



May 20, 2022

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

RE: Fee Proposal to Provide Right of Way Acquisition/Relocation Services for Storm Water Detention Pond Project

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 Stormwater Detention Pond project. This fee proposal is for THC to provide right of way acquisition services on the discussed acquisition/relocation.

To develop our fee proposal, we based it on the discussion about what the City is looking to acquire to complete the 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. THC will prepare relocation studies, relocation offer packages, and provide relocation assistance services to the property owner and/or tenant displaced by acquisition.
8. 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

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

Sincerely,

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



May 20, 2022

ACCEPTANCE/NOTICE TO PROCEED

RE: **Fee Proposal to Provide Right of Way Acquisition/Relocation Services for Storm Water Detention Pond Project**

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.

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 June 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: _____
