

## Exhibit A

### Scope of Work & Schedule

Work on each task, or portion of a task on a parcel-by-parcel or group of parcels basis, will be initiated by the Transportation Agency for Monterey County when it issues a separate deliverable-related written Notice to Proceed to the consultant.

Costs and work hours are estimated for each task, but the contract allows the Transportation Agency Project Manager to shift hours or funds between tasks and deliverables as needed.

#### **PARCELS**

The following five (5) parcels have been identified for potential acquisition, and will require an appraisal review:

Address	Parcel	Acquisition	Relocation
19 Station Place	002-171-008	Full / Fee / Permanent	Vacant
17 Station Place	002-171-007	Full / Fee / Permanent	Multi-residential occupants
42 W Market St	002-171-005	Full / Fee / Permanent	Vacant building. Personal property move only.
18 Station Place	002-171-023	Full / Fee / Permanent	Vacant
26 W Market St	002-172-002	Full / Fee / Permanent	1 business relocation

The following ten (10) parcels have been identified for potential acquisition, but are not required for appraisal review at this time. These parcels should be considered future optional tasks and will require the issuance of a separate Notice to Proceed before the Consultant initiates billable work:

Address	Parcel	Acquisition	Relocation
15 Station Place	002-171-006	Full / Fee / Permanent	Vacant
54 W Market St	002-171-011	Full / Fee / Permanent	Vacant building. Personal property move only.
52 W Market St	002-171-010	Full / Fee / Permanent	Vacant building. Personal property move only.
21 Happ Place	002-031-030	Partial / Fee / Permanent	Business
	002-031-028	Partial / Fee / Permanent	Business
21 New St	002-021-009	Partial / Fee / Permanent	Business
320 W Market St	002-021-008	Partial / Fee / Permanent	Business
330 W Market St	002-021-007	Partial / Fee / Permanent	Business
346 W Market St	002-021-006	Partial / Fee / Permanent	Business
356 W Market St	002-021-005	Partial / Fee / Permanent	Business

The Consultant shall provide right-of-way review appraisal services, which may include one or more parcels and sub-parcels, all of which may entail dual appraisals. The Consultant shall review project maps and other documentation, conduct site visits as necessary, review Appraisal Reports provided by TAMC and by other consultants and prepare Review Appraisal Reports. The review appraisals shall conform to the standards prescribed by the Federal and State Uniform Relocation Assistance and Real Property Acquisition Policies Acts, the Federal Transit Administration or Federal Highway Administration procedures, and Caltrans procedures. During preparation of the review appraisal, the Consultant shall make written requests as necessary for clarification to the original appraisers and shall coordinate with the original appraisers, consultant(s), Caltrans, and TAMC's legal advisors to resolve any comments. Review appraisals shall be documented with a review appraisal report, accompanied by a review certificate.

### **TASKS**

- Once given a notice to proceed, the consultant shall review all documents and materials provided by the Transportation Agency related to the existing and on-going property negotiations.
- Consultant shall provide written monthly reports on the status of reviews for all the parcels, as well as verbal updates as necessary, to Transportation Agency staff.
- The consultant shall conduct review appraisals in accordance with Caltrans standards, the Uniform Relocation Assistance and Real Property Acquisition Policies Act, and appropriate Uniform Standards of Professional Appraisal Practice (USPAP) guidelines. The work shall begin upon notice to proceed and be completed within 30 days of receipt of the appraisal report and hazardous materials assessment provided by TAMC.
- Per Federal and State regulations (Uniform Act), qualified reviewing appraisers shall examine all appraisals to assure that they meet applicable appraisal requirements and the consultant shall make all necessary corrections or revisions. The consultant shall ensure the appraisals meet all Federal and State regulations.
- Consultant represents that Consultant and its agents, subcontractors and employees performing work hereunder are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required by this Agreement.
- Consultant, its agents, subcontractors, and employees, shall perform all work in a safe, skillful, and professional manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
- Consultant shall furnish, at its own expense, all materials and equipment necessary to carry out the terms of this Agreement, except as otherwise provided herein. Consultant shall not use TAMC premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations hereunder.

## **Exhibit B**

### **Budget**

The following five (5) parcels have been identified for potential acquisition, and will require an appraisal review:

<b>Address</b>	<b>Parcel</b>	<b>Hours</b>	<b>Cost</b>
<b>19 Station Place</b>	002-171-008	16	\$2,238.20
<b>17 Station Place</b>	002-171-007	16	\$2,238.20
<b>42 W Market St</b>	002-171-005	16	\$2,238.20
<b>18 Station Place</b>	002-171-023	16	\$2,238.20
<b>26 W Market St</b>	002-172-002	16	\$2,238.20
		<b>80</b>	<b>\$11,191.00</b>

The following ten (10) parcels have been identified for potential acquisition, but are not required for appraisal review at this time. These parcels should be considered future optional tasks and will require the issuance of one or more separate Notice(s) to Proceed before the Consultant initiates billable work:

<b>Address</b>	<b>Parcel</b>	<b>Hours</b>	<b>Cost</b>
<b>15 Station Place</b>	002-171-006	14	\$1,958.40
<b>54 W Market St</b>	002-171-011	14	\$1,958.40
<b>52 W Market St</b>	002-171-010	14	\$1,958.40
<b>21 Happ Place</b>	002-031-030	14	\$1,958.40
<b>21 Happ Place</b>	002-031-028	14	\$1,958.40
<b>21 New St</b>	002-021-009	14	\$1,958.40
<b>320 W Market St</b>	002-021-008	14	\$1,958.40
<b>330 W Market St</b>	002-021-007	14	\$1,958.40
<b>346 W Market St</b>	002-021-006	14	\$1,958.40
<b>356 W Market St</b>	002-021-005	14	\$1,958.40
		<b>140</b>	<b>19,584.00</b>

### **Payment Terms:**

Payment of review appraisal costs will be by parcel upon receipt by TAMC of a completed review appraisal report, accompanied by a review certificate, that is approved by TAMC.