

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

II. BUSINESS VALUATION SERVICES

Consultant shall:

- Field review the project
- Identify appropriate business valuation and lost profits study format
- Mail property owner notification letter to each property owner
- Schedule a meeting on site with property owner(s) and any parties who have a financial interest in the property for each parcel
- Document meeting
- Define business valuation problem by identifying
 - Property rights
 - Objective of the business valuation and lost profits study
 - Definition of value
 - Date of value
 - Limiting conditions for each parcel
- Develop a business valuation and lost profits study
 - Data required
 - Data must include 3 – 5 years operations
- Collect general economic data including
 - Market
 - Financial
 - Economic
 - Trend
 - Tax information
- Analyze data to determine business value before acquisition of required right of way
 - Subject
 - Regional
 - Community
 - Neighborhood
- Determine approaches to business value
- Determine the business value of the parent tract
- Reconcile the approaches to business value
- Establish date of business valuation and lost profits report
- Sign and date the business valuation and lost profits report
- Submit business valuation and lost profits report with supporting documentation electronically to DOTD
- Testify in legal proceedings on behalf of DOTD
- Make corrections, revisions, and provide information for business valuation and lost profits services as directed by DOTD
- Perform other tasks and activities necessary to complete the business valuation and lost profits study services.