



August 29, 2022

Mr. Wade Wilson, PE
City Engineer,
City of Cartersville
330 South Erwin Street
Cartersville, GA 30120

RE: Fee Proposal to Provide Early Right of Way Acquisition/Relocation Services for One Parcel on Douthit Ferry Road Project-PI 0007494

Dear Mr. Wade,

THC, Inc. (THC) is pleased to submit a fee proposal to provide Right of Way Acquisition/Relocation Services for the City of Cartersville (City) Douthit Ferry Road Improvement project (PI #0007494). This fee proposal is for THC to provide right of way acquisition and relocation assistance services on one parcel.

To develop our fee proposal, we based it on the discussion about what the City is looking to acquire early for the road widening project. **THC will confirm the required parcel and relocation upon results of the finalized plans to be provided by the City of Cartersville or their designated design team.**

Right of Way Acquisition/Relocation Process

THC understands the Scope of Work to include the following:

1. The City of Cartersville will provide approved plans to THC before issuing a Notice to Proceed.
2. THC sub-consultants will prepare appraisal reports and specialty valuation reports.
3. THC sub-consultant will prepare the review appraisal report.
4. THC will mail an introduction letter to the property owner describing the project and promptly follow up to schedule an initial meeting to discuss parcel impacts and just compensation offer.
5. THC will present the monetary offer (approved by the City) to the property owner and negotiate a settlement.
6. Upon receiving a signed conveyance document or option agreement from property owners, THC will prepare and deliver closing documents and executed option agreements to the City Attorney to conduct the closing and record the deed.
7. If THC is not successful in obtaining a signed option from a property owner after sufficient negotiation efforts, THC will prepare the parcel file for the City Attorney for taking by eminent domain.
8. THC will prepare relocation studies, relocation offer packages, and provide relocation assistance services to the property owner and/or tenant displaced by the acquisition.
9. THC will submit the final parcel file to the City for record retention.



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ACQUISITION/RELOCATION SERVICES	Per Parcel	QTY	TOTAL
Negotiation Fee	\$2,900.00	1	\$2,900.00
Re-tabulated/Authorized Offer <i>(if necessary)</i>	\$1,000.00	1	\$1,000.00
Relocation – Residential (Relocation study, Benefit package Prep, Relocation Offer, Relocation Negotiations / Advisory Services)	\$13,000.00	1	\$13,000.00
(388-N) – Before & After Appraisal Report	\$5,500.00	1	\$5,500.00
Review Appraisal Report	\$1,200.00	1	\$1,200.00
Title work and Closings provided by City Attorney	N/A		
TOTAL ACQUISITION/RELOCATION FEES			\$23,600.00

Fees subject to increase after September 1, 2023

Additional services beyond the Scope of Work in this fee proposal must be agreed upon with compensation approved by THC and the City of Cartersville.

We appreciate the opportunity to provide timely right of way services for your project. Please contact me if you have questions about our fee proposal.

Sincerely,

A handwritten signature in blue ink that reads 'Wesley K. Brock'.

Wesley K. Brock
 Program Manager
 THC, Inc.
 Direct: 678.735.5203
wbrock@thcinc.net



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ACCEPTANCE/NOTICE TO PROCEED

RE: **Fee Proposal to Provide Early Right of Way Acquisition/Relocation Services for One Parcel on Douthit Ferry Road Project-PI 0007494**

A signed copy of this proposal, mailed or emailed to our office, shall serve as acceptance of this proposal and our notice to proceed. The accepted Budget is **\$23,600.00** to acquire one parcel with one residential relocation.

Acquisition/Negotiation Services	1 @ \$2,900.00	= \$2,900.00
Re-Tabulated/Authorized Offer (if necessary)	1 @ \$1,000.00	= \$1,000.00
Relocation – Residential	1 @ \$13,000.00	= \$13,000.00
Appraisal	1 @ \$5,500.00	= \$5,500.00
Appraisal Review	1 @ \$1,200.00	= <u>\$1,200.00</u>

TOTAL AUTHORIZED BUDGET FOR THIS PROJECT = \$23,600.00

Fees are subject to increase after September 1, 2023.

APPROVED: _____
(signature)

Name: Julia Drake _____

Title: City Clerk _____

Date: _____

APPROVED: _____
(signature)

Name: Matt Santini _____

Title: Mayor _____

Date: _____

If this signed proposal serves as the THC, Inc. NTP/Contract, please provide billing and invoicing instructions. THC will send an invoice upon completion and delivery of the acquired parcel. Our THC, Inc. W-9 will be submitted with the invoice or can be requested to format another contract document.

INVOICING INSTRUCTIONS:

Email Address(s) to send Invoices to: _____

Invoice Contact Name and Phone Number: _____

Additional Invoice Requirements: _____
