

## 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. MINERAL VALUATION SERVICES**

Consultant shall:

- Field review the project
- Examine title research report to identify the mineral leases in force
- Mail property owner notification letter to each property owner
- Mail property owner notification letter to each interest 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 the mineral potential by identifying
  - Type of minerals
  - Location of the minerals
  - Value of minerals
  - Length of production
  - Date of value
  - Limiting conditions for each parcel
- Develop mineral quantity estimate and the economics of production into the future
  - Data required
  - Data sources
- Reconcile mineral valuation approaches to establish compensation
- Create, sign and date the mineral valuation report
- Submit mineral valuation report with supporting documentation electronically to DOTD
- Make corrections, revisions, and provide information for mineral valuation services as directed by DOTD
- Perform other tasks and activities necessary to complete the mineral specialist services

## **III. PETROLEUM ENGINEER SERVICES**

Consultant shall:

- Field review the project
- Examine title research report to identify the oil and gas mineral leases in force
- Mail property owner notification letter to each property owner
- Mail property owner notification letter to each interest 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 petroleum reserves by identifying
  - Type of petroleum
  - Location of the pool
  - Value of the petroleum in the lease unit well (LUW)
  - Establish depletion
  - Establish date of value

- Limiting conditions for each parcel
- Develop petroleum quantity estimate for the pool and the economics of production into the future
  - Data required
  - Data sources
- Determine petroleum valuation approaches
- Determine values for production equipment involved
  - Pumps, compressors, tanks, piping
- Reconcile and consider payment options to establish compensation
- Sign and date the petroleum valuation report
- Submit petroleum valuation report with supporting documentation electronically to DOTD
- Make corrections, revisions, and provide information for petroleum engineer services as directed by DOTD
- Perform other tasks and activities necessary to complete the petroleum engineer services