

Kentucky Transportation Cabinet – Division of Right of Way & Utilities Scoping Meeting Requirements – General Guidelines

1. **Project Overview** (Project Numbers, Project Report, Mobile Office (if required), and Toll Free Number) All title reports completed prior to scoping meeting
 - a. District RW Supervisor is to coordinate/confirm with the District Environmental Coordinator of the completed EA (Confirm status of any historic properties and denote them within the scoping meeting)
2. **Plans and etc.** (Project plans, Cross Sections, Pipe Sheets, Plan revisions, Maintenance of Traffic / Detour sheets, Utility concerns and ROW Status Reports) Copy of all Notice of Proposed Acquisition Letters (Effective 7-1-2017)
3. **Appraising**
 - a. Comparable Sales Book Deadline (Actual Date)
 - b. Drainage Concerns from structures, buildings, etc. into right of way addressed within the appraisal
 - c. Photographs of all buildings acquired-photographs should include front view of subject, side views, rearview, and all rooms inside a residential unit. Several photos of the acquisition should be included all of which attached to the appraisal and RWUMS
 - d. Parcels to be completed first-Timeline of appraisal completion (Each Parcel)
District sets priority parcels
 - e. Submission of Appraisals
 - f. Appraisal Summary Level
 - g. If a total acquisition, a detailed description on sheet # 10 is required
4. **Acquisition**
 - a. Priority parcels (District Sets Priority)
 - i. MAR-establish timeline for submission of each parcel to District
 - ii. Appraisal Parcel Acquisition-establish timeline after appraisal is approved for submission to District
 - b. Project File Folders-Consultant responsibility to comply with District process
 - c. Payment Summary Batch Checklist (Provide list) REVISED (5/17/2018)
 - d. Minimum Acquisition Review (MAR)-\$10,000 to \$25,000 requirements-Set Timeline for submission (District)
 - e. Right of Way Deed (Verbiage, Acknowledgments, Statement Concerning Tax Bill)
Provide actual example
 - f. Revised MOU-01/08 (Phone # & Drainage)
 - g. Separate file folder for MOU's and CAPS file
 - h. Pro Rata Taxes (Letter-provide example)
 - i. Condemnation Process-updated checklist attached to all suits (provide checklist) REVISED (5/17/2018)
 - j. Uneconomic Remnant purchased (separate file for each parcel)
 - k. Closings by Closing Attorney/District Attorney to be completed within 60 days of receipt of assignment (Monitored by District)
5. **Relocation**
 - a. Report on Conceptual Stage/Acquisition Stage Report (which includes all worksheets, relocation project summary, mortgage interest rates, etc.) **Establish timeline for submittal (District Sets Priority)**
 - b. Priority of parcels (District Sets Priority)-all owner occupied/tenant occupied and parcels with improvements completed first
 - c. Property owner worksheets (Verify proof of income for low income persons)

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- d. Relocation Packets-RHP owner/tenant (provide cheat sheet)
- e. On all relocation parcels involving owner/tenant occupants the relocation agent shall accompany the appraiser at the initial meeting
- f. Relocation computations shall begin upon approved appraisal for all owner occupants. Establish timeline for submittal of RHP or Tenant Computations (District to monitor)
- g. Relocation Status Report (Separate from Project Status-Relocation Status Report-when relocation offers are made updated frequently) Submitted electronically to District RW Supervisor, Project Manager or District Designee, and Relocation Branch Manager twice monthly
- h. Property Vacated - notify RW Supervisor and Property Management Agent (electronically)
- i. Separate Relocation files

6. Administrative

- a. Submission of invoices
 - i. PDF of the signed TC 61-408 Pay Estimate
 - ii. PDF of the signed PSC Invoice Form
 - iii. Consultant Monthly Progress Report to be provided to C.O., D.O., and Closing Attorney/District Attorney
 - iv. Consultant Monthly Progress Report to include complete status of project and monthly progress changes highlighted in yellow
 - v. Scanned copy of the Letter Agreement (applicable only to statewide agreements)
 - vi. For Cost Plus a Fixed Fee Contracts include a breakdown of estimated costs
 - vii. For Final pay request, include a copy of the last project chronology memo (final pay request are to be submitted electronically)

7. Property Management

- a. Project Summary of Improvements (PSI) - Salvage Values (provide at meeting) **ALL SALVAGE VALUES ARE SET BY DISTRICT. THE REVIEW APPRAISER OR CONSULANT SHALL NOT ESTABLISH THESE VALUES**
- b. Furnish Review Appraiser with salvage values of improvements to be acquired
- c. Coordinate clearance of improvements from the right of way (District Sets Priority)
- d. Vacated Property - consultant responsibility to collect keys and notify District
- e. Security and boarding of improvements between vacation and demolition of improvements (District Responsibility)
- f. Monitor and supervise maintenance of acquired improvements (District Responsibility)
- g. Retention of Improvements - requirements, forms, performance bonds (Set by District) and other pertinent information
- h. Manage rental and rent collection of leased improvements (Certified check made payable to State Treasurer)
- i. Pictures of Improvements acquired submitted electronically (All improvements acquired for property management agent)
- j. Maintain records reflecting current status of right of way clearance, rental collection, etc. and provide copies to the KYTC Project Manager in accordance with KYTC ROW Guidance Manual (District Responsibility)
- k. Purchase excess property and maintain records in accordance with KYTC ROW Guidance Manual

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- 8. Public Meeting (If required)**
 - a. ROW Public Information Meeting-required attendees
 - b. Consultant Responsibilities
 - c. Location and Time of Meeting
- 9. Required Monthly Status Meeting (In Person)**
 - a. RW Supervisor requires a monthly in person meeting with the RW Consultant Manager each month (District Sets Meeting Date)
 - b. RW Consultant Manager shall provide a weekly RW Status report to the RW Supervisor and make available to the Division of Right of Way & Utilities personnel as requested
- 10. Completion of Project**
 - a. Right of Way Clearance Date (Actual Date)-established by District (This is prior to the letting date and should be conveyed to the consultant at the scoping meeting)
 - b. Establish milestone within the project for appraisals, acquisition, relocation, and property management
 - c. Return all completed files to District Office (All files should contain project file checklist inside left folder with appropriate documents checked as complete) no later than 60 days after completion of project (Provide file checklist)
 - d. Consultant Evaluations Forms to be completed by Supervisor and forwarded to Central Office

Note: The scoping meeting is to provide a detailed process in which the Cabinet (District) wishes for the project to progress. It is recommended that **all** persons involved with a right of way project attend the scoping meeting.

Consultant attendees should include the Project Manager, Appraiser, Review Appraiser, all Negotiator's and Relocation Agents.

The District attendees should include the Right of Way Supervisor, Property Management Agent, Relocation Agent, Utility Agent, Design Project Manager, and Branch Manager of Project Development, District Environmental Coordinator, and Design Consultant if needed.

These are general guidelines which the Right of Way Project Manager should follow. The scoping meeting requirements should be adjusted by the Right of Way Project Manager to fit the project being scoped.