

Appendix A

Figure 1: Scoping Report Estimator

Scoping Report Estimator

Scoping Report Estimator (Project Name/No./Description)			Current		Comp.				Tax	Side	Total	Assesse	
Name	Mailing Address	Situs Address	Use	Zone	Plan	T.	R.	Sec.	Lot	of Hwy.	Area	d Value Land	Total
													\$
													\$
Totals													

Page 1

Assessed Value Impr.	Fee Area	Unit Price	Ease Area	Unit	Total Land	Descrip. of Impr.	Value of Impr.	Damages	Sub Total	Relo.	Dem o.	Legal & Cont.	Total
				Price									
					\$				\$			\$	\$
					\$				\$			\$	\$
Totals													

Page 2

Figure 2: Right of Way Scoping Report Sample

Right of Way Estimate Project Scoping

Project Name:

Highway:

County:

Narrative of Estimated Right of Way activities:

Description of project and Right of Way involvement

Right of Way Administrative cost, __files @ \$____/file \$_____

Right of Way impacts

Easements, acquisitions (area), improvements

Land cost, __acres @ \$____/acre \$_____

Other

Description

Cost \$_____ @/_____ \$_____

Estimated Right of Way Cost: \$_____ Number of Files: _____

Date: _____ Prepared By _____

Figure 3. Right of Way Programming Estimator

Right of Way Programming Estimator

Date:
 Section:
 Highway:
 County:
 EA:
 Revision Dates:

Record Number	File Number	Name	Land Acquisition		Perm. Easement		Temporary Easement		Total Land Value	Misc. Improve	Improve. Cost	Damages	Appr. Hr.
			Area	Value	Area	Value	Area	Value					
Page 1													

Appr. Cost	Appraisal Review Cost	Acq. Hr..	Acq. Cost	Relo. Comp. Hours	Relo. Ast. Hours	Relo. Cost	Relo. Benefits	Total Personnel Cost	Demo Cost	Title Ins. Cost	Legal And Contingency	Total	Comments
Page 2													

Typically printed on 2 legal sheets

Figure 4: Program Estimate

Interoffice Memo
State of Oregon

Date: March 23, 2007

To: Joy Honeywell
Program Coordinator

From:
Right of Way Project Manager

Subject: Program Estimate

I estimate the funds necessary to complete the Right of Way acquisition on the above referenced project as follows:

Number of Files	0
Land	0
Improvements	0
Damages	0
Relocation	0
Demolition	0
Personnel Cost	0
Misc. Cost	0
Legal & Contingencies	0
Total:	\$ 0

Figure 5: Right of Way Report Sample

RIGHT OF WAY REPORT (SAMPLE)

RIGHT OF WAY REPORT
FOR: _____ PROJECT
EA: _____

1.) Generalized Statement

The report should include general Right of Way statements and information about: just compensation, damages, the valuation process, Department procedures (guided by the Uniform Act and Federal regulations), relocation assistance, and other project information. Information for use in developing the statements are found in: *Acquiring land for Highways and Public Projects, and Moving Because of the Highway or Public Projects.*

2.) Cost development, methods used

The report should describe how the potential project impacts were determined. Information is typically based on preliminary maps projecting the “footprint”. The outer bounds of the “footprint” take into account all reasonable potential Right of Way requirements resulting from design changes, construction staging, traffic control, water quality and environmental mitigation requirements at this stage of development.

The cost information is developed from local real estate market data and assessor’s records. Preliminary costs should not only include those for acquisition, but also estimates for: relocation, demolition, personnel costs and legal and contingency costs. If a visual inspection was done, it should be mentioned at this time.

Statements about hazardous materials and other assumptions and limiting conditions should be incorporated. For example, costs for acquisition presume that properties are free and clear of hazardous materials.

The broadest “footprint” is used at this stage of cost estimation; only properties included in the present “project limits” should be considered. Any other specific “knowns” or agreements between ODOT and community entities should be stated.

3.) Project Specific issues - limitations

Access control, affects on parking, changes in grade, impacts on wells and pre-testing requirements, septic, on-premise signs and OAC signs and any design features which would have significant impacts on remainder properties should be addressed at this time.

Project design limitations may also include special design features, proposed but not finalized, e.g., soundwalls, bike/ped trail, etc.

Additional right of way needs for slope, drainage, utility or other easements may not be finalized at this time and will not be addressed in the cost estimates. Specialized utility easement needs, such as: utility vaults, pads for transformers, and other needs may not be specific at this point but would be part of the final acquisition areas.

Irrigation ditch relocations and wetland mitigation may not be known; these will alter the final costs, therefore a limitation in estimation should be stated.

4.) **Acquisition**

The narrative should include: the number of properties (or files) involved in the project; types of land use included in the project area; total area to be acquired, in square feet or acres; a brief description of the improvements that would be acquired or directly impacted by the acquisition program; a statement regarding potential aggregated damages to remaining properties; identification of privately-owned wells, utilities, fuel tanks, etc. that are in the existing or proposed right of way; identification of water wells adjacent to the proposed right of way that might require testing for water quality or quantity to determine the pre-construction state; comments regarding any proposed acquisition of public lands, parks, recreation areas, wildlife refuges, or other recreational land; a statement regarding advertising signs affected by the project.

An estimate of the time required to complete the right of way process must be included because of the impacts to the project timeline.

5.) **Relocations**

Residential and business displacements for each alternative may require a discussion detailing the impacts. The content should include the types of residential displacements, the neighborhood, the housing market for the particular types of displacements (single family, multi-family units, low-income, mobile homes) and the impact of the relocations.

Special needs or circumstances affecting relocations should also be addressed, for example, when there are large numbers of HUD, elderly or low-income displacements which could influence the acquisition schedule. Consideration should be given to avoidance in these cases.

Unique needs for business relocations should also be addressed at this time. A list of the types of potential displacements should be included. They may require extended time periods for finding suitable replacement sites and also may influence the project time schedule. Statements about availability and distinctiveness should be addressed.

6.) **Project description main feature (interchange, modernization, bridge replacement, road widening, intersection)**

Example: INTERCHANGE QUADRANTS:

Northbound off-ramp – Description of where off-ramp will begin (change from existing) and what will happen with traffic as it disperses westbound or eastbound at it merges with local traffic.

Northbound on-ramp – Similar description as above, from where traffic arises to its mergers onto the Interstate (change from existing).

Southbound off-ramp -

Description of where off-ramp will begin (change from existing) and what will happen with traffic as it disperses westbound or eastbound at it merges with local traffic.

The descriptions should continue as they portray the project.

7.) Project Alternatives:

Alternative 1 – Name and description of couplet, connector or intersection

Alternative 2 – Name and description of couplet, connector or intersection

Alternative 3 – Name and description of couplet, connector or intersection

8.) Alternative summation (estimated number of parcels affected):

	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Intchg</u>
Parcels:	_____	_____	_____	_____
Est. area req'd:	_____ Ac	_____ Ac	_____ Ac	_____ Ac
Displacements:	_____ Bus.	_____ Bus.	_____ Bus.	_____ Bus.
	_____ Res.	_____ Res.	_____ Res.	_____ Res.

9.) Estimate of Right of Way costs by Alternative:

ONLY TOTALS SHOULD BE INCLUDED IN THE FORMAL REPORT TO THE PROJECT LEADER – (Plans still subject to change)

	<u>Land</u>	<u>Impr</u>	<u>Damages</u>	<u>Relocations</u>	<u>Personnel</u>	<u>Leg/Conting</u>	<u>Total</u>
Alt 1	\$____	\$____	\$_____	\$_____	\$_____	\$_____	\$_____
Alt 2	\$____	\$____	\$_____	\$_____	\$_____	\$_____	\$_____
Alt 3	\$____	\$____	\$_____	\$_____	\$_____	\$_____	\$_____
Intchg	\$____	\$____	\$_____	\$_____	\$_____	\$_____	\$_____

10.) Conclusion and Recommendations:

This section should contain a discussion of the time frame or time frames, if the project is to be acquired in phases. The estimate should state when the time frame starts, when descriptions are provided to the Right of Way Staff. It should also discuss work phasing and Right of Way work. Some construction activities require acquisition to be complete in advance of construction work, for example, utility relocations.

There should also be a statement about project timeline agreement between Right of Way and the Team prior to selecting a let date.

Any other considerations, such as agreements with local government agencies as their activities may be integrated with and affect Right of Way activities.