

November 17, 2011

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

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.
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.

November 17, 2011

OWNERSHIP PLANS		
Create ROW plans that show existing right of way, easements, control of access, property lines, section lines, lot lines, subdivisions, ownership information, existing topography, preliminary alignment, etc.		
O1	Review and attach ROW Survey	Review ROW survey files for coverage, points referenced in deeds, lot corners needed, accuracy, and completeness. Clean up survey files to include removing extraneous information, label survey features as needed, format line attributes (weights, levels, colors), format text attributes (weights, levels, colors, heights, fonts), label section-township-ranges, lot corners, etc. Attach survey files to ROW design file.
O2	Check, input, and label, previous ROW	Illustrate boundaries of existing public ROW and easements on ROW plans according to information obtained during title research. Hatch and/or label existing ROW and easements. Generate coordinate geometry (COGO) points for previous ROW and easement breakpoints.
O3	Check, input, and label, existing property boundaries.	Illustrate boundaries of properties and easements not part of the existing ROW that are affected by the project in accordance with information obtained during title research. Show and label property and lot lines. Label and/or hatch existing easements of record. Generate coordinate geometry (COGO) points for existing property boundaries and easements.
O4	Check, input, and label, previous control of access.	Illustrate existing control of access and control of access breaks on the plans. Label existing control of access breaks to include the station, side of road, width, type, and any restrictions. Generate coordinate geometry (COGO) points for existing control of access and control of access breaks.
O5	Label ownership information on plans	Place ownership information on the plans. Information includes name(s) of owner(s), how property held (joint tenants, husband and wife, tenants in common, etc.), property description (section-township-range, lot and block, subdivision, etc), 4F/6F designation, and other similar type information.
O6	Label station and offsets for existing ROW break points	Work effort is to label all existing 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 existing ROW, easements, or control of access lines intersect with property lines, lot lines, section lines, quarter section lines, etc. The ends of all existing ROW, easements, and control of access lines will also be labeled.
O7	Create project title sheet	Create plan sheet that identifies project identification, location, and boundaries. Plan sheet should indicate project name, project number, project control number, beginning and ending reference posts, beginning and ending stations, north arrow, etc. Plan sheet should also show a map of the area encompassing the project with the boundaries of the project clearly identified on it. In order to orientate the user the map should be of sufficient size, scale, and coverage so that landmarks such as streets, highways, towns, named waterways, section-township-ranges, and other such items can readily identified. A current air photo may also be incorporated to help orient the user.

November 17, 2011

O8	Create situation plan sheet	Create plan sheet that identifies the location and boundaries of the individual tracts within the project. Property lines for each tract affected by the project as well as adjacent properties should be shown on the plan sheet(s) so the extent of each tract, as well as their approximate location within the project, can be easily identified. To help orient the user basic location information such as section lines, section-township-range, lot-block-subdivision, street names, north arrow, project alignment, etc. should be shown. Construction limits or proposed ROW lines can also be shown to give the user a perspective of ROW to be acquired relative to the entire property. Each tract should be labeled with their corresponding tract number. Plan sheets should be at a scale sufficient to minimize number of plan sheets yet still be able to see location, boundaries, and relative sizes of each tract. Plan sheet does not need to be to scale.
O9	Create CA Scroll and listing of existing access control breaks	For projects with existing control of access, or if new control of access will be acquired, a scroll shall be prepared to aid in the determination of where new control of access and control of access breaks will be located. The scroll will be at a scale sufficient for use as a meeting display, and will contain all information illustrated on the ownership plans with the addition of an air photo and/or any design information that is available. For projects with any existing access control within the boundaries of the project, a list summarizing all existing breaks shall also be prepared. The list shall be in tabular format and should list the station, side of road (Lt/Rt.), width, type, and any restrictions for each break. The list shall be prepared from information contained in the deeds. The break information shall be compared to what is shown on the existing ROW plans, and any discrepancies between the ROW plans and deeds shall be noted on the list.
O10	Prepare, plot, and distribute ownership plans.	This task includes the effort to prepare, plot, and distribute ROW Ownership plans using information assembled from tasks M1, M2, T1, T2, T3, and O1 through O8. Information shown on the ROW plan sheets include a ROW sheet border, project number, project name, control number, scale bar, north arrow, city or town name, ROW survey, ROW survey labels, topography, proposed alignment, existing public ROW, existing public ROW patterning, station and offsets of existing ROW break points, existing control of access, existing control of access breaks, existing control of access break notes, existing easements of record (except utility easements), property lines, lot lines, lot numbers, block numbers, subdivision names, outlots, ownership information, street names, utility feature station and offsets, city boundaries, state lines, county lines, section-township-range. An air photo can also be shown if needed. File and distribute half size paper plans. Input and index files into document management system.
O11	Ownership plan revisions or adjustments	Revise and/or update Ownership plans due to recent property transactions, ownership changes, or project boundary changes. Update plan sheets as needed to reflect most current design files (topography, alignment, survey, etc). Also included changes to Ownership plans due to information obtained during plan-in-hand field inspections, public information meetings, public hearings, etc.
O12	QA/QC for tasks O1 through O11	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.

November 17, 2011

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.
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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.
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.