



Tim M. Miles, P.E.
Capital Projects Manager
City of Norman
201 West Gray, Bldg. A
Norman, OK 73069

RE: Scope of Services and Cost Estimate for Right of Way Acquisition
City of Norman – Project No. K-1314-103 – Jenkins Ave.

Dear Mr. Miles,

Based on my review of the project plans, I have prepared the following scope of services and cost estimate to acquire the necessary right of way for this project. The Pinnacle Group appreciates the opportunity to bid on this project.

Scope of Services

- 1) The acquisition of the necessary right-of-way for this project will be acquired under the City of Norman (City) guidelines, policies and procedures.
- 2) All project correspondence, including weekly status reports, will be directed through the City.
- 3) Pinnacle will obtain signed easements from all property owners along the planned route. Additional parcels will be billed at the same rate as shown below. If multiple parcel numbers are held in identical title, they will be combined and will be billed as one parcel. Based on my review of the plans, easements will be obtained from seven (7) unique property owners.
- 4) Pinnacle will set up parcel files including, but not limited to, all written correspondence, title work, acquisition agent's contact log, waiver, appraisal, appraisal review, easements, claim, summary of acquisition, W-9 form and all other applicable documents.
- 5) Pinnacle will conduct title research verifying ownership of and liens on each parcel. Title Investigation Report Forms will be prepared including copies of vesting deeds and any liens.
- 6) Pinnacle will conduct the right-of-way staking under the license of a Professional Land Surveyor with the Pinnacle Survey & Mapping Department.
- 7) Pinnacle will prepare Notice of Interest to Acquire letters, which will provide general information on the project and explain our role in performing the necessary right-of-way acquisition.
- 8) Pinnacle will hire an Oklahoma state certified general appraiser and review appraiser. Appraisals and appraisal reviews will be completed.
- 9) If appraisals are not required, Pinnacle will prepare Appraisal Waiver Valuations. The offers will be based on land values obtained from area market research.
- 10) Upon completion of the appraisals, appraisal reviews and/or waiver valuations, offer letters will be generated and sent to the City for signature.
- 11) The property owners will be contacted in person by a Pinnacle Acquisition Agent (unless they reside out of State) to explain the project, the acquisition area and answer questions regarding the project and the impact on the property. The written offers will be presented to the owners. If an owner will not accept the City's offer after a reasonable time, we will solicit any counter offer they feel is appropriate, including documented justification. The counter offer will be sent to the City to consider a possible administrative settlement offer.



- 12) Once an agreement is reached with an owner, Pinnacle will obtain a signed easement, Summary of Acquisition form, claim form, W-9 form and right of entry. The signed documents will be sent to the City for payment. The easements will be filed with the County Clerk.
- 13) Pinnacle will attempt to obtain a partial release of mortgage from the lienholder on the property, if applicable. The release will be filed with the County Clerk. If a partial release cannot be obtained, Pinnacle will request that the City approve an Unattainable Lien Waiver.
- 14) If a reasonable settlement cannot be reached, Pinnacle will prepare the file for condemnation and submit for filing and processing of the condemnation suit. Pinnacle will provide condemnation support to the City Attorney.
- 15) Pinnacle will provide post-acquisition support during construction, should any landowner issues arise.
- 16) Pinnacle will provide the City with copies of all necessary paperwork including the parcel files for future reference. We will work with the design engineer to resolve any design questions.
- 17) Pinnacle will not be responsible for any utility relocation activities under this scope. If utility relocation services are needed, they will be handled through a separate scope and contract.

Fees

The following per parcel fees include all labor, profit, mileage and all other expenses:

Services	# of Parcels	Fee per Parcel	Total
Title	7	\$500.00	\$3,500.00
R/W Staking for Acquisition	Lump Sum	N/A	\$15,000.00
Appraisal	7	\$3,000.00	\$21,000.00
Appraisal Review	7	\$1,000.00	\$7,000.00
Project Manager Fee	7	\$1,000.00	\$7,000.00
R/W Acquisition	7	\$3,000.00	\$21,000.00
Total			\$74,500.00

The Pinnacle Group would like to thank you for the opportunity to provide our services for this project. We will begin the title work immediately once a written notice to proceed is provided.

If you have any questions regarding this estimate, please call me at (405)879-0600.

Sincerely,

Aaron Adkins
Senior Vice President
Pinnacle Consulting Management Group, Inc.