



CUY-90-14.90

PID 77332/85531

APPENDIX RW-02

**ODOT Office of Real Estate Scope Definitions for
Right of Way Services
(Contract Document)**

State of Ohio
Department of Transportation
Jolene M. Molitoris, Director

**Innerbelt Bridge
Construction Contract Group 1 (CCG1)**

Revision Date: April 10, 2008

EXHIBIT C

THE OFFICE OF REAL ESTATE SCOPE DEFINITIONS FOR RIGHT OF WAY SERVICES

1. **Project Manager:** A professional prequalified by ODOT 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 time lines.
 - 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 the Region 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 the Region to devote its limited resources to correct problems that the Consultant was hired to manage and resolve.
2. **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 Central Office. 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 Regional Project Manager.
 3. **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.
 4. **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 the region as signed or to be filed. This date will be identified by the Region 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.

5. **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 the Regional Projects Manager. RE 95's are to include photographs of all improvements listed on the RE 95.
6. **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.
7. **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.
8. **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.
9. **Title Work:** The Consultant, under the direction and to the satisfaction of the Department of Transportation, State of Ohio, 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.

- 9a. **Abbreviated Title:** See Section 5103 of the ODOT Real Estate Manual.
- 9b. **Full Title:** See Section 5102 of the ODOT Real Estate Manual.
- 9c. **Title Update:** See Section 5104 of the ODOT Real Estate Manual.
- 9d. **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 ODOT in writing immediately to obtain authorization to complete title work on the additional parcel, if necessary, as determined by ODOT.
- 9e. **Title Updates for Closing:** Title updates required for closing are part of the closing. They will not be considered a separate pay item.
- 10. **Appraisal:** The process of estimating compensation for the part taken and damages, if any, to the part not taken when ODOT 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 ODOT 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.

- 10a. **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.)
- 10b. **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 ODOT in writing immediately to obtain written approval by ODOT of the proposed change.
- 10c. **Appropriation Appraisal Work: Any appropriation activity performed at the request of the AAG must be first authorized by the Region. Any work performed at the sole request of the AAG without prior authorization from the Region may be subject to non-payment.**
- 10d. **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 Federal and or State funds in part or all of the following: design, acquisition and construction. As such, 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 ODOT Region Office 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 department 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 ODOT to resolve any appraisal issues prior to delivering any appraisal report to the Department.
 8. Limited Scope Appraisal reports are only acceptable with written permission of ODOT with concurrence of the Appraisal Reviewer. (i.e. ignoring improvements on the residue property or utilizing less than three approaches to value.)
11. **Appraisal Review:** ODOT will be responsible for the appraisal review contract. The DBT must coordinate all appraisal assignments with ODOT before authorizing an appraiser to prepare an appraisal report.
12. **Acquisition (Negotiations):** All acquisition activities shall be done in accordance with the ODOT Real Estate Manual.
- 12a. **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.
- 12b. **Salvage Value & Removal Agreement:** The Consultant is to estimate the salvage value, if needed, and submit the RE 68 to the Region for approval prior to presenting to property owners. At the same time, the Agreement for Removal (RE 66) should also be submitted to the Region for approval prior to presenting to the owner.
- 12c. **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.
13. **Relocation Assistance:** All relocation activities shall be the responsibility of the

Consultant. The consultant acknowledges that all relocation activities shall be done in accordance with Sections 6100 through 6700 of the ODOT Real Estate Manual.

Based on the type of relocation to be performed, the consultant shall be responsible for all or part of the following: Performing the Pre-Acquisition Survey and completing all RE 95's if necessary; Issuing all relevant notices; Determining the Relocation Assistance Additives which include the Replacement Housing Price Differential and the Rent Supplement; Entitlement: Determining the Carve out if necessary; Determining the economic rent if necessary; Calculating and documenting 30% of income; Determining the Increased Mortgage Interest Estimate and Actual Reimbursement when necessary; Determining all necessary Incidental Expenses to be reimbursed; Preparing Inventories; Preparing move specifications; Calculating appropriate moving costs; Monitoring moves; Performing post move inspections; Performing Decent, Safe and Sanitary inspections; Attending closings for Displaced persons replacement dwellings if necessary; Determining all appropriate move costs for businesses, non-profit organizations, farms and personal property moves; Determining eligibility for Fixed Payments in lieu of actual cost move; Determining payments for Reestablishment expenses; Explaining and determining Loss of Goodwill and Economic Loss eligibility to displaced businesses. Securing all necessary support documentation and preparing all necessary claim forms.

The consultant will provide all Advisory Services as required in section 6206 of the Relocation Manual. This would include but is not limited to contact with the displaced no less than 2 times per month to be documented in the Relocation Counselor Notes and the status report.

The consultant will submit all replacement Housing Determinations to the Agency for approval before an offer is made to the displaced person. The Agency will provide approval or rejection of determinations as soon as possible.

The consultant shall submit all claim forms and supporting documentation to the Agency for approval before any claim form is presented to the displaced person.

On parcels involving rent supplemental payments, the consultant shall be responsible for the first payment and subsequent payments that normally occur before the project is certified. Rent supplement payments that occur after the project is certified by the consultant will be the responsibility of the Region.

All notes and reports are to be type written by the consultant.

All relocation billings shall be submitted to the Region in the appropriate order in accordance with the ODOT Project File Standardization Process.

14. **Relocation Reviews:** Relocation review work occurs on each activity before the particular activity is completed as detailed in section 6112 of the ODOT Real Estate Manual.

15. **Relocation Appeals:** The Consultant shall submit any relocation appeals directly to Central Office Real Estate with a copy to the Region. In the response to the appeal, the consultant will list the issues raised in the displaced persons appeal letter, respond to each issue, provide a brief summary of the current status of the appeal, and provide a recommendation for the resolution of the appeal.
15. **Asbestos Collecting & Testing:** The process is to collect and analyze an appropriate number of samples from all affected structures, and to determine if the asbestos present must be abated. This task must be performed by a licensed asbestos inspector. Report of findings must be accompanied by the consultant's recommendations for remediation together with an EPA Notification of Demolition and Renovation form containing on it all asbestos containing materials (ACM) and amounts recommended for removal.
17. **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.
18. **Administrative Settlement:** See ODOT Real Estate Manual Section 5206. The Consultant shall have authority to authorize administrative settlements up to \$500 per parcel without prior approval of the Region, 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 \$500.00, the consultant shall submit a written request to the Region. The written request should document the logic and reasoning for the administrative settlement. The Region will review the request. If approved, the Region 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 ODOT 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.

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

Title updates will be prepared by the Consultant for appropriation cases only if authorized by the Regions. 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. The Region will be responsible for tracking the timely filing of an appropriation parcel by the AAG 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 the Region. The Consultant will also remain available for consultation to the AAG and, if authorized, the Consultant will provide court testimony. The Region will file the proper documentation upon receipt of a final court entry.

Any appropriation activity performed at the request of the AAG must be first authorized by the Region. Any work performed at the sole request of the AAG without prior authorization from the Region may be subject to non-payment.

20. **Billing Packages:** The Consultant must submit the original billing package (signed parcels, appropriations, or Relocation Assistance payments) to the Region 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. The Region will process all appropriation packages after receiving all necessary information from the Consultant.

21. **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 ODOT 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 ODOT approval, the consultant shall file the RE 30 or RE 31 forms at the appropriate County Offices with a copy to the Region 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 the Region 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 Consultant will be responsible for paying the appropriate County for recording fees for both plan sheets and all acquisition instruments. [The Consultant shall be reimbursed by ODOT for actual recording fees. Receipts for recording fees must be transmitted to the Region along with invoices for consultant services.]

- G. After closing or upon possession by ODOT, the Consultant is responsible for:

The closing agent is responsible for inspecting the property and completing the RE 95-R (only to be performed when ODOT acquires a building).

The closing agent is responsible to coordinate with the utility companies to assure disconnection of utilities and removal of meters.

In addition to the Consultant being the Region representative for the purposes of complying with Section 7301.02 of the ODOT Real Estate Manual, the consultant shall also:

Insure that the building has been left in a "broom clean" condition.

Insure that rat bait, if needed, has been placed in accordance with Section 7108 of the ODOT Real Estate Manual.

Insure that "No Trespassing" signs are posted.

Deliver the keys to the Region.

- H. If rental agreements are necessary, the consultant shall notify the Region at the earliest point in time. Preparation and execution of the rental agreements will be handled by the Region

22. **Property Management:** The Contractor is responsible for management of all Project R/W and improvements at the time ODOT and \or the Contractor acquires the R/W. The Contractor shall remove all buildings, including foundation removal for all buildings and structures on the Project R/W. The Contractor shall be responsible for the testing and/or abatement of all asbestos within buildings prior to demolition in accordance with all applicable laws and regulations.
23. **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 the Region Projects Manager. These status reports shall be in a format acceptable to the Regional 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.

24. **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 the Region any necessary status reports that permit the Region 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. The Region will determine the acceptability of any such request.

25. **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 the Region in a manner compliant with File Standardization Procedure within 60 days after the last closing on the project.
26. **Quality Assurance Reviews:** The Ohio Department of Transportation, Office of Real Estate, reserves the right to perform a Quality Assurance Review at any time, to assure compliance with the ODOT Real Estate Manual.
27. **Project Meetings:** The Consultant shall meet with the Region Office when requested to do so by the Region.
28. **Compliance Review:** The Region 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 the Region, or by the Region 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.

29. **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.
30. **Project Deliverables:** The Consultant shall, upon completion of the designated tasks, provide the Region Office with all appropriate documents to support the work performed.
31. **Notification to ODOT of Anticipated Delays in Scheduled Delivery of Services:** The consultant shall promptly notify ODOT of any anticipated delays in scheduled delivery of services.

[Remainder of this page left intentionally left 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. Original and copy of the contract for sale and purchase if acquisition was by WD or WL. Or, signed instruments (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”

DOCUMENTS NEEDED FOR RELOCATION BILLING PACKAGES

The following guidelines are to be used as a reference in preparing for payment. Most types of payments are covered; however, relocation billings vary due to the type of eligible benefits and the timing and manner of payments.

RESIDENTIAL MOVING COSTS

Fixed Schedule: Consultant to deliver all forms in compliance with Section 6402.06

6402.06 Billing Package - Fixed Payment Self Move

Once the Move Authorization Letter has been sent, the relocation agent shall immediately prepare the billing package for move reimbursement. The complete billing package must be approved by the Relocation Reviewer prior to the RE-617 being presented to the displaced person for signature. The contents of the billing package for fixed payment self move is:

1. One copy of W-9.
2. Original Moving Claim (RE 617).
3. One copy of the Site Occupant Qualification Record (RE 610).
4. One copy of the Residential Inventory (RE 613).
5. One copy of the Move Authorization Letter.
6. One copy of Inventory Classification (RE 95).

7. One copy of the Agents Notes starting on the date of the last billing package submission to the current date (must be typed). If this is the first billing package, the notes from the pre-acquisition survey forward should be submitted.
8. One copy of miscellaneous documentation or memo to file in support of the payment, if applicable.

Contract Move Section 6403.05

6403.05 Billing Package - Residential Contract Move

Once the move invoice has been received, the Relocation Agent shall immediately prepare the billing package. The complete billing package must be approved by the Relocation Reviewer prior to the RE - 617 being presented to the displaced person for signature. The contents of the billing package for a residential contract move are:

1. One copy of W-9.
2. Original and one copy of the Claim (RE 617).
3. One copy of the Site Occupant Qualification Record (RE 610).
4. One copy of Inventory Classification (RE 95).
5. One copy of the Relocation Offer letter if not previously submitted.
6. One copy of mover's invoice and proof of payment, when applicable.
7. One copy of bids obtained by the agency or displaced person.

8. One copy of the Letter of Assignment when the payment is going to a party other than the displaced person. The assignment letter must be signed and dated by both the displaced person and the assignee. The assignee's Tax ID number or social security number must appear on the form. In addition, a W-9 must be obtained from the assignee and included in this billing package.
9. One copy of the Move Authorization Letter.
10. One copy of the Agent's Notes (must be typed).
11. One copy of miscellaneous documentation or memo to file in support of the payment, if applicable.

A move reimbursement warrant shall not be released to the displaced person until the displaced person provides proof of payment. Proof of payment should be the invoice marked "paid in full" and signed and dated by the mover. In absence of the invoice, a canceled check will suffice.

Self-Move Section 6404.07

6404.07 Billing Package Residential Actual Cost Self Move

The complete billing package must be approved by the Relocation Reviewer prior to the RE 617 being presented to the displaced person for signature. The contents of the billing package for a residential contract move are:

1. One copy of W-9.
2. Original and One Copy of the Claim (RE 617).
3. One copy of the Site Occupant Qualification Record (RE 610).
4. One copy of Inventory Classification (RE 95).
5. One copy of the displaced person's approved estimated statement of move costs.
6. One copy of the displaced person's actual move cost statement.
7. One copy of bids obtained by the agency (if applicable).
8. One copy of the Move Authorization Letter.
9. One copy of the Agent's Notes (must be typed).
10. One copy of miscellaneous documentation or memo to file in support of the payment, if applicable.

Residential Replacement Housing Payments - Owner occupant - 180 days or more who purchases Section 6601.07

6601.07 Billing Package - Owner Occupant of 180 Days or More Who Purchases

The complete billing package must be approved by the relocation reviewer prior to the Non Residential Claim Form (RE 617-1) being presented to the displaced person for signature. The contents of the billing package for a replacement housing payment are:

1. W-9 Form.
2. Original and one copy of the Residential Claim form (RE 617).
3. One copy of the Residential Site Occupant Relocation Record form (RE 610).
4. One copy of the Relocation Comparables and Additive Computation form (RE611).
5. One copy of the proof of purchase (closing statement signed & dated by both parties and a signed warranty deed).
6. One copy of the *Final* Increased Interest Computation (Excel printout), if applicable.
 - A. One copy of documentation to support all figures used in the computation, i.e., the note, payment stub, bank statement, etc.
 - B. One copy of the *Estimated* Increased Interest Computation (Excel print out).
7. One copy of the Computation – Incidental Expenses form (RE 611-2), if applicable.
 - A. One copy of proof of incidentals if not shown on the closing statement. Receipts must be signed and dated.
8. One copy of the Typical Home Site Computation form, if applicable (RE 612).
9. One copy of the White Sheet (RE 22).
10. One copy of the Decent, Safe and Sanitary Certification form (RE 616).
11. One copy of the Relocation Offer Letter/90 Day Notice Letter (RE O).
12. One copy of the Memo to File on a request for Last Resort Housing, if applicable.
13. One copy of the Memo to File on a request for the Use of Less than Three Comparables, if applicable.
14. One copy of the Assignment Letter when payment is made to a third party. The assignment must be signed and dated by both the displaced person and the assignee. The assignee's tax identification number should appear on this form.
15. One copy of the Appeal Letter & documentation, if applicable.
16. One copy of the Realty Specialist typed notes (RE 115) or typed equivalent.
17. One copy of miscellaneous documentation or memo to file in support of payment, if applicable.

**Owner Occupant - 90 to 180 days, or
 Tenant Occupant - not less than 90 days who purchases –**

1. Original of replacement housing claim RE 617.
2. One copy of the site occupant qualification record RE 610.
3. One copy of the replacement housing computation RE 611.
4. One copy of the proof of purchase (properly executed closing statement and warranty deed).
5. One copy of the D.S. S. certification RE 616.
6. One copy of the assignment letter when payment is to be made to a third party. The assignment letter must be signed and dated by both the displacee and the assignee. The assignee's T.I. number should appear on this form.
7. One copy of the incidental expense computation RE 611-2.
 - A. One copy of proof of incidental expenses if not shown on the closing statement. Receipts must be signed and dated.

8. One copy of the offer/90 days notice letter RE-C
9. One copy of the counselor's notes (must be type written) RE 615.
10. One copy of last resort housing approval, if applicable.
11. One copy of appeal documentation, if applicable.
12. One copy of miscellaneous documentation or memo to file in support of payment, if applicable.

Owner Occupant or Tenant Occupant 90 days or more who rent Section 6601.07

6601.07 Billing Package - Owner Occupant of 180 Days or More Who Purchases

The complete billing package must be approved by the relocation reviewer prior to the Non Residential Claim Form (RE - 617-1) being presented to the displaced person for signature. The contents of the billing package for a replacement housing payment are:

1. W-9 Form.
2. Original and one copy of the Residential Claim form (RE 617).
3. One copy of the Residential Site Occupant Relocation Record form (RE 610).
4. One copy of the Relocation Comparables and Additive Computation form (RE 611).
5. One copy of the proof of purchase (closing statement signed & dated by both parties and a signed warranty deed).
6. One copy of the *Final* Increased Interest Computation (Exel printout), if applicable
 - A. One copy of documentation to support all figures used in the computation i.e. the note, payment stub, bank statement, etc.
 - B. One copy of the *Estimated* Increased Interest Computation (Exel printout).
7. One copy of the Computation – Incidental Expenses form (RE 611-2), if applicable.
 - A. One copy of proof of incidentals if not shown on the closing statement. Receipts must be signed and dated.
8. One copy of the Typical Home Site Computation form, if applicable (RE 612).
 - A. One copy of the White Sheet (RE 22).
9. One copy of the Decent, Safe and Sanitary Certification form (RE 616).
10. One copy of the Relocation Offer Letter/90 Day Notice Letter (RE O).
11. One copy of the Memo to File on a request for Last Resort Housing, if applicable.
12. One copy of the Memo to File on a request for the Use of Less than Three Comparables, if applicable.
13. One copy of the Assignment Letter when payment is made to a third party. The assignment must be signed and dated by both the displaced person and the assignee. The assignee's tax identification number should appear on this form.
14. One copy of the Appeal Letter & documentation, if applicable.
15. One copy of the Realty Specialist typed notes (RE 615) or typed equivalent.
16. One copy of miscellaneous documentation or memo to file in support of payment, if applicable.

Personal Property Moves

Fixed Schedule: The built-in dislocation allowance for rooms 1-3 does not apply to detached structures. Therefore, “pay rooms” to compensate for the cost of moving personal property will be equivalent to \$150 per room.

1. Original of the moving claim RE 617.
2. One copy of the site occupant qualification record RE 610.
3. One copy of the counselor’s notes (must be type written) RE 615.
4. One copy of any miscellaneous documentation or memo to file in support of payment if applicable.

Actual - Contract Move: (Need estimates)

1. Original of moving claim RE 617.
2. One copy of the site occupant qualification record RE 610.
3. One copy of the certified personal property inventory RE 613.
4. One copy of the inventory classification RE 95,
5. One copy of the move specifications.
6. One copy of the qualified mover’s invoice, signed and dated, and one copy of any estimates obtained by the agency.
7. One copy of the assignment letter when payment is to be made to a third party. The assignment must be signed and dated by both the displacee and the assignee. The assignee’s Tax Identification number should appear on this form.
8. One copy of the self-move authorization/move cost offer letter.
9. One copy of the Relocation Offer Letter RE-PP.
10. One copy of the counselor’s notes (must be type written) RE 615.
11. One copy of miscellaneous documentation or memo to file in support of payment, if applicable.

Self-Move

1. Original of moving claim RE 617.
2. One copy of the site occupant qualification record RE 610.
3. One copy of the certified personal property inventory RE 613.
4. One copy of inventory classification RE 95.
5. One copy of statement signed and dated by displacee indicating “actual reasonable costs” agreeable to move personal property.
6. One copy of self move authorization/move cost offer letter.
7. One copy of counselor’s notes (must be type written) RE 615.
8. One copy of miscellaneous documentation or memo to file in support of payment, if applicable.

COMMERCIAL, FARMS, AND NON-PROFIT ORGANIZATIONS MOVING COSTS

This is all included under NonResidential Self Move and Billing Package is Section 6507.09.

6507.09 Billing Package - Non Residential Self Move

Once approved move reimbursement is established, the Relocation Agent shall immediately prepare the billing package. The complete billing package must be approved by the Relocation Reviewer prior to the RE 617-1 being presented to the displaced person for signature. The contents of the billing package for a non residential self move are:

1. One copy of W-9.
2. Original Moving Payment Claim (RE 617-1).
3. One copy of the Site Occupant Qualification Record (RE 610-1).
4. One copy of the Relocation Offer Letter.
5. One copy of Inventory Classification (RE 95).
6. One copy of the certified personal property inventory (RE 613-1 or equivalent).
7. One copy of the approved Move Specifications.
8. One copy of moving bids obtained by the agency or displaced person or one copy of Move Cost Finding.
9. One copy of the Move Authorization Letter
10. One copy of the Agents Notes (must be typed).
11. One copy of miscellaneous documentation or memo to file in support of the payment, if applicable.

Contract Move Section 6506.09

6506.09 Billing Package - Non Residential Contract Move

Once the final invoice has been received, the relocation agent shall immediately prepare the billing package. The complete billing package must be approved by the relocation reviewer prior to the Non Residential Claim Form (RE 617-1) being presented to the displaced person for signature. The contents of the billing package for a non residential contract move are:

1. One copy of W-9.
2. Original Non Residential Claim (RE 617-1).
3. One copy of the Non Residential Site Occupant Qualification Record (RE 610-1).
4. One copy of the Non Residential Relocation Offer Letter.
5. One copy of Inventory Classification (RE 95).
6. One copy of the certified Personal Property Inventory (RE 613-1).
7. One copy of the Move Specifications.
8. One copy of qualified mover's invoice signed and dated; one copy of proof of payment, if applicable.
9. One copy of moving bids obtained by the agency or the displaced person.
10. One copy of the Letter of Assignment when the payment is going to a party other than the displaced business. The assignment letter must be signed and dated by both the displaced person and the assignee. The assignee's Tax ID number or social security number must

appear on the form. In addition, a W-9 must be obtained from the assignee and included in the billing package.

11. One copy of the Move Authorization Letter.
12. One copy of the agent's notes (must be typed).
13. One copy of miscellaneous documentation or memo(s) to file in support of the payment, if applicable.

Non-Residential Self Move and Billing Package: Section 6507.09

6507.09 Billing Package - Non Residential Self Move

Once approved move reimbursement is established, the Relocation Agent shall immediately prepare the billing package. The complete billing package must be approved by the Relocation Reviewer prior to the RE 617-1 being presented to the displaced person for signature. The contents of the billing package for a non residential self move are:

1. One copy of W-9.
2. Original Moving Payment Claim (RE 617-1).
3. One copy of the Site Occupant Qualification Record (RE 610-1).
4. One copy of the Relocation Offer Letter.
5. One copy of Inventory Classification (RE 95).
6. One copy of the certified personal property inventory (RE 613-1 or equivalent).
7. One copy of the approved Move Specifications.
8. One copy of moving bids obtained by the agency or displaced person or one copy of Move Cost Finding.
9. One copy of the Move Authorization Letter.
10. One copy of the Agent's Notes (must be typed).
11. One copy of miscellaneous documentation or memo to file in support of the payment, if applicable.

This is all included under Non Residential Self Move and Billing Package is Section 6507.09

1. Original of the moving claim RE 617-1.
2. One copy of the site occupant qualification record RE 610-1.
3. One copy of the certified personal property inventory RE 613-1.
4. One copy of the inventory classification RE 95.
5. One copy of the move specifications.
6. One copy of documentation evidencing that move estimates were not obtainable.
7. One copy of all receipts or other evidence of expense (i.e. payroll equipment, rental, etc).
8. One copy of self move authorization letter.
9. One copy of the Relocation Offer Letter.
10. One copy of the counselor's notes (must be type written) RE 615.
11. One copy of miscellaneous documentation or memo to file in support of payment, if applicable.

Fixed Payment for Moving Expenses-Non Residential.

6509.09 Billing Package - Non Residential Fixed Payment

Once approved move reimbursement is established, the Relocation Agent shall immediately prepare the billing package. The complete billing package must be approved by the Relocation Reviewer prior to the RE 617-1 being presented to the displaced person for signature. The contents of the billing package for a non residential fixed payment are:

1. One copy of W-9.
2. Original Moving Payment Claim (RE 617-1).
3. One copy of the Site Occupant Qualification Record (RE 610-1).
4. One copy of the Relocation Offer Letter.
5. One copy of Inventory Classification (RE 95).
6. One copy of the certified personal property inventory (RE 613-1 or equivalent).
7. One copy of the displaced business proof of two years net income (tax returns).
8. One copy of moving bids obtained by the agency or displaced person or one copy of Move Cost Finding
9. One copy of the Move Authorization Letter.
10. One copy of the Agent's Notes (must be typed).
11. One copy of miscellaneous documentation or memo to file in support of the payment, if applicable.

Direct Loss of Tangible Personal Property

1. Original of the moving claim RE 617-1.
2. One copy of the site occupant qualification record RE 610-1.
3. One copy of the computation for actual direct loss of personal property RE 618-1.
4. One copy of certified, personal property inventory with items claimed under direct loss identified separately RE 613-1.
5. One copy of the inventory classification RE 95.
6. One copy of the counselor's notes (must be type written) RE 615.
7. One copy of miscellaneous documentation or memo to file in support of payment, if applicable.

Search Expenses

1. Original of the moving claim RE 617-1.
2. One copy of the site occupant qualification record RE 610-1.
3. Original statement of expenses in searching for replacement RE 618.
4. One copy of the search authorization letter.
5. One copy of the counselor's notes (must be type written) RE 615.
6. One copy of miscellaneous documentation or memo to file, in support of payment, if applicable.

Storage Expenses

1. Original of the moving claim RE 617-1.
2. One copy of valid invoice presenting the costs for storage of properly inventoried items. Invoice must be signed and dated.
3. One copy of the certified personal property inventory RE 617-1/RE 617.
4. One copy of signed, dated storage authorization letter.
5. One copy of the counselor's notes (must be type written) RE 615.
6. One copy of miscellaneous documentation or memo to file in support of payment, if applicable.

Agreement for Bidder's Services

1. Original of the signed and dated invoice from the bidder.
2. Original Agreement for Bidder's Service RE 614.
3. Original signed and dated estimate.
4. One copy of the certified personal property inventory RE 613-1.

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 the Region.

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

**RIGHT OF WAY SERVICES SCOPE
TASK DIVISION SHEET ___ OF ___
(Revised 4/10/08)**

Project:

PID:

Date

Contract No.

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

**RIGHT OF WAY SERVICES SCOPE
TASK DIVISION SHEET ___ OF ___
(Revised 4/10/08)**

Project:

PID:

Date

Contract No.

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>ODOT</u>	<u>Consultant</u>	<u>N/A</u>	<u>Comment</u>
16b.	Appraisal Upgrade				
16c.	Appropriation Appraisal Work				
16d.	Scoping Letter for Appraisal				
17.	Appraisal Review (same firm cannot be scoped for appraisal and appraisal review on same project)				
18.	Acquisition (Negotiations)				
18a.	W-9 and Vendor Information Form				
18b.	Salvage Value & Removal Agreement				
18c.	Mortgage Release				
19.	Relocation Assistance				
20.	Relocation Reviews				
21.	Relocation Appeals				
22.	Asbestos Collection & Testing				Remediation Is Not Part Of This Contract
23.	Preparation of Individual Parcel Files				
24.	Administrative Settlement				Consultant up to \$500/parcel w/support.
25.	Appropriation Coordination				
26.	Billing Packages				
27.	Closing				
28.	Property Management				
28a	Property Management for Districts				
29.	Project Status Reports				If requested during project scoping.
30.	Project Certification				

**RIGHT OF WAY SERVICES SCOPE
TASK DIVISION SHEET ___ OF ___
(Revised 4/10/08)**

Project:

PID:

Date

Contract No.

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>ODOT</u>	<u>Consultant</u>	<u>N/A</u>	<u>Comment</u>
31.	Final File Disposition				
32.	Consultant Evaluation				
33.	Property Owner Opinion Survey				
34.	Quality Assurance Reviews				
35.	Project Meetings				
36.	Compliance Review				
37.	Three Dimensional Imaging				
38.	Miscellaneous				
39.	Project Deliverables				
40.	Compensation For Services				
41.	Notification to ODOT of Delay				