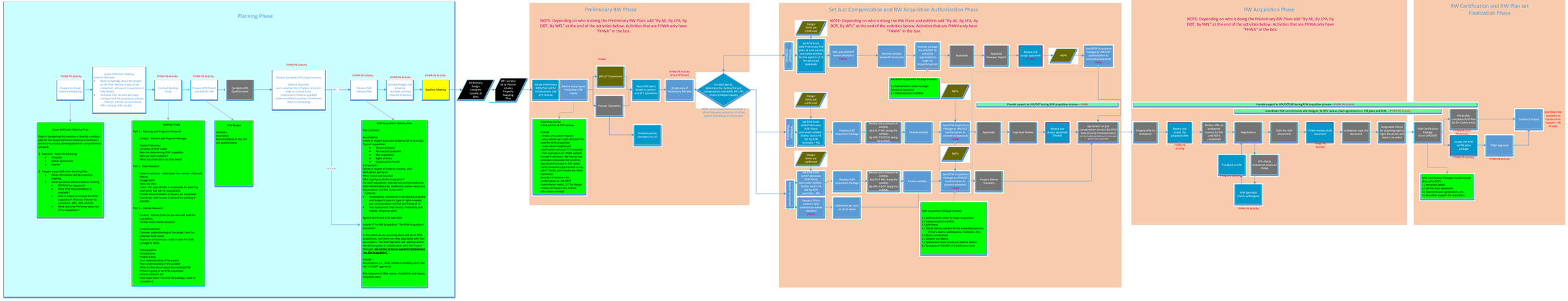
Planning Phase
FHWA PE Activity
Prepare for Scope Definition Meeting
Scope Definition Meeting
Desired Outcome:
• More knowledge about the project
• Decide on what analysis needs to be conducted. (Answers to questions in Prep Sheet)
• Determine roles for who will lead/ conduct FHWA PE acquisition process (Consultant, Partner Agency, LPA in-house, MPL via ALT)
Scope Definition Meeting Prep
Goal of completing this exercise is develop a written plan for how the acquisition will be conducted. Use productive project planning based on comprehensive research.
1. Research, Read the following
• Proposal
• Match Agreement
• Charter
2. Prepare Scope Definition Meeting Plan
• What information will be shared at meeting?
• What questions will be asked of existing PER/ R/W be imposed?
• What R/W documentation is available?
• Who is slated to conduct the R/W acquisition? (Partner, Partner +3c consultant, MPL, MPL via ALT)
• Who needs to be informed about the LPA's acquisition?
FHWA PE Activity
Conduct Desktop Study
Desktop Study
Part 1 – Planning and Program Research
Contact - Planner and Program Manager
Desired Outcome:
Certainty of R/W needs
Basis for determining LPA's capability
Who are their contacts?
What documentation do they have?
Part 2 - Data Research
Desired Outcome: understand the number of parcels, lessee
Google Earth
Stack View
Goal - Determine if data is acceptable for planning level work, but not for acquisition
Provide documentation to survey for conducting comparables with Survey to determine existing R/W overlap
Part 3 – Partner Research
Contact - Partner (the person who will lead the acquisition, not the Public Works Director)
Desired outcome:
Common understanding of the project and the process to acquire R/W
Determine whether you need to sent the R/W package to them
Talking points:
Project Scope
Project status
Your understanding of the project
Your understanding of the process
What do they know about the existing R/W
If/when's going to be R/W acquisition
Intro to Caltrans R/W
How long they'll receive the package, need to complete it
FHWA PE Activity
Prepare R/W Packet and send to LPA
FHWA PE Activity
Completes LPA Questionnaire
FHWA PE Activity
Review Completed LPA Questionnaire
Desired Outcome:
learn whether the LPA plans to do the work or consult it out.
Understand if they're qualified
Understand the acquisition timeframe
They're anticipating
YES – Approved
NO – Not
FHWA PE Activity
Prepare R/W Delivery Plan
FHWA PE Activity
Develop Budget and Schedule
Activities w/Steps Hours & Durations
FHWA PE Activity
Baseline Meeting
R/W Acquisition Delivery Plan
Plan Contents:
Assumptions:
Project is subject to private property (SP or acreage), Type of acquisition
• Temp Easement
• Permanent Easement
• Fee Acquisition
• Right-of-Way
• Construction Permit
R/W parcels:
Project is subject to Federal projects, and which which partners?
What Fixed and Owners?
Project is subject to Federal acquisition?
If no acq. Acquisition, how will cost compensation be determined (whereas), traditional, waiver valuation, Assumptions and Risk Assessment
Schedule:
Assumptions considered in developing schedule and budget (# parcels, type of rights needed, just compensation method and timing of it)
Risk Assessment (Risk events, Probability and Impact, Response plan)
Agreed by PM and R/W Specialist
Include if "no RW Acquisition" "No R/W Acquisition" Incurred:
In the event we are assuming there will be no R/W acquisitions, and there are risks associated with that assumption. The R/W Specialist will address which risks will be mitigated in collaboration with the Project Manager. **Do Further which is needed if determined "No R/W Acquisition"**
Risk Assessment (i.e., what criteria is enabling us to take the "no R/W" approach)
Risk Assessment (Risk events, Probability and Impact, Response plan)
Preliminary Design complete (Preliminary or 30%)
RFL Survey or Partial Property Mapping Maps
Preliminary RW Phase
NOTE: Depending on who is doing the Preliminary RW Plans add "By AE, By LPA, By DOT, By WFL" at the end of the activities below. Activities that are FHWA only have "FHWA" in the box.
FHWA
Circulate Preliminary R/W Plan (w/ for initial partner pre OTT review)
Review and prepare Preliminary Plan comments
R/W Plan (w/ for initial partner & OTT review)
Include:
- Areas where are impacts
- Areas where we could eliminate the need for R/W acquisition
- Areas where largeland
- Areas where temporary is required
- Plan resembles your FHWA website
Provide Preliminary RW Marine Geo Plan (Preliminary Plan Sheets, Alignment, Discovery Processes in R/W needs, clarify temporary/permanent needs w/ OTT/MPL and include any other information needed)
Send to all reviewers for confirmation on LPA/DOT maintenance needs, OTT for Design Exceptions, Environmental Author information needed
MPL OTT Comments
Partner Comments
Forward partner comments to OTT
Review R/W plans (based on partner and OTT comments)
Acceptance of Preliminary RW plan
FHWA PE Activity (If out of house)
For each parcel, determine the method for just compensation and notify MPL PM of any schedule impacts
NOTE: Just Compensation could be a Fair Market Value, Appraisal, or Waiver Valuation depending on the project
Set Just Compensation and RW Acquisition Authorization Phase
NOTE: Depending on who is doing the RW Plans and exhibits add "By AE, By LPA, By DOT, By WFL" at the end of the activities below. Activities that are FHWA only have "FHWA" in the box.
Design - Exhibits are confirmed
Set R/W lines (add Preliminary R/W Plans) and create exhibits for the parcels – 2 or 3 for severed or appraisals
MPL and LPA/DOT review all exhibits
Revision exhibits based off comments
Develop package for LPA/DOT to authorize – approach(es) to appraisal for impacted parcels
Appraisals
Appraisal Reviewer Report
Review and accept appraisals
NEPA
Send R/W Acquisition Package to LPA/DOT (authorization to proceed w/appraisal) FHWA
Design - Exhibits are confirmed
Set R/W lines (add Preliminary R/W Plans) and create exhibits for the parcels – 2 or 3 for severed or appraisals (DC by R/W Specialist – PE)
Develop R/W Acquisition Package
Review and accepted (or not) by LPA & MPL doing the exhibits By MPL FOOT/HC doing LPA exhibits
Finalize exhibits
Send R/W Acquisition Package to LPA/DOT (authorization to proceed w/appraisal) FHWA
Appraisals
Appraisal Review
Review and accept appraisals (FHWA)
Agreement on just compensation amount (by LPA/Marty/Sandy Commissioner) (Appraisal Review Report, Appraisal Review Report, Waiver Valuation Report, etc.)
NEPA
Design - Exhibits are confirmed
Set R/W lines (add Preliminary R/W Plans) and create exhibits (Define tasks in the DC by R/W Specialist – PE)
Develop R/W Acquisition Package
Review and accepted (or not) by LPA & MPL doing the exhibits By MPL FOOT/HC doing LPA exhibits
Finalize exhibits
Send R/W Acquisition Package to LPA/DOT (authorization to proceed w/appraisal) FHWA
Prepare Waiver Valuation
Request LPA to contract with consultant (or not) FHWA
Determine per acre or per of value
R/W Acquisition Package includes:
1. Authorization Letter to begin Acquisition
2. Approved appraisal exhibits
3. Appraisal
4. Criminal details needed for the acquisition process (Names, Dates, Colleagues, mailboxes, etc.)
5. Appraisal Review Report
6. Conform Aid Memo
7. Federal and State brochures (links in letter)
8. Template of the 48-62 Certification form
1. Authorization Letter to begin Acquisition
2. Approved appraisal exhibits
RW Acquisition Phase
NOTE: Depending on who is doing the Preliminary RW Plans add "By AE, By LPA, By DOT, By WFL" at the end of the activities below. Activities that are FHWA only have "FHWA" in the box.
Provide support to LPA/DOT/AE during R/W acquisition process – FHWA PE Activity
Coordinate R/W commitments with designer. At 95% review, check agreements vs. PSE plans and SCRs. – FHWA PE Activity
Prepare offer to landowner
Review and accept for proposed offer
FHWA PE Activity
Written offer to landowner (could be in person or mail completed)
Negotiations
Feedback to LPA
LPA checks landowner counter w/ R/W&L
R/W Specialist checks w/Designer
FHWA PE Activity
Draft the R/W Documents
FHWA reviews draft document
FHWA PE Activity
Landowner signs the document
Designated official for acquiring agency (gov document and deed) is recorded
R/W Certification Packages (from LPA/DOT)
RW Drafter completes R/W Plan Set for Construction
FHWA PE Activity
Accept the R/W certification package
FHWA PE Activity
PS&E Approved
FHWA PE Activity
Construct Project
Add FHWA RW Specialist to Construction Support – PE Activity
R/W Certification Package should include:
1. Proof of LPA/DOT
2. Precedent Deeds
3. Appraisal documents
4. Contracts and agreements, etc.
5. Any other support for acquisition
RW Certification and RW Plan set Finalization Phase