

Exhibit A

Scope of Work

Project No.

Perform all real estate/real property functions necessary to support, oversee, analyze, negotiate for and acquire real property interests on behalf the City of Redmond.

Task include, but are not limited to:

- Right-of-way and real property acquisition advisory services
- Real property rights acquisition planning and cost estimating
- Obtain, update and/or coordinate title research
- Perform title review/analysis; prepare title exception reports
- Coordinate real estate appraisals/appraisal reviews
- Private and public real property acquisition negotiations
- Clearing title encumbrances
- Relocation advisory services and assistance for displaced persons or businesses, per the requirements of WSDOT LAG manual and Uniform Acquisition and Relocation Assistance Act of 1974, as amended.
- **Prepare** funding source required brochures, notices, reports, summary reports or other documents necessary to support real property activities
- Assist and support obtaining right of entries
- Prepare project cost/funding estimates
- Administrative settlement and possession and use recommendations
- Real property acquisition, relocation, and disposition procedure advisory services
- Facilitate scope and sub-contract for Appraisal and Appraisal Review, if required, to determine market value and/or Just Compensation.
- Draft all documents for City approval
- Set up/administer/support paper and electronic real property files
- Prepare and present offers to acquire real property rights
- Escrow/closing coordination
- Creative problem solving and suggestions
- Scheduling meetings
- Attendance and assistance at meetings
- Coordination of work activities with other service providers; including, but not limited to title companies, escrow/closing agents, engineering firms and land planning agencies.
- Complete all tasks to standards required by City, WSDOT LAG manual, Washington State Recreation and Conservation Office, Washington State Transportation Improvement Board or as established by other funding agencies
- Real property disposition evaluation and marketing

Agreement Number: