

APPENDIX "A"

Services to be furnished by CONSULTANT:

In fulfillment of this Contract, the CONSULTANT shall comply with the requirements of the appropriate regulations and requirements of the Indiana Department of Transportation (INDOT or Department) and Federal Highway Administration (FHWA).

The CONSULTANT shall be responsible for performing the following activities:

- Task 1 Environmental Document Preparation
- Task 2 Topographic Survey Data Collection
- Task 3 Geotechnical Services
- Task 4 Bridge Design and Plan Development
- Task 5 Pavement Design Services
- Task 6 Right of Way Plan Development
 - R/W Engineering
 - Title Research
 - R/W Staking
- Task 7 Public Involvement Services, if required
- Task 8 Utility Coordination Services
- Task 9 Construction Phase Services

Task 1 Environmental Document Preparation

The CONSULTANT shall perform Environmental Services as directed by INDOT. The work may be reviewed by one or some combination of the following: the District, the Environmental Services Division and FHWA. The work will be accomplished following all of the relevant local, state, and federal laws and regulations; FHWA and INDOT guidance documents; and all other pertinent and applicable federal and state requirements.

The CONSULTANT shall develop the environmental analyses by coordinating with personnel responsible for the development of the project scope, as well as the INDOT project manager and the Office of Environmental Services Division.

If requested by the INDOT project manager, the CONSULTANT shall attend the initial field meeting to identify potentially sensitive environmental considerations as well as any other field meetings that are necessary to conclude their work.

The CONSULTANT shall be responsible for activities required to successfully complete the environmental documentation required by the NEPA and other pertinent and applicable laws and regulations. If the scope of a project changes following approval of the environmental document, the CONSULTANT may be asked to assess whether the document is still valid, and prepare additional environmental documentation if needed.

The CONSULTANT shall be responsible for notifying landowners and obtaining access as per State laws.

The CONSULTANT shall provide all necessary specialized studies required to complete the environmental document. This may include, but is not limited to, red flag investigations, historic properties and archaeological investigations, air quality modeling, traffic noise modeling and barrier feasibility analysis, wetland delineations, stream quality analysis, endangered species studies, Section 106 documentation, Section 4(f) documentation, hazardous materials investigations, environmental justice investigations, and cumulative impact studies.

The CONSULTANT shall be responsible for scheduling Section 106 consulting party meetings, CAC meetings, coordination meetings, and resource agency coordination meetings, as needed. The CONSULTANT will work with the District and/or Central Office staff to address INDOT's public involvement policy.

The CONSULTANT shall act as INDOT's representative at public information meetings and public hearings. INDOT, or the CONSULTANT in coordination with INDOT, will schedule and conduct public information meetings/hearings. The CONSULTANT shall be responsible for attending and participating in the presentation of information and production of displays/materials needed for INDOT's public information meetings/hearings.

The CONSULTANT will provide other services as directed by INDOT to complete the work.

Deliverables:

The environmental document and/or other studies will be transmitted to INDOT electronically for review/approval. The CONSULTANT shall provide copies of all hard-copy and electronic correspondence related to the project if specifically requested to do so by INDOT. Otherwise, the CONSULTANT shall maintain a full record of such correspondence for subsequent review by INDOT at their discretion.

Task 2 Topographic Survey Data Collection

When directed, the CONSULTANT shall survey the project location. The CONSULTANT shall obtain deeds of record, subdivision plats, survey plats, section corner location information, highway plans, and section or auditor plats for all properties within the project limits. The CONSULTANT's survey shall be in accordance with I.C. 25-21.5; 865 I.A.C. 1-12; and the INDOT Design Manual (IDM) which is available online on the INDOT website, and which is incorporated by reference. If there is any conflict between I.C. 25-21.5, 865 I.A.C. 1-12, or the INDOT Design Manual, the order of precedence shall be:

1. I.C. 25-21.5
2. 865 I.A.C. 1-12

3. INDOT Design Manual

Deliverables:

The CONSULTANT shall provide INDOT with all survey information relative to the project, as specified in the IDM. This includes: a certified survey field book, recorded Location Control Route Survey plat (if required), and all required electronic survey files as defined in the IDM. Deeds of Record, subdivision plats, survey plats, section corner location information and section or auditor plats for all properties within the project limits shall be submitted with Grade Review Plans or other early stage of plan development.

The signature, seal, date and registration number of the land surveyor, registered in the State of Indiana, who was in responsible charge of the survey, shall be affixed to the Survey Book submitted to INDOT, along with current contact information of the surveyor.

Electronic survey data submittals shall be in a format that is compatible with software requirements as per the IDM. The INDOT CAD Support Team has developed standard resource files such as design templates (seed files) and survey-data processing (.xin) files. The most current INDOT seed.dgn and survey.xin files made available through the CAD Support Team shall be used.

Task 3 Geotechnical Services

The CONSULTANT shall perform Geotechnical Services as defined in the scope of work and any addenda to that report when directed.

The work shall be performed in accordance with the requirements set out in the most current Geotechnical Design Manual.

After the assignment of the project, the CONSULTANT shall submit the scope of the geotechnical investigations to the Office of Geotechnical Services for their review and approval. No work shall proceed before obtaining the approval.

Prior to entering upon private property for performing the work, the CONSULTANT shall follow the "Instruction for Entering upon Private Property" as established by Legislative Acts of 1963. A copy of these instructions is on file with INDOT and is incorporated by reference. The CONSULTANT shall obtain a permit from the INDOT District for maintenance of traffic before drilling operations can proceed.

The CONSULTANT may be required to do all work per project or only a portion thereof, as determined by the INDOT Office of Geotechnical Services. All proposed services may not be required.

The CONSULTANT shall obtain and preserve samples of the subsoil as required, perform the necessary laboratory tests, perform the required geotechnical engineering analyses and prepare and furnish the necessary reports covering the information obtained. If the CONSULTANT is requested to perform the laboratory test on the soil samples and rock cores, these samples shall be delivered to its laboratory no later than the end of each workweek. If the samples are to be tested by INDOT they shall be delivered to:

Indiana Department of Transportation
Office of Geotechnical Services
120 S. Shortridge Road
Indianapolis, Indiana 46219

no later than the following Monday of each workweek. Each soil sample and rock core shall be clearly marked as to project number, contract number, structure number, road number, station, offset, boring number, sample number, core number, blow count depth, etc. INDOT shall determine who will do the laboratory testing and engineering during the drilling operations.

Upon completion of the laboratory testing all soil samples and rock cores shall become the property of INDOT and shall be disposed of as directed by INDOT.

Deliverables:

The draft Geotechnical Report prepared by the CONSULTANT shall be submitted directly to the INDOT Manager of Geotechnical Services for review. The format for the reports and drawings/logs should be a Windows based version and compatible with INDOT's existing programs and should be as specified in the Geotechnical Design Manual with the addition that all borings shall have northern and eastern coordinates in a global system and the name of the system utilized. Scanning should be kept to a minimum unless absolutely necessary such as hand calculations, and drawings, etc.

A .pdf copy of the final approved Geotechnical Report shall be furnished to INDOT in .gINT format. The review process shall follow utilization of SharePoint and ERMS formats.

After the report is accepted, and the design has been completed, the CONSULTANT shall review and sign the Foundation Review form, Final Check Prints form to verify the compliance with the geotechnical recommendations. The cost of this review shall be included in the cost of the report.

Task 4 Road and/or Bridge Design and Plan Development

The CONSULTANT shall prepare preliminary plans, an economic analysis with proposed economic alternatives and preliminary estimates of cost, which shall be in accordance with the accepted standards for such work and in accordance with the Indiana Manual on Uniform Traffic Control Devices (IMUTCD), Standard Specifications, Standard Drawings, Recurring Special Provisions and Plan Details, Special Provision Technical Advisories, Design Memorandums and the Indiana Design Manual (IDM). Such preliminary plans and economic analyses shall be developed to the point required to fulfill the requirements for a Design Public Hearing, and no further work shall be done on the plans, unless and until specifically directed by INDOT.

The CONSULTANT shall prepare Design Exceptions as described in the IDM when reduced project elements are appropriate. Design Exceptions shall be supported by Performance Based Practical Design (PBPD) documentation when requested.

The CONSULTANT shall prepare Unique Special Provisions as described in IDM Chapter 14 & 19.

Following approval of the hearing plans, approval of the Environmental Document, and completion of the Public Hearing requirements, the CONSULTANT shall develop the final design including contract plans, special provisions for the specifications and final cost estimates for the construction of the project.

The cost estimate and unit prices for construction shall be prepared according to INDOT's current practices and shall include all items of work required for the complete construction of the work, including temporary work.

The CONSULTANT shall provide project coordination necessary to develop final plans, including but not limited to:

1. Assist the appropriate INDOT District and/or Transportation Management Team to develop a Traffic Control Plan, including special elements identified in the Engineering Assessment report.
2. Supply necessary plans and design information to INDOT'S railroad unit concerning bridge structures over or under railroads; at-grade highway-railway crossings within the limits of the project; surface, underground or overhead encroachment of railroad rights-of-way and preemption of traffic signals.
3. Prepare local agreements for sewers, sidewalks, and maintenance of traffic, etc.
4. Coordinate the design with adjacent projects for construction compatibility and continuity.

5. Coordinate with INDOT's real estate personnel to respond to questions, meet with property owners, when requested to do so, and submit right-of-way revisions to the real estate personnel in a timely manner.

The CONSULTANT shall arrange and attend such conferences with officials of INDOT and other interested agencies, as required. The CONSULTANT shall prepare presentation materials for hearings and/or meetings and shall prepare and distribute minutes. Meetings shall include, but shall not be limited to:

1. Field Checks – The CONSULTANT shall arrange and attend the preliminary field check and final field check, if necessary. The CONSULTANT shall prepare the field check notification letter and distribute it along with plans.
2. Railroad Meeting – On projects that involve bridge structures over or under a railroad, the CONSULTANT shall arrange and attend a meeting with INDOT's Railroad Unit prior to the Stage 1 submittal.
3. Fish and Wildlife Meeting – On projects involving bridge structures over waterways and/or wetland replacement, the CONSULTANT shall submit the draft Fish & Wildlife Review form to the project manager prior to the preliminary field check. If requested, a meeting will be held with the District Environmental Scoping Section and/or INDOT's Office of Environmental Services. The final form shall be distributed by the CONSULTANT.

The CONSULTANT shall prepare and submit pavement design requests to INDOT with necessary supporting information.

On projects involving roadways running parallel to streams, the CONSULTANT shall make a study of the possible flood hazards that may be encountered on the project in accordance with 23 CFR 650, Subpart A, entitled "Location and Hydraulic Design of Encroachment of Flood Plains".

The CONSULTANT shall perform hydraulic calculations in accordance with the Indiana Design Manual. Calculations for structures greater than 36" in diameter shall be submitted to INDOT's Hydraulics Unit for review.

The CONSULTANT shall perform pH testing a minimum of two times throughout the life of the project design at existing pipe structure locations. When the difference between the first two readings is greater than 0.5, a third test will be required. The result of one of the pH tests may be available in the Geotechnical Report. The value of the pH shall be determined to the nearest 0.5 point. The lower pH value will determine the types of pipe allowed. It is preferable to perform the pH testing at three different times of the year.

On projects with existing underdrains that are not being replaced, the CONSULTANT shall locate existing underdrain outlets by field investigation, show the outlets on the plans, and design corrective measures necessary to provide a properly functioning underdrain system.

The CONSULTANT shall identify the permits required and supply permit application forms with documentation necessary to obtain the permits. The CONSULTANT shall prepare the construction plans so that the plans are in compliance with the required permits. The CONSULTANT shall track the status of permits and permit expiration dates to determine if valid permits will be available for the current project construction schedule.

The responsible registered professional engineer shall affix his/her seal to all plans, specifications and reports.

The CONSULTANT shall review the contract bid package and identify necessary corrections to the Contract Administration Division.

Deliverables:

The CONSULTANT shall submit deliverables to INDOT in accordance with the Indiana Design Manual and Appendix C - Schedule.

Task 5 Pavement Design Services

The CONSULTANT shall perform Pavement Design Services as defined in the scope of work when directed. The work shall be performed in accordance with the INDOT Pavement Design Process requirements set out in *Indiana Design Manual (IDM)* Chapter 601 and shall include the design of typical pavement sections and pavement patching tables, as appropriate.

After the assignment of the project, the CONSULTANT shall submit the scope of the pavement design to Pavement Design Office for review and approval. No work shall proceed before obtaining the approval.

The CONSULTANT shall be responsible for requesting and obtaining all necessary design information required for the specified scope of work. This shall include but may not be limited to pavement cores, geotechnical investigations, FWD testing, traffic data, pavement history, and all other pertinent design information. The CONSULTANT shall be responsible for coordinating all pavement testing with the District Asset Engineer and Pavement Design Office.

Deliverables:

The CONSULTANT shall prepare and submit the draft Pavement Design memorandum directly to the Pavement Design Office Manager for review. The format and contents for the memorandum shall be as described in IDM Section 601-5.01(04), INDOT Final Pavement Design.

Final MEPDG input and output files utilized for the final design shall be uploaded by designation (des.) number to the appropriate shared folder within the INDOT ProjectWise application.

The pavement design will not be considered final until it has been approved by the Pavement Design Office Manager or Designee. After approval, the CONSULTANT shall upload the memorandum, including patching tables as required, and all associated appendices to ERMS.

Task 6 Right of Way Plan Development

1. Right of Way Engineering

The CONSULTANT shall be responsible for activities necessary to certify that the right-of-way has been acquired and the project is clear for construction letting.

The CONSULTANT shall prepare final right-of-way plans, title research, legal descriptions, route survey plats or right-of-way parcel plats, acquisition instruments and other materials to be used in the acquisition of right-of-way in accordance with the Right-of-Way Engineering Procedure Manual, hereinafter called the MANUAL and 865 I.A.C. 1-12.

The CONSULTANT shall compare and study the title information and survey data furnished with it. The CONSULTANT shall write the legal description of every right-of-way parcel in conformity with the MANUAL. Documents, plats and plans prepared by the CONSULTANT are to be checked by the CONSULTANT prior to submittal to INDOT. Documents and plats requiring a seal under this Contract may not be reviewed by INDOT for content.

If the plans, aerial mosaics, title information and surveys are furnished to the CONSULTANT, there is no expressed or implied guarantee that conditions so indicated are entirely representative of those actually existing, or that unforeseen developments will not occur. The CONSULTANT is required to examine carefully all such data and satisfy itself as to the actual conditions. In case of any obvious discrepancy between the information furnished by INDOT and the actual conditions of the locality, or in case of errors or omissions in

said information supplied by INDOT, the CONSULTANT shall make such corrections or additions on the plans, plats, strips, maps, or mosaics as necessary for the proper carrying out of its services. The CONSULTANT is assumed to have made itself familiar with the plans, aerial mosaics, and surveys, and it shall not plead that INDOT or the CONSULTANT, if any, who prepared those materials should assume responsibility for adding the information thereto as required by this Contract and by the MANUAL. It shall be the CONSULTANT'S duty to immediately inform INDOT, in writing, of any such defect, error or omission which cannot be resolved without additional title search or field survey, or which cannot be made without altering the design extent or character of the right-of-way limits as shown by INDOT before proceeding on this portion of the work.

The CONSULTANT may, with prior written approval of INDOT, undertake additional title research in order to resolve errors or omissions in provided abstracting, as may be deemed necessary by INDOT for the purpose of completing the work included in this Contract.

The CONSULTANT may, with the prior written approval of INDOT, undertake field surveys for the purpose of checking title of plan data and/or for the acquisition of vital locative and boundary information which is not contained in existing records, as may be considered necessary to complete the work included in this Contract.

The CONSULTANT may, when requested in writing from INDOT, undertake additional field work, such as right-of-way staking or general layout, as specifically instructed by INDOT. Each right-of-way (parcel) plat and each sheet of legal description and access control clause issued by the CONSULTANT shall be dated and shall bear the signature and seal of the Registered Land Surveyor (Indiana) by whom the same is prepared, or under whose personal supervision the same is prepared by his/ her regularly employed subordinates, and for which he/she takes full responsibility. The CONSULTANT shall bear the responsibility of recording the plats which it prepares.

Taking possession and use by INDOT of completed portions of the work, at any time, shall not be deemed as acceptance of the work so taken or used.

The CONSULTANT shall provide to INDOT, on appropriate electronic media, a copy of prepared legal descriptions, computer generated land plats and calculated coordinate points that relate to the work.

The CONSULTANT agrees to attend such conferences with the officials of INDOT and other interested agencies, as may be required, in connection with the work. The CONSULTANT will make its services available to INDOT during the land appraising and acquisition for the interpretation of its work where disagreement may arise. The CONSULTANT will be available during appraising and acquisition in the event unforeseen or unusual conditions arise.

The CONSULTANT shall review the construction plans to verify that the right-of-way lines shown match those shown on the final right-of-way plans prior to submitting final construction plans.

Deliverables:

The CONSULTANT shall furnish the Right-of-Way Plans in accordance with Chapter 85 of the Indiana Design Manual. The CONSULTANT will submit each parcel file to INDOT upon completion of the described services.

2. Title Research Services

A. PREPARATION OF TITLE AND ENCUMBRANCE REPORTS – PERMANENT RIGHT-OF-WAY

1. COVER SHEET

- a. The TITLE AND ENCUMBRANCE REPORT cover sheet shall follow the format shown below.
- b. The cover sheet of each Title and Encumbrance Report shall be identified with the Project Number, County, Political Township, R/W Code Number, Parcel Number, Road Number, Des. Number and the name of the presumptive fee owner as shown on the right-of-way plans.

- c. A brief legal description shall be provided, including the quarter section or subdivision lot number, section number, township and range numbers (including direction), the acreage (unless in subdivision), and the assessed values of the land and improvements.
- d. The record owner(s), as of the certification date, shall be identified as shown in the instrument vesting title in them. The address of the record owner(s) and recording information shall also be provided.
- e. Active mortgages shall be shown on the cover sheet. If multiple mortgages are active, a note may be used to direct the reader's attention to the chain of title.
- f. Judgments, easements and tax information shall be identified by the applicable entry numbers from the chain of title. The status of the taxes shall be noted on the cover sheet.
- g. The cover sheet shall include the certification statement shown below. The CONSULTANT performing the search shall sign and date the cover sheet.

TITLE AND ENCUMBRANCE REPORT

Indiana Department of Transportation
Real Estate Division

RW Code: **Parcel:** **County:** **Pol. Twp.:**
Project: **Road:** **Des. No.**

Name on Plans:

Assessed Values								
Description or Addition	Sec.	Twp.	Rge.	Acres	Land	Improve.	Key Number	

LAST OWNER OF RECORD

Name:

Address:

Title Acquired By:

MORTGAGE RECORD

Mortgage Record: **Page:** **Amount:** **Dated:**

Mortgagor:

Mortgagee:

Judgments:

Easements:

Taxes:

Taxes are current.

CERTIFICATE

I certify that I have searched the records of the above named county for the required period of time and that all recorded transactions which affect the ownership of the caption real estate during that period are set forth in the attached chain of title. I further certify that the information summarized above represents the current status of the fee ownership and encumbrances against the caption real estate.

DATED: _____

SIGNED: _____
CONSULTANT

2. CAPTION

- a. Page 2 shall begin with the identification of the property covered by the Title and Encumbrance Report, hereinafter referred to as the caption. The caption shall be identified by the instrument number of the instrument conveying title to the current fee owner. Sell-offs shall be identified in the same manner. See Section A.4 for more information pertaining to the caption.

3. CONTIGUOUS PROPERTY

- a. A statement regarding contiguous property shall follow the caption identification. See Section A.5 for more information pertaining to contiguous property.

4. CHAIN OF TITLE

- a. The chain of title shall be presented as entries which address conveyances and encumbrances that affect the caption property. The entries shall be listed chronologically, by date, from the oldest to the newest.
- b. The chain of title shall begin with the first conveyance of the caption property which falls at least twenty years prior to the day of the search and provides an adequate legal description. Each instrument which conveys or encumbers the caption, or a portion thereof, shall be listed as an entry in the chain of title. A copy of each instrument shall be attached to the Title and Encumbrance Report and labeled as to its respective entry number and the recorded book and page (or instrument) number.
- c. Each entry in the chain of title which conveys the caption, or a portion thereof, shall include the following information: grantor, grantee, type of conveyance or legal action, and recording information.
- d. Sell-offs from the caption shall be identified as such and accepted. A copy of the conveyance from the owner of the caption shall be attached. In additions, instruments referred to in the caption description, or required to define the caption description, shall be copied and attached.
- e. If the real estate described in the caption is part of a subdivision, one legible copy of the subdivision plat shall be furnished, including the complete metes and bounds description, dedication, approvals and certificates, etc. One legible copy of the subdivision plats for other subdivisions named in the instruments which convey the caption, or a portion thereof, shall also be furnished.
- f. In the event that the last conveying instrument contains an incomplete or faulty legal description, the CONSULTANT shall make a note to that effect.
- g. When it is necessary to use the legal descriptions from two or more conveying instruments to formulate the caption, each legal description shall be given a tract number for reference purposes.
- h. Easements shall be fully described as to grantor, grantee, and complete recording information. A copy of the instrument shall be attached. Blanket easements which affect the entire caption may be described with a statement to that effect.
- i. Leases, liens, mortgages, assignments of rent, etc. shall be identified and described by the same method used for easements. In addition, subsequent assignments shall be shown.
- j. The tax statement shall be the last entry and include the following information: the name under which the real estate is assessed, the political township, the "Key" number (with each tract identified, if applicable), the amount and current status of the taxes.
- k. Defects in the chain of title shall be accompanied by the title researcher's note explaining the defect.

5. CONTIGUOUS PROPERTY

- a. A search for contiguous property is required for the Department's Engineering and Condemnation procedures.
- b. Contiguous property is property that is owned by the same entity as the caption and 1) has "unity for use" with the caption property, 2) is conveyed in the caption instrument or instruments, or 3) is adjacent to the caption property.

- c. Property conveyed in the caption conveyance must be accounted for. It is either contiguous property (requiring a statement to that effect); has been sold off (requiring a copy of the instrument of conveyance); or is beyond a one mile radius of the caption property (requiring a statement to that effect).
 - d. Property that is known to have "unity of use" with the caption property shall be shown as contiguous property.
 - e. Property that is indicated on the plans supplied by the Department as being owned by the same entity as owns the caption property should be accounted for as contiguous. A statement indicating that contiguous property instruments are attached will suffice.
 - f. A statement indicating that no contiguous property was found is required when none of the above conditions have been met.
 - g. No liability shall be incurred by the CONSULTANT regarding contiguous property.
6. AUDITOR/ASSESSOR PLATS
- a. The CONSULTANT shall provide one copy of the Auditor's or Assessor's plat(s), which covers the project area, and one copy of any applicable subdivision plat(s).
7. GENERAL
- a. Each Title and Encumbrance Report and the attachments thereto shall be submitted in DUPLICATE.
 - b. If there are any questions concerning the information required, or any problems that need to be discussed, please feel free to contact the appropriate District Real Estate Manager.
 - c. The CONSULTANT agrees to testify in court in behalf of the State on title work prepared under this contract should he/she be required to do so by the Department. In consideration for actions taken by the CONSULTANT, the Department will agree in writing to fees for testimony prior to the date the CONSULTANT must testify.
 - d. The CONSULTANT agrees to follow accepted principles and techniques as shown and necessary interpretation of these furnished by the Department. A parcel that does not meet such requirements shall be further documented without additional compensation to the CONSULTANT.
- B. PREPARATION OF TITLE AND ENCUMBRANCE REPORTS – TEMPORARY RIGHT-OF-WAY
1. COVER SHEET
- a. The cover sheet shall follow the format as found in the certification statement shown above with the words "TEMPORARY R/W" added to the title.
 - b. The cover sheet of each Temporary R/W Title and Encumbrance Report shall be identified with the Project Number, County, Political Township, R/W Code Number, Parcel Number, Road Number, and Des. Number and the name of presumptive fee owner as shown on the right-of-way plans.
 - c. A brief legal description shall be provided, including the quarter section or subdivision lot number, section number, township and range numbers (including direction), the acreage (unless in subdivision) and the assessed values of the land and improvements.
 - d. The record owner(s), as of the certification date, shall be identified exactly as shown in the instrument vesting title in them. The address of the record owner(s) and complete recording information shall also be provided.
 - e. No mortgage search is required for temporary R/W.
 - f. No judgment or easement searches are required for temporary R/W.
 - g. The status of the taxes shall be noted on the cover sheet.
 - h. The cover sheet shall include a certification statement which indicated that the search was abbreviated for temporary R/W purposes only. The CONSULTANT performing the search shall sign and date the cover sheet.
2. CAPTION
- a. Page 2 shall begin with the identification of the property covered by the Title and Encumbrance Report, hereinafter referred to as the caption. The caption shall be

identified with instrument number of the instrument conveying title to the current fee owner. Sell-offs shall be identified in the same manner. See Section A.4 for more information pertaining to the caption.

3. CONTIGUOUS PROPERTY

- a. A statement regarding contiguous property shall follow the caption identification. See Section A.5 for more information pertaining to contiguous property.

4. TAXES

- a. The “key” number and current status of the taxes shall be noted. Any delinquent taxes shall be identified.

5. GENERAL

- a. The CONSULTANT shall furnish a copy of the deed(s) which conveyed the caption to the current fee owner and any sell-offs.
b. Each Title and Encumbrances Report and the attachments thereto shall be submitted in DUPLICATE.

C. SUPPLEMENTAL TITLE AND ENCUMBRANCE REPORTS (UPDATES)

1. When requested, the CONSULTANT shall provide title work from the date of the original Title and Encumbrance Report to the present date. The CONSULTANT shall provide the following, in duplicate:
- a. A cover sheet which identifies changes and the associated recording documents. In addition, the CONSULTANT shall note the current status of the taxes.
 - b. Copies of documents recorded since the date of the original Title and Encumbrance Report which affect the caption property.

3. Right of Way Staking

R/W Staking will be performed by the CONSULTANT if needed.

Task 7 Public Involvement Services, if required

The CONSULTANT shall perform the following Public Involvement activities, if required:

- The CONSULTANT shall be responsible for scheduling and public advertisement of Section 106 consulting party meetings, CAC meetings, coordination meetings, and resource agency coordination meetings, as needed. The CONSULTANT will work with the District and/or Central Office staff to address INDOT’s public involvement policy.
- The CONSULTANT shall act as INDOT’s representative at public information meetings and public hearings. INDOT, or the CONSULTANT in coordination with INDOT, will schedule and conduct public information meetings/hearings. The CONSULTANT shall be responsible for attending and participating in the presentation of information and production of displays/materials needed for INDOT’s public information meetings/hearings.
- The CONSULTANT shall be responsible for documenting all public involvement activities in accordance with INDOT’s public involvement policy and Public Involvement Procedures found on the INDOT internet website.
- Work with project teams to develop project specific public involvement plans (INDOT Project Managers, other consultants, CDs)
- Implement activities to support public involvement plans
- Develop or work with project teams (consultant, district, other) to develop project materials for any outreach activities when needed (adhere to INDOT branding requirements)
- Early project coordination

- Maintain stakeholder contact databases
- Place public notices in local newspapers
- Sort and coordinate payment of public advertisements
- Place project documents at public and online repositories
- Facilitate public hearings
- Facilitate public information meetings and open houses statewide - non-NEPA project outreach
- Produce transcripts of public hearings, public meeting summaries
- Facilitate creation, coordination, and maintenance of project website content
- Notify impacted property owners/key stakeholders/local officials
- Manage mailings and electronic notifications
- Request presentations by groups/clubs/organizations, assist INDOT PM with content development and participation
- Coordinate with project team to provide public involvement guidance during project development process, generally from start of environmental analysis process to approval of document
- Coordinate with FHWA, state agencies including IDEM, State Historic Preservation Officer (for projects when a Consulting Parties group must be formed), IDNR, Environmental Services, Project Management, Communications and Media Relations during environmental analysis.
- Work with project specific consultant teams to perform proactive public involvement.
- Work with district communication teams to help perform outreach activities.
- Work with impacted property owners to ensure concerns are addressed (for projects where no hearing is held).
- Document all public involvement activities
 - o Ensure documentation is included in each environmental document
 - o Develop and maintain electronic files of public involvement activities
 - o Track activities by project DES#

Task 8 Utility Coordination Services

The CONSULTANT shall perform utility coordination in accordance with the following:

1. Utility coordination activities, as presented during Utility Coordinator Certification Training
2. 105 IAC 13 Utility Facility Relocations on Construction Contracts
3. Indiana Design Manual (IDM) Chapter 104 Utility Coordination
4. INDOT Accommodation Policy
5. FHWA Program Guide: Utility Relocation and Accommodation on Federal Aid Highway Projects

The CONSULTANT shall have an INDOT certified Utility Coordinator as part of the project team.

The CONSULTANT shall have an INDOT certified Utility Coordinator perform the following utility coordination tasks covered in IDM Chapter 104:

1. Present project reports necessary for project delivery such as status reports and risk reports.
2. Recommend work plans for approval including, narrative portion, relocation drawing, cost estimates and proof of property interests.
3. Recommend work plan addendums for approval.
4. Lead or facilitate meetings involving utility specific activities such as 'kick-off' meetings, conflict resolution meetings and reimbursement eligibility meetings.

5. Facilitate the discussion of cost estimates, reimbursement, reimbursable status or agreements with utility companies and INDOT.
6. Review and recommend approval of utility consultants and utility contractors.
7. Review and sign all required letters to utility companies.
8. Prepare and sign all required contract letting documents.
9. Conduct post letting utility coordination services.

At the start of a project, the CONSULTANT shall develop and thereafter maintain a schedule of activities to deliver the project. The schedule shall include pre-letting and post-letting utility coordination activities, including but not limited to the following items:

1. Obtain from the INDOT Project Manager:
 - A. The target date for the roadway to be open to traffic
 - B. The target date for utility relocations to be complete.
2. Send out the initial notice.
3. Meet face to face with utility companies to determine:
 - A. What are the utility right of way needs,
 - B. What is the basis for reimbursement for the utility facilities, if any,
 - C. What is the estimate of cost to relocate the utility facilities,
 - D. What is the utility schedule to relocate, if such is necessary
 - E. Where would the utility companies relocate their facilities, if such is necessary,
 - F. How can the highway project be designed to potentially avoid the utilities
 - G. Do the utility companies have elevations for their facilities and is Subsurface-Utility Engineering (SUE) needed.
4. Send out the request for verification.
5. Send out the request for conflict analysis.
6. Send out the request for work plans.
7. Deliver the utility certificate and utility special provision to the INDOT Oversight Agent and INDOT Project Manager for approval, and.
8. Date each utility is anticipated to be out of conflict with the highway project.

All utility coordination services are under the direction of an INDOT Oversight Agent who coordinates with the INDOT Project Manager.

The CONSULTANT shall design the project to potentially avoid the relocation of utility facilities when feasible and to minimize the financial impact to the project and to the utilities.

Prior to Stage 2 plans, the CONSULTANT shall report in writing to the INDOT Project Manager and the INDOT Oversight Agent which utilities may be relocated and the reason they may be relocated.

The CONSULTANT shall conduct office reviews, field reviews, meetings and communications as needed for utility coordination services.

The CONSULTANT shall prepare notices, letters, drawings and agreements for utility coordination services.

The CONSULTANT shall provide legal notice before entering private property.

The CONSULTANT shall perform constructability reviews of the project and utility relocation work in accordance with the Constructability Manual, <http://www.in.gov/indot/2697.htm>.

The CONSULTANT shall prepare agreements for INDOT's approval for reimbursable utility relocation work and utility relocation work that will be performed by the INDOT highway construction contractor.

The CONSULTANT shall determine if utility field check(s), utility coordination meeting(s), and utility conflict resolutions meeting(s) are needed, then schedule and conduct such when needed.

The CONSULTANT shall review plan sheets, cross sections, relocation work plans and schedules to determine that identified utility facility conflicts are being addressed by the utility company.

The CONSULTANT shall be responsible for input of all required utility data and project information into INDOT's Utility Tracking Application (UTA) based on the current standards set by INDOT's central office.

Before Stage 2 design is complete, the CONSULTANT shall have a face to face meeting with utility companies to discuss the following:

1. What are the utility right of way needs,
2. What is the basis for reimbursement for the utility facilities, if any,
3. What is the estimate of cost to relocate the utility facilities,
4. What is the utility schedule to relocate if such is necessary
5. Where would the utility company relocate their facilities if such is necessary,
6. How can the highway project be designed to potentially avoid their facilities
7. Do the utility companies have elevations for their facilities and is SUE needed.

Before Stage 3 design is complete, the CONSULTANT shall deliver to the INDOT Oversight Agent a revised estimate of the reimbursable utility relocation costs.

Before the Ready for Contracts date, the CONSULTANT shall deliver to the INDOT Oversight Agent a work plan for each utility within the area of the project. A work plan includes narrative, drawing, cost estimate and easement documents as applicable. The work plans shall be delivered whether or not utility facility relocations are required.

The CONSULTANT shall upload the following items for all utilities within the area of the project via the INDOT ERMS Web Portal not later than 90 days prior to the contract letting:

1. Utility relocation work plan
2. Utility coordination certificate
3. Utility special provision

The CONSULTANT shall act as a liaison between utility companies and INDOT, answering questions, interpreting plans, and corresponding with utilities.

The CONSULTANT shall be available during the construction phase of the project and report the status of utility work to the Oversight Agent, Project Engineer and Project Manager bi-weekly, or more frequently, if requested.

Task 9 Construction Phase Services

Following the award of the construction Contract, the CONSULTANT shall be responsible for attending the pre-construction meeting. During the course of construction, the CONSULTANT shall be available at reasonable times during normal working hours to respond to reasonable inquiries concerning the accuracy or intent of the CONSULTANT's plans. All such inquiries shall be made only by persons designated by INDOT to interpret the plans and Contract documents for the benefit of the contractors and subcontractors performing the work. The CONSULTANT shall not be required to respond to inquiries by persons other than INDOT's designated representative and shall not be required to engage in exhaustive or extensive analysis or interpretation of the plans.

The CONSULTANT shall review all shop drawings as described in IDM 14-1.02(08). This includes Mechanically Stabilized Earth (MSE) retaining walls, Sound Barrier Systems and Precast Concrete 3-Sided Structures and Box Culverts.

If during the construction phase it is determined that unforeseen or unusual conditions arise, the CONSULTANT shall revise the plans with INDOT approval.

If requested by INDOT, the CONSULTANT shall have the CONSULTANT's project design engineer attend and participate in partnering (1) a workshop with employees of INDOT, contractor, subcontractors, etc. to develop a statement of goals, and (2) follow-up meetings.

Utility Coordination Services During Construction:

All utility coordination services are under the direction of an INDOT Oversight Agent who coordinates with the Project Manager.

The CONSULTANT shall act as a liaison between utility companies and INDOT, answering questions, and interpreting plans.

The CONSULTANT shall be available during the construction phase of the project and be pro-active in facilitating that the utility facility relocations are occurring in accordance with the utility's work plan.

The CONSULTANT shall issue a letter giving the utility notice to proceed with construction activities.

The CONSULTANT shall attend construction progress meetings held by the project engineer as necessary.

The CONSULTANT will prepare a bi-weekly status report indicating the details of utility relocation work and submit these reports to the Oversight Agent, Project Manager and Project Engineer.

The CONSULTANT shall prepare permit addendums for directed changes to utility relocation work plans including cost increases prior to the work being performed.

The CONSULTANT shall send to each utility with relocation work, a letter acknowledging completion of their work, not later than two weeks after the utility relocation work is complete.

The CONSULTANT shall send to each reimbursable utility, a letter requesting a cumulative invoice summary in 90 days, not later than two weeks after the utility relocation work is complete.

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