

## 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. CONSTRUCTION COST SERVICES

Consultant shall:

- Field review the project
- Verify plans and maps agree in detail
- Identify appropriate cost activity in collaboration with appraisers
  - Replacement, reproduction, or cost for comparison estimate
  - Parking study estimate

- Building cost to cure estimate
  - Outdoor advertising sign estimate
- 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 the problem by identifying
  - Real estate to be valued
  - Fixtures to be valued
  - Objective of the cost estimate
    - Replacement cost new
    - Reproduction cost new
  - Define cost activities
  - Establish date of cost estimate
  - Define limiting conditions of each parcel
- Develop a preliminary survey and cost plan before right of way acquisition including
  - Plot plan of site and cost for construction (includes depiction of parking spaces)
  - Cost new of the site improvements
  - Plot plan of the required area
  - Photographs of the site
  - Photographs of interior of major improvements
- Develop survey for the after right of way acquisition and cost plan including
  - Plot plan of the after right of way acquisition with cure
  - Cost new of any cure
  - Cost new of any signage
- Sign and date the cost report
- Submit the cost report electronically to DOTD
- Request right of way staking services as necessary
- Testify in legal proceedings on behalf of DOTD
- Make corrections, revisions, and provide information for construction cost services as directed by DOTD
- Perform any other tasks and activities necessary to complete the construction cost services