





- q. GEOPAK files for Right of Way – Right of Way Staking.
- r. GEOPAK files for Right of Way – Right of Way Staking Station Order Report.
- s. GEOPAK files for Right of Way – Station and Offset Label File.
- t. NDOT GEOPAK Downloads.
- u. NDOT CADD Policy.
- v. NDOT Design Process Outline (DPO).
- w. Nebraska Highway Reference Log Book 2016 or most current.
- x. Roadway Standards Plans/Standard Special Plans.
- y. Nebraska Topography Labeling Application (for use with GEOPAK).
- z. Nebraska Minimum Design Standards – 2016 or most current – Counties Municipalities, State.
- aa. NDOT Policy for Accommodating Utilities on State Highway Rights-of-Way.
- bb. Right of Way Design QA/QC checklist.
- cc. NDOT ROW Design Guidelines.

C. 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.

D. PROJECT ROW PLANS FORMAT

1. The Consultant shall submit all Right of Way 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.
2. All ROW plans are to be submitted in electronic pdf format unless otherwise specified.
3. Any hard copy 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. Working units must be:
    - 1) Format = MU
    - 2) Master Unit = US Survey Feet
    - 3) Sub Unit = US Survey Inches
    - 4) Accuracy = 0.1234
  - c. File names must use State CADD naming convention.

E. 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 the current MICROSTATION format.
3. All electronic files must be provided on compact disk (CD/DVD), e-mailed, or transferred through a file sharing site unless otherwise specified. Microstation CADD files should be transferred through NDOT's Bentley Projectwise program.

F. 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.

G. 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. The Certificate of Title reports and their supporting documents shall be converted to an electronic file and submitted to State in readable electronic form. Acceptable electronic forms are either pdf, jpeg or tiff format. All deliverables shall either be e-mailed or uploaded to a file sharing service. The State can provide a file sharing link for the consultants use if requested. All documents shall be submitted using State's specified file naming convention.

5. Schedule

The Services shall be completed in accordance with the schedule:                     

6. 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.)
- b. The registered abstractor shall search the County real estate records to identify the current owner(s) of each parcel of land identified in the study area and provide a copy of the title vesting document(s) for the current owner(s) of record for each parcel of land identified in the Study Area.
- c. The registered abstractor will also identify and list all owners within the preceding five years of the title effective date, including the last owner of record preceding the 5-year period of the title effective date, if any, and provide copies of those vesting documents pertaining to the listed owners for each parcel of land identified in the Study Area.
- d. The registered abstractor shall prepare a Certificate of Title Report for each separate parcel of land identified 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. Each Title Report shall include the following information:
  - 1) The legal description for the subject parcel of land.

It is preferred to use the actual legal description of the parcel, however if the legal description is lengthy the registered abstractor can elect to summarize the description such that its location can be generally determined, and then list the filing information referenced to the document containing the actual legal description and refer the reader to it. *(example: Part of the Southwest Quarter of SEC. 1-T6N-R3E XYZ County. See Book 30 Page 455 for actual legal description).*
  - 2) Parcel Number(s) of the subject parcel of land
  - 3) The name of the current parcel owner(s) and how the title is held, exactly as shown on the title vesting document.
  - 4) The owner's mailing address as shown in the County Assessor's or Treasurer's records.
  - 5) If the owner of record is known to be deceased, the Case Number of the Deceased's Probate along with the name(s) of court appointed Personal Representative(s) if available.
  - 6) Active Mortgages, Deeds of Trusts, and other financing documents, and any assignments of such documents.
  - 7) Active liens, agreements, conditions, limitations, restrictions, or covenants affecting title.

- 8) Easements such as private water, sewer, ingress/egress (access), cell towers, flood, and irrigation or others that encumber or restrict the use of the land.
  - 9) All recorded leases except oil and gas leases.
  - 10) Comments the registered abstractor believes are necessary for a full understanding of the information reviewed for the parcel.
  - 11) Name, signature, and license number of abstractor and title effective date.
- e. The registered abstractor shall provide copies of supporting documentation (deeds, easements, etc.) in an electronic format type using the document naming convention as defined in Section G7. Consultant should not provide copies of the active mortgages, deeds of trust or assignments that are listed on the Title Report.
  - f. Registered abstractor shall provide copies of any subdivision plats and surveys of irregular tracts and tax lots with metes and bounds field notes that are referenced in any of the legal descriptions of any of the documents.
  - g. Registered abstractor shall provide copies of deeds, easements, dedications, ROW, plats, etc., for any property acquired by or conveyed to governmental entities except those acquired by the Nebraska Department of Roads or Nebraska Department of Transportation.
  - h. No separate Certificate of Title Report is required for owned by the Nebraska Department of Roads or Nebraska Department of Transportation, unless specifically requested.
7. Report and Document Submittal and Naming Convention:
- a. A file with each individual Certificate of Title Report and its supporting documents will be submitted for each parcel. This file should include all documents as required under Section E. Deliverables.
  - b. Each file must be submitted in an electronic format (pdf, jpeg or tiff).
  - c. File names must be simple, easy, and logical. File names must include last name of private owner or first name of company.

<b>Examples of File Naming Convention</b>		
<b>Vesting Owner</b>	<b>Title Report File Name</b>	
Joe Smith	Smith TR	
Lincoln Methodist Church	Methodist Church TR	
MSD LLC	MSD TR	
Sam Jones and Doug Peters	Jones TR	
AJ Brown Auto Body	Brown TR	

H. 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, PERMANENT EASEMENTS, AND PROPERTY LINES SHOWN ON THE PROJECT ROW PLANS MUST BE ESTABLISHED BY LAW, STATUTE, OR IN ACCORDANCE WITH THE RECORDED INSTRUMENTS AND SHALL BE REVIEWED AND APPROVED BY A REGISTERED LAND SURVEYOR REGISTERED IN THE STATE OF NEBRASKA. A conformation letter shall be provided by the surveyor to the appropriate NDOT representative upon completion of this task.** The existing ROW plans are not legal documents and therefore shall only be used as a general graphical indication of the existing ROW footprints. If 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.

I. 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.
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.

J. 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. **BEFORE SUBMITTAL TO NDOT ALL LEGAL DESCRIPTIONS SHALL BE REVIEWED AND APPROVED BY A REGISTERED LAND SURVEYOR REGISTERED IN THE STATE OF NEBRASKA. A conformation letter shall be provided by the surveyor to the appropriate NDOT representative upon completion of this task.**

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".
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.

K. 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.
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.

**L. PS&E ROW PLANS**

1. The Consultant shall submit to the ROW Design Section within seven working days of their request 2 sets of PS&E ROW plans (as described in the Project ROW Plans Format, Section "D" of this Scope of Services) in PDF format as specified below:
  - a. One PS&E ROW set with Preliminary stamp OFF/Seal OFF uploaded to the \_EPlans folder on ProjectWise with the name of the PDF "13275 ROW Prelim Plans"
  - b. One PS&E ROW set with Preliminary stamp OFF/Seal ON and electronically signed uploaded to the \_EPlans folder on ProjectWise with the name of the PDF "13275 ROW Final Plans"

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:

  - c. The Negotiation Plan stamp will be removed along with any "revised" stamps.
  - d. 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 CADD generated that is then electronically signed and dated by the Professional Civil Engineer or Registered Land Surveyor registered in Nebraska.
3. The PS&E plans shall incorporate all negotiation plans revisions.
4. 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.
5. 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.

6. 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.

M. 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.

N. 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.
2. Once the consultant is notified that a tract has been identified as an early acquisition the consultant shall obtain the title research for the tract if it has not already been obtained, prepare appraisal plan sheet(s) for the affected tract, and prepare its legal description.
3. A copy of the Certificate of Title Report and all supporting documentation shall be submitted with the early acquisition Appraisal Plans for each early acquisition tract if it has not previously been submitted.
4. If tract numbers have not already been assigned then early acquisition tracts shall start with tract 1 with an EA suffix (i.e. Tract 1 EA), with any subsequent early acquisitions assigned the next available tract number in numerical sequence with an EA suffix. The remaining standard acquisition tracts will begin with the next available tract number without the EA suffix. If tract numbers have already been assigned than just the EA suffix will be added to the tract number(s) associated with any early acquisitions.
5. The Consultant shall prepare a summary of areas sheet (2 sheet) if not already done so for the early acquisition tract(s). The 2 sheet must display all tract numbers currently assigned, 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.

6. For early acquisition tracts the Consultant shall submit to the ROW Design Section no later than the scheduled or requested 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".
7. When requested the Consultant shall submit to the ROW Design Section within five working days of their request one set of early acquisition 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".
8. The Consultant shall submit all early acquisition Appraisal and Negotiation plan sheets in pdf format along with the ROW Design CADD and GEOPAK ROW files to the State at the time of the early acquisition Appraisal and Negotiation plan submittal.
9. The Consultant shall make ROW design alterations as required by the State during the appraisal and acquisition of the early acquisition tracts. The revisions must be made within five working days after the State requests the revision.
10. Each time an early acquisition Appraisal or 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).
11. 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.
12. Each time a revision to the early acquisition legal descriptions, Appraisal plans, or Negotiation plans are made the Consultant shall submit updated versions of all affected electronic legal description text, CADD and GEOPAK ROW files to the State.
13. When submitting revised early acquisition Appraisal plans, Negotiation 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 early acquisition appraisal and acquisition stage.
14. Upon request the Consultant shall submit a ROW staking listing for any early acquisition 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.

O. 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.

P. RIGHT OF WAY SURVEY

The services required for this Right of Way Survey include performing:

- a. All record research required for the completion of the right of way survey;
  - b. Locating all section corners, quarter corners, recorded center of sections and recorded applicable sixteenth corners and lot and block corners required to determine ownership lines for acquisition of new right of way and establish coincidence of these corners to the project control.
  - c. File a completed survey with the Nebraska State Surveyors office and submit required deliverables to NDOT.
1. The Consultant shall perform all record research pertinent to completing the Right of Way survey. This includes, but is not limited to, NDOT highway right of way plans and the appropriate County survey records. This shall include the record history and measurements to all section corners, quarter corners, recorded center of sections, recorded applicable sixteenth corners and lot and block corners required to determine ownership lines for the acquisition of new right of way. The research for all section and quarter corners shall show a clear history of said corners.
  2. This work shall be conducted by a Nebraska Registered Land Surveyor with **10 or more years of experience surveying in Nebraska** and be performed in accordance with Title 234, NAC, Rules and Regulations for Land Surveying, as set forth by the Nebraska Board of Examiners for Land Surveyors and be done in coincidence with the project coordinate control.

3. The Consultant shall coordinate with the appropriate County Surveyor for the restoration of lost or obliterated corners perpetuated in the government land office survey. If the corners are not perpetuated by the County Surveyor then said County Surveyor shall approve of the methods used to determine the location of these corners. **Lost or obliterated corners shall not be perpetuated until such time as the data and methods proposed have been provided to the Deputy State Surveyor at NDOT for review. When original government corners are restored by the consultant the survey shall bear the County Surveyor's signature and seal.**
4. When mechanical means, such as a backhoe or road grader, are necessary to complete a reasonable search for a corner the Consultant shall contact the respective County personnel for assistance. If said county personnel is uncooperative the Consultant will contact NDOT for possible assistance. The rental of the equipment by the Consultant shall be the last resort.
5. The following items will need to be delivered for each individual right of way survey project:
  - a. **A signed and sealed Survey Plat with both measured and recorded distances between all corners found or restored submitted to NDOT's Deputy State Surveyor for review prior to filing with the State Surveyor's office.**
  - b. All corner ties which shall include a clear record history of said corners.
  - c. Copies, or a pdf file, of all record research acquired for the survey in an organized format for review.
  - d. A survey report which, at a minimum, shall describe any issues with "multiple monuments" at corner locations that may occur or an explanation as to why existing monuments were not accepted.
  - e. State Plane (unmodified) coordinates for all corners found, or restored, in a digital excel spreadsheet.
  - f. A Microstation SS10 or Open Roads Designer ROW Survey file of which shall be determined by NDOT. The ROW Survey file must follow all state file naming and drafting standards.

**Q. 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

**R. ROW DESIGN COMPLETION DATES**

1. \_\_\_\_\_, Notice to Proceed (NTP).
2. \_\_\_\_\_, Complete and submit Title Research Services.
3. \_\_\_\_\_, Complete Ownership plans.
4. \_\_\_\_\_, Optional field review.

5. \_\_\_\_\_, Provide existing control of access break listing.
6. \_\_\_\_\_, Control of access meeting.
7. \_\_\_\_\_, Submit Appraisal plans for early relocation acquisition. (4-5 months for completion of appraisal plans)
8. \_\_\_\_\_, Submit Final Design Plans to NDOT.
9. \_\_\_\_\_, Submit Preliminary ROW Plans.
10. \_\_\_\_\_, Preliminary ROW Review Meeting
11. \_\_\_\_\_, Submit Appraisal Plans and Legal descriptions
12. \_\_\_\_\_, Submit Negotiations plans to ROW Design by 5 business days after notification from State that negotiation activities are ready to commence
13. \_\_\_\_\_, Submit PS&E ROW plans to ROW Design within 7 working days of their request from the State.
14. \_\_\_\_\_, Scheduled letting date (subject to change).
15. \_\_\_\_\_, Submit Archived ROW plans to ROW Design.

**ROW Design Consultant Work Task Definitions**

<b>MISCELLANEOUS</b>		
Miscellaneous items cover general project duties, meetings, project set up activities, project familiarization work, or items that are not directly identified in other tasks.		
M1	Meetings	This task includes all work associated with project meetings including scheduling the meetings, preparing information for meeting, preparing meeting materials, travel to and from meetings, attending the meeting; and the creation, review, distribution, review, and filing of meeting minutes. Also includes time for ROW Design personnel to prepare for and attend Plan-In-Hand Field Inspections, Public Information Meetings, Public Hearings, Preliminary ROW Design Review Meeting, Pre-Appraisal Meeting, Appraisal Meeting, and Pre-Negotiation Meeting if needed.
M2	Data Collection and Review	This task includes the effort to research, review, and become familiar with project data contained in current or past project files, scoping documents, project reports, public hearing transcripts, etc. It also includes work necessary to assemble and review general information that is necessary to develop ROW plans and legal descriptions such as section line surveys, lot corner surveys, existing ROW plans, design files (alignment, feature, etc.), topography surveys, air photos, policies, design manuals, environmental documents, etc. Also includes field inspections by ROW personnel outside of meetings listed in task M1 to familiarize themselves with project or to investigate specific areas.
M3	Project Management	This task includes the effort to initiate the project through gaining an overall understanding of the project size and scope so that the anticipated ROW work effort, durations, and appropriate courses of action can be established. Work performed under this tasks includes initiating project in the ROW Management System, determining the level of ROW needs of project, determining the ROW resources that will be needed, assigning project tasks, see that adequate resources are allocated to meet project needs determine level of detail required to meet project need, provide budget estimates, monitor and recommend adjustment to project schedule. Monitor and report on work progress.

<b>TITLE RESEARCH</b>		
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.		
T1	Title Research Services	This task is to complete all title research services as outlined in the Scope of Services. This task is estimated as dollars per parcel and will be accounted for under direct expenses.
T2	Update Title Research.	This task is to update title information if the previous title information has become out of date. This task is estimated as dollars per parcel and will be accounted for under direct expenses.

<b>OWNERSHIP PLANS</b>		
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.		

O1	Review ROW Survey File	Work effort is to review ROW survey files for ROW Design coverage, points referenced in deeds, and lot corners needed. Attach ROW survey files to ROW Design Base file (r-file). Turn off levels containing extraneous ROW Survey information. Label in the ROW design base file (r-file) the survey features as needed (section-township-ranges, lot numbers, lot corners, etc.). <b>Request additional ROW survey lines and points (section lines, ¼ section lines, 1/16 section lines, section corners, ¼ corners, etc.) as needed.</b>
O2	Check, input, and label, previous/existing ROW and easements.	Task is to establish and illustrate in the ROW design base file (r-file) the boundaries of existing public ROW and permanent easements in accordance with established laws, statutes, or in accordance with the recorded instruments. Generate coordinate geometry points (if used) for previous ROW and easement breakpoints.
O3	Check, input, and label, existing property boundaries and ownership information.	Task is to establish and illustrate in the ROW design base file (r-file) property lines defining the boundaries of the individual parcels beyond the existing ROW to reflect property ownerships described in the title research documents. Establish, illustrate, and label in the ROW design base file (r-file) information contained in survey plats (lot lines, lot corners, lot numbers, block numbers, property lines, etc.). Establish and illustrate existing private easements in accordance with the title research documents. Place ownership information in the ROW base file to include current parcel owners(s), how property is held (joint tenants, husband and wife, tenants in common, etc.), the summary legal description of the property (section-township-range, lot and block, subdivision, etc.), and if the property has a 4F/6F designation. Generate coordinate geometry points (if used) for existing property boundaries and easements.
O4	Check, input, and label, existing access control and access control breaks. Create access control listing.	Task is to establish and illustrate in the ROW design base file (r-file) the existing access control and access control breaks. Label existing control of access breaks to include the station, side of road, width, type, and any restrictions in both the ROW design base file (r-file) and ROW sheet files. Work effort also includes labeling in the ROW design sheet files all existing control of access and control of access breaks with station and offsets at the specified locations. Generate coordinate geometry points (if used) for previous/existing control of access breakpoints. Create and provide a listing of all existing Access Control Breaks in electronic table format, and create a kmz file for use in the access control meeting.
O5	Create project title sheet	Work effort is to complete all tasks necessary to create the project ROW title sheet.
O6	Create situation plan sheet	Work effort is to complete all tasks necessary to create a project ROW Situation sheet for the Ownership plans.

O7	Prepare, plot, and submit ownership Plans.	This task includes the effort to prepare, plot, and distribute ROW Ownership plans. Work effort involves setting up ROW <b>Microstation</b> files necessary to produce individual ROW plan sheets. This task includes cutting the <b>Microstation</b> sheet files, referencing other <b>Microstation</b> files to them, and adding necessary information to the sheets such as the ROW sheet border, project number, project name, control number, scale bar, north arrow, city or town name, county name, existing public ROW patterning, etc. Work also involves adjusting and/or clipping any information so that it is properly displayed and oriented on the ROW plan sheets (ownership information, section-township-range, access control labels, etc.) Hatch all existing ROW and easements. Label existing easements with their usage descriptions and if applicable reference any previous project numbers, filing information (book and pages), etc. Work effort also includes labeling all existing ROW and easements with station and offsets at the specified locations. Submit plans, files and transmittal letters to NDOT.
O8	Ownership plan revisions or adjustments.	Revise and/or update Ownership plans due to recent property transactions, ownership changes, or project boundary changes. Update plan sheets as needed to reflect most current design files (topography, alignment, survey, etc.). Also included changes to Ownership plans due to information obtained during plan-in-hand field inspections, public information meetings, public hearings, etc. Submit updated plans, files and transmittal letters to NDOT.
O9	QA/QC for tasks O1 through O8.	Perform quality control/quality assurance checks to ensure plans and CADD files are complete, accurate, readable, and follows all plan requirements.

**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.

A1	Additional Work Effort for Early Acquisitions.	This task provides the additional work effort necessary to develop the ROW Design information needed for the appraisal and acquisition of individual tracts that have been identified and approved for early acquisition. Early acquisition tracts are included in the total tract count for the project, and the work effort to develop all of the standard ROW design information for them is included in the standard ROW design tasks. This task <u>only</u> provides for the additional work effort needed to develop the ROW design information for early acquisition tracts due to the accelerated timeline outside of the normal workflow process.
A2	Preliminary design of new ROW and Easements.	Included with this effort is the creation of the preliminary ROW design for all tracts including early acquisition parcel(s). Work involves referencing construction information and elements contained in the design files (alignment, feature, loc, etc.) to the ROW design base file (r-file), and then determining and designing the new ROW and easements necessary to construct, operate, and maintain the project in accordance with established general ROW Design guidelines. Construction elements include items such as 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. Generate coordinate geometry points (if used) for the new ROW and easements for all tracts.
A3	New control of access design and legal descriptions.	Work effort includes all work effort necessary for designing and preparing legal descriptions for new access control and access control breaks in accordance with NDOT's control of access policy and /or as directed by the NDOT Access Control Group for all tracts. New control of access and control of access breaks will be shown on both the preliminary ROW Plans and Appraisal plans. Task also includes making adjustments to the access control after the preliminary ROW review meeting. Label the new control of access breaks to include the station, side of road, width, type, where the break was relocated from (if applicable), and any restrictions in both the ROW design base file (r-file) and ROW sheet files. Label the disposition (use in place, close, relocate to, etc.) of the existing access control breaks in both the ROW design base file (r-file) and ROW sheet files. Work effort also includes labeling in the ROW design sheet files all new control of access and control of access breaks with station and offsets at the specified locations. Adjust control of access design after the Preliminary ROW review meeting. Task also included preparing legal descriptions for new access control and access control breaks after the preliminary ROW review meeting. Generate coordinate geometry points (if used) for the new control of access and control of access breaks on all tracts.
A4	Add notes to ROW plans.	This task involves placing construction notes on the ROW plans. Notes include items such as construction, build, do not disturb, driveway, bridge, culvert, alignments, associated alignment data, etc. A separate notes sheet may be created if an individual ROW sheet becomes too cluttered.
A5	Adjust New ROW Design After Review Meeting.	This task identifies the effort to make the changes and adjustments to the ROW Design as identified in the Preliminary ROW Design Review meeting. Included with this effort are any revisions that need to be made to the coordinate geometry points (if used) for the new ROW and easements on all tracts.



A6	Prepare legal descriptions.	This task includes the effort required to prepare legal descriptions (distances and deflections) to geographically describe new ROW and easements for each acquisition parcel for all tracts. The legal description will include the caption (sometimes called the preamble), the body (metes and bounds, etc.), exceptions (mineral rights, etc.) and any reservations or reversions necessary for the preparation of the instrument of conveyance.
A7	Create Summary of Areas Sheet (2 Sheet).	This task involves creating a Summary of Areas sheet (2 Sheet). This sheet is in tabular format and includes tract numbers, ownership names, the summary legal description of the property (section-township-range, lot and block, subdivision, etc.), the computed areas of all acquisition areas, and ROW page reference numbers
A8	Prepare preliminary ROW area estimates.	This task includes the effort needed to calculate and submit the estimated areas of new ROW and easements. Areas are to be broke into new ROW, permanent easements, and temporary easements. Separate areas are also to be calculated for special properties such as parkland, historical, etc. Work effort also includes listing any major privately owned improvements that will be removed, destroyed, or greatly impacted by the project (buildings, houses, grain bins, etc.).
A9	Prepare, plot, and submit Preliminary ROW Plans and Appraisal plans.	This task includes the effort to prepare, plot, and distribute Preliminary ROW plans and Appraisal plans for all tracts including early acquisitions. Work effort includes referencing other <b>Microstation</b> files to the ownership plans. Task also includes adding necessary information to the sheets such as tract numbers, patterning the new ROW and easements, labeling the new easements with their acquisition type, number, and purpose, etc. Work also involves adjusting and/or clipping any information so that it is properly displayed and oriented on the ROW plan sheets (easement labels, DND notes, access control labels, etc.). Work effort also includes labeling all new ROW and easements with station and offsets at the specified locations. Add notes and leaders to all acquisitions from railroad properties. Update the situation plan sheet. This work effort includes creating the ROW staking report for all tracts including early acquisition tracts. Submit plans, files and transmittal letters to NDOT.
A10	Appraisal Plan Revisions.	This task includes making changes to the appraisal plans as a result of the appraisal process. Changes include investigating change requests and revising and distributing the affected ROW plan sheets, legal descriptions, 2 sheet, and staking report as needed. Update changes in ownership discovered during the appraisal phase. Submit updated plans, files and transmittal letters to NDOT.
A11	QA/QC for tasks A1 through A10.	Perform quality control/quality assurance checks to ensure plans, legal description, and CADD files are complete, accurate, readable, and complies with all requirements. Staking report is to be reviewed for accuracy and to ensure all points are covered.

<b>NEGOTIATION PLANS</b>		
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.		
N1	Prepare, plot, and submit Negotiation plans.	This task includes the effort to prepare, plot, and distribute Negotiation Plans when the negotiation process is ready to commence. Negotiation plans are prepared by changing the ROW plan stamp from "Appraisal Plans" to "Negotiation Plans". Submit plans, files and transmittal letters to NDOT.



N2	Negotiation plan revisions or adjustments.	This task includes making changes to the Negotiation plans as a result of the negotiation process. Changes include investigating change requests and revising and distributing the affected ROW plan sheets, legal descriptions, 2-sheet, and staking report as needed. Update changes in ownership discovered during the negotiation process. Submit updated plans, files and transmittal letters to NDOT.
N3	Prepare Condemnation Plats/Descriptions.	This task includes all work effort involved in preparing and submitting condemnation plats and legal descriptions for tracts identified as requiring condemnation.
N4	QA/QC for tasks N1 through N3.	Perform quality control/quality assurance checks to ensure plans, legal description, condemnation plats, staking report changes, and CADD files are complete, accurate, readable, and complies with all requirements.

<b>PS&amp;E PLANS</b>		
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.		
P1	Prepare, electronically sign and submit PS&E plans and electronic files.	This task includes preparing, electronically signing and submitting PS&E ROW plans in electronic format when the project is ready to be prepared for letting. Work involves removing all notes or note sheets from the negotiation plans except for control of access, control of access breaks, do not disturb, and alignment data. The plans are created electronically in half size (11"x17") pdf format and are electronically signed by either a Professional Civil Engineer or Registered Land Surveyor. The title sheet, situation sheet, and 2-sheet are not to be included in the PS&E plan submittal. Task also includes creating and submitting a half sized pdf copy of unsigned PS&E plans. Submit plans, files and transmittal letters to NDOT.
P2	PS&E plan revisions or adjustments.	This task includes the ROW plan revisions or changes as a result of the PS&E review and letting plans preparation process. These changes are needed to enable the PS&E letting and construction packages to be completed. Submit updated plans, files and transmittal letters to NDOT.
P3	QA/QC for tasks P1 through P2.	Perform quality control/quality assurance checks to ensure plans and CADD files are complete, accurate, readable, and complies with all requirements.

<b>Archived ROW Plans</b>		
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.		
F1	Remove TE's and draft distances on ROW plans.	All information contained in the PS&E plans will be shown except for the temporary easements. This task includes removing all TE's from the ROW plans. The boundary lines of each new ROW and Permanent Easement area, along with the new Access Control lines, are to be labeled with their corresponding distance. The deflections of each boundary or access control line do not need to be labeled.

F2	Prepare submit Final plans and electronic files.	This task includes preparing, and submitting Archived ROW plans. Submit plans, files and transmittal letters to NDOT. Plans are to be submitted in half size (11"x17") pdf format.
F3	QA/QC for tasks F1 through F2.	Perform quality control/quality assurance checks to ensure plans and CADD files are complete, accurate, readable, and complies with all requirements.

<b>ROW Survey</b>		
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.		
R1	ROW Survey.	Tasks includes all work necessary to perform ROW Survey services.