**FIVE ITEMS PROJECT MANAGERS SHOULD KNOW ABOUT the RIGHT OF WAY group**

**PM’s don’t have to know HOW we (R/W) do what we do**

**But they do need to know …**

**What they need from us, when we can provide it and what is required by us to provide it.**

**More specifically, they need to know …**

1. **What Information, Products and Services we provide … and if/when we can provide it**
2. **What Information, Products and Services we require from others … and when we must have it**
3. **What some of our basic Legal and Procedural requirements consist of**
4. **What our Timelines & Schedules consist of**
5. **What impacts we/they incur when design requirements are changed**

**“OPEN AND CONSISTENT COMMUNICATION**

**IS THE KEY TO SUCCESS”**

**1. INFORMATION, PRODUCTS AND SERVICES PROVIDED BY THE RIGHT OF WAY GROUP:**

Project Team Support and R/W Coordination

R/W Cost Estimates

R/W Surveys: Including Sectional Corners and Existing R/W

Existing R/W Reports

Title Reports: Owners, Ownership Limits and Encumbrances

R/W Base Mapping Plans

Design Plans Review

Supplemental R/W Surveys

Final R/W Plans

Appraisals and Appraisal Review

R/W Acquisition: Permanent and Temporary Rights

R/W Staking for Appraisals and/or Acquisition

R/W Relocation as prescribed by Federal regulations

Water Rights and Wells: Impact Analysis, Record Verification, and ADWR requirements

Condemnation Support

R/W Project Clearance

Asbestos Survey, Abatement and Demolition Services

Initial R/W Staking: Prior to Construction

Final R/W Monumentation: At end of Construction

Excess Land Management and Sales

**2. INFORMATION, PRODUCTS AND SERVICES THE RIGHT OF WAY GROUP REQUIRES FROM OTHERS:**

Funding

Project Schedule

Design Project Scope with Project Foot Print

Final Project Location

Design Files

Design Requirements

Access Requirements

Design Plans

Design Requirement Review and Comments Resolution

NEPA

**3. WHAT SOME OF THE RIGHT OF WAY GROUP’S BASIC LEGAL AND PROCEDURAL REQUIREMENTS CONSIST OF:**

R/W must consider the impacts to all the parcels within the project limits.

Each parcel impacted must be treated in a fair, consistent and legal manner.

R/W must treat each parcel owner with respect and provide them with honest communication.

R/W Surveys and R/W Plans ultimately require the seal and signature of a Registered Land Surveyor.

Existing R/W Reports are prepared in-house and require extensive time and research to discover and document recorded documents and additional information.

Title Reports are prepared in-house and require extensive time and research to discover and document all required information: including owners, ownership limits, chain of title and encumbrances.

The vast majority of parcels requiring acquisition require certified USPAP appraisals and formal appraisal review.

Asbestos Surveys, Abatement and Demolition services must be completed.

Water Rights and Wells Information must be gathered and maintained to ensure statutory compliance, groundwater protection guidelines and protect ADOT and/or adjacent owners’ interests.

The Final R/W Clearance can only be provided after all the impacted parcels have been properly acquired.

**4. WHAT THE RIGHT OF WAY GROUP TIMELINES AND SCHEDULES CONSIST OF:**

Due to overall project schedule constraints, and to ensure our compliance with those schedules, the R/W Group must begin its process at the earliest stages of pre-design.

Funding must be available before R/W can begin its work.

The R/W Survey must begin when the design project location is established.

The Existing R/W Report must begin when the R/W Survey is begun.

The Title Reports must be ordered and begun upon receipt of the preliminary design requirements.

The R/W Base Mapping Plans must begin after completion of the R/W Survey and receipt of the Existing R/W Report and the Title Reports.

The Final R/W Plans must begin after receipt of the final Design requirements.

R/W Delineation must begin after receipt of the R/W Base Mapping plans and must be completed after receipt of the Final R/W plans.

Appraisals must begin after receipt of the NEPA and must be completed after receipt of the Final R/W plans

Appraisals must undergo a formal Appraisal Review process.

R/W Acquisition must begin upon receipt of each parcel acquisition package: including R/W Plans, Design Plans, Delineation Package and Appraisal.

Asbestos Survey/Abatement/Demolition must begin when an acquired parcel becomes vacant to accommodate the relocation of utilities prior to project construction.

Well abandonments and/or ownership changes must only occur after ownership is transferred and the wells/water rights are no longer in use.

Unsuccessful R/W acquisition must be forwarded to Condemnation for completion.

The Final R/W Clearance can only be provided after all the required parcels have been acquired.

Timely communication between Design and the Project Team is paramount to meeting project schedules.

**5. WHAT IMPACTS THE RIGHT OF WAY GROUP INCURS WHEN DESIGN REQUIREMENTS ARE CHANGED:**

Changes to design requirements may consist of …

Additions: when New/Additional parcels are added; possibly require changes to R/W Survey, Existing R/W Report and R/W Plans; new Supplemental R/W Survey, R/W Plans, Title Reports, Delineation and Appraisals; additional Appraisal Review, Acquisition, Asbestos Surveys, Abatement, Demolition, Water Rights/Wells, Relocation and Condemnation.

Increases: impacts to existing parcels are modified; require changes to R/W Plans, Delineation, Appraisals, Appraisal Review, Acquisition and Condemnation.

Decreases: impacts to existing parcels are modified; require changes to R/W Plans, Delineation, Appraisals, Appraisal Review, Acquisition and Condemnation.

Removal: impacts to existing parcels are removed; require changes to Plans.

Each of the different types of changes recited above, depending on the size, configuration, location of the changes and the parcels impacted, typically require a significant amount of additional funding, time and work.

The Final R/W Clearance can only be provided after all the required parcels have been acquired.