

**April 1, 2026 Posting Date**

**CLE-CR 380 – Bach Buxton Road Roundabouts – Right of Way Acquisition/Appraisal & Relocation Reviews**

**PID No. – 122969**

**Clermont County – Clermont County Transportation Improvement District**

**Response Due Date: April 17, 2026**

**Communications Restrictions**

**Please note the following policy concerning communication between Consultants and the Clermont County Transportation Improvement District during the announcement and selection process:**

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

**Communications which are strictly prohibited:**

Any discussions or marketing activities related to this specific project.

**Allowable communications include:**

Technical or scope of services questions specific to the project or RFP requirements.

**Project Description**

The Clermont County Transportation Improvement District is requesting Letters of Interest (LOI) from ODOT prequalified consultants for two individual contracts for the CLE CR380 Bach Buxton Roundabouts:

Contract #1 – Right of Way Acquisition Services

Contract #2 – Appraisal Review and Relocation Review

A consultant cannot perform both appraisal and appraisal review, relocation assistance and relocation review but can apply for both services. Consultants should indicate in their LOI which Contract they are interested in based upon their ODOT prequalification. Consultants are encouraged to indicate their interest in one or more of the services.

The scope of the Right of Way Acquisition Services, Appraisal Review, and Relocation Review is as follows:

Construction of two roundabouts on Bach Buxton Road, at the intersection of Shayler Road and on Bach Buxton Road near the Provision Living senior housing development, and the addition of two-way left turn lanes. Construction of a shared use path along a portion of Bach Buxton Road and sidewalk along Bach Buxton Road and Clough Pike.

Approximately 37 parcels on 20 unique ownerships which includes 6 warranty deed/fee simple, 28 temporary easements, and 7 Sewer easements.

Right of Way Plans can be requested via email to: [lbraun@clermontcountyohio.gov](mailto:lbraun@clermontcountyohio.gov)

**Estimated Construction Cost:**      \$6.5 M

**Prequalification Requirements**

Prequalification requirements for this agreement are listed below. For all prequalification categories other than Cost Accounting - Unlimited the requirement may be met by the prime consultant or a subconsultant.

Also, please note that only individuals (not firms) are prequalified for right of way acquisition and construction inspection. In instances where prequalification for these services is required, a prequalified individual, either employed by the prime consultant or a subconsultant, must be named in order to meet the requirement.

For agreements that require prequalification in Cost Accounting - Unlimited the prime consultant and **all subconsultants that provide engineering and design related services** must be prequalified in this category. Engineering and Design Related Services are defined as follows:

Program management, construction management, feasibility studies, preliminary engineering, design engineering, surveying, mapping, or architectural related services with respect to a highway construction project subject to 23 U.S.C. 112(a) as defined in 23 U.S.C 112(b)(2)(A); and

Professional services of an architectural or engineering nature, as defined by State law (ORC 5526), which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide the services with respect to a highway construction project to 23 U.S.C. 112(a) and defined in 40 U.S.C. 1102(2).

**Consultant #1**

RIGHT OF WAY ACQUISITION SERVICES:

- Project Management for Right of Way Acquisition Services;
- Title Research;
- Value Analysis;
- Appraisal;
- Negotiation;
- Closing;
- Relocation;

**Consultant #2**

RIGHT OF WAY ACQUISITION SERVICES:

- Appraisal Review;
- Relocation Review

**Selection Subfactors**

There are no selection subfactors for this project.

### **Contract Type and Payment Method**

Refer to the ODOT's Manual for Administration of Contracts for Professional Services, Volume 1: Consultant Contract Administration, Sections 4.3.A and 4.3.B for guidance concerning the appropriate contract type and payment method. Based on this guidance, contract type and payment method will be determined during the scope of services and negotiation process.

### **Estimated Date of Authorization**

It is anticipated that the selected Consultant will be authorized to proceed by **May 11, 2026**.

### **Completion Schedule**

The right of way appraisals and review appraisals are to be completed and on file with Clermont County Transportation Improvement District within three (3) months from the date of authorization.

Acquisition of all parcels are to be completed and on file with the Clermont County Transportation Improvement District by **December 31, 2026**.

### **Suspended or Debarred Firms**

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

### **Terms and Conditions**

The Department's Specifications for Consulting Services 2016 Edition will be included in all agreements selected under this request for letters of interest.

### **Compliance with Title VI of the Civil Rights Act of 1964**

The Clermont County Transportation Improvement District, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

### **Selection Procedures**

The LPA will directly select a consultant based on the Letter of Interest (LoI). The requirements for the LOI and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting Three(3) copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

Clermont County Transportation Improvement District  
2381 Clermont Center Drive  
Batavia, OH 45103

Responses received after 4:00 PM on the response due date will not be considered.

### **Scope of Services**

The Scope of Services document is included below.

### **Requirements for Letters of Interest, Programmatic Selection Process**

#### A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus three (3) pages for the Project Approach (Item B.5 below).
3. Please adhere to the following requirements in preparing and binding letters of interest:
  - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
  - b. Page numbers must be centered at the bottom of each page.
  - c. Use 8½" x 11" paper only.
  - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
  - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

#### B. Letter of Interest Content

1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.

4. Describe the capacity of your staff and their ability to perform the work in a timely

manner, relative to present workload, and the availability of the assigned staff.

5. Provide a description of your Project Approach, not to exceed three pages. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within the 10-page body of the Lol. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form  
for  
Programmatic Selections

Project: **CLE-CR380 – Bach Buxton Road Roundabouts**  
 PID: **122969**  
 Project Type: **Right of Way Acquisition Services**  
 District: **ODOT District 8**  
 Selection Committee Members:

Firm Name:

Category	Total Value	Scoring Criteria	Score
<b>Management &amp; Team</b>			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
<b>Consultant's Past Performance</b>	30	See Note 3, Exhibit 1	
<b>Project Approach</b>	25		
<b>Total</b>	100		

**Exhibit 1 - Consultant Selection Rating Form Notes**

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT CES performance ratings if available, and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.

## **Scope of Services**

Consultant shall provide property acquisition services in accordance with the Letter of Interest received from said Consultant and will comply with all requirements of the Ohio Department of Transportation, to include the accepted real estate acquisition standards that are in compliance with the Ohio Revised Code, the Federal Uniform Act, and as outlined in the most current version of the Ohio Department of Transportation's Real Estate Policy & Procedures Manual. Applicable provisions of the following documents will be incorporated by reference into this Scope of Service: 1) Ohio Department of Transportation, Office of Real Estate Policy and Procedures Manual (*See link below to ODOT Right of Way Scope Definitions and Task Division Roles and Responsibilities*); 2) The Ohio Revised Code; and 3) The Ohio Administrative Code.

Contract #1: Title Research; Value Analysis; Appraisal; Negotiation; Closing; Relocation Assistance

Contract #2: Appraisal Review and Relocation Review

### **Project Area:**

Construction of two roundabouts on Bach Buxton Road, at the intersection of Shayler Road and on Bach Buxton Road near the Provision Living senior housing development, and the addition of two-way left turn lanes. Construction of a shared use path along a portion of Bach Buxton Road and sidewalk along Bach Buxton Road and Clough Pike.

Approximately 37 parcels on 20 unique ownerships which includes 6 warranty deed/fee simple, 28 temporary easements, and 7 Sewer easements.

### **ODOT Scope Definitions and Task Division Sheets**

See Attached

CRS \_\_\_\_\_  
FPN# \_\_\_\_\_  
PID# \_\_\_\_\_ State Job# \_\_\_\_\_  
Pre-Scope of Services Meeting \_\_\_\_\_  
Approved Final Scope of Services Minutes \_\_\_\_\_

**THE OFFICE OF REAL ESTATE  
SCOPE DEFINITIONS  
FOR RIGHT OF WAY SERVICES**  
(Revised 7 15 2025)

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 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 thus ensuring the project is delivered on schedule and in compliance with ODOT procedure.

The responsibilities of the Project Manager are as follows:

- A. Utilization of Real OS Application to track all Acquisition functions, including all data entry for successful generation of 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 of the project without assistance from the District to include: Acquisition files that are compliant with ODOT procedure; 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 District to devote its limited resources to correct problems that the Consultant was hired to manage and resolve.
3. **Pre-qualification:** The specific individuals listed on the Task Division Sheet and/or Attachment C, Schedule of Appraisal Formats, shall be pre-qualified by ODOT.
  4. **Project Mobilization Meeting (Scoping 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 the District as signed or to be filed. This date will be identified by the District 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 the District Project Manager Due dates will be communicated as part of the work authorization documents. The District Project Manager 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 ODOT.**  
  
All parties acknowledge this penalty will not be applied if the reason for the delay is caused by the actions or request of ODOT. 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 arise and notify the Project Manager in the District in writing. The consultant shall not suspend activity on a project as a result of minor plan discrepancies, unless instructed by the Project Manager in the District. Throughout the course of performing authorized tasks, identify problems with the plan including, but not 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 ODOT.
9. **Compilation of Form RE 95:** The Property Inventory Classification form (RE-95) 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 prior to completion

of the appraisals. If the owner or tenant refuses to sign the RE 95, 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 District Project Manager.

10. **Pre-Acquisition Survey (Interview):** 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 and all applicable forms with photos of all real property structures attached on a separate sheet of paper. Notes and RE 610 form shall be prepared in conjunction with the pre-acquisition survey.
11. **Pre-Acquisition Report:** Shall be in compliance with the Relocation Section of the ODOT Real Estate Manual. The Consultant shall be responsible for the completion of the report if authorized.
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. **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.
14. **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- 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. 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.
  - C. Each title report shall contain copies of the Auditor's card and tax map.
  - D. 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 the District'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.

- 14a. **Abbreviated Title:** See Section 5103 of the ODOT Real Estate Manual.
- 14b. **Full Title:** See Section 5102 of the ODOT Real Estate Manual.
- 14c. **Title Update:** See Section 5104 of the ODOT Real Estate Manual.
- 14d. **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. 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.
- 15. **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) and three exact original paper copies. All color photos must be indistinguishable from the original.

- 15a. **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.
- 15b. **Appropriation Appraisal Work:** Any appropriation activity performed at the request of the AAG must be first authorized by the District. Any work performed at the sole request of the AAG without prior authorization from the District may be subject to non-payment.
16. **Appraisal Review:** The mandatory review of the valuation or appraisal prepared for each parcel to be acquired. All Appraisal Review work will be in conformance with the requirements of the ODOT Real Estate Manual.
17. **Acquisition (Negotiations):** All acquisition activities shall be done in accordance with the ODOT Real Estate Manual.
- 17a. **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.
- 17b. **Salvage Value & Removal Agreement:** The Consultant is to estimate the salvage value, if needed, and submit the RE 68 to the District for approval prior to presenting to property owners. At the same time, the Agreement for Removal (RE 66) should also be submitted to the District for approval prior to presenting to the owner. No additional compensation shall be paid for low value (nominal) Salvage Value Estimates. High Value Salvage Estimates requiring expert cost estimates may be negotiated for additional compensation.
- 17c. **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 to secure a mortgage release at the time of the offer. This also must be documented in the Negotiator notes.
18. **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.

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 District.

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

19. **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.
20. **Relocation Appeals:** The Consultant shall submit any relocation appeals directly to Central Office Real Estate with a copy to the District. 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.
21. **Asbestos Collecting:** The process is to collect an appropriate number of samples from all affected structures, and to submit the samples to ODOT and/or the pre-determined Asbestos Testing consultant 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 Asbestos Testing 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.
22. **Preparation of Individual Parcel Files:** The Consultant shall be responsible for the assemblage and maintenance of acquisition files in accordance with ODOT's Real Estate Manual Section 5800.

File Naming Convention – In order to organize and standardize all of the electronic files, every document will need to be named according to the 5800 Section of the ODOT Real Estate Manual. It shall be the responsibility of the consultant to ensure deliverables are correctly named.

23. **Administrative Settlement:** See ODOT Real Estate Manual Section 5201. The Consultant shall have authority to authorize administrative settlements up to \$1,000 per parcel without prior approval of the District, 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 \$1,000, the consultant shall submit a written request to the District. The written request should

document the logic and reasoning for the administrative settlement. The District will review the request. If approved, the District will grant authority for the administrative settlement in writing in advance of the consultant concluding the negotiations.

**Preparation of ODOT form RE 65 is the responsibility of the District office.** 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.

24. **Appropriation Coordination:** The District will be the primary contact for all appropriation coordination activities. The District 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 District 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 District 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 District. 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 District 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 District. The Consultant will also remain available for consultation to the AAG and, if authorized, the Consultant will provide court testimony. The District 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 District. Any work performed at the sole request of the AAG without prior authorization from the District may be subject to non-payment.

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

26. **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-A & RE 31 will be completed and submitted to the County Auditor's office. Copies of the RE 30-A, RE 31, RE 44, RE 45, RE 57, Recorded Instrument and the tax paid receipt are to be submitted to the District Office.

RE 30-A's are only prepared when ODOT acquires the fee simple estate in the name of ODOT. RE 30-A'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, RE 44 & RE 45 and the tax paid receipts are sent to the Local Public Agency to file for exemption.

- 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 are to be prepared for closing and are not a separate pay item.
- F. After the completion of every closing, and within thirty days of closing, the consultant shall prepare and submit to the District 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 District along with invoices for consultant services.]

- 26a. **Closing for Structure Parcels:** 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.

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 7200 of the ODOT Real Estate Manual. Insure that "No Trespassing" signs are posted.

Deliver the keys to the District.

If rental agreements are necessary, the consultant shall notify the District at the earliest point in time. Preparation and execution of the rental agreements will be

handled by the District.

27. **Property Management:** If a Consultant is to be hired for property management duties, the Task Division Sheet will define any such responsibilities. This will be a separate pay item when authorized.
28. **Project Status Reports:** The Consultant shall provide status reports on a date or at intervals determined by the District Real Estate Administrator. These status reports shall be in a format acceptable to the District Real Estate Administrator, as established at the task scoping meeting. The status reports shall be stand-alone documents indicating the complete current status of the project.
29. **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. ODOT Real Estate Manual Section 2400, Certification of Right of Way Control, details the procedures. Consultants shall provide the applicable R/W Certification Control Letter to the District. If an extension is requested, the Consultant must estimate when the Right of Way will be cleared. The District will determine the acceptability of any such request.
30. **Final File Disposition:** Final file disposition is the process whereby the Consultant shall send any remaining original files to the respective District 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 and/or electronic files to the District in a manner compliant with the 5800 Section of the Acquisition Manual within 30 days after the last closing on the project.
31. **Consultant Evaluation:** At the conclusion of a project and upon completion of the evaluation, the Consultant or ODOT can request a performance review meeting. Performance review meeting attendance is required. This evaluation information will be entered to the Consultant Evaluation System for future reference.
32. **Property Owner Opinion Surveys:** Surveys will be compiled and distributed by the Office of Real Estate. A copy of all applicable surveys will be provided to the consultant by the District. Any required follow up actions with the property owner are the sole responsibility of the acquiring agency.

33. **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.
34. **Project Meetings:** The Consultant shall meet with the District Office when requested to do so by the District.
35. **Compliance Review:** The District 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 District, or by the District 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.

36. **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 in accordance with Chapter 5 of the Specifications for Consulting Services. The consultant shall submit invoices prepared on standard ODOT Real Estate invoice forms. The Consultant shall provide, as specified by ODOT, detailed documentation for invoicing and payment for services. Forms are supplied to the consultant as an attachment to their authorization to proceed.
37. **Negotiation Trainee:** The Consultant has the option to utilize a staff employee (trainee), who does not hold a Negotiation pre-qualification, to assist a pre-qualified Negotiator on parcel negotiations. A time limit of one (1) year will be placed on the negotiators trainee status which initiates at the first offer made. The trainee must be present at the time of offer and the negotiator notes must thoroughly document all activity of the trainee. The consultant must include the name of the Trainee(s) on the cost proposal submission. A

master list will be maintained by Central Office Real Estate.

38. **Appraisal Trainee for RE 25-17:** The Consultant has the option to utilize an Appraisal Trainee on parcels requiring a RE25-17 form with concurrence from the District. The Appraiser of record must be a supervising appraiser for trainee with Department of Commerce. Other supervisor / trainee situations require written CO appraisal manager approval. Only one trainee permitted per parcel.
39. **Relocation Trainee:** The Consultant has the option to utilize a Relocation Trainee on any Relocation parcel with District concurrence. One trainee per parcel who does not hold a relocation prequalification. The Trainee must participate in the majority of the parcel tasks and submit a completed ODOT Non-Residential or Residential Tracking Experience Worksheet signed by the trainee which shall include the number of hours spent working on the parcel. The consultant must include the name of the Trainee(s) on the cost proposal submission. A master list will be maintained by Central Office Real Estate.

[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. 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**

##### **6602.07 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 6602.07**

#### **6602.07 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 (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 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 Non-Residential 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.



**RIGHT OF WAY SERVICES SCOPE  
TASK DIVISION SHEET \_\_\_ OF \_\_\_  
(Revised 07/15/2025)**

**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. 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 & ODOT names
3.	Pre-Qualification	X	X		See below
4.	Project Mobilization Meeting	X	X		
5.	Project Time Line and Work plan				
6.	Intentionally Blank				
7.	Intentionally Blank				
8.	Plan Review	X	X		
9.	Compilation of Form RE 95				
10.	Pre-Acquisition Survey				
11.	Pre-Acquisition Report				
12.	Right of Way Cost Estimate				
13.	Preparation of Legal Instruments				
14.	Title Work				
14a.	Abbreviated Title				
14b.	Full Title				
14c.	Title Update				
14d.	Title Updates for Appropriation				
15.	Appraisal				
15a.	Appraisal Upgrade				
15b.	Appropriation Appraisal Work		X		
16.	Appraisal Review (same firm <b>cannot</b> be scoped for appraisal and appraisal review on same project)				

**RIGHT OF WAY SERVICES SCOPE  
TASK DIVISION SHEET \_\_\_ OF \_\_\_  
(Revised 07/15/2025)**

**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. 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>
17.	Acquisition (Negotiations)				
17a.	W-9 and Vendor Information Form				
17b.	Salvage Value & Removal Agreement				
17c.	Mortgage Release				Separate pay item if necessary
18.	Relocation Assistance				
19.	Relocation Reviews				
20.	Relocation Appeals				
21.	Asbestos Collection & Testing				Remediation Is Not Part Of This Contract
22.	Preparation of Individual Parcel Files				
23.	Administrative Settlement				Consultant up to \$1,000/parcel w/support.
24.	Appropriation Coordination				
25.	Billing Packages				
26.	Closing				
26a.	Closing for Structure Parcels				
27.	Property Management				
28.	Project Status Reports				As requested during project scoping.
29.	Project Certification				
30.	Final File Disposition				
31.	Consultant Evaluation	X	X		Meeting to occur if requested
32.	Intentionally left blank				
33.	Quality Assurance Reviews				
34.	Project Meetings				
35.	Compliance Review				

**RIGHT OF WAY SERVICES SCOPE  
TASK DIVISION SHEET \_\_\_ OF \_\_\_  
(Revised 07/15/2025)**

**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. 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>
36.	Compensation For Services				
37.	Negotiation Trainee				
38.	Appraisal Trainee				
39.	Relocation Trainee				