

**District Request for Consultant Right of Way Services**

**Via: Email Only**

When requesting right of way services please provide as much information as possible from the below tables and include a Project Report w/correct project number, ROW Summary Sheet, and Project Strip Map (Also see ROW Manual 903-1). Prior to requesting regional right of way services please make sure title service request have been completed through the Acquisition Branch c/o Shannon Dearing and copied to Michael Beaven prior to requesting any right of way services.

Your Consultant Services request should be emailed in c/o Shannon Dearing and copied to Michael Beaven and Marion Sizemore. Central Office Acquisition Branch will then review the request and if deemed necessary, submit by email and copy the District Right of Way Supervisor and the next in rotation consultant firm requesting acceptance. Request for Consultant Services must be justified.

<b>Project Identification</b>	<b>Requested Services</b>
County	Appraisal (If Needed)
Item Number	Appraisal Review (If Needed)
Project Number	Negotiations
Federal Project Number	Relocation Assistance (If Needed)
Road Name	
Project Manager	
Estimated Completion/Clearance Date	

<b>Project Information</b>
Provide a Project Report, Memo for Relocation Impacts and Project Summary of Improvements with Salvage Values
Why do you need outsourced Right of Way Services? (Provide justification for the request)
What is the District's current workload?

**REQUEST EXAMPLE:**

This is to request the services of a Right of Way Consultant firm for the **Relocation and Negotiation** on the subject project. Due to current heavy workload, the district is unable to complete this project. This is a 28 parcel project located on KY 100, just off Interstate 65 in Simpson County. There is 1 relocation parcel (Parcel No. 38) whereby a residence is being acquired.

The project information is as follows:

Item No. 3-8306.00; Simpson County  
 12F0 FD52 107 8054001R; STP 5071 (016)  
 Franklin – Scottsville (KY 100)

Project Manager: Allen Arnold  
 Estimated Completion Date: May 1, 2021