

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

XVI. 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.