

A. OVERVIEW

This scope of services is to provide Right of Way (ROW) design services for various NDOT projects. The work required may include Title Research Services, ROW Survey Services, and develop Right of Way Ownership, Appraisal, Negotiation, PS&E and Archived plans.

1. TITLE RESEARCH

Research existing ROW and adjacent ownership documents necessary to establish existing ROW and the ownership of properties outside of the existing ROW, and any encumbrances thereof, for all properties that will be affected by the project.

2. OWNERSHIP PLANS

Create ROW plans that show existing right of way, easements, control of access, property lines, section lines, lot lines, subdivisions, ownership information, existing topography, preliminary alignment, etc.

3. PRELIMINARY ROW AND APPRAISAL PLANS

The Appraisal Plan process entails adding the proposed construction elements to the ownership plans, and determining the amount and type of new ROW, easements, control of access, and control of access breaks that are needed to construct operate and maintain the facility without being excessive. These plans provided the basis for establishing an opinion of value for each parcel during the appraisal process. Ownership information is also updated to reflect any land transactions discovered by the appraiser that have occurred since the last title search was conducted. Construction elements to be added consist of limits of construction (LOC's), grading limits, pavement edges, sidewalks, sewers, drives, culverts, dikes, retaining walls, bridges, guardrail, wetland mitigation sites, construction staging areas, temporary roads, erosion control, etc. Any additional ROW and/or easements needed to accommodate these construction elements, as well as any new control of access or control of access breaks, are also shown on the appraisal plans. The creation of the appraisal plans begins with the development of preliminary ROW plans by using information contained in the roadway design files (alignment, feature, LOC's, etc.) to establish the boundaries of the new ROW needs. These preliminary ROW plans are used during the Preliminary ROW Design review meeting, after which they are revised as needed. Once the types and areas of new acquisitions needed have been determined, legal descriptions are prepared to geographically describe and measure the new acquisitions. Plans are then prepared and distributed so that the appraisal process can begin. Early acquisitions will require developing Appraisal plans and legal descriptions for individual tracts on an accelerated timeline outside of the normal workflow design process.

4. NEGOTIATION PLANS

The Negotiation Plans are used by NDOT ROW negotiators to explain the offers to acquire ROW to the landowners. The Negotiation Plans are based off of the completed Appraisal Plans. Condemnation plats and legal descriptions will also be developed as they are requested from NDOT.

5. PS&E PLANS

PS&E ROW plans are used for project letting and construction purposes. The PS&E plans are based off of the negotiation plans with all notes removed except for control of access, control of access breaks, do not disturb, and alignment data. The plans are printed at full size and must be stamped and signed by either a Professional Civil Engineer or a Registered Land Surveyor.

6. Archived ROW Plans

The Archived ROW Plans are used by NDOT for archiving the ROW design information after the project has been completed (designed, appraised, and acquired). These plans are used to inventory of the ROW owned by the state, provide a basis for establishing the existing ROW future highway project projects, and to illustrate any sellbacks and changes in the access control after the project is completed.

7. ROW Survey

ROW Survey includes providing the complete Right-of-Way survey which to include the locating and/or establishing of land corners, lot corners, and to establish coincidence of these corners with the project coordinate control according to professional land surveying practices, and must include sufficient data to determine existing property and right of way lines, and to compute and draft accurate metes and bounds descriptions of Right-of-Way and easement takings for deeds and eminent domain proceedings. Create and submit ROW survey .dgn file.

B. APPLICABLE PUBLICATIONS

The Consultant shall follow the criteria of the current versions of the following publications.

1. Evidencing Nebraska Land Titles (Nebraska Land Title Association).
2. Right of Way Design Consultant Manual.
3. Right of Way Manual.
4. Right of Way Design Checklists.
5. NDOT Access Control Policy to the State Highway System, 2006 or most current.
6. NDOT ROW Design Guidelines.
7. NDOT Microstation and GEOPAK Standards.
8. NDOT CADD Files.
9. NDOT Design Process Outline (DPO).
10. Nebraska Minimum Design Standards – 2016 or most current – Counties, municipalities, State.
11. Roadway Design Manual.
12. NDOT Policy for Accommodating Utilities on State Highway Rights-of-Way.
13. NDOT Publication “So You Want Access to the Highway.”
14. Federal Highway Administration 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federally Assisted Programs.

C. PROJECT ROW PLANS FORMAT

1. The Consultant shall submit all Right of Way plans, except PS&E Plans, as half-size plans plotted at a scale that produces the least number of plan sheets, yet at a scale that the details are easy to see and features can be easily discernable. The plans sheet must measure the standard 11"x17" paper that is used in any standard copy machine. The margins must measure as follows: left margin must be approx. 1 inch, right margin must be approx. 5/16 inch, and the top and bottom margins must be approx. 3/8 inch. The Consultant must either use the ROW plan border sheet supplied by NDOT, or a pre-approved border sheet supplied by the Consultant. It is desirable for the scale and station range of the ROW plan sheets to match the scale and station range of the roadway construction plan sheets whenever possible. PS&E ROW plan sheets must be full size versions of the half-size plan sheets and printed on 24" x 36" paper and at a scale twice of that used on the half-size plans.
2. All ROW plans, except signed full size PS&E plans, are to be submitted in electronic pdf format unless otherwise specified. Stamped and signed full sized PS&E plans must be submitted in hard copy format.
3. Any materials submitted to the State by the Consultant must be on equivalent to white bond paper. Any material which does not produce an acceptable reproduction will be returned to the Consultant for rectification.
4. Any plan sheets submitted electronically to the State by the consultant must be able to be accessed, printed, printed to scale, and produce an acceptable document. Any files which cannot meet these requirements will be returned to the Consultant for rectification.
5. Any text files submitted electronically must be able to be accessed and printed. Text must be able to be cut and pasted into the States ARMS system. Any files which cannot meet these requirements will be returned to the Consultant for rectification. Preferred format for text files is Microsoft Word. Files in pdf format are not acceptable when a text file is specified.
6. The Consultant shall follow the State's CADD drafting procedures and guidelines in preparing the project plans.
 - a. Sheets must be set up according to the State's procedures.
 - b. File names must follow the State's CADD naming convention.
 - c. Line weights, line styles, patternings, text size and leveling must follow the State's guidelines.
7. The CADD files must conform to the following standards and conventions:
 - a. Graphic elements must be placed in accordance with the State MicroStation Right of Way element attributes standards.
 - b. File names must use State CADD naming convention.

D. DATA TRANSFER

1. The Consultant shall obtain the necessary software to translate to and from the specified format for all electronic files supplied by the State, and for all electronic files prepared by the Consultant and supplied to the State.

2. The State and the Consultant shall transfer all ROW Design CADD files in a 2D MICROSTATION V8i format.
3. All electronic files must be provided on compact disk (CD/DVD), e-mailed, or transferred through an FTP site unless otherwise specified.

E. QUALIFICATIONS

1. All ROW Design tasks must be performed by or under the direct supervision of a Professional Civil Engineer or Registered Land Surveyor registered in Nebraska.
2. All Title research services must be completed by, or under the direct supervision of a registered abstractor who is qualified and in good standing to complete the Services in Nebraska.
3. All ROW Survey must be performed by a Registered Land Surveyor registered in Nebraska.

F. TITLE RESEARCH

1. Overview

The State is in the process of developing a project for the construction of a highway, road, street, or other State or Federal-aid transportation project ("Project"). New property rights (ROW) will need to be acquired to build the project. The State will use the services of Consultant to complete title research services ("Services") for this project.

2. Criteria

All Services will be completed in compliance with the Uniform Relocation Assistance and Real Property Acquisition Act (the Uniform Act), the NDOT Right-of-Way Manual, and the ROW Design Consultant Manual.

3. Qualifications, Knowledge and Experience

The Services must be completed by, or under the direct supervision of a registered abstractor who is qualified and in good standing to complete the Services in Nebraska. Consultant must be knowledgeable and have substantial experience completing Services of this type.

4. Software, Equipment, and Submission Requirements

Consultant will be responsible for providing all necessary equipment, supplies, materials and software to complete the Services. The Certificate of Title reports shall be signed, converted to an electronic file and submitted to State in readable electronic form. Supporting documents shall be submitted in electronic form. Acceptable electronic forms are either pdf, jpeg or tiff format. All deliverables shall be uploaded to either the consultant's or state's ftp site. All documents shall be submitted using State's specified file naming convention.

5. Deliverables:

- a. The consultant shall prepare a title research study area ("Study Area") to identify all parcels that are either affected by the project, where it is anticipated that property rights will need to be acquired from, or if the establishment of parcels are necessary to determine design aspects of the project. A separate parcel of land is all contiguous land owned by the same owner, and held in the same title (e.g. sole

owner, joint tenants, tenants in common, etc.) and generally within 100 feet of the highway ROW line.

- b. The consultant shall search the County real estate records to identify each separate parcel of land located within the Study Area.
- c. The consultant shall prepare a Certificate of Title Report for each separate parcel of land located within the Study Area. The consultant shall use the State's Certificate of Title Report form, or a pre-approved Certificate of Title Report form supplied by the consultant, to report such information.
- d. The consultant shall provide a copy of the title vesting document(s) for the current owner(s) of each parcel of land in the Study Area.
- e. The consultant shall provide copies of documents for all of the owners of record for the 5-year period preceding the title effective date for each parcel.
- f. The consultant shall provide copies of all supporting documentation (deeds, easements, etc.) for all information listed in the title report, except consultant should not provide copies of the active mortgages, deeds of trust or assignments that are listed on the Title Report.
- g. The consultant shall provide copies of all subdivision plats and surveys of irregular tracts and tax lots with metes and bounds field notes if referenced in any of the deeds or documents.
- h. Provide copies of deeds, easements, dedications, plats, etc., for any property acquired by or conveyed to governmental entities other than the Nebraska Department of Transportation (city, county, nrd, etc.)
- i. Consultant should not provide deeds to the existing State highway property, unless specifically requested.
- j. Provide copies of County Cadastral Maps in counties that do not have a GIS website.

G. OWNERSHIP PLANS

1. The Consultant shall place the ROW survey on the plans and label the various ROW survey elements. This includes, but is not limited to, section lines, 1/4 section lines, subdivisions, lot lines, lot and block identification, section-township-ranges, etc.
2. The Consultant shall reference the preliminary project alignment to the ROW ownership plans unless the proposed design alignment is available in which case it must be used instead.
3. The Consultant must not use any information contained on Tax Assessor or GIS sites to establish the ROW lines, existing easements, property lines, and property ownerships on the ROW plans. The ROW plan information must be established either by law, statute, or from the recorded instruments contained in the signed certificate of title reports and/or provided by the state.
4. The Consultant shall check all previous ROW plans against the existing ROW deeds and plats to verify the existence, boundaries, and type of all existing public ROW, permanent easements, and control of access. ALL EXISTING ROW, CONTROLLED ACCESS, AND PERMANENT EASEMENTS SHOWN ON THE ROW PLANS MUST BE ESTABLISHED BY LAW, STATUTE, OR IN ACCORDANCE WITH THE RECORDED INSTRUMENTS. If

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no recorded instrument is provided by the State, the Consultant shall inform the ROW Design section of any missing documents and it is the State's responsibility to research and provide them to the Consultant. All existing public ROW, permanent easements, and control of access must be placed on the ROW plans and patterned accordingly.

5. Station and offsets referenced to the alignment used for the ownership plans must be placed on all existing Right of Way, permanent easements, and control of access lines at their break points, intersects with property lines, and intersects with section lines and 1/4 section lines. The ends of the control of access line on either side of a break within a control of access line do not need a station and offset unless one of the other requirements apply.
6. All existing Control of Access and access breaks with their classifications (i.e. Type 'A', Type 'B', Restricted, Unrestricted, etc.) as well as a drive built within the control of access but without a break (these should be labeled as an Illegal Access) must be shown and labeled on the plans.
7. All existing Permanent Easements with their usage descriptions and project number (if applicable) must also be shown on the plans. Document recording information can also be referenced to the existing easements if beneficial.
8. The Consultant shall provide a listing of all existing Access Control Breaks in electronic table format. The list should include the station where the break is located, which side of the centerline the break is located (lt./rt.), and the type of break that exists (i.e. Type 'A', Type 'B', Restricted, Unrestricted, etc.). The list shall reflect the access control breaks described in the deeds. Drives built within the control of access but without a break (these should be labeled as an Illegal Access) should also be identified in the listing. The break information shall be compared to what is shown on the existing ROW plans, and any discrepancies between the ROW plans and deeds shall be noted on the list. A KMZ file of the Ownership ROW base file should also be submitted with this listing. This list forms the basis for where control of access breaks are to be located as part of the project. The list and kmz file are to be provided no later than 3 weeks prior to the control of access meeting.
9. The Consultant shall place the property lines defining the boundaries of the individual parcels beyond the existing ROW to reflect the property ownerships described in the title research documents. All property ownerships must be established from the signed certificate of title reports and supported by a recorded instrument. If an instrument is missing the Consultant shall inform the ROW Design section and it is the State's responsibility to research and provide them to the Consultant. The name(s) of the current parcel owner(s), how the title is held, and the summary legal description (lot-block, Tax Lot, Quarter Section, etc.) of the subject parcel of land exactly as shown on the title vesting document shall be placed on the plans. All property lines must be labeled on the plans.
10. The Consultant shall label all streets and highways on the plans.
11. All text must be legible and not overlap other text, construction items, topography, or patterning.
12. The Consultant shall create a project title sheet that contains basic project information such as the project name, project number, project control number, beginning and ending reference posts, beginning and ending stations, north arrow, etc. Plan sheet should also show a map of the area encompassing the project with the boundaries of the project

clearly identified on it. In order to orientate the user the map should be of sufficient size, scale, and coverage so that landmarks such as major streets, highways, towns, named waterways, section-township-ranges, and other such items can readily identified. A current air photo may also be incorporated if it will help orient and assist the user.

13. The Consultant shall create a situation sheet that identifies the location and footprint of the individual parcels within the project in a map format. Property lines for each parcel should be shown on the plan sheet(s) so that the extent of each tract, as well as their approximate location within the project, can be easily identified. To help orient the user basic location information such as section lines, section-township-range, lot-block-subdivision, major street names, north arrow, project alignment, etc. should be shown. Each parcel should be labeled with their corresponding owner name. Plan sheet(s) should be at a scale sufficient to minimize number of plan sheets yet still be able to see location, boundaries, and relative sizes of each tract. Plan sheet(s) do not need to be to scale.
14. The Consultant shall submit to the ROW Design Section no later than the scheduled date one set of Ownership Plans (as described in the Project ROW Plans Format, Section "D" of this Scope of Services) with each sheet dated in the lower right corner. Each sheet shall be labeled as "Ownership Plans" and that they are "Preliminary Plans – Not Final Subject to Change".
15. The Consultant shall submit all Ownership Plan sheets in pdf format along with the ROW Design CADD and GEOPAK ROW files to the State at the time of the Ownership Plans submittal.
16. The Consultant shall monitor all project scope and project design information throughout the development of the project. All ROW Design information and requirements shall be updated as necessary to reflect the latest project scope and project design.
17. Each time an Ownership Plan revision is done the date of the revision will be shown in the lower right corner of the revised sheet(s). When submitting revised Ownership Plans, the Consultant shall include an electronic transmittal sheet listing all revisions made to the plans.
18. Each time a revision to the Ownership Plans are made the Consultant shall submit updated versions of all affected CADD and GEOPAK ROW files to the State.

H. PRELIMINARY ROW PLANS

1. The consultant shall reference construction elements and roadway design information contained in the design files (alignment, feature, loc, etc.) to the ownership plans. The proposed design alignment shall be referenced to the ROW Appraisal plans instead of the preliminary project alignment. Construction elements to be referenced include items such as limits of construction (LOC's), pavement edges, sidewalks, sewers, drives, culverts, drainage structures, dikes, retaining walls, bridges, guardrail, wetland mitigation sites, construction staging areas, temporary roads, erosion control, traffic signals, street lights, etc.
2. The Consultant shall design the new ROW and easements necessary to construct, operate, and maintain the transportation facility and in accordance with NDOT's General ROW Design Guidelines. All new acquisitions shall be shown on the ROW plans and patterned accordingly.

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3. Tract numbers are to be assigned to all parcels from which property rights will be acquired from.
4. Station and offsets shall be placed and referenced to the project design alignment for all new Right of Way, permanent easements, and control of access lines at their break points, intersects with property lines, and intersects with section lines and 1/4 section lines.
5. The State will determine the new access control and access control break locations/restrictions and provide them to the Consultant. The Consultant shall place the new access control and breaks on the Preliminary Appraisal plans.
6. For all new Control of Access lines station and offsets shall be placed at the ends of the control of access lines, breakpoints, intersects with property lines, and all intersects with section lines and 1/4 section lines. The ends of the control of access line on either side of a break within a control of access line do not need a station and offset unless one of the other requirements apply.
7. The consultant shall determine if any existing items within the temporary or permanent easements can be left in place and not disturbed during the construction of the project. If so a "Do Not Disturb" (DND) note shall be placed on the ROW and construction plans. The DND note shall identify the type of item (i.e. tree, fence, landscaping etc.) and its location either with a note leader or the Station and offset of the item.
8. All text must be legible and not overlapping other text, construction items, topography, or patterning.
9. The Consultant shall submit to the ROW Design Section no later than the scheduled date one set of Preliminary ROW Plans (as described in the Project ROW Plans Format, Section "D" of this Scope of Services) with each sheet dated in the lower right corner. Each sheet shall be labeled as "Preliminary ROW Plans" and that they are "Preliminary Plans – Not Final Subject to Change".
10. The Consultant shall submit all Preliminary ROW plan sheets in pdf format along with the ROW Design CADD and GEOPAK ROW files to the State at the time of the Preliminary ROW plans submittal.
11. The Consultant shall monitor all project scope and project design information throughout the development of the project. All ROW Design information and requirements shall be updated as necessary to reflect the latest project scope and project design.
12. Each time a Preliminary ROW Plan revision is done the date of the revision will be shown in the lower right corner of the revised sheet(s). When submitting revised Preliminary ROW plans the Consultant shall include an electronic transmittal sheet listing all revisions made to the plans.
13. Each time a revision to the Preliminary ROW plans are made the Consultant shall submit updated versions of all affected CADD and GEOPAK ROW files to the State.
14. After the Preliminary ROW plans are submitted the Roadway Design Section and the ROW Design Section will arrange a Preliminary ROW Design review meeting. A representative of the Consultant shall attend this meeting. The consultant may also be requested to submit a kmz file with the Preliminary ROW plans for use at the Preliminary ROW Design review meeting.

I. APPRAISAL PLANS

1. After the ROW review meeting, the Consultant shall make all the necessary revisions, corrections, etc. from the Preliminary ROW Review meeting.
2. Each separate area to be acquired within a tract that is described with its own legal description shall be assigned an acquisition type and a sequential number. A tract can have multiple acquisition areas, which when assembled, encompass all the property rights that are being acquired from that tract. Areas where absolute ownership is being acquired (ROW) shall be assigned a ROW1. Each Permanent and Temporary Easement area to be acquired are to be assigned a PE1 or TE1 respectively. If more than one acquisition area per tract occurs a consecutive number will be assigned to the subsequent area (i.e., ROW2, PE2, TE2 etc.) The ROW areas do not need to be labeled on the plans, but each new easement must be labeled with its acquisition type and number along with their respective purposes.
3. Acquisitions from railroad owned properties shall be patterned using the appropriate RR patterning. Also for areas being acquired from the railroad a note and leader to each area shall be added to the ROW plans indicating the tract number, the acquisition type and its sequential number (ROW1, PE1, TE1, etc.), the purpose of the acquisition (ROW, construction purposes, bridge, etc.), and the area of acquisition.
4. All text must be legible and not overlapping other text, topography, construction items, or patterning.
5. The Consultant shall prepare legal descriptions (distances and deflections, no bearings or azimuths) for all ROW, control of access, permanent easements, and temporary easements. Legal descriptions must follow NDOT's standard legal description format and use NDOT's Standard Library statements. Degrees, Minutes, Seconds, Feet, etc. must be spelled out in text format in the legal descriptions. Symbols such as °, ', and " must not be used to denote units of measurement in the legal descriptions. Superscript text should also not be used in legal descriptions. Generally urban areas are to be calculated in square feet rounded up to the nearest whole square foot, and rural areas are to be in acres rounded up to two decimal places. During the appraisal process the consultant may be directed to use different units depending on the particular characteristics of the property. The legal descriptions shall be submitted in electronic text format (not pdf). Each legal description shall be identified by the project control number, its tract number, acquisition type, and its sequential number. Legal descriptions can be submitted in one text document, or each tract can have its own document.
6. The consultant shall update the situation sheet (sheet 1) as needed. The tract numbers assigned to each parcel shall be added to the corresponding parcel on the situation sheet.
7. The Consultant shall prepare a summary of areas sheet (#2 sheet). The #2 sheet must display all tract numbers, the owner(s) name, how the title is held, and the summary legal description (lot-block, Tax Lot, Quarter Section, etc.), the areas of all acquisitions, and the ROW sheet number(s) where the tract is located.
8. The Consultant shall submit to the ROW Design Section no later than the scheduled date one set of legal descriptions in the specified format, and one set of Appraisal Plans (as described in the Project ROW Plans Format, Section "D" of this Scope of Services) with each ROW plan sheet dated in the lower right corner. Each sheet shall be labeled as "Appraisal Plans" and that they are "Preliminary Plans – Not Final Subject to Change".

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9. The Consultant shall submit all Appraisal plan sheets in pdf format along with the ROW Design CADD and GEOPAK ROW files to the State at the time of the Appraisal plans submittal.
10. The Consultant shall monitor all project scope and project design information throughout the development of the project. All ROW Design information and requirements shall be updated as necessary to reflect the latest project scope and project design.
11. The Consultant shall make ROW design alterations as required by the State during the Appraisal of the ROW. The revisions must be made within five (5) working days after the State requests the revision.
12. Each time an Appraisal Plan revision is done the date of the revision will be shown in the lower right corner of the revised ROW plan sheet(s).
13. Each time a revisions is made to a legal description the date of the revision shall be placed with the tract number, acquisition type, and its sequential number identifier.
14. Each time a revision to the legal descriptions or Appraisal Plans are made the Consultant shall submit updated versions of all affected electronic legal description text, CADD and GEOPAK ROW files to the State.
15. When submitting revised Appraisal plans or legal descriptions the Consultant shall include an electronic transmittal sheet listing all revisions made to the plans and/or legal descriptions in chronological order for the duration of the appraisal stage.
16. Upon request the Consultant shall submit a ROW staking listing for any tracts requested within three working days of the request. The listing must provide station offsets to the design centerline and coordinates for all ROW, PE, TE, and control of access lines at all break points, TS, SC, CS, ST, TC, CT, centerline deflections, and at every 100 feet or even stations like the cross sections. The staking report shall be provided in Excel and csv formats. Program and instructions for making the staking reports are found on the NDOT website.
17. A pre-appraisal and/or appraisal meeting may be held to inform the appraisers of the aspects and history of the project and to answer any questions they may have. A representative of the Consultant shall attend these meetings. The consultant may also be requested to submit a kmz file for use at these meetings.

J. NEGOTIATION PLANS

Negotiations to acquire the additional property rights needed for the project will occur after the appraisal process is complete.

1. The State shall request Negotiation plans when negotiation activities are ready to commence. The Consultant shall submit to the ROW Design Section within five working days of their request one set of Negotiation Plans (as described in the Project ROW Plans Format, Section "D" of this Scope of Services) with each sheet dated in the lower right corner. Each sheet shall be labeled as "Negotiation Plans" and that they are "Preliminary Plans – Not Final Subject to Change".
2. All text must be legible and not overlapping other text, topography, construction items, or patterning.

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3. The Consultant shall submit all Negotiation plan sheets in pdf format along with the ROW Design CADD and GEOPAK ROW files to the State at the time of the Negotiation plans submittal.
4. The Consultant shall submit a ROW staking listing for all tracts with the Negotiations plans submittal. The listing must provide station offsets to the design centerline and coordinates for all ROW, PE, TE, and control of access lines at all break points, TS, SC, CS, ST, TC, CT, centerline deflections, and at every 100 feet or even stations like the cross sections. The staking report shall be provided in Excel and csv formats. Program and instructions for making the staking reports are found on the NDOT website.
5. The Consultant shall monitor all project scope and project design information throughout the development of the project. All ROW Design information and requirements shall be updated as necessary to reflect the latest project scope and project design.
6. The Consultant shall make ROW design alterations as required by the State during the acquisition phase of the ROW process. The revisions must be made within five working days after the State requests the revision.
7. Each time a Negotiation Plan revision is done the date of the revision will be shown in the lower right corner of the revised ROW plan sheet(s).
8. Each time a revisions is made to a legal description the date of the revision shall be placed with the tract number, acquisition type, and its sequential number identifier.
9. Each time a revision to the legal descriptions, Negotiation Plans, or staking report is made the Consultant shall submit updated versions of all affected electronic legal description text, staking report files, CADD, and GEOPAK ROW files to the State.
10. When submitting revised Negotiation plans, legal descriptions, or staking reports, the Consultant shall include an electronic transmittal sheet listing all revisions made to the plans, legal descriptions, and/or staling reports in chronological order for the duration of the acquisition stage of the project.
11. The Consultant shall prepare the ROW condemnation plats, including legal descriptions as requested. Condemnation plats and legal descriptions must be prepared and submitted within five working days of the condemnation request.
12. A pre-negotiation meeting may be held to inform the acquisition agents of the aspects and history of the project and to answer any questions they may have. A representative of the Consultant shall attend these meetings. The consultant may also be requested to submit a kmz file for use at these meetings.

K. PS&E ROW PLANS

1. The Consultant shall submit to the ROW Design Section within seven working days of their request one set of full sized stamped and signed PS&E ROW plans (as described in the Project ROW Plans Format, Section "D" of this Scope of Services) in hard copy format. The PS&E plan set shall consist of all Negotiation Plan sheets except the title sheet, situation sheet, and summary of areas sheet (2 sheet); and shall have the following changes made:
 - a. The Negotiation Plan stamp will be removed along with any "revised" stamps.

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- b. Any construction notes will be removed from the ROW plan sheets by shutting off the level(s) in which they are placed except for “Do Not Disturb” notes which are to remain on the PS&E ROW Plans.
2. The Consultant shall stamp, sign, and date PS&E ROW plans. The seal of the Consultant should be a rubber stamp facsimile or CADD generated that is then signed and dated by the Professional Civil Engineer or Registered Land Surveyor registered in Nebraska.
3. The consultant shall submit an unsigned copy of the PS&E ROW plans in pdf format. The pdf of the PS&E plans should have a “Preliminary” watermark placed on all plan sheets at a 45 degree angle and at a 50% opacity. The files should be named “<control number>_ROW.pdf”.
4. The PS&E plans shall incorporate all negotiation plans revisions.
5. The Consultant shall submit all PS&E ROW Design CADD and GEOPAK ROW files to the state at the time of the PS&E submittal.
6. The Consultant shall make PS&E corrections as required by the state during the PS&E letting package preparation process. Any updated ROW Design CADD and GEOPAK ROW files shall also be submitted with the revised PS&E ROW plans as necessary. The revisions must be made within five working days after the state requests the revision.
7. Formal PS&E Plan revisions may be required after the project letting. The consultant shall perform PS&E Plan revisions as needed. Each time a PS&E revision is made the Consultant shall submit updated versions of all affected electronic legal description text, staking report files, CADD, and GEOPAK ROW files to the State.

L. ARCHIVED ROW PLANS

1. The Consultant shall submit to the ROW Design Section no later than the scheduled date one set of Archived ROW Plans (as described in the Project ROW Plans Format, Section “D” of this Scope of Services) with each sheet dated in the lower right corner. Each sheet shall be labeled as “Archived ROW Plans”.
2. The Consultant shall submit all Archived ROW plan sheets in pdf format along with the ROW Design CADD and GEOPAK ROW files to the State at the time of the Archived ROW plans submittal.
3. All temporary easements shall be removed (i.e. level turned off) from the Archived ROW plans.
4. The boundary lines of each new ROW and Permanent Easement areas, along with the new Access Control lines shall be labeled with their corresponding distance on the Archived ROW plans. The deflections of each boundary or access control line do not need to be labeled.

M. EARLY ACQUISITIONS

Early acquisitions are tracts that have been approved by the State to be acquired in advance of the normally scheduled ROW design, appraisal, and acquisitions activities. This task requires an accelerated timeline outside of the overall workflow design process.

1. All early acquisition deliverables shall be prepared and submitted in accordance with standard title research, Appraisal plan, Negotiation Plan, and legal description requirements.

N. PRELIMINARY ROW AREA ESTIMATES

Preliminary ROW and easement area estimates may be needed for environmental and preliminary ROW cost estimating purposes.

1. The consultant shall estimate Preliminary ROW areas for their inclusion in the Plan-in-Hand report or upon request.
2. The consultant shall estimate the amount (area) of new ROW and easements that are anticipated to be needed for the project. These area estimates shall be based on the best information available at the time of the request.
3. The Consultant shall compute and record the area computations for:
 - a. New ROW.
 - b. New Temporary easements.
 - c. New Permanent easements.
4. If requested the above areas may be further broke into general land usage or classification (dryland crop, irrigated crop, pasture, farmstead, residential, commercial, urban, rural, parkland, historical, etc.).
5. Consultant shall compute urban areas in square feet and rural areas in acres unless otherwise directed. During the preliminary ROW estimating process the consultant may be directed to use different units depending on the particular characteristics of the property.
6. Estimates shall also list any major privately owned improvements that will be removed or destroyed by the project (buildings, houses, grain bins, etc.)
7. The consultant shall submit the ROW area Estimates within 10 working days of their request or for their inclusion in the Plan-in-Hand report whichever is soonest.

O. RIGHT OF WAY SURVEY

1. The Consultant shall locate the land monuments (section line, quarter section line, land corners, lot corners, monuments, etc.) and must include sufficient data necessary to determine existing property and right of way lines, and to compute and draft accurate metes and bounds descriptions of Right-of-Way and easement acquisitions for deeds and eminent domain proceedings.
2. The Consultant shall provide the complete Right-of-Way survey that must include the locating and/or establishing of all necessary land monuments, land corners, lot corners, etc., and to establish coincidence of these corners with the project coordinate control.
3. The ROW survey must be tied to the project's coordinate control.
4. The Consultant shall make sure the survey notes and accuracy are done according to professional land surveying practices.
5. In urban areas the Consultant shall locate and/or establish existing property corners, block corners or street monuments sufficient to determine existing Right-of-Way limits of the street, existing Right-of-way limits and direction of intersecting streets, and existing property lines. The Consultant shall include the descriptions of each corner, or

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monument, tie each corner or monument to the project coordinate control in the survey notes, and establish witnesses as necessary under good land survey practices.

6. The Consultant shall qualify discrepancies or deviations from existing plat data.
7. The Consultant shall furnish a copy of the survey plat in accordance to professional land surveying laws and practices.
8. Consultant shall provide a Microstation ROW Survey file (rs.dgn file). The ROW Survey file must follow all state file naming and drafting standards.

P. QUALITY ASSURANCE/QUALITY CONTROL

It is imperative that all deliverables to the State are complete, accurate, and of the highest quality. It is the consultant's responsibility to ensure that all work submitted to the State is complete and accurate at the time of the submittal. The consultant shall perform internal Quality Assurance/Quality Control reviews on all work it performs prior to submitting it to the state.