

## 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. ASBESTOS SERVICES**

Consultant shall:

- Perform all asbestos sampling and assessment after structure is vacated
- Follow local, state, federal laws and DOTD Policy and Procedures regulating the sampling and assessment of possible asbestos material.
- Collect and analyze samples, in sufficient quantity, from possible ACM (Asbestos Containing Materials) in each structure
- Send samples to a lab that is certified /approved by the Louisiana Department of Environmental Quality for analysis.
- Review lab report with asbestos analysis
- Provide report and remediation recommendation based on the lab analysis and personal expertise.
- Report quantity of ACM needing abatement, per homogeneous material.
- Complete U.S. EPA Notification of Demolition and Renovation Form containing all asbestos containing materials (ACM) and amounts recommended for removal.

## **III. PHASE I ENVIRONMENTAL SITE ASSESSMENTS**

Consultant shall:

- Perform a Phase I Environmental Site Assessment in accordance with ASTM standard E1527-13.
- Review standard federal, state, and tribal environmental record sources.
- Visit the property and document the visit with photographs.
- Interview present and past owners, operators, and/or occupants of the property and local government officials familiar with the property.
- Write a report that documents the findings, opinions, and conclusions of the Site Assessment

## **IV. PHASE II ENVIRONMENTAL SITE ASSESSMENT**

Consultant shall:

- Perform a Phase II Environmental Site Assessment in Accordance with the applicable sections of the latest version of the LDEQ RECAP Standards for site investigations.
- Perform Phase II Site Assessments on all sites needing further investigations as identified either via the a Phase I ESA, a Preliminary Site Investigation performed by the LA DOTD, the DOTD Environmental Project Manager or as directed by the LDEQ.
- Coordinate and communicate all site investigation activities and findings with the LA DOTD Environmental Project Manager, as appropriate, in a timely manner
- Prepare the appropriate number of Work Plans and RECAP Reports in accordance the RECAP standards and submit to the LDEQ for review and approval. Two (2) copies of each documents should also be submitted to the LA DOTD Environmental Project Manager.
- Identify sites with a minimum amount of contamination which qualifies for remediation prior to referral to the Remediation Division of the LDEQ.

## **V. CORRECTIVE ACTION PLAN (CAP) AND IMPLEMENTATION**

Consultant Shall:

- Develop a CAP in accordance with the applicable sections of the latest version of the LDEQ RECAP Standards for each site identified in the Phase II ESA and eligible to be forwarded to the Remediation Division of the LDEQ.
- At a minimum, ensure each CAP consists of multiple remediation options with adequate description and discussion on each option. All options and recommended remediation technologies referenced in the CAPs shall be of proven technology and recognized as effective methods within the remediation industry. No experimental remediation technology shall be included in the CAP.
- Proceed with the implementation of each CAP as specified, therein, upon approval of the CAP by the LDEQ and the DOTD,
- Submit all reports, and/or etc., to the LDEQ, with copies also submitted to the DOTD Environmental Project Manager, upon completion of all tasks specified under the CAP.