

CRS	UNI-4/31-20.35/7.74		
FPN#	E240104		
PID#	119806	State Job#	468469
Pre-Scope of Services Meeting			
Scope of Services Meeting			

Project description: Construct roundabouts at the intersections of UNI SR 4 at SR 347 and UNI US 31 at SR 347.

The project will impact approximately 28 parcels. All parcel numbers are approximate and the actual number of parcels may vary. All acquisition should be completed within 18 months of authorization.

Acquisitions services will **consist of all right of way services (with the exception of Appraisal Review and Relocation Review)** as defined in the following scope definitions.

The most current Scope Definitions for Right of Way Services as published on the ODOT Website
<http://www.dot.state.oh.us/Divisions/Engineering/RealEstate/Pages/ConsultantForms.aspx>

**RIGHT OF WAY SERVICES SCOPE
TASK DIVISION SHEET ___ OF ___
(Revised 08/29/14)**

Project: UNI-4/31-20.35/7.74

PID:119806

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. 8/29/14)
- 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	X	X		
2.	Project Manager	X	X		Consultant & Larry Brown, RSM
3.	Pre-Qualification	X	X		See below
4.	Project Mobilization Meeting	X	X		
5.	Project Time Line and Work plan	X	X		
6.	Intentionally Blank			X	
7.	Intentionally Blank			X	
8.	Plan Review	X	X		
9.	Compilation of Form RE 95		X		If authorized
10.	Pre-Acquisition Survey		X		
11.	Pre-Acquisition Report			X	
12.	Right of Way Cost Estimate	X			
13.	Preparation of Legal Instruments		X		
14.	Title Work		X		
14a.	Abbreviated Title		X		If authorized
14b.	Full Title		X		
14c.	Title Update		X		
14d.	Title Updates for Appropriation		X		
15.	Appraisal		X		
15a.	Appraisal Upgrade		X		If directed by ODOT
15b.	Appropriation Appraisal Work		X		If directed by ODOT

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16.	Appraisal Review (same firm cannot be scoped for appraisal and appraisal review on same project)			X	
17.	Acquisition (Negotiations)		X		
17a.	W-9 and Vendor Information Form		X		
17b.	Salvage Value & Removal Agreement		X		If Authorized
17c.	Mortgage Release		X		
18.	Relocation Assistance		X		
19.	Relocation Reviews			X	
20.	Relocation Appeals		X		
21.	Asbestos Collection & Testing		X		
22.	Preparation of Individual Parcel Files		X		
23.	Administrative Settlement	X	X		Consultant up to \$1,000/parcel w/support.
24.	Appropriation Coordination	X	X		
25.	Billing Packages		X		
26.	Closing		X		
26a.	Closing for Structure Parcels		X		
27.	Property Management		X		
28.	Project Status Reports		X		Consultant to maintain spreadsheet summarizing status by parcel.
29.	Project Certification	X	X		
30.	Final File Disposition	X	X		
31.	Consultant Evaluation	X	X		Meeting to occur if requested

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32.	Intentionally left blank			X	
33.	Quality Assurance Reviews	X			
34.	Project Meetings	X	X		monthly meeting, to review status report, discuss issues.
35.	Compliance Review	X			
36.	Compensation For Services	X	X		
37.	Negotiation Trainee		X		If authorized