8.0 Right-of-Way

CDOT will acquire Right-of-Way (ROW) for this Project. It has been determined that this Project will be constructed within existing CDOT ROW and the additional ROW being acquired, as defined in the ROW plans in Book 4. In the event that the Contractor requests additional ROW acquisition to perform the Work and the CDOT ROW Manager Approves such request, all Contractor Acquisitions, shall be performed by the Contractor in compliance with the requirements of this Section 8 and Book 1. Such Contractor Acquisitions include additional ROW acquisition for Additional Requested Elements (ARE) included in the Work. The Contractor shall be responsible for completion of all steps in the ROW acquisition process for Contractor Acquisitions, except for condemnations (if needed). The Colorado Attorney General's Office will file and prosecute all condemnations needed for Contractor Acquisitions. The Colorado Attorney General's Office will file and prosecute all condemnations needed for Contractor Acquisitions.

If the Contractors design requires the acquisition of ROW, the Contractor is required to:

1. Include the cost of all ROW acquisitions in the Price Proposal
2. Assume sole responsibility of all costs associated with the acquisition of any such ROW, including the cost of obtaining any necessary environmental approvals or mitigation, costs associated with surveying and ROW plan preparation, relocation costs and the costs of improvement demolition.
3. Acquire properties for the Project on behalf of CDOT with title reflecting: DEPARTMENT OF TRANSPORTATION, STATE OF COLORADO, whose legal address is 4201 E. ARKANSAS AVENUE, DENVER, COLORADO 80222.

If the Contractors proposed design requires the acquisition of ROW, the Contractor is not entitled to:

1. Any Change Order for time or money as a result of site conditions (e.g., hazardous materials, differing site conditions, geotechnical issues, utilities, etc.) on the ROW.
2. Any Change Order for time or money as a result of any delay, inability, or cost associated with such ROW.

8.1 Administrative Requirements

CDOT will retain possession of each parcel and all improvements, if any, made thereon by the Contractor. The Contractor's access and use of the ROW arises solely from the permission granted by the CDOT ROW Manager under the Contract.

8.1.1 Acquisition and Relocation Standards

All ROW acquisition and relocations for Contractor Acquisitions shall be performed in accordance with all applicable federal and state laws, including:

1. The federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, including regulations promulgated pursuant to such Act, which appear at 49 CFR Part 24, as amended.

2. Right of Way Requirements for Design/Build Projects, 23 CFR 710.313.

3. The Colorado Relocation Assistance and Land Acquisition Policies Act, Section 24-56-101, et seq., C.R.S., as amended.

4. The Colorado Eminent Domain Act, Section 38-1-101, et seq., C.R.S., as amended.

5. CDOT's Right of Way Manual, as amended.

6. CDOT's authority to acquire property and to acquire through eminent domain, if necessary, is set forth in Section 43-1-208, 210 and 43-3-106, C.R.S., as amended.

7. If the acquisition of additional ROW by the Contractor is Approved by the CDOT ROW Manager (Contractor Acquisitions), all appraisal, acquisition negotiation, and relocation shall be done by CDOT-Approved consultants.

8. All Contractor Acquisitions will be acquired in CDOT's name.

8.1.2 Status of Right-of-Way

CDOT has or will acquire permanent and temporary ROW, including, Fee parcels, Permanent Easements (PE's) and Temporary Easements (TE's) for the Project as shown on the ROW Plans included in Book 4.. The ROW Plans included in Book 4 – Contract Drawings shows the ROW that CDOT owns and has acquired for the Project, any additional is to be determined by the Contractor's design and Approved by CDOT's ROW Manager.

The Contractor shall be allowed access to each parcel identified in Appendix A of this Section 8 as each parcel is acquired. CDOT will provide the Contractor with status reports, written notice of parcel access, and any applicable restrictions that may apply. The Contractor shall not access any parcel on which access has not been provided.

The Contractor shall not trespass on private property. If CDOT discovers a trespass, the Contractor shall promptly vacate possession of the private property upon receipt of notice of the trespass from CDOT. If any liability occurs as a result of the trespass, the Contractor shall be responsible for such liability, including indemnifying CDOT for such liability. In the event that trespass occurs, and especially in instances where trespasses persist after receipt of a notice to desist from CDOT, the Contractor shall be liable for liquidated damages as defined in Book 1, Section 17.

8.1.3 Right-of-Way Manager and Compliance with CDOT Right-of-Way Manual

The Contractor shall retain a ROW Manager if ROW acquisition (Contractor Acquisitions) is Approved by CDOT's ROW Manager. The Contractor's ROW Manager shall be responsible for all ROW coordination and compliance requirements. The Contractor's ROW Manager shall be certified for both acquisition and relocation services pursuant to the CDOT ROW Manual and Approved by CDOT's ROW Manager. The Contractor's ROW Manager shall coordinate all acquisition and relocation activities with CDOT's ROW Manager (or a delagee). In compliance with 23 CFR §710.313(d)(3), the Contractor shall execute a certification in its Proposal that it has reviewed the current copy of the CDOT ROW Manual and will comply with all of the requirements of the CDOT ROW Manual.

8.1.4 Property Management Plan

CDOT's property acquisition includes the acquisitions as shown in the ROW plans included in Book 4. As set forth in Section 8.~~2~~3, the Contractor shall be responsible for demolition of any improvements acquired by the Contractor. Demolition cannot begin until CDOT's ROW Manager has given the Contractor written authorization to access or take possession of the property and must be completed prior to commencing construction activities on the property. If such demolition is not immediately completed, the Contractor shall be responsible for all property management requirements for such improvements until their demolition. The Contractor shall establish and maintain a written Property Management Plan for the Work, including such improvements, which shall establish administrative and technical means for the security, hazardous materials assessment, demolition, debris removal, site clearing, and cleanup of building structures and property improvements acquired as a part of the ROW on the Project. The Property Management Plan shall conform to Chapter 7, Property Management, of the CDOT Right of Way Manual and shall specifically address the following components:

1. Project Land and Improvements
2. Demolition
3. Rodent Control
4. Safety
5. Hazardous Waste and Storage Tanks
6. Hazardous Materials
7. Improvement Security and Maintenance

The Property Management Plan shall be submitted to CDOT for Approval prior to Contractor being allowed access to the property.

8.1.5 Permission to Enter Property

The Contractor shall secure permission to enter property forms prior to entering any property outside the ROW for surveying, nonintrusive environmental investigation, and appraisal purposes. It shall be the Contractor's sole responsibility to obtain the forms, and the Contractor shall be responsible for any and all damages and claims. The Contractor shall submit copies of all permission to enter property forms to CDOT prior to entering the property.

8.2 Acquisition and Relocation Requirements

8.2.1 Request for Right-of-Way

Should the Contractor determine that additional ROW parcels, including Fee, Permanent Easement (PE), Utility Easement (UE) or Temporary Easement (TE) parcels are necessary or desirable for the Work, the Contractor shall submit a written request to CDOT's ROW Manager for Approval. If acquisition of both TEs and/or permanent ROW, including Fee, PEs and UEs, are requested, the application, Approval and acquisition requirements of this Section are applicable. Each request shall include the following documentation:

1. Identification of the additional parcels and an explanation of a justification for its need. An illustration of each parcel superimposed on an aerial photograph with approximate area of the parcel will be sufficient.
2. A preliminary cost estimate for each parcel that includes separate values for land, improvements, damages or benefits (if any), relocation (if applicable), and survey, ROW Plan preparation, appraisal, and acquisition costs.
3. A title commitment report for each parcel, including all supporting documentation, not more than 30 Days old.

4. Any maps, deeds, or other information available to the Contractor that shall expedite the acquisition.
5. Acquisition stage relocation plan in accordance with the CDOT Right of Way Manual, Chapter 5, if additional ROW acquisition requires occupant or personal property relocation.

CDOT's ROW Manager will review each request and, if Approved, shall notify the Contractor in writing (Contractor Acquisitions). CDOT will notify the Contractor of any deficiencies and may request a resubmittal of the request. The Contractor shall promptly correct any deficiencies and resubmit the appropriate documentation.

8.2.2 Acquisition of Right Of Way

If authorization is obtained from CDOT, the Contractor may begin the ROW acquisition process for the Contractor Acquisitions. All aspects of the ROW process for the Contractor Acquisitions must be conducted in compliance with CDOT's Right of Way Manual, including ROW plans preparation and approval, appraisal and valuation review and approval (draft appraisal review and Fair Market Value preparation), and conduct and procedures for acquisition negotiations and relocation, if needed. For any fee parcels acquired, the Contractor shall obtain and provide appropriate release documents for any encumbrances affecting the acquisition parcels, including but not limited to releases of deeds of trust, mortgages, easements, and liens. If liens or encumbrances affect permanent easement parcels, CDOT should be notified of such liens and encumbrances and the Contractor will be required to take the action requested by CDOT, which may include subordination or release of the liens and encumbrances. An appropriate environmental clearance, as specified in Book 2, Section 5 - Environmental Requirements, shall be required as a prerequisite for Approval of ROW plans for the additional ROW.

If the additional ROW is to be acquired from a landowner with whom CDOT has an unsettled condemnation case, the same appraiser that prepared the appraisal for CDOT's condemnation case shall value the additional ROW. CDOT's ROW Manager must Approve the value determination for the additional ROW, or if required, issue a fair market value determination prior to any offer being made to the landowner. CDOT's ROW Manager must review and Approve all administrative settlements, which are settlements over the amount of the CDOT-Approved offer to purchase that are made to the landowner.

If authorization is obtained from CDOT's ROW Manager for the Contractor to purchase Contractor Acquisitions, the Contractor's ROW Manager shall meet with CDOT Region 2's ROW Manager, or a delagee, every two weeks to review the status of the ROW acquisitions and relocations, if applicable, and check Quality Control/Quality Assurance as needed, until the completion and CDOT Approval of the acquisitions and relocations. The Contractor is responsible for creation and implementation of an internal status tracking and quality control system for all ROW processes.

The steps of the CDOT right of way acquisition process, the entity that is responsible for completion of each step (Contractor or CDOT), and approximate time frames for some of the steps are set forth in Appendix C of this Section 8. Note that all time frames in this table are approximate suggestions as opposed to binding agreements and cannot be relied upon by the Contractor.

8.2.2 Utility Easements

Construction of the Project will affect existing Utilities. Known easements for existing Utilities and Utilities to be relocated are shown in the ROW Plans included in Book 4. If the Contractor determines that it needs Utility Easements (UE), the Contractor, at its sole cost and expense, shall be responsible for acquiring such Additional UE's.
The acquisition of Additional UEs requires prior Approval by CDOT. Acquisition of Additional UEs must be conducted in compliance with Book 2, Section 8.2.1, above.

8.2.4 Relocation

If the additional Contractor Acquisitions requires occupant or personal property relocation, such relocation shall be conducted in compliance with Chapter 5 of the CDOT Right of Way Manual. The steps of the CDOT Relocation process, the entity that is responsible for completion of each step (Contractor or CDOT), and approximate time frames for some of the steps are set forth in Appendix ~~B~~ C of this Section 8. Note that all time frames in this table are approximate suggestions as opposed to binding agreements. The Contractor shall be fully responsible for the relocation schedule. As a general proposition, appropriate completion of the CDOT ROW relocation process takes longer than one would reasonably think it might. If an acquisition displaces an occupant, working through the relocation process will likely be the longest most Schedule-specific required ROW activity. As a result, prioritizing such acquisition is recommended.

8.2.5 Condemnation

If the Contractor cannot reach an agreement with a landowner for the acquisition of the Contractor Acquisitions, the Contractor may request in writing that CDOT acquire the additional ROW through condemnation proceedings. The Contractor shall prepare and submit to CDOT for Approval a properly completed Condemnation Memorandum and Check List Form in accordance with the instruction contained in the CDOT Right of Way Manual. The condemnation request shall include a certified check payable to the Clerk of the District Court of the appropriate county in the amount of the required condemnation filing fee and approved fair market value or value finding.

The Contractor must work with CDOT's ROW Manager to establish a realistic schedule for filing condemnations, and setting and holding immediate possession hearings. It usually takes at least four months from the date of submission of a condemnation request file to the Colorado Attorney General's Office for a condemnation action to be filed and an immediate possession hearing to be set and held. The Contractor shall not enter any properties until notified in writing that legal possession has been obtained. If a settlement is negotiated with a property owner after the filing of a condemnation, the Contractor will be consulted on the settlement; however, CDOT shall have authority to decide whether to accept or reject the settlement. If a settlement is agreed to, the Contractor must pay the full amount of the settlement. If a valuation trial is held, the Contractor shall be responsible for payment of the full amount of the valuation trial award, including, if any, all interest, costs and attorneys' fees per CRS 38-1-122.

If there are any time delays as a result of condemnation proceedings, all costs associated with such time delays shall be borne by the Contractor. The Contractor may be required to provide personnel for pre-trial and court testimony for each condemnation request.

8.2.6 Contractor Possession of Acquired Properties

After each parcel of Contractor Acquisitions is acquired, the Contractor shall submit a complete parcel acquisition file, which shall include but not be not limited to, copies of offer letters, fair market value determinations or value findings, fully executed easement documents and/or agreements, the negotiator's signed diary, a statement signed by the property owner acknowledging receipt of payment in full, and if relocation is applicable, all required relocation forms. Parcel acquisition files shall be submitted to CDOT's ROW Manager for Approval no later than 2 Working Days following payment to the landowner. The Contractor shall not access or take possession of any requested ROW parcel for construction until CDOT provides written authorization.

8.3 Construction Requirements

8.3.1 Demolition

CDOT is in the process of demolishing all buildings, structures, and other improvements on the ROW acquired. The Contractor shall demolish all buildings, structures, and other improvements on any additional acquisitions. In the event that ROW acquisition, that has been Approved by CDOT' ROW Manager, includes acquisition of structures or improvements, demolition of such structures and improvements shall be completed in compliance with this Section. The Contractor shall conduct and document asbestos and hazardous waste, including lead-based paint inspections and any required action in accordance with Book 1 of the Contract Documents. All Utilities associated with such buildings, structures, and other improvements installed on or connected to the ROW shall be abandoned or removed in accordance with the requirements of the applicable Utility Owner as part of the demolition, unless otherwise noted.

The Contractor shall properly remove and dispose of all regulated asbestos containing material, all Universal and other types of hazardous waste, and any other regulated material other than solid waste prior to demolition of any property in accordance with all federal, state, and local regulations. The Contractor shall obtain all permits or other approval documents required by state and local government, including a demolition plan Approved by the CDOT Manager of Property Management at Headquarters in accordance with the Occupational Health and Safety Administration (OSHA) demolition regulations 1926.850 prior to demolition of any property. Such documentation shall be submitted to CDOT's ROW Manager for Acceptance at least 15 Days prior to demolition.

All Utilities associated with such buildings, structures, and other improvements installed on or connected to the ROW shall be abandoned or removed in accordance with the requirements of the applicable Utility Owner as part of the demolition, unless otherwise noted.

8.3.1.1 Demolition Requirements for Parcels RW-4 and RW-4a Humane Society of the Pikes Peak Region

The Human Society will be responsible for relocating the personal property currently underground in the area of the new CDOT Right of Way. In the event that additional pet remains are encountered in the area the Contractor shall carefully remove the remains, place the pet remains within a 5-mil plastic bag and seal in a cardboard box. The box shall be delivered to HSPPR labeled with the approxmimate location that the remains were found.

The Contractor shall install the Right of Way (ROW) fencing along the proposed ROW/eastern property boundary of the two parcels. The fence installation will be a 7-foot chainlink fence with

top rail and 3-wire barbed wire. The fence construction shall include any modifications necessary to accommodate the existing gates and connections to the existing fence.

The Contractor shall perform demolition of the existing memorial garden wall and fountain once the personal property has been relocated by HSPPR. This will include termination of the sprinkler system at the property boundary and relocation of sprinker heads within three feet of the wall demolition. Once the wall and fountain are removed, the contractor will regrade and slope to match the existing grade. Weed barrier and mulch will be placed on graded area to match the existing landscaping. An existing stacked stone wall exists along the northern edge of the memorial garden. Portions of the stone wall will be dry stacked near the existing wall for reuse by HSPPR. The sidewalk will be removed up to the new fence/ROW location. No saw cuts will be made to the existing sidewalk for removal.

The Contractor shall coordinate with the previous property owner of Pikes Peak Nursery regarding the existing irrigation at the site. The Contractor shall terminate and cap the existing irrigation at the property boundary. The sidewalk around the pond will be removed up to the new fence/ROW location. No saw cuts will be made to the existing sidewalk for removal.

The Contractor shall perform this demolition work upon receipt of NTP 1 and approved Right of Entry.

8.3.2 Restoration of Property and Landscape

Temporary easements are temporary rental of property. At the end of the rental period, property occupied by the Contractor under a temporary easement shall be returned to the landowner in the same condition it was in prior to taking possession. The Contractor shall, at its sole cost and expense, repair and/or replace or restore any damage to TE property that may occur as a result of the Contractor's occupancy, to a condition reasonably equal to that existing prior to the damage. Restoration may include, but is not limited to, repair, replacing in kind, rebuilding, or replanting. Such restoration must be completed prior to the termination date of the TE rental term.

8.3.3 Protection of Property

Once the CDOT ROW Manager provides written authorization to access property, in accordance with the requirements herein, the Contractor shall manage and minimize losses to the property in accordance with the requirements of Book 2, Section 18 - Maintenance during Construction. This shall include the installation of temporary chain-link security fencing sufficient to contain animals, people, etc. The temporary fencing shall be installed prior to removing any ROW fencing or sound barrier in place within the Project limits.

8.3.4 Prohibition Against Coercion, Impairment of Safety, and Inconvenience of Displaced Occupants Still in Occupancy

In compliance with 23 CFR §710.313(d)(3), CDOT may establish hold off zones around occupied properties whose occupants are being displaced by a ROW acquisition, but have not vacated the premises. If such zones are established, no construction-related activity will be

allowed within the hold off zone until CDOT's ROW Manager provides written authorization in accordance with section 8.2.

In compliance with 23 CFR §710.313(d)(4), adequate access shall be provided to occupied properties whose occupants are being displaced by a ROW acquisition, but have not vacated the premises, to ensure emergency and personal vehicle access.

In compliance with 23 CFR §710.313(d)(5), utility service must be available to all to occupied properties whose occupants are being displaced by a ROW acquisition, but have not vacated the premises, at all times prior to and until relocation is completed.

In compliance with 23 CFR §710.313(d)(6), open burning should not occur within 305 meters (1,000 feet) of occupied properties whose occupants are being displaced by a ROW acquisition, but have not vacated the premises.

8.4 Deliverables

At a minimum, the Contractor shall submit the following to CDOT for review, Approval, and/or Acceptance (if applicable):

Deliverable	review, Acceptance or Approval	Schedule
Property Management Plan (required if Contractor obtains ROW)	Approval	Prior to being allowed access to the property.
Parcel Acquisition Files (required if Contractor obtains ROW)	Approval	No later than 5 Working Days following tender of payment to land owner
Condemnation memorandum and check list form (required if Contractor obtains ROW)	Approval	Concurrent with the request to CDOT for property condemnation
Request for additional ROW (letter)	Approval	As needed
Permission to enter property form	Approval	Prior to entering private property
Asbestos and lead based paint inspection (required if Contractor performs demolition)	Approval	15 Days prior to demolition
Appraisals (required if Contractor obtains ROW)	review/Approval	Prior to finalization
Value Findings/FMV (required if Contractor obtains ROW)	Approval	Prior to offer being made
Relocation Plan (required if Contractor obtained ROW requires relocations)	Approval	With request for additional ROW
Administrative settlement (if required for Contractor obtained ROW)	Approval/review	Prior to execution of MOA

All deliverables shall also conform to the requirements of Section 3 - Quality Management.

8.5 Appendices

Appendix A Right of Way Schedule

Appendix B Right of Way Improvement Demolition Schedule

Appendix C Steps of the CDOT Right of Way Acquisition Process, Entity Responsible for Completion of Each Step, and Approximate Time Frames

Appendix D Steps of the CDOT Relocation Process, Entity Responsible for Completion of Each Step, and Approximate Time Frames

APPENDIX A

RIGHT-OF-WAY SCHEDULE

Parcel No.	Project Code	Owner	Access Date
RW-2, PE-2A and PE-2B	19039	Wal-Mart Real Estate	4/1/2015
PE-1	19039	City of Colorado Springs-Bear Creek	4/1/2015
RW-4	19039	Humane Society	4/1/2015
RW-4A	19039	Humane Society of Pikes Peak	4/1/2015
RW-6	19039	Harry Hoth	4/1/2015
RW-7	19039	Pikes Peak Broadcasting, LLC	4/1/2015
141	18331	Kirk Saunders (CDOT)	4/1/2015
142	18331	Chestnut Street Partners, LLC (CDOT)	4/1/2015
143, 143A	18331	Michael Devreindt (CDOT)	4/1/2015
RW-3	19039	City of Colorado Springs-Abbot Lane	4/1/2015
RW-5	19039	City of Colorado Springs-Drake	4/1/2015

APPENDIX B

SCHEDULE OF IMPROVEMENTS TO BE DEMOLISHED

Address of Improvement	Parcel Nos. on CDOT ROW Plans for Underlying Ownership	Owner from Whom Underlying Property has been Acquired
331 South Chestnut Street: 3,315 Sq. Ft. brick industrial building and 2 billboards	141	Kirk Saunders
311 S. Chestnut Street: 8,910 SF metal industrial building	142	Chestnut Street Partners, LLC
215,221,305 S. Chestnut St. 22,239 SF industrial building, and 2 billboards 531 W. Cucharas St.: 7,200SF industrial building	143, 143A	Michael Devreindt

APPENDIX C
STEPS OF THE CDOT RIGHT OF WAY ACQUISITION PROCESS, ENTITY RESPONSIBLE FOR COMPLETION OF EACH STEP, AND APPROXIMATE TIME FRAMES

Description of ROW Task	Entity Responsible for Completion of ROW Task	Approximate Time Frame for Completion of ROW Task	Entity Responsible for Review and Approval of ROW Task	Approximate Time Frame for Completion of Review and Approval of ROW Task	Comments
Survey	Contractor	Variable depending on scope 2-4 weeks for smaller surveys, 2-4 months for larger surveys	CDOT Region 2 Survey Unit	2-3 weeks from submission	This is only survey of property boundary and topography needed for development of ROW Plans
Delivery of Engineering Design of Improvements Requiring ROW Completed to a Sufficient Level to Ensure that Location, Size and Shape of ROW Parcels Will Not Change as Design is Advanced	Contractor	Variable depending on scope of improve-ments to be designed	CDOT Design Review Team and CDOT Region 2 ROW Manager	Variable depending on scope of improvements designed	Completion of sufficient design to this level is a common cause of delay in the ROW plans development process

Description of ROW Task	Entity Responsible for Completion of ROW Task	Approximate Time Frame for Completion of ROW Task	Entity Responsible for Review and Approval of ROW Task	Approximate Time Frame for Completion of Review and Approval of ROW Task	Comments
Appraisal and Appraisal Review	Appraisal: Contractor Appraisal Review: CDOT	6-8 weeks per appraisal per landowner 1-2 weeks to review an appraisal	CDOT ROW Manager	1-2 weeks to review an appraisal	If the estimated value of the acquisition is $5,000 or less, a value finding can be prepared by a real estate specialist and an appraisal/appraisal review is not needed. All requests for valuation by a value finding vs. an appraisal must be Approved by CDOT.
Acquisition Negotiation	Contractor	4-6 weeks for the initial negotiation. 2 weeks for a final offer letter. 2 weeks for a last and final offer letter, if given.	CDOT must review and Approve all administrative settlements.	2-4 Days to review and Approve backup documentation of completed acquisition negotiations	Contractor cannot use duress or coercion in acquisition negotiations

Description of ROW Task	Entity Responsible for Completion of ROW Task	Approximate Time Frame for Completion of ROW Task	Entity Responsible for Review and Approval of ROW Task	Approximate Time Frame for Completion of Review and Approval of ROW Task	Comments
Condemnation	Colorado Attorney General's Office	At least four months to file a condemnation petition, serve it on the parties, set and hold an immediate possession hearing. Valuation trials can take a year or more from the date of filing the condemnation petition.	Initial condemnation request to be approved by CDOT ROW manager with final approval by CDOT's HQ ROW unit	1-3 weeks for initial request to be approved and sent to Attorney General's office Condemnation time varies depending on court system.	All offers to purchase must be made in CDOT's name, so the Attorney General's Office is properly authorized to represent the CDOT as the condemning authority in the condemnation proceeding.
Certification that Acquisition was completed in compliance with State and Federal Requirements	Contractor		CDOT Region 2 ROW Manager		

APPENDIX D
STEPS OF THE CDOT RELOCATION PROCESS, ENTITY RESPONSIBLE FOR COMPLETION OF EACH STEP, AND APPROXIMATE TIME FRAMES

Description of ROW Task	Entity Responsible for Completion of ROW Task	Approximate Time Frame for Completion of ROW Task	Entity Responsible for Review and Approval of ROW Task	Approximate Time Frame for Completion of Review and Approval of ROW Task	Comments
Relocation Planning Studies Required by 49 CFR §24.205	Contractor	Variable depending on scope 1-2 weeks for smaller studies	CDOT HQ ROW Unit	1-2 weeks from submission	
Relocation Advisory Services Required by 49 CFR §24.205	Contractor	Variable. Typically continuous throughout relocation process.	CDOT Region 2 Acquisition/Relocation Supervisor. Note: Approval of a specific deliverable is not required. Rather this is general oversight.	Generally continuous throughout relocation process.	CDOT Region 2 Acquisition/Relocation personnel can assist with advisory services, as needed.

Description of ROW Task	Entity Responsible for Completion of ROW Task	Approximate Time Frame for Completion of ROW Task	Entity Responsible for Review and Approval of ROW Task	Approximate Time Frame for Completion of Review and Approval of ROW Task	Comments
Provide Displaced Occupants Notice that They Have 90 Days to Vacate the Premises, and Later That They Have 30 Days to Vacate the Premises 49 CFR §24.203	Contractor	The 90-Day notice is provided at the time the written offer to purchase the property is provided to the landowner	CDOT Region 2 Acquisition/Relocation Supervisor. Note: Approval of a specific deliverable is not required. Rather this is general oversight.		90 Days for a displaced occupant to find a replacement property and move into it is the minimum required by law. As a practical matter, that is too short, especially for displaced businesses. It is desirable to lengthen this minimum time frame as much as possible. At least 6 months is a better expectation. The 30-Day notice cannot be provided until possession of the underlining property is obtained.

Description of ROW Task	Entity Responsible for Completion of ROW Task	Approximate Time Frame for Completion of ROW Task	Entity Responsible for Review and Approval of ROW Task	Approximate Time Frame for Completion of Review and Approval of ROW Task	Comments
Business /Farm/Non-Profit Relocation Prepare and Submit Requests for Reimbursement of all Available Business Relocation Monetary Benefits, Including Expenses Incurred Searching for a Replacement Property, 49 CFR §24.301, Moving Expenses, 49 CFR §24.301, Reestablishment, 49 CFR §24.304, or single "In Lieu" payment, 49 CFR §24.305	Contractor	Variable Note: since these are reimburs- able expenses, the displaced occupant must actually incur the expenses before a request for reimbursement can be prepared.	CDOT HQ ROW Unit	2-5 Days per submittal	

Description of ROW Task	Entity Responsible for Completion of ROW Task	Approximate Time Frame for Completion of ROW Task	Entity Responsible for Review and Approval of ROW Task	Approximate Time Frame for Completion of Review and Approval of ROW Task	Comments
Residential Relocation Prepare and Submit Requests for Reimbursement of all Available Residential Relocation Monetary Benefits, Including Replacement Housing Payment, 49 CFR §24.401 and Moving Expenses, 49 CFR §24.301	Contractor	Variable Note: since these are reimburs- able expenses, the displaced occupant must actually incur the expenses before a request for reimbursement can be prepared.	CDOT HQ ROW Unit	5-10 Days per submittal	