

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. FORESTER SERVICES

Consultant shall:

- Field review the project
- Identify timber area required
- 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 timber valuation problem by identifying
 - Type of timber
 - Location of timber on the parcel
 - Date of value
 - Limiting conditions for each parcel
- Develop timber valuation study
 - Data required
 - Data sources
- Determine timber value approaches
- Determine timber value of the required area
- Reconcile timber value approaches
- Sign and date timber valuation report
- Submit timber valuation report electronically to DOTD
- Make corrections, revisions, and provide information for forester services as directed by DOTD
- Perform other tasks and activities necessary to complete the timber valuation services