

**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 project kick-off meeting, public hearings and other meetings
- Coordinate with Public Information Office as directed by DOTD
- Provide project field office if directed by DOTD
- Submit a service plan including an appraisal plan
- Submit resumes of staff and consultants not already approved in consultant's bid proposal
- Develop project schedule and provide periodic updates
- Provide detailed monthly invoices for completed and approved work
- Submit all 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
- Testify in legal proceedings on behalf of DOTD
- Implement and maintain quality assurance and quality control program
- Prepare and maintain project master file and parcel files

Perform any other tasks and activities necessary

**II. TITLE RESEARCH REPORT SERVICES**

Title Research Report Services is not part of this contract.

**III. TITLE RESEARCH REPORT UPDATE SERVICES**

Title Research Report Update Services is not part of this contract.

**IV. APPRAISAL SERVICES**

Appraisal Services is not part of this contract.

**V. APPRAISAL REVIEW SERVICES**

Appraisal Review Services is not part of this contract.

**VI. CONSTRUCTION COST SERVICES**

Construction Cost Services is not part of this contract.

**VII. BUSINESS VALUATION SERVICES**

Business Valuation Services is not part of this contract.

**VIII. FORESTER SERVICES**

Forester Services is not part of this contract.

**IX. PETROLEUM ENGINEER SERVICES**

Petroleum Engineer Services is not part of this contract.

**X. MINERAL SPECIALIST SERVICES**

Mineral Specialist Services is not part of this contract.

**XI. LAND SURVEYING (STAKING) SERVICES**

Consultant shall:

- Mail property owner notification letter to each property owner, except when the property owner made the staking request
- Coordinate with property owner(s) to gain entry to subject property
- Stake all required right of way parcels as follows:
  - Stake all points of intersection and breaking points
  - Install survey grade stakes with suitable color flagging to mark points
  - Mark stakes with project centerline station, offset distance and parcel number using survey grade marker
- Clear brush and debris as necessary for visual line of site
- Leave subject property in as close to same condition as before the staking
- Notify DOTD when requested services are complete
- Make corrections, revisions, and provide information for right of way survey services as directed by DOTD

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- Perform other tasks and activities necessary to complete the right of way staking services

**XII. ACQUISITION SERVICES**

Acquisition Services is not part of this contract.

**XIII. RELOCATION ASSISTANCE AND ADVISORY SERVICES**

Relocation Assistance and Advisory Services is not part of this contract.

**XIV. EXPROPRIATION SUPPORT SERVICES**

Expropriation Support Services is not part of this contract.

**XV. IMPROVEMENT CONTROL SERVICES**

Improvement Control Services is not part of this contract.

**XVI. ASBESTOS SERVICES**

Asbestos Services is not part of this contract.

**XVII. COST ESTIMATING FOR PLANNING AND BUDGETING SERVICES**

Cost Estimating for Planning and Budgeting Services is not part of this contract.