

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 rolls 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 rolls 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

IV. ACQUISITION SERVICES

Consultant shall:

- Prepare and send out project notification letter to each owner via U.S. Mail
 - Include in above mailing a copy of DOTD booklet *Acquisition of Right of Way and Relocation Assistance* for each owner
- Examine title research report to verify accuracy, completeness and usability
- Examine right of way maps and construction plans to verify accuracy, completeness and usability
- Examine appraisal report(s) and review sheet for accuracy, completeness and usability
- Notify supervisor of any discrepancies found in any of the above items
- Prepare offer packages including:
 - Just compensation offer letter, including summary of compensation
 - Right of way map sheet
 - Construction plan sheet
 - DOTD booklet *Acquisition of Right of Way and Relocation Assistance*
 - Draft copy of deed
- Prepare and maintain project master file and parcel files
- Set up owner and parcel screens in AARS system
- Update parcel status in AARS as necessary
- Determine mortgage certificate need and order same if needed
- Schedule appointment for the initial contact
- Meet property owner(s) residing in state
 - Present offer package and initiate negotiations
- Mail offer package to out-of-state property owner(s)
- Maintain a log of each contact with each owner
- Prepare administrative settlement reports
- Request right of way staking services as required
- Clear encumbrances
- Prepare and submit voucher packages to DOTD requesting checks to close acquisition transactions
- Visit Parish and review tax records
- Request Parish to pro-rate taxes for each parcel
- Pay pro-rated taxes before delivering check to owner
- Deliver acquisition checks to property owners
- Prepare draft of act of sale or servitude agreement
- Prepare final act of sale or servitude agreement (5 copies)
- Send original copy of act of sale or servitude agreement to the clerk of court for recordation
- Prepare voucher and pay invoice from clerk of court when received
- Provide Act of Sale recordation certificate
- Prepare uneconomic remainder (UR) packages for transmittal to Property Management
 - Copy of the title research report

- Copy of appraisal report
- Copy of the deed of acquisition
- Copy of the recordation certificate
- Copy of the applicable right of way map sheet
- Copy of the voucher for payment to the owner
- Testify in legal proceedings on behalf of DOTD
- Make corrections and provide information as required by DOTD
- Prepare closing package for DOTD signing to include:
 - Triplicate original copies of act of sale or servitude agreement
 - Attach half size of applicable right of way map sheet to each copy of act of sale or servitude agreement
 - Copy of the voucher requesting payment
 - Copy of *Form W-9* for each vendor signing
 - Copy of *Corporate Resolution* (Inc.) where required for each deed
 - Copy of *Articles of Organization* (LLC) where required for each deed
 - Copy of coding sheet
- Perform any other tasks and activities necessary to complete acquisition services

V. RELOCATION ASSISTANCE AND ADVISORY SERVICES

Consultant shall:

- Submit relocation assistance plans to DOTD for approval
- Meet with the appraiser and review appraiser and conduct an onsite inspection for each parcel and determine which items are to be considered realty and which items are to be considered personality.
- Set up in AARS and maintain current status on displacees
- Provide advisory services
- Maintain contact log with each displacee
- Prepare replacement housing comparable file
- Submit relocation assistance payment calculations to DOTD for approval
- Prepare vouchers requesting payment, deliver payments and obtain receipts
- Deliver estimated cost of move letters by hand to displacees on first contact for residential displacees and within 30 days of first contact for non-residential displacees
- Establish and maintain displace contact logs
- Relocate all individuals, businesses , and personality
- Prepare claim forms
- Assist displacees with submission of appeal forms
- Establish and provide original file for each relocation to DOTD
- Verify signature and date is on all appropriate forms
- Testify in legal proceedings on behalf of DOTD
- Make corrections and provide information as requested by DOTD
- Perform any other tasks and activities necessary to complete relocation assistance and advisory services

VI. EXPROPRIATION SUPPORT SERVICES

Consultant shall:

- Prepare suit packages as necessary including:
 - Negotiator's summary report
 - Copy of just compensation letter as certified by agent
 - Copy of the mortgage certificate.
- Continue negotiations as may be required by DOTD
- Make corrections and provide information as directed by DOTD
- Perform other tasks and activities necessary to complete expropriation support services

VII. IMPROVEMENT CONTROL SERVICES

Consultant shall:

- Provide UR packages for acquired uneconomic remainders including:
 - Copy of the title research report
 - Copy of appraisal report
 - Copy of the deed of acquisition
 - Copy of the recordation certificate
 - Copy of the applicable right of way map sheet
 - Copy of the voucher for payment to the owner
- Execute leases and collect rents.
- Verify required liability and renter's insurance is maintained by lessee for the duration of the lease
- Ensure asbestos inspection and assessment report is prepared where required
- Provide before and after vacated inspection reports with a recommendation for disposal of improvements by demolition, sale or inclusion in highway construction contract.
- Submit keys to vacated properties to DOTD
- Prepare improvements list acquired in the department's electronic project tracking system which are to be removed under the roadway contract, including:
 - Parcel number
 - Owner's name
 - Highway survey station number
 - Right or left of project centerline
- Make corrections and provide information as directed by DOTD
- Perform any other tasks and activities necessary to complete improvement control services