

Draft Scope of work
 Proposal and Moving Specification

Provide relocation services for a grouping of residential and non residential relocations for right of way acquisitions located on the SR 502, NE 21st Ct. to NE 102nd Ave. Project (SR 502 Widening project).

Following is a list of relocations to be completed for this contract:

	SR 502, NE 21st Ct. to NE 10th Ave (SR502 Widening)			Legend: LL=Landlord, RES=Residential, PPO=Personal Property Only, BUS=Business Relocation
1	4-07687	Jensen, Lee 219th St. 2111 NE	LL	Single Family Dwelling (SFD)
2	4-07687	Hardy, Nicole, NE 219th St. 2111	RES Tenant	SFD
3	4-07690	Moore, Douglas; NE 219th St 3711	LL	SFD
3	4-07690	Tenant; 3711 NE 219th St	Res Tenant	SFD
4	4-07692	Kutsar, Alex 3815 NE 219th St.	LL	SFD
5	4-07692	Rushing, Teresa 3815 NE 219th St.	RES Tenant	SFD
6	4-07695	Muncy Michael & Bobbie 3001 NE 219 th St.	PPO	House hold items from Pump house.
7	4-07704	Prak Commercial 21809 NE 42nd Ave.,	LL	SFD
8	4-07704	Paul Lucas 21809 NE 42nd Ave.,	RES Tenant	Manufactured home
9	4-07704	Paul Lucas 21809 NE 42nd Ave.,	BUS	Garage containing Art studio
10	4-07706	Mofford, Clifford, & Julia	RES Owner Occ	SFD

11	4-07711	Huston, Georgia; 4701 NE 219th St	Res Owner Occ.	SFD
12	4-07715	Paladeni, John 21705 NE 50th Ave, Ridgefield, WA	LL	SFD
13	4-07715	Hanes Keith & Dolly; 21705 NE 50th Ave, Ridgefield, WA	PPO	movable chicken house.
14	4-07716	Condon, Kenneth & Sherry; 5215 NE 219th St	LL	SFD
15	4-07716	Malvaez, Jessica & Marco 5215 NE 219th St.	Res tenant	SFD
16	4-07730	O'Brady's Drive In 7711 NE 219th ST	Bus	Short order restaurant
17	4-07738	Orthmeyer, Joyce & G 7803 NE 219th St.	Res Owner Occ.	SFD
18	4-07743	Field, Donna; Et al 7915 NE 219th St	LL	SFD
19	4-07743	Mark & Theresa Stinger 7915 NE 219th St.	RES Tenant	SFD
20	4-07746	Sylvia Cryblskey #1	LL	SFD
21	4-07746	Slaby, Beck & family #2 8919 NE 219th St.	Res Tenant	SFD
22	4-07747	Sundial Time Systems 8515 NE 219th St	Bus	Small internet business operated out of house.
23	4-07750	Calvert, Tony & Becky; 8415 NE 219th St	LL	SFD
24	4-07750	Denison, Ellen & Joe 8415 NE 219th St.	Res Tenant	SFD
25	4-07763	Quackenbush Holly 2804 NE 219th St.	Res Owner Occ	SFD
26	4-07764	Lindsay, Robert & Ina	Res Owner Occ.	SFD

27	4-07796	Krehbiel, Donald; NE 219th St.	7006	Res Owner Occ.	SFD
28	4-07800	S & I Equipment LLC		PPO	Items for rent stored in acquisition area.
29	4-07809	Lasst Western Company 7216 NE 219th St. Suite D		Bus	Retail unit
30	4-07809	From your desk to mine 7216 NE 219th St. Suite F		Bus	Retail Unit
31	4-07809	Melaleuca Dist. Shirley 7216 NE 219th St. Suite C		Bus	Retail Unit
32	4-07809	Velvet Owl Photo 219th St. Suite E	7216 NE	Bus	Retail Unit
33	4-07810	Barnes, Jerry; NE 219th St.	7520	Res Owner Occ.	SFD
34	4-07813	Dan's Tractors, Ogden, Scip & Sandra; 219th St.	8012 NE	PPO	Portable awning and two rows of new tractors for sale.
35	4-07827	Berry, Ruth; 219th St	9406 NE	Res Owner Occ	SFD, Manufactured Home
36	4-07828	Prew, Betty; NE 219th St.	10112	Res Owner Occ	SFD
37	4-07832	Bartel, Peter & Eileen; NE 219th St.	10016	LL	
	Parcel Total: 7 Business 4 PPO 17 RES <u>10 Landlord</u> 38 Total Relocations				

General Information

The purpose of this request is to seek a right of way firm to supply an agent or agents to perform the above relocations and associated relocation work to successfully complete these relocations.

All right of way assignments shall be in accordance with part 24-Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as Amended; and to the standards as defined by the Washington State Department of Transportation and the Federal Highway Administration.

Additionally the relocation agent is required to provide detailed claim recommendations with appropriate supporting documentation to satisfy the regulatory (CFR), state law (WAC) and Right of Way manual requirements. Strong report writing skills, communication techniques (orally and in writing) and organizational skills are required. Detailed diaries of all events, communications, issues and resolutions are required to be submitted with all claims.

The firm must be able to commit themselves to the completion of this each displacement file by a single agent or lead with an assistant agent. It is not acceptable to change agents at any time during this relocation process. In the unforeseen instance that the agent must change, the selection process for the replacement agent would need to be approved in writing by WSDOT and the qualifying criteria described would need to be applied.

Project Timeline

The construction phase of the project is scheduled to begin in spring of 2013, to meet this schedule the Relocation phase is to be completed by October 31, of 2012. The occupants have been interviewed and given general relocation information and notices, and assistance required by the Uniform Relocation Assistance Act. All will receive relocation entitlement determinations for the residential displaced persons at the time negotiations are initiated. The project or its timeline does not expect to cause any excessive hardships or difficulties on the displaced individuals that would delay the project.