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|  | home site map help  |   TAMIKA M. HOLLIS |
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TECHNICAL PROPOSAL REPORT

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| Agreement: E01043 | Project Specific | Active |
| Name: SR 28-A09/A10 Right-of-Way Services | Selection Process: Modified | Initiating Org: Engineering District 11-0 |

Part 1 - SR 28-A09/A10 Right-of-Way Services

Description

Right-of-way duties

Task 1 - Right-of-Way Acquisitions

Objective:

2.10.7
 This task includes all time required to perform R/W acquisitions.

Scope:

2.10.7
 Right-of-way acquisitions will be in accordance with the policies and procedures as established in the latest Right-of-Way Manual.

Should rare, or unusual circumstance become evident during the acquisition process, the Chief of the Acquisition Section shall be contacted for advice and assistance.

Detail Task 1 - Right-of-Way Acquisition Service on SR 28-A09/A10

Department Details:

TASK I - RELOCATION ASSISTANCE PLAN/PROBLEM IDENTIFICATION

Conduct personal interviews with all claimants to be relocated, including business and residential, and prepare a Relocation Pre-Acquisition Survey in accordance with the Department's Right-of-Way Manual. Identify specific relocation needs and suggested solutions, including "Housing of Last Resort", if applicable. Maintain an inventory of comparable replacement housing and replacement sites. Each property requiring relocation assistance shall have 2 sets of 35 mm color photos showing the four sides of the subject dwelling or business. The photos may be taken from diagonal views.

TASK II - APPRAISAL PLANNING/SERVICES

The Department will obtain all Appraisal Problem Analyses, Appraisals and Appraisal Reviews. The Department shall provide one copy of each claim's Appraisal Problem Analysis to the Contractor, the original and one copy of the offer letter and break down of the offer letter to any claimant and one copy of any accepted appraisal(s) along with an RW-273 (Review of Appraisal) for the permanent file.

TASK III - NEGOTIATION

Negotiate claims in accordance with the Department's Right of Way Manual, the Uniform Act, and "good faith negotiation" procedures. Recommend in writing, Administrative Settlements to the District Right of Way Administrator or his designee, and include justification to support the settlement.

When negotiations result in an amicable settlement or administrative settlement, the Contractor shall prepare the necessary documents and secure signatures for processing a claim for payment to the property owner. Subject documents will be submitted to the District for review.

When negotiations result in condemnation, the Contractor shall provide follow-up negotiations and prepare necessary documents and secure the necessary signature(s) for payment of Estimated Just Compensation, or prepare necessary documents for Deposit of Estimated Just Compensation into court. The Contractor shall also prepare the necessary documents and secure the signature(s) to process claims for reimbursement of attorney, engineering and appraisal fees in accordance with the Department's Right of Way Manual.

Provide follow-up negotiations as requested by the Department on a case by case basis. This includes litigation that may result during and after construction, along with attendance at meetings with the claimant and/or their attorneys, Boards of View and jury trials. It is estimated that up to thirty percent (30%) of the assigned claims may need follow-up negotiations at some point.

TASK IV - TITLE AND SETTLEMENT SERVICES

Obtain title searches prior to settlement or condemnation as required and in accordance with the Department's Right of Way Manual and any applicable Strike Off Letters. Secure satisfaction or release of all liens/mortgages and other title encumbrances to the extent required by the Department.

If the Contractor does not have personnel capable of title searching, title searches may be subcontracted on a fixed fee per parcel basis (as a non-professional service) to Title Companies or local attorneys. Contractor must comply with subcontracting requirements as referenced in Paragraph II-10 in the ITQ for Right of Way Acquisition Services, Contract No. 359001.

Coordinate the settlement of replacement dwellings, as necessary, with claimants and /or claimant's attorney or representative. Deliver Replacement Housing supplemental check(s) to day, time and place of settlement.

TASK V - RELOCATION ASSISTANCE AND PAYMENTS

Provide relocation assistance and payment services in accordance with the Department's Right of Way Manual including any amendments. On a case-by-case basis, evaluate entitlements for all types of relocation assistance payments, including replacement housing supplemental payments, down payment and/or rent supplemental payments, moving payments, last resort housing plans, business relocation benefits, business re-establishment evaluations, and loss of tangible personal property evaluations.

Provide relocation advisory assistance services as appropriate. Prepare applications for relocation claim payments, review relocation payment claims, and submit claimant requests for appeals of eligibility and/or amount of relocation assistance payment to the District for forwarding to the Chief of the Acquisition Section, Central Office Right of Way and Utilities. Prepare the papers necessary and secure signatures for processing of all payments of relocation claims. Perform decent, safe and sanitary inspections of replacement properties.

The Contractor will comply with Department Strike Off Letter 430-98-04, dated January 15, 1998, and any future policy revisions, by letter or otherwise, on right of way claims involving the acquisition of businesses. This includes the preparation of a videotape of every business claim.

Secure business moving cost estimates from reputable moving companies. This includes the payment, by the Contractor, of any estimating fees that may be required by moving companies. All billboard claims will be handled as personal property and in accordance with Strike Off Letter 430-05-15, dated August 26, 2005.

TASK VI - PROPERTY MANAGEMENT

Prior to the acquisition of any building, prepare an Inventory of Improvements. Inspect properties after they have been vacated to verify that the improvements listed on the inventory remain in place and notify the Department of any missing items.

Upon vacation of any acquired building and possession is surrendered to the Department, verify that all utility services have been discontinued and that the meters have been removed, where appropriate. Also at time of possession the Contractor will notify all local and municipal taxing bodies, in writing, as to the current ownership of the property by the Department and for its removal from the tax roles.

If necessary, dispose of any marketable goods remaining in vacated properties in accordance with procedures outlined in the Department's Right of Way Manual and applicable Strike Off Letters. This may include developing documents to secure the services of auctioneers through the Department of General Services. Provide all necessary coordination to conduct these activities.

Prior to the acquisition of any building(s), the contractor will be responsible for having in place rodent control procedures and boarding and sealing procedures. This will require securing the necessary estimates and bidding documentation as outlined in Department's Right-of-Way Manual. Initiate all advertising and solicitation, conduct the Bid Opening(s) and provide all necessary documentation for these services. The contractor must follow all requirements of the Commonwealth Procurement Code (62 Pa. C.S. §101 et seq) when performing bidding functions on behalf of the Department. The Department will execute all contracts and the Department will be responsible for the inspection of all structures for hazardous materials. A copy of the inspection report will be provided to the contractor upon completion. The Department's Property Manager, or his designated representative, will be notified of all bids and will be present at any bid opening.

Upon vacation of any acquired building, notify the Department so that the Hazardous Material Inspection can be completed. In addition, once the inspection is completed the District will notify the contractor so that rodent control and boarding and sealing procedures can be implemented when warranted. At the request of the Department initiate and prepare all necessary documents for contracting property maintenance post-acquisition, such as lawn care, shrub trimming, litter cleanup, and snow removal. At the request of the Department, initiate and prepare all necessary documents for contracting the demolition or removal of structures. The Contractor will be responsible for all phases of the demolition process; however, the Department shall provide a Construction Inspector to monitor any demolitions.

Inspect acquired buildings weekly for any unauthorized entry, unsafe exterior conditions, or needed maintenance. When requested, provide the necessary coordination to obtain needed services. (Any required services will be placed under contract with the Department.)

TASK VII - OTHER SERVICES

Maintain a project site office within a reasonable proximity to the project limits. The site office must be inspected and approved by the District's Property Manager. The site office must meet the Americans With Disabilities Act requirements for accessibility. The Contractor's Staff, in addition to normal working hours, must also be available a minimum of two (2) nights per week and on Saturdays if requested. Suggested "after" hours would be 5:00 pm until 8:00 pm week nights and 10:00 am until 2:00 pm on Saturdays. It is anticipated that the site office will be open for several months from the Record of Decision. The site office must be signed, equipped with a telephone and answering machine and the phone number(s) must be prominently displayed on an exterior view and communicated to claimants. The Contractor shall be responsible for all expense associated with the rental of an office to include utilities, computers and access to the Right of Way Office computer system.

Provide any other right-of-way services as determined necessary by the Department.

SPECIAL PROVISIONS AND GENERAL REQUIREMENTS (FOR ALL TASKS)

All work shall be performed in accordance with the applicable provisions of the Department's Right-of-Way Manual, in compliance with the Pennsylvania Eminent Domain code and the Uniform Act. Deviation from standards must have prior approval, in writing, by the Department.

Develop memos of all meetings and/or appropriate conversations, and provide the District with one (1) copy for each Department attendee. Reports concerning the status of all claims will be furnished to the District Office Right of Way Administrator on a weekly basis. Monthly status meetings will be held in the District Office unless otherwise noted.

Two (2) full size sets and two (2) one-half size sets of reproducible drawings of the right-of-way plan, and any subsequent plan revision, will be provided by the Department to the Contractor, as necessary. Photocopying of additional plans and documents will be at the expense of the Contractor.

Use of Department approved forms is required in the completion of all tasks under this agreement. Upon startup of this project, the Department will provide the Contractor with a disc of all Right of Way Forms and Documents that will be utilized during the term of this agreement.

Unless other wise directed, the Contractor will handle all contacts and all correspondence with the claimants from the initial notification through settlement for condemnation, including the preparation of all necessary forms and documents.

Contractor will pay for recording of all necessary claim associated documents (e.g., Deeds, Release of Liens, etc.), and will be reimbursed direct costs for these recordings. The Contractor is expected to have at least one (1) Notary Public on staff for notarizing Department documents.

SPECIAL PROVISIONS AND GENERAL REQUIREMENTS (FOR ALL TASKS) (CONTINUED)

In the event that the Department is notified by the Federal Highway Administration that a deficiency has been noted relating to any tasks (negotiation, relocation assistance, property management, etc.) performed by the Contractor under this proposal, the Department shall notify the Contractor, and the Contractor shall provide such information and take such action necessary to resolve the deficiency.

The appropriate Department representative must sign any correspondence that commits the Department to an expenditure of funds, such as offer letters and administrative settlement approvals.

Conduct any negotiations with Railroads in accordance with normal acquisition procedures; the Department will conduct any Public Utility Commission actions related to Railroad property. The Department will acquire any right-of-way required from a public utility or community facility.

Contractor will negotiate any parcels required for substitute right-of-way for utilities as requested in writing by the Department.

All work done by the Contractor shall be performed by qualified personnel experienced in performing their function in accordance with federally funded projects. The Department reserves the right to approve all Contractor personnel employed to perform work under this contract.

Coordinate all work through the Department's designated representative. This person shall normally be the District Right-of-Way Administrator or the District Chief Negotiator, or his/their designee.

RIGHT-OF-WAY OFFICE ACCESS

The Contractor is required to make permanent entries into the Right-of-Way Office computer program regarding claim and project information only for the State Route and Section(s) assigned under an

executed work order. The information may be accessed only for the purpose related to this project. Any computer screen printed material must be made a part of the permanent claim file.

The Department will not be liable for any damage to the Contractor's data bases software owned, leased or licensed by the contractor in the event a computer virus or other malicious, mischievous, or destructive programming is determined to have originated from the Department, its agents, or employees, or from any other source.

RIGHT-OF-WAY OFFICE ACCESS (CONTINUED)

The Contractor will procure any data communications lines required to connect to Right-of-Way Office and assume the cost of telephone lines. The Department reserves the right to approve all software and hardware as may be deemed necessary by the Department to complete this proposal.

The Contractor will implement appropriate security measures to insure that only authorized Agents of the Contractor will have access to and input data into the Right-of-Way Office computer program and to assist only its current Agents on this particular project to obtain their individual permissions user identification(s) through the Department at the start up of the project. Immediately upon the Agent's separation and/or dismissal, the Contractor will promptly notify the Department causing his/her permissions to be immediately revoked for this project. The Contractor agrees that its Agents may not share user ID codes and that it is liable for the information submitted under one of its assigned user ID codes and for the actions or omissions of its Agents.

The Contractor and its Agent(s) will use the Right-of-Way Office computer program to review the status of claims in Right-of-Way Office as well as using the Right-of-Way Office computer program to maintain and update claim and project information promptly and accurately.

The Right-of-Way Office computer program will be normally available for on-line access between the hours of 6:00 a.m. and 6:00 p.m. from Monday thru Friday (barring unforeseen technical impossibility.) Department will provide support only during the normal business hours of the Department.

Approach:

The following technical proposal addresses the scope of work for ECMS Agreement E01043 for the right-of-way acquisition services associated with State Route 0028, Sections A09 and A10. The technical proposal provides a systematic approach to the successful completion of each claim associated with the project by providing transitions from one task to the next in order to facilitate a cohesive acquisition process that minimizes hardships to the claimants, while proposing and implementing cost savings measures to the Department. The following is Keystone's interpretation of each task required by the Scope of Work and the plans to effectively and efficiently clear each parcel.

TASK I - RELOCATION ASSISTANCE PLAN/PROBLEM IDENTIFICATION

Once provided with a written Notice to Proceed, we will obtain the Gap Plan from Baker Engineering and provide our review and comments with regard to right-of way issues. We have worked very closely with Baker's Staff on prior projects and have maintained a mutually respectful working relationship with their employees. Our ability to work closely with their staff will add cohesion to an overall team effort and promote productivity.

Upon identifying each of the total take properties, we will begin conducting our relocation interviews with each family, individual, and business owner or tenant that is being displaced by the project. This will enable us to identify potential relocation issues and problems as early as possible to begin working on solutions for the successful relocation of each. The interview process will also enable us to collect W-9 Forms, containing taxpayer information in order to set up vendor records in the MYSAP System. Through past performance on other Department contracts, we found that a significant time savings can be realized by implementing this action as early as possible. This provides that once an application for payment or agreement is signed, the proper payee and the account will have already been established, thus eliminating delays at a time that may be crucial to the project's schedule.

Also during this time, we will be identifying business displacements and moving forward with obtaining inventories and moving estimates, assisting the District Staff with determining personal property and realty, obtaining disclaimers when necessary and providing opinions on whether to implement the Assembled Economic Unit Doctrine (AEUD) for the total buyout of any business that may be considered as such. In addition, we conducted an in-house training seminar, during which the changes to the Pennsylvania Eminent Domain Code were thoroughly discussed and explained. This will provide that our staff members are fully capable of providing the proper information relative to a relocatee's benefit package and options to which they may be entitled. When this action is taken at an early date, it eliminates confusion and lends to a more cooperative relocation process from both the property owner or tenant and the Department or its consultant as well.

If the District determines that it would be a benefit to the public, Keystone is willing to secure a site for a one day meeting, convenient to the project area. The venue will allow the team to provide an update of the project status and will present an opportunity for our staff to collect data relevant to those being impacted by the project. If such a meeting is determined to be beneficial, Keystone will provide additional staff members, who are familiar with PennDOT procedures, relocation assistance and right-of-way plans to accommodate the public.

As part of the pre-acquisition survey, it is our responsibility to obtain listings of properties available for those being displaced. Keystone has access to the West Penn Multi List and is very familiar with the local real estate market. A bank of properties will be kept current to provide those that are being relocated with options, choices and alternatives for their displacement throughout the duration of the contract. The Pre-Acquisition Survey will be completed in accordance with the Department's Right-of-Way Manual. While completing the survey, "Housing of Last Resort" remedies will be investigated and the potential for implementing them will be addressed. Additionally, each displacement will be photographed and included in the report. We prefer to have digital photos but will provide 2 sets of 35mm color photos if required by the District.

TASK II - APPRAISAL PLANNING/SERVICES

We are fully aware that there are no appraisal or appraisal assistance services required under this contract but will provide any and all information possible to those responsible for appraisal activities. Upon identifying parcels that may possess some uniqueness from a relocation stand-point, we will offer recommendations to the Appraisal Contractor in order to obtain appraisals for more problematic claims during early involvement.

TASK III - NEGOTIATION

Based on successes from previous projects that we have undertaken, Keystone has developed a plan to implement a management strategy and to formulate a systematic approach for claim negotiations for the Route 0028 Improvements.

Upon receipt of the Department's issuance of a Notice to Proceed, Keystone's negotiation staff will prepare RW 370 letters for each property owner who is being impacted by the project. These notices will be held at Keystone's office until a final plan is received, or until the District directs the delivery of them. Appointments will be scheduled to deliver the notices to each property owner at the earliest date. While delivering the notices of intent, our staff will also conduct any relocation interviews that may have been unattainable during the pre-acquisition data gathering phase, prepare inventories of improvements, secure signatures for W-9's, explain the impacts of the plan and the acquisition process to each individual, family or business being impacted. By obtaining the most information possible in one contact, we are able to minimize the number of preliminary contacts with the property owners. This strategy helps strengthen rapport with those being impacted and shows immediate concern for their situation and respect for their privacy as well.

Once approved appraisals and offer letters are received, the assigned negotiator will promptly prepare settlement documents for each claim and have those documents available on the first contact with each claimant. This will provide the opportunity to have a settlement reached in the field during the initiation of

negotiations and eliminate any further negotiations if the property owner is amiable to the compensation and terms of the agreement. Each claim will be negotiated in accordance with the Department's Right-of-Way Manual and the Uniform Act. Good faith negotiations will always prevail in any dealings with any property owner. If there is any uncertainty, no agreement will be presented during the first contact. Follow-up negotiations will ensue until a final settlement or impasse is reached.

Throughout negotiations, if it becomes evident that the property owners are in agreement with the Department's offer, the appropriate documents will be presented for signature and quickly processed for payment. As previously mentioned, having the vendor records requested at an early date, there will be no delays in processing claims for payment.

Keystone has an exemplary record on reaching agreements with property owners, either amicably or administratively. On projects which we have worked in the past, we estimate that approximately 85% of all claims settle without having to go to further arbitration or litigation. If a negotiator feels that an administrative settlement is reasonable to settling a claim, he/she will recommend in writing this solution to the District Right-of-Way Administrator or his designee. All administrative settlement requests will include justification to support the settlement. A meeting with the District's Administration will enable us to have the opportunity to discuss potential limits of what may be acceptable, since each District's Administrator may have their own criteria for a reasonable settlement.

If it does become inevitable, during the negotiation process, that an amicable or administrative settlement cannot be reached, our agent(s) will immediately prepare a request for declaration of taking, which will be retained on file at Keystone's office. By remaining proactive and having the condemnation requests prepared in advance, the District is ensured that unnecessary delays will not occur, when clearance dates become an issue. We have utilized this procedure in the past and it has proven to save time and ultimately achieve the clearance goals. During this process, our agents will continue to work with property owners, while not being overbearing, to arrive at a final settlement. Assistance will be available to those that may apply for Estimated Just Compensation payments. In the event a payment needs to be deposited into court, which we expect throughout the Route 28 Corridor, due to the potential for foreclosed; Keystone's agent will request the "Alternate Payee", through the Central Vendor Management Unit (CVMU) and have the payment processed to the Prothonotary of Allegheny County.

Keystone's Staff will remain under the employ of the District as a condition of this contract until each claim is resolved, whether amicably or through litigation. Several staff members have worked with the assigned legal counsel on other claims in other Districts of the Department or in District 11-0 on previous projects. We are aware of the process, procedures and expectations that are required by PennDOT and have direct experience with the Allegheny County Board of Viewers as well. As an additional cost savings measure, if Keystone is chosen to complete this project for District 11-0, we would recommend that the pricing for the contract be completed in two phases. The first would enable us to complete the majority of the acquisition work, not including litigation. The other would be a supplement to the contract, once it was determined the type and number of condemnation claims that were still prevalent. This would guarantee that excessive funding was not being encumbered and could be utilized for other projects within the District. It would also enable us to more accurately estimate the amount of time and money necessary, once a definitive number of claims being litigated became known. We are aware that the District anticipates that approximately 30% of the claims will result in litigation and are prepared to support the right-of-way staff in any way possible until all claims involving condemnation/litigation are resolved. In all cases, the claimants will be informed of their entitlement of \$ 710 fees for costs associated with attorney, engineering or appraisal fees for the subject properties.

TASK IV - TITLE AND SETTLEMENT SERVICES

In an effort to be sensitive to any and all DBE goals, we will be utilizing Urban Settlement Services to provide all title and settlement services as required. Urban Settlement is an established Minority-Owned Business Enterprise with its principal office in the City of Pittsburgh. They are approved as a registered business partner in the ECMS system and their Contractor Number is 003703.

Once the preliminary plan is reviewed by Keystone's Project Manager, he will coordinate with Urban Settlement's staff to determine what title reports should be given highest priority. At this time, the RW918,

the RW 918B and RW 918C will be reviewed with the responsible representatives of Urban, who will be completing the work. The portion of the right-of-way manual and relative strike off letters will also be reviewed so that the assignments are clearly understood, prior to any title work being obtained. If there are claims, where we feel condemnation is inevitable from early involvement, or if a claim involves relocation, those reports will be ordered first. The remainder will be staggered to avoid an overburden of work for our title service provider at any given time. If a settlement is pending, one of Keystone's staff members will contact Urban and inform them to prepare a bring-down report for said claim in order to identify recently filed liens or judgments, which can be resolved prior to the Department taking possession.

Based on past experiences with similar areas, where dilapidated building conditions exist, there may be several liens filed by the City of Pittsburgh. Our staff members and those of Urban Settlement have a great standing with the City and will be able to resolve these matters efficiently and minimize the time spent processing release of lien documents and clearing title for transfer to PennDOT.

Keystone's relocation agents will be responsible for coordinating settlements of replacement dwellings, as necessary, with claimants and/or claimant's attorney or representative. Keystone's assigned agent will attend the closings on the replacement properties to ensure that the amount of the entitlement is being paid in full toward a replacement property. This will eliminate any possible misuse of the supplemental benefit.

TASK V - RELOCATION ASSISTANCE AND PAYMENTS

The Route 0028 Project presents a variety of relocation claims. Our past experiences will enable us to successfully complete all relocations on this project, while minimizing problems, objections and interference from external parties, such as the press or local representatives. Our relocation advisors are trained to be sensitive to each property owner or tenant's needs, while being unbiased and able to present diplomatic solutions to each and every objection that may prevail.

Keystone has successfully relocated every type of business or resident that appears to be present on the Route 0028 project. Each of our staff members are aware of the changes to the Eminent Domain Code and will be able to accurately explain each type of benefit(s) to which the claimants may be entitled. Our staff members are extremely familiar with difficulties that each business, owner and/or tenant may encounter. There is no type of relocation claim that our staff members aren't capable of bringing to finalization.

During the relocation interview process, Keystone's relocation advisors will make a preliminary determination of what types of payments that each individual, family or business being displaced is entitled. This will be in accordance with the regulations set forth in the right-of-way manual. The applicable benefits will be conveyed to each displacee and all forms and other assistance necessary to apply for the payments will be provided by Keystone's relocation team at the appropriate time. The benefits that will be evaluated include: replacement housing supplements, down payment and/or rent supplement payments, moving cost payments, business relocation benefits, business re-establishment expense reimbursement and loss of tangible personal property evaluations. In addition, each displaced occupant is also entitled to relocation advisory assistance, which includes but is not limited to: assistance with lending institutions, coordination with real estate companies (not including referrals), locating potential replacement sites and providing transportation when necessary. Relocation Assistance Services will be provided to everyone that is being displaced and will be evaluated on a case by case basis. Having access to the West Penn Multi List Service will enable us to quickly compile a bank of available properties, which will be updated as deemed necessary.

In the event a displaced family, individual or business is dissatisfied with the amount of their relocation package or questions their eligibility to receive relocation payments, our agents will explain the appeal procedures and provide the assistance necessary to begin taking such action. Prior to paying any supplemental payment to a displaced resident, Decent, Safe and Sanitary Inspections will be conducted to ensure that safe housing is being provided.

For each business that is relocated, Keystone's staff members will comply with Department Strike Off Letter 430-98-04. A videotaping of the premises will be conducted and a pre-move inventory will be

obtained. An Assembled Economic Unit Doctrine (AEUD) Checklist will be completed and a recommendation as to whether or not to implement the AEUD will be presented to the District for a final decision. Keystone's relocation advisors will inform the business owners that along with the video taping, it will be necessary for two moving companies to provide estimates in order to determine the amount of the entitlement. To ensure that this service is provided promptly and is based on the pre-move inventory, we have secured the assistance of Transit Solutions of North Braddock to both provide one of the two business estimates required, as well as establish moving costs for all billboard claims. This moving cost estimate for OADs is required as per the Department's Strike Off Letter 430-05-15. Mr. Richard Babyak, President of Transit Solutions, has over 25 years of experience in the field of non-residential moving services. He will provide one estimate for each business enterprise and OAD associated with the project. His costs for doing such will be included in our cost proposal, which will follow. In the event the moving cost estimate is greater than \$2,500, two estimates must be obtained. Mr. Babyak will coordinate his efforts with Keystone in securing the second estimates. If a second estimate is required, the fee should be paid outside of our contract as a cost associated with each applicable claim. Due to the uncertainty of the number of claims that may require a second estimate and the costs associated with the service, we are unable to include the additional amount that may be incurred in our cost estimate. If possible, the video production and move cost estimates will be performed at the same time in order to eliminate excessive inconveniences to the business occupant that is being displaced.

TASK VI - PROPERTY MANAGEMENT

While performing a residential relocation interview, Keystone's staff will prepare an Inventory of Improvements. The Department's retention process will be explained to property owners, and it will also be explained that all items on the Inventory of Improvements are expected to remain in the dwelling when it is vacated.

For any business relocation, the Inventory of Improvements will be completed at the same time the video taping/move estimate is performed. Once again, it will be explained that the items on the Inventory of Improvements should remain within the premises, unless the claimant makes a request to retain items. Copies of the Inventory of Improvements will be distributed to both residential and commercial occupants.

Once a building is vacated, Keystone's staff will inspect the structure and notify the Department if any items from the Inventory of Improvements are missing. Upon vacation of each premise, the assigned agent will make the necessary contacts to discontinue all utility services and have the meters removed, when appropriate. At this time, the assigned agent will also determine whether there are any marketable goods that need to be moved from the premises prior to demolition. If it is determined that there are marketable goods, they will be disposed of in accordance with the procedures outlined in the Department's Right-of-Way Manual. When possession is taken, Keystone will inform the designated representative of Urban Settlement Services to contact the local and municipal taxing bodies, in writing, as to the current ownership of the property by the Department and for its removal from the tax roles. Interior inspections of the vacated dwellings will be conducted on a weekly basis by Keystone's Staff. Inspections will continue until the subject structure(s) have been boarded and sealed. If it is determined that there has been any unauthorized entry, unsafe exterior conditions, or needed maintenance, Keystone will take such action to have deficiency addressed. Any required services will be placed under contract with the Department.

Keystone's staff will notify the Department promptly when a structure is vacated. This will allow the Department to perform the Hazardous Material Inspection. Once Keystone is informed that the Inspection is completed, our staff will begin to secure rodent control services, if necessary as well as boarding and sealing contracts for each structure.

Keystone will obtain the boarding and sealing contracts and the rodent control services by obtaining the necessary estimates and going through the bidding procedures as outlined in the Department's Right-of-Way Manual. In doing so, we will follow all requirements of the Commonwealth Procurement Code (62 Pa. C.S. §101 et seq) when performing bidding functions on behalf of the Department. Mr. Michael Sudar, Chief Property Manager or his designated representative will be notified of all bids and will be present at any bid opening for these contracts. We have explored the possibility of using contractors who are business partners in the ECMS system. There were several that were located in close proximity to the Pittsburgh Area and they will be solicited to provide bids for the required services.

If at any time other post-acquisition services such as: lawn care, shrub trimming, litter cleanup, and snow removal are needed, Keystone will prepare all necessary documents for contracting these services under the same requirements of the Commonwealth Procurement Code (62 Pa. C.S. §101 et seq).

TASK VII - OTHER SERVICES

Keystone's home office is located six miles from the project site and is handicapped accessible. We feel that by using our office, it will eliminate any costs associated with opening another, in closer proximity to the project. During a site view of the project area, it was determined that there are currently no feasible locations for a field office within the limits of authorization. Since this project is basically in our backyard, there would be a great savings in expenditures associated with: the need for a field office; overnight lodging; subsistence; excessive mileage; drive time; telephone and office setup. Giving consideration to other similar projects we have undertaken, outside of the immediate area, for other Districts and other clients, the cost savings of choosing a local consultant could eclipse \$250,000. Our staff will remain available to the property owners and tenants during regular business hours and will additionally be available during evenings and weekends to accommodate the claimants' needs. The address and phone numbers for the office will be communicated to the claimants during our early involvement with the contract. Our office is equipped with telephones, fax, and high speed internet, which allows access to ROW Office. Any other related and applicable services, requested by the District will be discussed and provided as needed.

SPECIAL PROVISIONS AND GENERAL REQUIREMENTS (FOR ALL TASKS)

All special provisions and general requirements contained in the Department's Scope of Work for the State Route 0028, Section A09 and A10 are agreeable to Keystone and will be implement throughout the duration of the contract.

RIGHT-OF-WAY OFFICE ACCESS

All provisions relative to Right-of-Way Office and access to it, as contained within the Department's Scope of work are fully understood and will also be implemented and enforced throughout the duration of this contract. If the District requires additional support, it will be provided upon request.

Consultant Hierarchy

Business Partner

DBE Type Supervising BP

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| Keystone Acquisition Services, Corporation | No | |
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Attachments

No records found.

You are currently logged in as **Tamika M. Hollis**.

Release: 13.0
Session size: 213.7k

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