

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

Title Research Services are not part of this contract

III. TITLE RESEARCH REPORT UPDATE SERVICES

Title Research Update Services are not part of this contract

IV. APPRAISAL SERVICES

Appraisal Services are not part of this contract

V. APPRAISAL REVIEW SERVICES

Appraisal Review Services are not part of this contract

VI. CONSTRUCTION COST SERVICES

Construction Cost Services are not part of this contract

VII. BUSINESS VALUATION SERVICES

Business Valuation Services are not part of this contract

VIII. FORESTER SERVICES

Forester Services are not part of this contract

IX. PETROLEUM ENGINEER SERVICES

Petroleum Engineer Services are not part of this contract

X. 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 with and meet on site with property owner(s)/interest owner(s) 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 valuation services

XI. LAND SURVEYING (STAKING) SERVICES

Land Surveying (Staking) Services are not part of this contract

Revised 5/15/13

XII. ACQUISITION SERVICES

Acquisition Services are not part of this contract

XIII. RELOCATION ASSISTANCE AND ADVISORY SERVICES

Relocation Assistance and Advisory Services are not part of this contract

XIV. EXPROPRIATION SUPPORT SERVICES

Expropriation Support Services are not part of this contract

XV. IMPROVEMENT CONTROL SERVICES

Improvement Control Services are not part of this contract

XVI. ASBESTOS SERVICES

Asbestos Services are not part of this contract

XII. COST ESTIMATING FOR PLANNING AND BUDGETING SERVICES

Cost Estimating For Planning and Budgeting Services are not part of this contract