

Exhibit A

Scope of Work for LPA Right of Way Oversight Services

Activities discussed in this Scope shall be carried out by or under the direct supervision of a person or persons (also known as consultants/oversight firm) with qualifications and experience that enables the person(s) to make professional decisions related to Uniform Act laws and regulations, Missouri Department of Transportation (MoDOT's) Engineering Policy Guide sections 136.8; 236.1-236.10, and FHWA requirements as included in 23 Code of Federal Regulations (CFR) and 49 CFR, Part 24. Right of Way Services Agreement (RW59) is required to be executed by selected oversight consultant and MoDOT prior to services being conducted.

Within the Local Public Agency's (LPA)/agent request for review and approval of all right of way activities and associated documentation including but not limited to; progress report/meetings, right of way plan review, title commitment review, review of Acquisition Authority approval (Adate)/Notice to Proceed (NTP) request, appraisal documents review, negotiator documents review, relocation documents review, mediation and/ condemnation documents review, payroll documents review, and clearance documents review. MoDOT's EPG and checklists outline the LPA/agents submittal requirements to MoDOT.

1. The selected consultant and their subconsultants will be required to participate in a pre-acquisition and onboarding meeting prior to the start of reviewing a project. The consultant and their subconsultants will be required to participate in periodic/regular progress report meetings with the managing central office right of way during the duration of the agreement.
2. Right of Way plan review and initial response to LPA/Agent within 14 calendar days of receipt of plans and provide the LPA/Agent comments, alterations, and requirements as outlined in checklist; LPA Projects-R/W Plan Review – [Checklist](#)
 - a. Upon plan approval and seal, Consultant shall notify LPA/Agent the request for Adate (if funds are needed for right of way acquisition) or NTP (when donations are expected, [Example donation letter and waiver of appraisal](#)) can be submitted to the designated email group.
3. Consultant will review [Adate/NTP](#) request upon receipt of the LPA/Agent within five days (5) calendar days and ensure all required support documentation is included: [ROW acquisition schedule](#), funding availability - TIP funding confirmation, if applicable, and environmental approval dates. – NEPA and Section 106 (Historic and archeological considerations). [EPG 136.8.2.2 Acquisition Authority Process](#)
 - a. Consultant will begin monitoring right of way negotiation activities and provide assistance to the LPA/Agent when necessary by answering questions or providing guidance within twenty-four (24) hours. Consultant will document all inquiries and provide those details during central office check-in meetings.
 - b. Consultant will monitor project schedule included in Adate/NTP request to make sure [schedule](#) is met.
4. When LPA/Agent has completed all right of way activities and notifies Consultant by memo that the project acquisitions are complete the LPA/Agent should provide the Clearance Letter along with the items identified below in (a.) to the oversight consultant.

- a. LPA/Agent will provide the following items within the submittal requesting the Consultant to review and approve : [appraisal report/waiver valuation/value finding](#) ; [negotiator log](#)/report; title commitment; offer letter/donation letter; deeds/easements with surveyed legal descriptions and any additional documentation pertinent to the acquisition (ex: Power of Attorney, Trustee page);
- b. The Consultant will affirm the LPA/agent conducted the acquisition per guidance, referencing plans or plats, explaining right of way and construction plans, project schedule and other project details, explained details to the property owner related to the appraisal or value determination and how the offer was developed, [Appraiser Monitor List](#), as well as addressing any other valuation questions.
- c. The Consultant will review all necessary documents to assure the correct signatures were obtained by the LPA/agent from realty owners, their representatives, and tenants, and all signatories are notarized.
- d. The Consultant will affirm all property owners were given courteous and fair treatment the LPA/agent provided the acquisition brochure, copy of appraisal, plans, offer letter, conveyance documents by means of personal contact or certified/receipt mail. LPA/agent must maintain detailed written negotiators log of contacts with property owners and document any conversations to achieve amicable settlement, consideration of realty owners counter proposals, and requests for plan alterations.
- e. If all documentation meets approval, the Consultant will provide [Project Acquisition Monitor Checklist](#) and recommendation to Central Office Right of Way, via email for final approval to clear the subject project. All associated documents will be placed in the Statewide Management System (SMS) application.

Lastly it is assumed the Oversight Consultant will participate in periodic check-in meetings with Central Office Right of Way as needed for the duration of the contract/agreement. Contacts Central Office Right of Way:

Brenda Harris, Assistant to State Design Engineer – Right of Way (573)751-7458/(573)338-5245

Mendy Sundermeyer, RW Liaison (573)751-6774

Gregory Wood, RW Liaison (573)751-7716

Estimate of Number of **Potential** Projects and Parcels for 3 Year period:

Regions/Area's	Estimated No. of Projects	Estimated No. of Parcels
Region 1 (NW & NE)	25	220
Region 2 (KC & SW)	35	220
Region 3 (CD & SE)	25	75
Region 4 (SL)	35	325

TASKS	Estimated hours per week per Region
Region 1 (NW & NE)	
General reviews for compliance with laws and regulations	10
Potential assistance and clarification RW guidance with LPA/Agent.	5
RW reviews/comments of acquisition documents	10
Total estimated hours (yearly)	25
Region 2 (KC & SW)	
General reviews for compliance with laws and regulations	20
Potential assistance and clarification RW guidance with LPA/Agent.	10
RW reviews/comments of acquisition documents	20
Total estimated hours (yearly)	50
Region 3 (CD & SE)	
General reviews for compliance with laws and regulations	15
Potential assistance and clarification RW guidance with LPA/Agent.	10
RW reviews/comments of acquisition documents	10
Total estimated hours (yearly)	35
Region 4 (SL)	
General reviews for compliance with laws and regulations	20
Potential assistance and clarification RW guidance with LPA/Agent.	20
RW reviews/comments of acquisition documents	20
Total estimated hours (yearly)	60