

CRS DEL-TR100-0.05 Shanahan Road
PID# 1211 State Job# N/A
Pre-Scope of Services Meeting None
Approved Final Scope of Services Minutes

**THE OFFICE OF REAL ESTATE
SCOPE DEFINITIONS
FOR RIGHT OF WAY SERVICES**
(Revised 9-28-2022)

DCEO = Delaware County Engineer's Office

1. **Project Management:** The degree of difficulty in project management varies depending on the project size and complexity, and on the amount of tasks over which the consultant has direct control.
2. **Project Manager:** A professional prequalified by ODOT and DCEO in the consultant's organization responsible for the planning and execution of the project delivery requirements. The Project Manager is responsible for minimizing risks throughout the lifetime of the project and resolving issues of uncertainty.

The responsibilities of the Project Manager are as follows:

- A. Complete Progress Reports / Status Reports, attend meetings as scheduled and meet all established timelines.
 - B. Assure compliance with laws, regulations and procedures controlling all Right of Way disciplines that the Project Manager is managing as identified on the Task Division Sheet.
 - C. Responsible for assigned deliverables set forth in the contract.
 - D. The essence of a project manager is to complete delivery on the project without assistance from DCEO to include: Acquisition files that are compliant with ODOT policy; to deliver the project by the time established per the scope; and to deliver a project having a minimal number of conditions. It is unacceptable to deliver a project requiring DCEO to devote its limited resources to correct problems that the Consultant was hired to manage and resolve.
3. **Pre-qualification:** Pre-qualification is the process whereby individuals submit credentials for review. Individuals who seek pre-qualification(s) shall be qualified to perform the respective task i.e. project management, titles, closing, appraisals, appraisal reviews, negotiations, relocations or relocations reviews. All submittals, pre-qualification determinations and updates will be administered by DCEO. The specific individuals listed on the Task Division Sheet and/or Attachment C, Schedule of Appraisal Formats, shall be used unless prior approval is given by the DCEO Project Manager.
 4. **Project Mobilization Meeting:** A project mobilization meeting will be held for the

purpose of introductions and to address any questions relating to the project scope. The project mobilization meeting will outline contact persons and communication protocol. At this meeting all issues related to the specific job and its division of responsibilities will be resolved.

5. **Project Time line and Work Plan:** A project time line and workplan shall be submitted by the Consultant. The time line shall be a brief one page bar graph. The workplan shall be submitted on ODOT Form RE 101. They shall indicate the critical path of the project as it relates to overall project development. They shall include the date all acquisitions must be completed and parcels submitted to DCEO as signed or to be filed. This date will be identified by DCEO during project authorization. The Consultant must provide for reviews of the final product of each function contained in this scope on the date indicated in the project time line and workplan. Adherence to the project time line and workplan shall be strictly enforced.
6. **Late Fees:** If a due date cannot be met, the consultant must email a request in advance for a time extension outlining the circumstances that require such extension to DCEO Project Manager. Due dates will be communicated as part of the work authorization documents. The RPM shall respond in writing to the request. If the request is denied, and the consultant does not deliver by the due date, the consultant's fee will be reduced as follows:

If the authorized task is not delivered by the close of business on the due date, the original fee for the task will be reduced by 2%. Thereafter, the original fee for the task will be reduced by 1% per day from the original amount until the task is received and officially date stamped by DCEO.

All parties acknowledge this penalty will not be applied if the reason for the delay is caused by the actions or request of DCEO. However, a request for a time extension must still be made in writing by the Consultant.

7. **Pay Items:** Pay items are only those tasks identified in the Schedule of Work Authorized.
8. **Plan Review:** The Consultant shall identify any plan problems that exist and notify DCEO Project Manager in writing. The consultant shall not suspend activity on a project as a result of minor plan discrepancies, unless instructed by DCEO Project Manager. Upon authorization to proceed, identify problems with the plan including but limited to missing topographical items based on a field check; items not marked as save or take; summary sheet errors; omissions; permanent parcel numbers (PPN) or Auditor Parcel Numbers(APN); volume and page; take area; Present Road Occupied (PRO). Any discrepancy must be immediately reported to DCEO.

9. **Review of Legal Descriptions with the R/W Plan:** The Consultant is responsible for reviewing the legal descriptions against the most recent right of way plan to see that the description of the area to be acquired matches what is shown in the plan. This includes checking acquisition areas against the plan and Permanent Parcel Number (PPN) as well as volume and pages. Run legal courses with the plans to insure all match. This review shall be documented by having the Consultant's representative initial and date the original and all copies of the legal descriptions. Any discrepancies between the plans and legal descriptions shall be brought to the attention of DCEO in writing.
10. **Compilation of Forms RE 95 & RE 56:** The Property Inventory Classification form (RE-95) and the Disclaimer form (RE 56) must identify the ownership of real estate and personal property to be acquired. Consultants shall complete and obtain owner and tenant signatures on the RE 95 & RE 56 documents prior to completion of the appraisals. If the owner or tenant refuse to sign the RE 95 and RE 56, a notation must be made detailing efforts made to obtain the signatures and the agent must sign the form. Any exceptions shall have prior approval of DCEO Projects Manager. RE 95's are to include photographs of all improvements listed on the RE 95.
11. **Pre-Acquisition Survey:** Shall be in compliance with the Relocation Section of the ODOT Real Estate Manual. The Consultant shall be responsible for the completion of the pre-acquisition survey (including report) and all RE 95 forms with photos of all real property structures attached on a separate sheet of paper. The Consultant shall complete the RE 56 form at the same time the RE 95 is prepared, if appropriate. The Consultant must make sufficient time allowances for the successful completion of a pre-acquisition survey in their estimated project time line. Notes and RE 610 form shall be prepared in conjunction with the pre-acquisition survey.
12. **R/W Cost Estimate:** The estimated costs of property payments and Relocation Assistance Program (RAP) payments shall be prepared by the Consultant in accordance with current requirements of ODOT after a contract has been executed. This estimate will be utilized by the District to establish a proper right-of-way cost encumbrance amount and shall be completed thirty (30) days before completion of the first appraisal.
13. **C-1 Cost Estimate:** This form shall be completed as early as stage 4 in the PDP process and will be updated throughout the process. DCEO must supply the consultant with a tax map that has an overlay of the proposed project limits. Subject estimates will address scope and cost. On new alignments, best cost estimates will arrive between steps 6 & 7 of the PDP process once the preferred alignment has been selected.
14. **Preparation of Legal Instruments:** The Acquisition Consultant shall be responsible for preparing all instruments and forms necessary for the acquisition of the parcel, including deeds, easements, contracts, letters (including the Introductory Letter), agreements and all other forms required for the submission of the billing package as defined by the ODOT Real Estate Manual and the attached exhibits.

15. **Title Work:** The Consultant, under the direction and to the satisfaction of the Delaware County Engineer, shall search the public records concerning the titles to the highway parcels of such real estate in a form acceptable to the State, and shall comply with the ODOT policy and procedures as set forth in the ODOT Real Estate Manual. All notes and reports are to be type written by the Consultant. The Consultant shall submit the following:

- A. One original written title report to include the title report, the title chain and all pertinent attachments. The paper copy shall have the original signature of the title agent in the verification block.
- B. Three copies of the original written title report including the title report, the title chain and all pertinent attachments.
- C. One electronic title report including the title chain and all pertinent attachments.
- D. The title report and the title chain shall be in MS Word. Electronic title reports shall bear the type written name of the title agent. All attachments will be in .pdf format or .doc format.
- E. Each title report shall contain copies of the Auditor's card and tax map.
- F. Ownerships for corporations, LLCs, Limited Partnerships, shall include status, and registered agent's information from the Secretary of State.

The Consultant understands that the term "parcel" or "parcel of land" as used herein means that unit of land as delineated and numbered on the right of way plans and all contiguous lands, record title to which is in the same person or persons, the whole or any part or parts of which, or any right or rights, interest or interests therein are acquired or to be acquired for highway purposes without regard to the parcel suffix(s), number of descriptions, or County Auditor tax parcels that may be involved.

Consultant shall review the title reports and chains against the right of way plans. Any discrepancies between the title and the plans shall be brought to DCEO's attention in writing.

Copying/Reproduction cost shall be included in the overall cost for the Title Report. However, reproduction fees charged by a county will be reimbursed upon submittal of receipts.

15a. **Abbreviated Title:** See Section 5103 of the ODOT Real Estate Manual.

15b. **Full Title:** See Section 5102 of the ODOT Real Estate Manual.

15c. **Title Update:** See Section 5104 of the ODOT Real Estate Manual.

- 15d. **Title Updates for Appropriation:** See Section 5105 of the ODOT Real Estate Manual. Title Updates for Appropriation will be paid for as a separate pay item and will not be part of the fee paid for negotiations or closings. Updates will be prepared by the Consultant for appropriation cases, and immediately before closings. Updates for appropriation parcels shall be performed no more than seven (7) days prior to submission of an acceptable billing package. Updates shall include a check for any additional contiguous parcels which have been acquired by the owner. If any are found, the consultant is to notify DCEO in writing immediately to obtain authorization to complete title work on the additional parcel, if necessary, as determined by DCEO.
- 15e. **Title Updates for Closing:** Title updates required for closing are part of the closing. They will not be considered a separate pay item.
16. **Appraisal:** The process of estimating compensation for the part taken and damages, if any, to the part not taken when DCEO acquires Rights of Way. All appraisals shall be done in compliance with the ODOT Real Estate Manual Sections 4000 through 4500. Any discrepancies found between the plans and the field checks must be brought to the attention of DCEO immediately.
- The appraisal format to be used for each parcel shall be in accordance with the Schedule of Appraisal Format included as Attachment “C”.
- The submission by the Consultant shall be by one electronic version (pdf or .doc format) and four exact original paper copies. All color photos must be indistinguishable from the original.
- 16a. **Appraisal Update:** An Appraisal Update is defined in Section 4100 of the ODOT Real Estate Manual. The Consultant shall be responsible for providing 4 exact original copies of each appraisal update document. (All color photos must be indistinguishable from the original.)
- 16b. **Appraisal Upgrades:** A change in format from the appraisal’s original format to a more complex format as determined by project need. Should a change in format be viewed as necessary, the Consultant must contact DCEO in writing immediately to obtain written approval by DCEO of the proposed change.
- 16c. **Appropriation Appraisal Work: Any appropriation activity performed at the request of the Delaware County Prosecutor must be first authorized by DCEO.**
- 16d. **Scoping Letter for Appraisal:** The following Scoping Letter for Appraisal document shall be included as part of the appraiser’s contract with the prime consultant. If the prime consultant uses staff appraisers then the following scoping letter shall be strictly adhered to by the staff appraisers.

Scoping letter for Appraisers

The project for which you will be performing an appraisal service has NO Federal and or State funds in part or all of the following: design, acquisition and construction. Regardless, the appraisal process must comply with the Uniform Act, appropriate State Law and ODOT policy and procedures. You acknowledge the following as an approved appraiser for ODOT:

1. All appraisal formats (including that prepared under the Waiver of Appraisal Provision in 49 CFR) are to comply with the most recent edition of ODOT'S Real Estate Manual.
 2. You as the appraiser acknowledge that you are in possession of the most recent edition of ODOT's Real Estate Manual which is posted on ODOT's Office of Real Estate web site.
 3. You acknowledge that you have been provided a copy of the Parcel Impact Notes and that the Delaware County Engineer (DCEO), and you have jointly discussed each parcel that you are to appraise, the potential impact of the taking to the residue property, the anticipated appraisal problem created by the taking and the appropriate appraisal format to be utilized to estimate compensation for the property owner. However, receipt of the Parcel Impact Notes does not absolve you from performing your own due diligence on the parcel. If in the performance of your duties, you discover that the Appraisal Problem has changed or will cause you to modify the Appraisal Report Format; you must notify this office immediately.
 4. You acknowledge that you have been afforded an opportunity to discuss the appraisal assignment with the Appraisal Reviewer.
 5. You as the appraiser are required to be responsive to appraisal review. The appraiser is to correct any deficiencies and submit corrections to the County Engineer within 14 calendar days of the receipt of a deficiency letter.
 6. The appraiser understands that the *Value Analysis* format and the *Value Finding* format are to only be prepared on the most simplistic takings where there is no obvious damage to the residue.
 7. The appraiser shall contact DCEO to resolve any appraisal issues prior to delivering any appraisal report to DCEO.
 8. Limited Scope Appraisal reports are only acceptable with written permission of DCEO with concurrence of the Appraisal Reviewer. (i.e. ignoring improvements on the residue property or utilizing less than three approaches to value.)
17. **Appraisal Review:** DCEO will perform all appraisal review.

18. **Acquisition (Negotiations):** All acquisition activities shall be done in accordance with the ODOT Real Estate Manual.
- 18a. **W-9 and Vendor Information Form:** The Consultant shall obtain in addition to a signed IRS form W-9, a Vendor Information Form completed and signed by each property owner listed on the most recent title report. No letters of assignments shall be used.
- 18b. **Salvage Value & Removal Agreement:** The Consultant is to estimate the salvage value, if needed, and submit the RE 68 to DCEO for approval prior to presenting to property owners. At the same time, the Agreement for Removal (RE 66) should also be submitted to DCEO for approval prior to presenting to the owner.
- 18c. **Mortgage Release:** The Consultant needs to determine if a mortgage release is to be completed and it must be documented in the Negotiator notes. Further, if a release is needed, the consultant must start the process at the time of the offer to secure a mortgage release. This also must be documented in the Negotiator notes.
19. **Relocation Assistance:** N/A
20. **Relocation Reviews:** N/A
21. **Relocation Appeals:** N/A
22. **Asbestos Collecting & Testing:** N/A
23. **Preparation of Individual Parcel Files:** The Consultant shall be responsible for the assemblage and maintenance of acquisition files in accordance with ODOT's 2/3/2005 File Standardization Policy. At the time of submitting billing packages and closing packages original documents pertaining to each must be included. See Item 26 below.
24. **Administrative Settlement:** See ODOT Real Estate Manual Section 5206. The **Consultant shall have authority to authorize administrative settlements up to \$2,500.00 per parcel or 10% of FMVE, whichever is greater, without prior approval of DCEO**, provided there is ample support for the additive and that the parcel file and negotiator notes contain full documentation of the support.

When there is perceived need for an administrative settlement beyond \$2,500.00 or 10% of FMVE, the consultant shall submit a written (e-mail) request to DCEO. The written (e-mail) request should document the logic and reasoning for the administrative settlement. If approved, DCEO will grant authority for the administrative settlement in writing in advance of the consultant concluding the negotiations. When the consultant hands in the signed Contract of Sale and Purchase, the Value Analysis/RE 22 will be updated by DCEO to include the administrative review. Once the Administrative Settlement is complete, the consultant shall change the warranty deed or other instrument(s) to reflect the new amount.

25. **Appropriation Coordination:** DCEO will be the primary contact for all appropriation coordination activities. DCEO will also act as the primary contact for the Consultant on issues relative to the Delaware County Prosecutor's Office. When a parcel is submitted to DCEO for appropriation, the Consultant will forward the entire parcel file with the billing package. Upon receipt of the appropriation billing package from the consultant, DCEO will forward the appropriation package and warrant to the Prosecutor for filing.

Title updates will be prepared by the Consultant for appropriation cases only if authorized by DCEO. Updates for appropriation parcels shall be performed no more than seven (7) days prior to submission of an acceptable billing package. Updates shall be in compliance with Section 5105 of the ODOT Real Estate Manual. DCEO will be responsible for tracking the timely filing of an appropriation parcel by the Prosecutor to ensure clearance dates are met. The Consultant shall submit all appropriation packages no later than the date set by the Project Manager.

The Consultant will prepare Red Books only if authorized by DCEO. The Consultant will also remain available for consultation to the Prosecutor and, if authorized, the Consultant will provide court testimony. DCEO will file the proper documentation upon receipt of a final court entry.

Any appropriation activity performed at the request of the Prosecutor must be first authorized by DCEO.

26. **Billing Packages:** The Consultant must submit the original billing package (signed parcels, appropriations, or Relocation Assistance payments) to DCEO for review and processing. Billing package contents for acquisition parcels shall comply with Section 5200 of the ODOT Real Estate Manual and Attachment "A". Billing packages for relocation parcels shall comply with the Relocation Section of the ODOT Real Estate Manual.

All billing requests will be reviewed and warrants requested/processed by appropriate Region personnel only upon approval of the billing package.

Consultants need to submit W-9s and Vendor Information forms as soon as obtained from the property owner and prior to submitting the billing package. W-9's and the Vendor Information Forms shall accompany a copy of the RE 46 and a lease agreement if there is a tenant. Failure to do so will delay the processing of the billing package.

In the case of signed parcels, the warrant will be mailed to the Consultant for closing. DCEO will process all appropriation packages after receiving all necessary information from the Consultant.

27. **Closing:** Closing is the process of disbursing funds to the property owner, obtaining the instrument from the property owner, recording the instrument, paying the necessary pro-rated real estate tax, exempting the acquired property from real estate taxation, obtaining all necessary releases, and arranging the file in accordance with ODOT procedures. All closings shall be done in compliance with Sections 5600 and 5700 of the ODOT Real Estate Manual.

All closing activities are the responsibility of the consultant. Closing activities include but are not limited to:

- A. Prepare mortgage and lien releases; secure these releases on encumbered property from the property owners or the mortgage/lien holders, as early in the process as possible. The initiation of the release process is the responsibility of the Negotiator. The closing agent is responsible for reviewing the work of the Negotiator and assuring the completion of the release if not already obtained by the Negotiator.
- B. All recording information shall be included in the consultant's status report.
- C. Deposit the pro-rated taxes with the required county office and obtain a receipt. ODOT forms RE 30 & RE 31 are to be submitted to DCEO for review prior to filing with the County. In that submittal, the RE 30's shall have attached to them a copy of the RE 57's, the recorded instruments and the tax paid receipts for each parcel. After receiving DCEO approval, the consultant shall file the RE 30 or RE 31 forms at the appropriate County Offices with a copy to DCEO which bears the receipt stamp of the appropriate County Office. The Consultant shall notify the Auditor that the Treasurer must fill out column 9 of the RE 30 before forwarding to DTE.

RE-30's are only prepared when ODOT acquires the fee simple estate in the name of ODOT. RE 30's are not prepared on parcels acquired in name of the LPA. See Section 5600 and 5700 of the ODOT Real Estate Manual.

When a property is acquired in the name of a Local Public Agency, the original instrument along with copies of the RE 57's, RE 44 & RE 44-1's and the tax paid receipts are sent to the Local Public Agency to file for exemption. For parcels acquired in the name of a LPA, the Consultant shall submit instruments to the LPA along with a transmittal letter explaining to the LPA that the LPA is responsible for the tax exemption process. The transmittal letter shall include a copy of the paid tax receipt.

- D. The Closing Consultant shall monitor the property owner for compliance with the Agreement for Removal (RE 66) and complete closing with the owner and secure receipt upon property owner's compliance with the Agreement.

- E. Title updates prepared for closing are not a separate pay item
- F. After the completion of every closing, and within two weeks of closing, the consultant shall prepare and submit to DCEO the following:
 - 1. All original correspondence relative to the closing of the parcel including, but not limited to: the property owner and the mortgage/lien holders.
 - 2. Original recorded instruments and releases.
 - 3. Original signed Closing and Settlement Statement (RE 44/44-1).
 - 4. Warrant receipts for warrant payments and receipt for taxes/assessments.
 - 5. The affidavit by seller (RE 45).
 - 6. An original and a title update copy of the original title with original certification that no changes have occurred in the property title dated immediately before the closing of the right of way parcel.
 - 7. The completed Auditor's estimate of prorated taxes and assessments (RE 57). Receipts for taxes and assessments from the county auditor. The copies of the RE 30 or RE 31 that are date stamped by the County Auditor's Office. Copy of exemption from Real Property conveyance fee form DTE 100(ex).

The COUNTY will be responsible for paying the appropriate County for recording fees for both plan sheets and all acquisition instruments.

- G. N/A
- H. N/A

- 28. **Property Management:** N/A
- 28a. **Property Management for Districts:** N/A
- 29. **Project Status Reports:** The Consultant shall provide the Monthly Status Reports no later than the first business day of every month, or on a date or at intervals otherwise determined by DCEO Projects Manager. These status reports shall be in a format acceptable to DCEO Projects Manager, as established at the task scoping meeting. The status reports shall be stand alone documents indicating the complete current status of the project.
- 30. **Project Certification:** Means the consultant has completed all of the assigned work by the agreed upon completion date in accordance with the Scope document and that the work has been performed in conformance with the ODOT Real Estate Manual which implements the Ohio Administrative Code, the Ohio Revised Code, Uniform Standards for Professional Appraisal Practices (USPAP), the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (the Uniform Act), and all other local, state and federal laws, policies, ordinances or regulations.

Consultants shall provide to DCEO any necessary status reports that permit DCEO to certify the Right of Way to the Districts along with any information for exhibits. If an extension is requested, the Consultant must estimate when the Right of Way will be cleared. DCEO will determine the acceptability of any such request.

31. **Final File Disposition:** Final file disposition is the process whereby the Consultant shall send any remaining original files to the respective Regional Office(s). This shall include all assigned parcel files, appropriation files, property management files and relocation files. The Consultant shall maintain and submit a log of the volume and page numbers of the recording data of the instruments at the close of the project. Most original documents will be submitted prior to final file disposition. The Consultant shall submit the remaining original files to DCEO in a manner compliant with File Standardization Procedure within 60 days after the last closing on the project.
32. **Consultant Evaluation:** N/A
33. **Property Owner Opinion Surveys:** N/A
34. **Quality Assurance Reviews:** The Delaware County Engineer reserves the right to perform a Quality Assurance Review at any time, to assure compliance with the ODOT Real Estate Manual.
35. **Project Meetings:** The Consultant shall meet with DCEO when requested to do so by DCEO.
36. **Compliance Review:** DCEO may review Consultant performance throughout the duration of the project. The review may include but is not limited to any of the following:
 - A. A personal visit with the property owner either by DCEO, or by DCEO accompanied by the Consultant.
 - B. Various reviews of parcel files as requested.
 - C. Submittal of Negotiator Notes and/or Relocation Notes at any time throughout the project.
 - D. Submittal of any of the Appraiser's work product at any time throughout the duration of the project (i.e. owner accompaniments letter, comparable sales, draft appraisal)

These reviews may occur on all real estate processes performed by the consultant. The purpose of the reviews will be to monitor and evaluate the performance of consultant personnel, and identify problems and deficiencies that need to be addressed to improve performance. It will also be beneficial in identifying and acknowledging outstanding performance, and will provide information for the consultant evaluation at the completion of the project.

37. **Three Dimensional Imaging:** N/A
38. **Miscellaneous:** Specific references in this scope may exceed the requirements of the ODOT Real Estate Manual, the Uniform Act, and any other state or federal requirements.

No additional compensation to perform requirements not specifically stated in this scope will be considered by the Delaware County Engineer.

39. **Project Deliverables:** The Consultant shall, upon completion of the designated tasks, provide DCEO with all appropriate documents to support the work performed.
40. **Compensation for Services:** The negotiated fee shall be based on a completed task as outlined in the Scope and Letter of Authorization. The Scope of Services clarifies these responsibilities and does not necessarily indicate separate pay items. No additional compensation for any required reviews deemed necessary will be considered. Compensation for Services not contemplated by this scope of services or clearly not included within the scope of services described herein shall be negotiated on an as needed basis. The consultant may submit invoices prepared on standard ODOT Real Estate invoice forms or whichever form they choose as long as the invoice includes the invoice #, total contract amount, amount billed to date, amount this invoice. The Consultant shall provide, as specified by DCEO, detailed documentation for invoicing and payment for services. Forms are supplied to the consultant as an attachment to their authorization to proceed.
41. **Notification to DCEO of Anticipated Delays in Scheduled Delivery of Services:** The consultant shall promptly notify DCEO of any anticipated delays in scheduled delivery of services.

[Remainder of this page intentionally blank]

ATTACHMENT “A”

DOCUMENTS NEEDED FOR ACQUISITION BILLING PACKAGES

Documentation to be included in the following order, clipped together:

1. Original W-9 plus a copy sent in with the signed parcel.
2. Original vendor information form plus a copy sent in with the signed parcel.
3. Copies of all title reports and all title updates.
4. Copy of the contract for sale and purchase. Formats and templates to be provided by DCEO. (easements, work agreements, temporaries, special waiver of damage, etc.) If non-warranty deed acquisition.
5. Value analysis or RE 22.
6. Original negotiator notes to also include attached correspondence.
- 6a. RE 61 (if needed)
Copy of Notice of Intent to Acquire and Good Faith Offer, along with documentation detailing if it was presented personally or by certified mail.
7. Copy of any revised Good Faith Offers.
8. Copy of any notice of intent to appropriate. Along with documentation detailing how it was delivered to owner.
9. Copy of plan letters
10. Copies of the colored R/W plans and cross sections provided to the property owner.(and any other plan sheets as appropriate).
11. Copy of the Introductory Letter.
12. Original or copy of signed RE 95 (if applicable).
13. Original agreement for removal (RE 66, if applicable).
14. Original salvage value (RE 68, if applicable).
15. Original right of entry including exhibits A & B (if applicable).
16. Copy of donation letter (if applicable).
17. Original corporate resolutions and affidavits (if applicable).
18. Bills of Sales (if applicable).
19. RE 22-1 (blue sheet, if applicable).

20. Disclaimer (RE 56 if applicable).
21. Any other documentation that is necessary to allow a reader of the file to understand that the acquisition process has been done in a manner that is compliant with the ODOT real estate manual.
 - If you have signed instruments, then the copies must have the signatures.
 - If there is an administrative settlement, the instrument and contract must reflect the new amount.
 - If the parcel is appropriated, the consultant is to provide their copy of the appraisal along with their copy of the RE 22.
 - Make sure that your signed instruments are signed exactly as the names appear on the instrument, title, or add nka, aka and notarized. All signatures should have the typed or printed name below the signature.
 - Any packages not containing the above-listed items will be returned to be corrected and the warrant will not be released until the consultant submits a compliant billing package.

[Remainder of this page intentionally blank]

ATTACHMENT “B”

Not Applicable

PARCELS AUTHORIZED (Date) – See Attached Parcel Impact Notes:

Appraisal Format	Parcel No.'s	No. Authorized	Fee	Total
VF				
Partial Interest				
Summary				
Complete Summary				
Total Authorized (Date)				\$
Previously Authorized (Date)			\$	
Consultant Total Authorized as of (Date)			\$	

Upon completion of appraisals, the appraiser is to mail the appraisal report accompanied by a transmittal letter directly to reviewer (appraiser’s name). Appraisal consultant shall concurrently mail a copy of the appraisal transmittal sheet to DCEO.

PLEASE NOTE: THE APPRAISER SHALL NOT COMPLETE THE APPRAISAL REPORT UNTIL THE RE 95 HAS BEEN SUBMITTED TO THE APPRAISER BY DCEO AND IS TO BE INCLUDED IN THE APPRAISAL REPORT.

**RIGHT OF WAY SERVICES SCOPE
TASK DIVISION SHEET ___ OF ___**

This Scope of Services will be revised at the Delaware County Scoping Meeting

Project: DEL-TR100-0.05 Shanahan Road

PID: 1211

Date 2-19-26

Contract No. N/A

Comments:

- 1) This Task Division Sheet is to be used with “The Office of Real Estate Scope Definitions for Right of Way Services” (Rev. 4/10/08)
- 2) This task division sheet serves for clarification of responsibilities. It does not necessarily indicate separate pay items.
- 3) Consultant shall be authorized to perform needed tasks on a job specific basis.

		<u>Others</u>	<u>Consultant</u>	<u>DCEO</u>	<u>Comment</u>
1.	Project Management		X		not to include R/W estimate
2.	Project Manager		X		
3.	Pre-Qualification		X		
4.	Project Mobilization Meeting		X		
5.	Project Time Line and Work plan		X		
6.	Intentionally Blank				N/A
7.	Intentionally Blank				N/A
8.	Plan Review			X	
9.	Review of Legal Descriptions with the Right of Way Plan			X	
10.	Compilation of Forms RE 95 and RE 56		X		
11.	Pre-Acquisition Survey			X	
12.	Right of Way Cost Estimate			X	
13.	C-1 Right of Way Cost Estimate			X	
14.	Preparation of Legal Instruments			X	
15.	Title Work		X		
15a.	Abbreviated Title				N/A
15b.	Full Title				N/A
15c.	Title Update				If authorized
15d.	Title Updates for Appropriation				If authorized
15e.	Title Updates for Closing				N/A
16.	Appraisal		X		
16a.	Appraisal Update				If authorized
16b.	Appraisal Upgrade				If authorized
16c.	Appropriation Appraisal Work				N/A

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		<u>Others</u>	<u>Consultant</u>	<u>DCEO</u>	<u>Comment</u>
16d.	Scoping Letter for Appraisal				N/A
17.	Appraisal Review (same firm cannot be scoped for appraisal and appraisal review on same project)			X	DCEO will perform Appraisal Review
18.	Acquisition (Negotiations)		X		
18a.	W-9 and Vendor Information Form		X		
18b.	Salvage Value & Removal Agreement		X		N/A
18c.	Mortgage Release		X		
19.	Relocation Assistance				N/A
20.	Relocation Reviews				N/A
21.	Relocation Appeals				N/A
22.	Asbestos Collection & Testing				N/A
23.	Preparation of Individual Parcel Files		X		
24.	Administrative Settlement			X	Consultant up to \$2500/parcel or 10%, with support
25.	Appropriation Coordination			X	
26.	Billing Packages		X		
27.	Closing		X		
28.	Property Management				N/A
28a	Property Management for Districts				N/A
29.	Project Status Reports		X		monthly
30.	Project Certification				N/A
31.	Final File Disposition				N/A
32.	Consultant Evaluation			X	
33.	Property Owner Opinion Survey				N/A
34.	Quality Assurance Reviews			X	
35.	Project Meetings		X		

**RIGHT OF WAY SERVICES SCOPE
TASK DIVISION SHEET ___ OF ___**

This Scope of Services will be revised at the Delaware County Scoping Meeting

Project: DEL-TR100-0.05 Shanahan Road

PID: 1211

Date 2-19-26

Contract No. N/A

Comments:

- 1) This Task Division Sheet is to be used with “The Office of Real Estate Scope Definitions for Right of Way Services” (Rev. 4/10/08)
- 2) This task division sheet serves for clarification of responsibilities. It does not necessarily indicate separate pay items.
- 3) Consultant shall be authorized to perform needed tasks on a job specific basis.

		<u>Others</u>	<u>Consultant</u>	<u>DCEO</u>	<u>Comment</u>
36.	Compliance Review				N/A
37.	Three Dimensional Imaging				N/A
38.	Miscellaneous				N/A
39.	Project Deliverables		X		
40.	Compensation For Services			X	
41.	Notification to ODOT of Delay				N/A