

ACQUISITION SERVICES, PLLC
1220 WOODWARD AVE.
ATHENS, TN 37303

9/1/2015

Ms. Sally Oglesby, City Clerk
392 N. Main St.
Crossville, TN 38555

VIA: e-mail: sally.oglesby@crossvilletn.gov

RE: Professional Acquisition Services for Northwest Connector Sections II & III.

Dear Ms. Oglesby,

In relation to the project noted above and in response to your request, we propose the following scope of work to aid you in the acquisition of the identified tracts. The purpose of assignment is to complete the property acquisition of project parcels for the road expansion in the name of TDOT and for the associated utility easements for the City of Crossville. All work is limited to that purpose. This proposal also serves as the engagement letter for the scope of work identified below. All proposed work is intended to meet the requirements of the Uniform Act of 1970 (URA) and Tennessee Department of Transportation.

Scope of Work

Included Services

- **Title search as required for each tract (see assignment conditions)**
- **Negotiations for Real Property for both TDOT and City of Crossville**
 - Meet with and Act as liaison between property owners and agency
 - Provide the documentation required to each owner including written offer of just compensation and a summary of what is being acquired
 - Aid with the documentation required to meet TDOT, City and URA guidelines in terms of dealing with each property owner.
- **Deed preparation by attorney after receipt of legal descriptions as required (see assignment conditions)**
- **Title search forward to ensure no real property changes just prior to closing as required (see assignment conditions)**
- **Final Closings as required (see assignment conditions)**

Excluded Services

- **Engineering related services, including surveys and legal descriptions**
- **Title, closings, deed preparation for City tracts**
- **Appraisals and or Appraisal reviews**
- **Title Insurance (we will provide if required for the cost of the insurance)**
- **Recording fees and taxes**

Assignment Conditions:

- Surveys and deed descriptions may be required to perform title searches.
- This assignment includes the negotiations for both the TDOT road expansion that will be purchased in the name of TDOT and also for the associated utility easements that will be purchased in the name of the City of Crossville. We will provide negotiations, title work, deed preparation and closings for all TDOT tracts, but negotiations only for the utility easements for the City of Crossville. They will provide all the other services.

