

## **MEETINGS WITH RIGHT OF WAY FOR PROJECTS WITH RIGHT OF WAY ACQUISITION**

Each project will now have at least two meetings. They are as follows:

### **Right of Way Input Meeting**

This is meeting to discuss Right of Way issues from a high level.

#### ***Why?***

The goals of this meeting are to:

- Address overall design elements that will impact R/W acquisition, such as, should there be a gravity wall or slope in certain locations? What are the “hot” parcels where costs or impacts are severe?
- Identify R/W owners along the corridor who could pose significant challenges for design acquisition
- Discuss license agreement versus easement needs
- Discuss utility challenges

#### ***When?***

- This meeting should be 90 days prior to initial submittal.

#### ***Who?***

The Design PM is responsible for scheduling and leading these meetings. Invitations should be sent only to the following, who will forward invitations to others, as needed:

- Legal (Rafael Garcia, Philippa Wells-Harrison)
- Mapping (Jeff Smith)
- Right of Way (Susan Day, Victor Ramos, Josh Miller)
- Appropriate Design Manager (Scott Peterson or John Olson)
- Construction (Paul Lampley)
- Appropriate Ops Engineer

#### ***What?***

The Design PM needs to come prepared to discuss the following:

- Roll plot or graphics for overview of R/W needs and analysis based on scope
- Any identified contamination sites
- Signal locations, including corner clip needs
- Drainage pond location(s), if applicable
- City interests or vision
- Transit locations

### **Right of Way Requirements Review Meeting**

This is an opportunity to review initial engineering from a Right of Way perspective, focusing on R/W requirements and impacts. Included in the discussion would be a review of any identified or needed permanent easements, temporary construction easements and license agreements, with an analysis of the purpose language contained in all easements.

### ***Why?***

The goals of this review are to:

- Reduce design changes, especially those that occur after R/W requirements have been submitted to Mapping
- Improve the quality of design requirements
- Support condemnation (improve chances of winning Orders of Taking by ensuring adequate engineering necessity has been established)
- Identify problems early
- Provide better data for right-of-way cost estimates
- Reduce the number of NEPA re-evaluations
- Provide additional quality control for inexperienced designers/PM's

### ***When?***

- This meeting should be held 30 days after initial submittal.
- A second follow-up meeting might be needed to finalize any changes to the initial design and address any remaining concerns / comments from the first meeting.

### ***Who?***

The Design PM is responsible for scheduling and leading these meetings. Invitations should be sent only to the following, who will forward invitations to others, as needed:

- Legal (Rafael Garcia, Philippa Wells-Harrison)
- Mapping (Jeff Smith)
- Right of Way (Susan Day, Victor Ramos, Josh Miller)
- Appropriate Design Manager (Richard Creed or John Olson)
- Construction (Paul Lampley)
- Appropriate Ops Engineer
- Engineering expert (Mike Sexton is often used after first ensuring that Legal has an expert witness contract established with him for the project)
  - It is important to note that the engineering expert is not a decision-maker for the project. The engineer's role is simply to provide input and recommendations to the Design PM, in an effort to clarify and support R/W needs for the project.

### ***What?***

The Design PM needs to provide the engineering expert with the following documents, in sufficient time in advance of the meeting for the expert to perform a review. Usually, one month is preferred:

- Latest R/W needs in both .pdf and CADD
- Latest construction plans in both .pdf and CADD

- PD&E reports / Categorical Exclusion documents
- Recommended alternatives
- Any project / PD&E re-evaluations
- KMZ file (for use during meeting)

### Projects with ROW Acquisition Flowchart (PDE and Design shown overlapping)

