
- Determine just compensation
- Electronically transmit appraisal reports and review sheets to DOTD
- Testify in legal proceedings on behalf of DOTD
- Make corrections and provide information as directed by DOTD
- Perform any other tasks and activities necessary to complete appraisal review services