

## *Draft Scope of Work*

### *Fish Passage & Connecting Washington Projects General Real Estate Consultant*

#### **Objective:**

It is the STATE's intent that the Consultant assist the Northwest Region with necessary Right of Way (R/W) services in the delivery of multiple Fish Passage and Connecting Washington projects throughout the Region. The potential projects for which R/W services may be required vary in size and complexity. The scope of services to be provided by the Consultant on each assigned project will be derived from the R/W service categories listed in the Service Categories section below. Services may not be needed from all categories on each project. Needed services for each project will be determined by the STATE.

Services provided under this contract shall be through individual Task Orders describing the project requirements, detailed scope of work, negotiated cost and the schedule for delivery. All work assigned through Task Orders shall be in accordance with, and as described in the then current WSDOT R/W Manual at time of Task Order execution. Any modifications to a Task Order's scope of work, scheduled delivery and cost must be made by dually signed Task Order Amendment.

The Term of this convenience contract is one year from the date of execution. The STATE reserves the right to renew/extend this contract for up to five additional one year terms. The Not To Exceed Total Maximum Amount Payable for the initial term is \$1,000,000.00. No Task Order will be authorized that causes the cumulative total of Task Order Authorizations to exceed this Total Maximum Amount Payable during this initial term. If the term of this Contract is renewed/extended for an additional one year term, there is no carry-over of unauthorized funds from the previous term. Each successive term, if the Contract is renewed/extended, has the same \$1,000,000.00 Not To Exceed authorization cap for that one year term.

#### **Service Categories:**

It is anticipated that an initial Task Order will be written to cover Contract management and administrative issues that extend across multiple project Task Orders. It is also anticipated that several project Task Orders may be active at any given time. Therefore, **when STATE resources are not available**, it will be more efficient to have coordinated management and administrative activities that will be common to nearly all Task Orders performed by the Consultant.

Activities of the Project Manager may include any or all activities necessary to managing and overseeing delivery of assigned R/W Tasks. This will include coordination with the Northwest Region Real Estate Services Manager and necessary designated staff. Coordination could also include other Consultants also assisting the STATE in multiple program deliveries.

**Transportation Project related Real Estate Services support roles that include Acquisition, Relocation, Title Services and/or Property Management Specialist services shall be Tasked, assigned and performed in accordance with the appropriate Chapters of WSDOT Right of Way Manual and all required Federal Relocation and Acquisition provisions.**

All services provided must be completed in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 and the WSDOT's R/W Manual.

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Below is a sampling of expected activities to be covered in Task Order Assignments for general reference. This is not meant to be an exhaustive list. Each Task Order assigned under this AGREEMENT will include a detailed scope of work with specific expectations and deliverables.

- Ongoing management and administration of all R/W activities assigned through Task Orders. Provide Administrative support across multiple Task Orders for progress reports and Consultant invoicing, as agreed to with the STATE.
- Provide administrative assistance to the Consultant R/W Manager, Acquisition Specialist(s), Relocations Specialist(s), Property Management Specialist(s) and Title Specialist(s) as needed with compiling monthly acquisition, relocation and property management reports as agreed to with the STATE.
- Maintain working parcel files.
- Track and initiate a report of surplus lands acquired.
- Ongoing real estate and relocation payment tracking.
- Hiring contractors for activities including offer packages, negotiations and closing services, relocations, and property management to be identified for the Project. The STATE will give final approval for each contractor considered and each contractor must be on the appropriate STATE approved list.
- Deliverables will be produced in accordance with the approved Quality Control/Quality Assurance (QC/QA) process established under each Task Order.
- CONSULTANT will prepare initial offer and relocation packages and closing packages for review and approval through the assigned STATE review staff and attend a pre-Project and Project close-out ROW review meeting.
- CONSULTANT will perform SERVICES in compliance with the Uniform Relocation Act as amended and the WSDOT R/W Manual, unless otherwise directed by the STATE.
- The STATE will perform reviews in accordance with the WSDOT R/W Manual – Chapter 16.
- The STATE will grant CONSULTANT full access to STATE RES forms, manuals, land and property systems and other data pertinent to the tasks defined herein.
- Prepare Cost Estimates
- Prepare Administrative Offer Summaries
- Database entries as required

The Consultant will identify to the STATE other services, not within Consultants Task Order Scope of Services that are, or may be needed for the overall project delivery whenever the Consultant becomes aware of this additional need.

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