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RIGHT-OF-WAY DESIGN WORK TASKS DEFINITIONS - PRELIMINARY ENGINEERING PHASE II

Project:
Date:

Project Number:

C.N.

MISCELLANEOUS		
Miscellaneous items cover general project duties, meetings, project set up activities, project familiarization work, or items that are not directly identified in other tasks.		
M1	Meetings	This task includes all work associated with project meetings including scheduling the meetings, preparing information for meeting, preparing meeting materials, travel to and from meetings, attending the meeting; and the creation, review, distribution, review, and filing of meeting minutes. Also includes time for ROW personnel to prepare for and attend Plan-In-Hand Field Inspections, Public Information Meetings, and Public Hearings.
M2	Data Collection and Review	This task includes the effort to research, review, and become familiar with project data contained in current or past project files, scoping documents, project reports, public hearing transcripts, etc. It also includes work necessary to assemble and review general information that is necessary to develop ROW plans and legal descriptions such as section line surveys, lot corner surveys, existing ROW plans, design files (alignment, feature, etc.), topography surveys, air photos, policies, design manuals, environmental documents, etc. Also includes field inspections by ROW personnel outside of items listed in task M1 to familiarize themselves with project or to investigate specific areas.

TITLE RESEARCH		
Research existing ROW and adjacent ownership documents necessary to establish existing ROW and the ownership of properties outside of the existing ROW, and any encumbrances thereof, for all properties that will be affected by the project.		
T1	Obtain existing Public ROW information.	Research and assemble data necessary to establish existing ROW boundaries such as titles, deeds, plats, street dedications, vacations, council minutes, road records, survey files, court dockets, etc. This task includes a search of both the states in-house files as well as the county records. File and index all paper and/or electronic copies of documents obtained during the search.
T2	Obtain ownership information for properties not held as public ROW.	Perform initial research and assemble data necessary to establish ownership, boundaries, and any encumbrances of properties outside of the existing ROW that are affected by project. Work effort involves researching titles, deeds, plats, street dedications, street vacations, easements, leases, mortgages, assignments, liens, encumbrances, or any other documentation in order to establish a minimum five year record of ownership. File and index all paper and/or electronic copies of documents obtained during the search.

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T3	Update ownership information for properties not held as public ROW.	Research and verify data necessary to provide or confirm the ownership, boundaries, and any encumbrances of properties outside of the existing ROW that are affected by project. Obtain any additional information for properties that have had ownership or boundary changes since last title research was performed in order to update the ownership plans, or for any additional areas not obtained in the initial search. Work effort involves researching titles, deeds, plats, street dedications, street vacations, easements, leases, mortgages, assignments, liens, encumbrances, or any other documentation in order to establish a minimum five year record of ownership. File and index all paper and/or electronic copies of documents obtained during the search.
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<p>PRELIMINARY ROW AND APPRAISAL PLANS</p>		
<p>The Appraisal Plan process entails adding the proposed construction elements to the ownership plans, and determining the amount and type of ROW, easements, control of access, and control of access breaks that are needed to construct operate and maintain the facility without being excessive. These plans provided the basis for establishing an opinion of value for each parcel during the appraisal process. Ownership information is also updated to reflect any land transactions that have occurred since the last title search was conducted. Construction elements to be added consist of limits of construction (LOC's), grading limits, pavement edges, sidewalks, sewers, drives, culverts, dikes, retaining walls, bridges, guardrail, wetland mitigation sites, construction staging areas, temporary roads, erosion control, etc. Any additional ROW and/or easements needed to accommodate these construction elements, as well as any new control of access or control of access breaks, are also shown on the appraisal plans. The creation of the appraisal plans begins with the development of preliminary ROW review plans by using information contained in the roadway design files (alignment, feature, LOC's, etc.) to establish the boundaries of the new ROW needs. These preliminary ROW plans are used during the Preliminary ROW Design review meeting, after which they are revised as needed so the final ROW Design effort can be initiated. This final ROW Design effort involves developing GEOPAK Coordinate Geometry points for all newly designed ROW and easements, which will then be used to geographically describe and measure the new takings through the creation of a legal description. Plans are then prepared and distributed so that the appraisal process can begin. Early acquisitions on individual parcels will receive priority during the appraisal plan process in order to accommodate special project needs.</p>		
A1	Early Acquisition Appraisal Plans	Included with this effort is the creation of the final ROW appraisal plans for individual parcel(s) approved for early acquisition. Work involves referencing the construction elements contained in the design files (alignment, feature, loc, etc.) to the ownership plans for the early acquisition parcel(s) only, and then designing the ROW, easements, control of access, and control of access breaks needed to accommodate the project in accordance with established general guidelines. Construction elements include items such as limits of construction (LOC's), grading limits, pavement edges, sidewalks, sewers, drives, culverts, dikes, retaining walls, bridges, guardrail, wetland mitigation sites, construction staging areas, temporary roads, erosion control, etc. This tasks also includes work effort needed to make any revisions to the appraisal plans for the early acquisition parcel(s). This task requires an accelerated timeline outside of the overall workflow design process.

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A2	Early Acquisition Computations	This task identifies the effort required to generate the coordinate geometry (COGO) points for the new ROW, easements, control of access, and control of access breaks on the early acquisition parcel(s). This task also creates the chains and parcels using the COGO data, and calculates the areas of existing ROW, new ROW, permanent easements and temporary easements. This task also includes work effort needed to make any revisions to the COGO points and computations on the early acquisition parcel(s). This task requires an accelerated timeline outside of the overall workflow design process.
A3	Early Acquisition Legal Descriptions	This task includes the effort required to prepare legal descriptions (distances and deflections) to geographically describe all ROW acquisitions, control of access, control of access breaks, permanent easements, and temporary easements for the early acquisition parcels(s). The legal description will include the caption (sometimes called the preamble), the body (metes and bounds, etc), exceptions (mineral rights, etc.) and any reservations or reversions necessary for the preparation of the instrument of conveyance. The coordinate geometry database should be used for this task. The legal descriptions and associated areas will be imported into the ROW Management System database. This task also includes work effort needed to make any revisions to the legal descriptions on the early acquisition parcel(s). This task requires an accelerated timeline outside of the overall workflow design process.
A4	Preliminary design of new ROW and Easements	Included with this effort is the creation of the preliminary ROW design for all tracts other than early acquisition parcels. Work involves updating the ownership information, referencing the construction elements contained in the design files (alignment, feature, loc, etc.) to the ownership plans, and then designing the ROW and easements to accommodate the project in accordance with established general guidelines. Construction elements include items such as limits of construction (LOC's), grading limits, pavement edges, sidewalks, sewers, drives, culverts, dikes, retaining walls, bridges, guardrail, wetland mitigation sites, construction staging areas, temporary roads, erosion control, etc. Also included in this task is the effort required to generate the coordinate geometry (COGO) points for the new ROW and easements for all tracts other than the early acquisition parcel(s).
A5	Design Access Control	Work effort includes designing new control of access and new control of access breaks in accordance with NDOR's control of access policy, or as directed by the NDOR Access Control Group. New control of access and control of access breaks will be shown on the preliminary ROW Review Plans. Also included in this task is the effort required to generate the coordinate geometry (COGO) points for the new control of access and control of access breaks on all tracts other than the early acquisition parcel(s).
A6	Add notes to ROW plans	This task involves placing construction notes on the ROW plans. Notes include items such as construction, build, do not disturb, control of access, control of access breaks, driveway, bridge, culvert, alignments, associated alignment data, etc. A separate notes sheet may be created if an individual ROW sheet becomes too cluttered.
A7	Adjust New ROW Design After Review Meeting	This task identifies the effort to make the changes and adjustments identified in the Preliminary Design Review meeting to the ROW design CADD file. Included with this effort is any revisions needing to be made to the coordinate geometry (COGO) points to reflect these changes.

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A8	Label Station and Offsets for New ROW Break Points on Plans	Work effort is to label all new ROW, easements, control of access, and control of access break points with station and offsets. Station and offsets will also be placed at points where the new ROW, easements, or control of access lines intersect with property lines, lot lines, section lines, quarter section lines, etc. The ends of all new ROW, easements, and control of access lines will also be labeled.
A9	Prepare legal descriptions and/or plats	This task includes the effort required to prepare legal descriptions (distances and deflections) to geographically describe all ROW acquisitions, control of access, control of access breaks, permanent easements, temporary easements, and railroad easements for each acquisition parcel. The legal description will include the caption (sometimes called the preamble), the body (metes and bounds, etc), exceptions (mineral rights, etc.) and any reservations or reversions necessary for the preparation of the instrument of conveyance. The coordinate geometry database should be used for this task. The legal descriptions and associated areas will be imported into the ROW Management System database.
A10	ROW Design Staking report	This work effort includes creating the ROW staking report for all ROW, permanent easement, temporary easement, control of access, and control of access break points. Report includes point number, station, offset, and XY coordinate of all points, Staking report is reviewed for accuracy and to ensure all points are covered. Input and index staking report files into document management system.
A11	Update Sheets with Tract Numbers and Labels	This task identifies the effort required to update the plan sheets with tract numbers for each parcel. Work also includes labeling each acquisition within each parcel with a note identifying the type of acquisition (New ROW acquisitions: ROW1, ROW2, etc. Control of Access acquisitions: CA1, CA2, etc. Permanent Easement acquisitions: PE1, PE2, etc. Temporary Easement acquisitions: TE1, TE2, etc.)
A12	Create Summary of Areas Sheet (2 Sheet)	This task involves creating a Summary of Areas sheet (2 Sheet). This sheet is in tabular format and includes tract numbers, ownership names, ownership information, page reference numbers, and the computed areas of all acquisition areas.
A13	Prepare preliminary ROW cost estimate.	This task includes the effort needed to compute preliminary areas of existing ROW, new ROW, permanent easements, temporary easements, and other special easements for each tract. This information is assembled in tabular format along with the associated ownership information. Work effort also includes traveling to and inspecting the areas to be acquired if needed, and establishing the estimated value of each acquisition along with any damages. Preliminary estimate report is prepared and distributed.
A14	Prepare, plot, and distribute Appraisal plans, legal descriptions and electronic files.	This task includes the effort to prepare, plot, and submit Appraisal Plans in accordance with NDOR policy for Appraisal Plan submittal. Work is to prepare, plot, and submit individual ROW plan sheets to include early acquisition plans, preliminary ROW plans, appraisal plans, and summary of areas sheet (2 Sheet). This task also includes preparing, plotting, and submitting the preliminary ROW review scroll. The preliminary ROW scroll, preliminary ROW plans, and final appraisal plans will be prepared by adding information developed in tasks A1 through A12 to the ROW ownership plans. Plan sheets will submitted on half size paper plan. Submit all electronic ROW files including CADD, GEOPAK, reference, staking report, and legal descriptions on CD.

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A15	Appraisal Plan Revisions	This task includes making changes to the appraisal plans as a result of the appraisal process. Changes include investigating change requests and revising and distributing the affected ROW plan sheets, legal descriptions, 2 sheet, and staking report as needed. These changes are needed to enable ROW appraisals to be completed. Input and index revised files into document management system.
A16	QA/QC for tasks A1 through A15	Perform quality control/quality assurance checks to ensure plans, legal description, and files are complete, accurate, readable, and follows all requirements. Fill out, route, and file QA/QC checklist.

NEGOTIATION PLANS		
The Negotiation Plans are used by NDOR ROW negotiators to explain the offers to acquire ROW to the landowners. The Negotiation Plans are based off of the completed Appraisal Plans. Condemnation plats and legal descriptions will also be developed as they are requested from NDOR.		
N1	Prepare, plot, and distribute Negotiation plans, legal descriptions and electronic files.	This task includes the effort to prepare, plot, and distribute Negotiation Plans when the negotiation process is ready to commence. Negotiation plans are prepared by changing the ROW plan stamp from "Appraisal Plans" to "Negotiation Plans". Input and index files into document management system.
N2	Negotiation plan revisions or adjustments	This task includes making changes to the negotiation plans as a result of the negotiation process. Changes include investigating change requests and revising and distributing the affected ROW plan sheets, legal descriptions, 2 sheet, and staking report as needed. These changes are needed to enable ROW negotiations to be completed. Input and index revised files into document management system.
N3	Prepare Condemnation Plats/Descriptions	This task outlines the effort involved in preparing and submitting condemnation plats and legal descriptions for specific tracts when requested by the negotiator. The plat is a unique plan sheet that shows the condemned tract along with the metes and bounds reflected in the legal description. A reduced drawing of the section(s) and how the tract in question is situated in that section is also included as part of the plat. Certain parts of the legal description are revised to reflect that the parcel is being acquired under eminent domain. Input and index files into document management system.
N4	QA/QC for tasks N1 through N3	Perform quality control/quality assurance checks to ensure plans, legal descriptions, and CADD files are complete, accurate, readable, and follows all requirements. Fill out, route, and file QA/QC checklist.

PS&E PLANS		
PS&E ROW plans are used for project letting and construction purposes. The PS&E plans are based off of the negotiation plans with all notes removed except for control of access, control of access breaks, do not disturb, and alignment data. The plans are printed at full size and must be stamped and signed by a Professional Civil Engineer.		
P1	Prepare, plot, and distribute PS&E plans and electronic files.	This task includes preparing, plotting, and submitting full size ROW plans when the project is ready to be prepared for letting. Work involves removing all notes from the negotiation plans except for control of access, control of access breaks, do not disturb, and alignment data. The plans are printed at full size and are stamped and signed by a Professional Civil Engineer. Input and index files into document management system.

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P2	PS&E plan revisions or adjustments.	This task includes the ROW plan revisions or changes as a result of the PS&E review and letting plans preparation process. Changes can include revising the ROW plan sheets, legal descriptions, row areas, CADD files, 2 sheet, and staking reports. These changes are needed to enable the PS&E letting and construction packages to be completed. Input and index revised files into document management system.
P3	QA/QC for tasks P1 through P2	Perform quality control/quality assurance checks to ensure plans and CADD files are complete, accurate, readable, and follows all plan requirements. Fill out, route, and file QA/QC checklist.

Final Plans		
The Final Plans are used by NDOR for archiving the ROW design information after the project has been completed (designed, appraised, and acquired). These plans are used to inventory of the ROW owned by the state, provide a basis for establishing the existing ROW future highway project projects, and used to illustrate any sellbacks and changes in the access control after the project is completed.		
F1	Calculate and draft metes and bounds on plans	This task includes the effort to place the metes and bounds from the legal descriptions for all acquisitions, except temporary easements, on the PS&E plans.
F2	Prepare plot and distribute Final plans and electronic files.	This task includes preparing, plotting, and distributing half size final ROW plans. All information contained in the PS&E plans will be shown except for temporary easements. Metes and bounds for all ROW, permanent easements, control of access, and control of access breaks will be shown. Input and index files into document management system. Input ROW information and referenced documents into NDOR ROW GIS database. Provide ROW plans for scanning into disaster recovery database.
F3	QA/QC for tasks F1 through F2	Perform quality control/quality assurance checks to ensure plans and CADD files are complete, accurate, readable, and follows all plan requirements. Fill out, route, and file QA/QC checklist.

Project Management		
Project management includes general project setup, initiation, and monitoring activities.		
M1	Project management	This task includes the effort to initiate the project through gaining an overall understanding of the project size and scope so that the anticipated ROW work effort, durations, and appropriate courses of action can be established. Work performed under this tasks includes initiating project in the ROW Management System, determining the level of ROW needs of project, determining the ROW resources that will be needed, assigning project tasks, see that adequate resources are allocated to meet project needs determine level of detail required to meet project need, provide budget estimates, monitor and recommend adjustment to project schedule. Monitor and report on work progress.

Miscellaneous PE Costs		
Other costs not identified above.		
PA	Payroll Additive Rate	This is the percentage of labor cost that is added to cover employee benefits such as health insurance, retirement, vacation leave, and sick leave. This rate is adjusted annually and approved by the Federal Highway Administration.

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TP	Transportation Costs	This tasks covers transportation costs necessary to physically convey personnel to and from locations other than their normal place of work during the performance of the associated project work tasks. This tasks includes vehicle mileage or any other mode of transportation costs as approved under the Nebraska Department of Roads Operating Instructions. Includes other associated transportation costs such as parking fees, etc. This task covers transportation costs that are incurred during field inspections, plan in hand inspections, public hearings, title researches, preliminary cost estimates, etc.
OL	Overnight Lodging	This tasks covers lodging costs when overnight stays are necessary during the performance of the associated project work tasks. This tasks includes lodging costs as approved under the Nebraska Department of Roads Operating Instructions. This task covers lodging costs that are incurred during field inspections, plan in hand inspections, public hearings, title researches, preliminary cost estimates, etc.
ML	Meals	This tasks covers meal costs as approved under the Nebraska Department of Roads Operating Instructions during the performance of the associated project work tasks. This task covers meal costs that are incurred during field inspections, plan in hand inspections, public hearings, title researches, preliminary cost estimates, etc.