

## 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. TITLE RESEARCH REPORT SERVICES

Consultant shall:

- Consult Tobin Maps, field rolls, preliminary plans, and assessment records to determine current parcel owner(s) for each parcel
- Research conveyance records and provide a copy of current owner's deed of acquisition for each parcel

- Provide recordation information of all legal documents to include: book, page, entry/item/document number, document date and date of recordation for each parcel
- Provide parcel information to include the following:
  - Vendee's name(s)
  - Ownership interest
  - Gender
  - Whether ownership is separate or in community
  - Marital status
  - Spouse's name if married
  - Name(s) of former spouse(s)
  - Domiciliary address
  - Mailing address
  - Social Security Number
  - Make note of same information for vendor for each parcel
- Search records for sell offs, servitudes granted, all leases including mineral leases and all other documents affecting rights of ownership for each parcel
- Search records for and note existing highway right of way
- Search conveyance records for all acts involving the present owner(s) and each predecessor in title for a time period covering the lesser of three(3) valid transfers or thirty (30) years
  - Should three (3) transfers not date back eleven (11) years abstractor must search as many valid transfers as necessary to complete an eleven (11) year search for each parcel
- Provide plat(s) or map(s) copies if applicable
- Search tax tolls to verify that taxes have been paid for last three (3) years. All assessment information is to be copied verbatim from assessment rolls
- Compile title research reports with extracted information beginning with the current owner(s) and then proceeding back the required number of transactions using DOTD's provided forms and format
- Provide dated signature of title abstractor who performed the research and prepared the report
- Submit title research reports in one original and one digital copy
- Make corrections and provide information as directed by DOTD
- Perform any other tasks and activities necessary to complete title research services

### **III. TITLE RESEARCH REPORT UPDATE SERVICES**

Consultant shall:

- Consult Tobin Maps, field rolls, preliminary plans, and assessment records to determine current parcel owner(s) for each parcel
- Research conveyance records and provide a copy of current owner's deed of acquisition for each parcel
- Provide recordation information of all legal documents to include: book, page, entry/item/document number, document date and date of recordation for each parcel
- Provide parcel information to include the following:

- Vendee's name(s)
- Ownership interest
- Gender
- Whether ownership is separate or in community
- Marital status
- Spouse's name if married
- Name(s) of former spouse(s)
- Domiciliary address
- Mailing address
- Social Security Number
- Make note of same information for vendor for each parcel
- Search records for sell offs, servitudes granted, all leases including mineral leases and all other documents affecting rights of ownership for each parcel
- Search records for and note existing highway right of way
- Search conveyance records for all acts involving the present owner(s) and each predecessor in title for a time period covering the lesser of three(3) valid transfers or thirty (30) years
  - Should three (3) transfers not date back eleven (11) years abstractor must search as many valid transfers as necessary to complete an eleven (11) year search for each parcel
- Provide plat(s) or map(s) copies if applicable
- Search tax tolls to verify that taxes have been paid for last three (3) years. All assessment information is to be copied verbatim from assessment rolls
- Compile title research reports with extracted information beginning with the current owner(s) and then proceeding back the required number of transactions using DOTD's provided forms and format
- Provide dated signature of title abstractor who performed the research and prepared the report
- Submit title research reports in one original and one digital copy
- Make corrections and provide information as directed by DOTD
- Perform any other tasks and activities necessary to complete title research services