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**APPENDIX C**  
**SCOPE OF LANDRIGHTS SERVICES**

**I. Introduction and Background**

Contracting Party shall provide services including but not limited to: the development and submission of preliminary landrights maps (from a Tobin base, tax assessor, clerk of court or other ownership maps), compiling a list of landowners from the parish assessment rolls within a designated project area, compiling abstracts, providing real property appraisals, assisting in expropriation proceedings, relocation assistance, contacting land owners to gather and disseminate information, sending out servitude agreements, negotiating final agreements, and obtaining signatures (in the field as necessary) from landowners.

CPRA will provide to Contracting Party a site location map showing the approximate location and size of each project assigned, along with a specific task order providing detailed instructions for the project. CPRA will also designate a Land Manager (or a Land Manager's "designee") who will coordinate throughout the full contract period between the Contracting Party and the CPRA Project Manager for each project assigned. Any technical information pertaining to specific project features, project maps, plans and specifications, or monitoring plans which are required by the Contracting Party to successfully accomplish the tasks below will be provided by the CPRA Project Manager through the CPRA Land Manager upon the request of the Contracting Party.

**II. Scope of Work**

Contracting Party shall name a Landrights Project Manager to implement the contract and coordinate professional land services. Contracting Party shall provide the following services:

1. Landrights Work Maps – CPRA may request preparation of Preliminary Landrights maps (from a Tobin base, tax assessor, clerk of court and/or other ownership maps) Preparation of detailed landrights maps may be also be requested by CPRA.
2. List of Landowners within a Project Area – Compile an accurate list from current tax assessor and/or clerk of court records and information, including address and telephone number(s). If not reflected in the public records, the Contracting Party shall search and review public records regarding previous instruments filed of public record, contact representatives or designated parties of identified tracts for confirmation of landowner information, and/or obtain information through various search engines associated with the Internet/World Wide Web.
3. Title Reports – Prepare various forms of title reports in accordance with the CPRA Land Title Guidelines for Integrated Coastal Protection and Restoration Projects which CPRA will supply to the Contracting Party. Title research includes surface and limited mineral ownership as fully described in said guidelines.
4. Abstract of Title – Prepare abstracts of title, as directed by CPRA, in order to provide a complete title history of real property so a title opinion can be rendered by an attorney if needed.

5. Real Property Appraisals – Prepare and provide real property appraisals to establish fair market value for purchase of real property and/or real property interest(s), using National Uniform Standards of Professional Appraisal Practice (USPAP), and in accordance with all applicable State and Federal laws and regulations.\* Appraisers must be familiar with and capable of, both State and Federal methods (Yellow Book) of appraising. Should a project necessitate the need for expert testimony by the Contracting Party (s), in the event of expropriation or dispute over fair market value, such testimony may necessitate giving a deposition or testimony in court. The services of three (3) appraisers will be required, one of whom will be a review appraiser. Such third appraiser may be assigned/tasked out separately by CPRA.

\* Said tasks, where applicable and as directed by CPRA, will be conducted pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policies for Federal and Federally Assisted Programs, Public Law 91-646, as amended, 42 U.S. Code Chapter 61; the Uniform Regulations contained in 49 C.F.R. Part 24; and/or all other applicable State and Federal laws and regulations.

6. Expropriation – Assist and consult in expropriation proceedings, including expert witness services and testimony by deposition or in court, should the need arise, and if so directed by the Contract Manager (excludes legal counsel).
7. Relocation and/or Relocation Assistance – Assistance, including but not limited to, the relocation of displaced persons, businesses, utilities, pipelines, if the need arises, and if so directed by the CPRA pursuant to all State and Federal laws.
8. Landowner Contact – Contact landowners within project areas to inform them of the project, to discuss and negotiate the servitude and/or acquisition agreements, and to gather personal data including marital status, addresses, email addresses and social security numbers as necessary.
9. Documents – Obtain properly executed document(s) from landowners, along with “authority to sign documentation” if required or directed by CPRA Landrights Manager.
10. Tax and/or Mortgage Certificates or Evidence Thereof – Obtain tax and/or mortgage certificates or provide evidence of them from the parish records for each tract in an assigned project area, if so directed by CPRA Landrights Manager.
11. Curative Work – Perform title curative work, if so directed by CPRA Landrights Manager.
12. Certification/Recordation – Assist in final processing and distribution of documents certified by parish Clerk of Court.
13. Database Research and Mapping – If so directed by CPRA Landrights Manager, Contracting Party shall compile landowner information and property descriptions in a format provided by the CPRA Landrights Manager for inclusion in the CPRA Landowner Database and Mapping System. Input of this data by the Contracting Party may be required, and in such cases, database entry training shall be provided by the CPRA Land Manager.
14. Complete Landrights Package – If so directed by the CPRA Land Manager, Contracting Party shall provide a complete landrights package for a specific project(s) which will include all

land work activities from start to finish and required landrights documents necessary to secure lands, easements, right-of-ways, relocations, disposal areas and servitudes (LERRDS) to enable or expedite project construction. Such work may include, but is not limited to, title work and title curative work, abstracting, review of title opinions, appraisals (see #5 above), both state and federal method (Yellow Book) of appraisals, relocations and relocation assistance (relocations and relocation assistance shall be pursuant to all State and Federal laws), environmental assessment (EA) examination, property and tract/parcel surveys, negotiations with property owners, expropriation, and preparation of acquisition and sale documents. All work for the acquisition and/or expropriation of real property shall be pursuant to Public Law 91-646, as amended and/or all other applicable State and Federal Laws. The Contracting Party may represent CPRA staff at governmental meetings as directed by CPRA Land Manager. All work shall be performed by the Contracting Party with minimal direct oversight from the CPRA Land Manager.

### **III. Project Schedule, Specific Deliveries of Land Services Documents and Reports**

1. Estimated Time Schedules and Estimated Budget – For each assigned project, the Contracting Party shall, in consultation with CPRA Land Manager, submit an estimated time schedule and estimated budget encompassing land services activity from title research to document recordation for review and coordination with CPRA project team members.
2. Monthly Monitoring Reports – Contracting Party shall report progress on each on-going task to CPRA through use of Monthly Monitoring Reports (Appendix C of the Sample Contract) and shall support all invoices with the appropriate documentation. All invoices shall be submitted to the CPRA Contract Manager or as directed by the Contract Manager, in accordance with guidelines and specifications of CPRA. Contracting Party may be asked to submit interim reports (i.e. weekly or bi-weekly) as directed by CPRA Contract Manager.
3. Deliverables – Contracting Party shall provide to the CPRA Land Manager the specific deliverables related to each task outlined in the Scope of Work upon the completion of each task. However, all executed servitude agreements shall be submitted to the CPRA Land Manager immediately upon completion by the landowner(s). Contracting Party may be involved in the recordation, certification, and distribution process, if so directed by the CPRA Land Manager. All deliverables, prior to delivery to CPRA, shall be quality checked and certified by the Contracting Party and/or Landrights Project Manager.

### **IV. Land Professional Requirements**

Requirements for consideration of Contracting Party and any subcontractors: either a bachelor's degree and seven (7) years of professional experience as a landman, right-of-way agent, or negotiator or ten (10) years professional experience as a landman, right-of-way agent, or negotiator.

**V. The Contracting Party shall provide the following staff classifications with the stated experience levels that will include, but will not be limited to, the following responsibilities:**

<b>Staff Classification</b>	<b>Example of Responsibilities</b>
Landrights Project Manager	Responsible for project landrights oversight, coordination, schedule, budget and QA/QC of landrights deliverables. A minimum of 15 years of experience is required for this classification. The Landrights Project Manager must have experience in federal acquisitions and relocations.
Sr. Landman	Directs and coordinates land acquisition activities in the field with counter parts and/or lower level personnel. Reports to Landrights Project Manager. Supports all land acquisition activities for the project. A minimum of 12 years of experience is required for this classification.
Landman	Conducts land acquisition field activities as directed by the Sr. Landman or Project Manager, in support of the project. A minimum of 7 years of experience is required for this classification.
Sr. Right of Way Agent	Directs and coordinates right-of-way acquisitions as necessary for the project with counter parts and/or lower level personnel. Reports to the Landrights Project Manager. A minimum of 12 years of experience is required for this classification.
Right of Way Agent	Conducts field work for right-of-way acquisition necessary for the project. A minimum of 7 years of experience is required for this classification.
Sr. Negotiator	Oversees, documents and negotiates acquisition proposals by the negotiator or other personnel as directed by the CPRA Land Manager or CPRA Project Manager and ensures compliance with State and Federal requirements. A minimum of 12 years of experience is required for this classification.
Negotiator	Carries out negotiations on acquisitions as necessary and directed by Sr. Negotiator, Sr. Right of Way Agent, Landman or Project Manager or the State. A minimum of 7 years of experience is required for this classification.
Abstractor	Conducts field activities primarily, including but not limited to, research in the Courthouse to compile all documents affecting land title history on property affecting a project. A minimum of 15 years of experience is required for this classification.
Real Estate Appraiser / Review Appraiser **	Appraises real estate where the real estate is being acquired for a project. May also preform reviews of appraisals to ensure compliance with all State and Federal Acquisition Requirements (Yellow Book). A minimum of 12 years of experience is required for this classification.
Business Valuation Consultant/CPA	Valuates businesses that may be affected by a project, including relocation. A minimum of 12 years of experience is required for this classification.

GIS / Landrights Mapping Technician / Services	Provides maps and drawings of the project area showing ownership of individual parcels of property. May be required to make exhibits for negotiations, displays and agreements. A minimum of 8 years of experience is required for this classification.
Relocation Assistance (Uniform Act/Displaced Persons)	Includes work with property owners, renters or others that may need to be relocated from a business or home when such property is needed for a project. Work/assistance must be in compliance with the Federal Uniform Relocation Assistance Act. A minimum of 10 years of experience is required for this classification.
General Construction Cost Consultant (Building / Equipment)	Provides consulting and advise by conducting cost evaluations on buildings, other structures and equipment when relocation may be necessary. A minimum of 10 years of experience is required for this classification.
Environmental Specialist (Phase I ESA)	Conducts, if so requested by the State, a Phase I Environmental Site Assessment (ESA) in accordance with ASTM E1527-13 on properties of potential interest
Surveyor Manager / PLS Principal	Responsible for overall quality management and coordination of survey activities performed under the contract. Ensures the accuracy of all plats prepared for acquisition. A minimum of 15 years of experience is required for this classification.
Survey Party Chief	Responsible for the project survey oversight, coordination, schedule, budget and QA/QC of deliverables. Works in the field to ensure all survey is in compliance with up to date current survey standards. A minimum of 12 years of experience is required for this classification.
Field Survey Crew	Works in the field as support to the Survey Party Chief in performing the surveying that is required. A minimum of 7 years of experience is required for this classification.
GIS/CADD Survey Technician	Preparation of survey maps and acquisition plats in compliance with surveying standard in order to be stamped by the Professional Land Surveyor (PLS). A minimum of 8 years of experience is required for this classification.
Expert Witness / Testimony	Testimony as an expert witness or at a deposition by any of the above staff at legal proceedings. Rate is increased to cover the additional preparation required. A minimum of 10 years of experience is required for this classification.
Administrative Support Staff (General)	Conducts general office work, typing, copying, preparation of documents and mailing in support of the activities of the firm. A minimum of 8 years of experience is required for this classification.