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.

Page 1 of 2

• 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.

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• The tract fee does not guarantee signature(s), but rather an agreement for services that we will make all reasonable attempts to obtain voluntary signatures. In some cases it may be necessary to turn in tracts for condemnation proceedings, which are outside the scope of this engagement, but can be negotiated at a later time if necessary.

The request for proposal (RFP) identifies 23 parcels for section II and 31 parcels for section III. The total fee for the Scope of Work defined above is \$2,500.00 per tract or \$135,000.00 for all 54 tracts. The fee <u>includes</u> the cost of expenses and travel that may be incurred for this assignment.

Payments are due promptly as follows:

- \$13,500.00 retainer at acceptance of this engagement
- \$2,250.00 per tract when options or purchase agreements are signed or turned over to the agency for condemnation/failed negotiations.

We are approved by TDOT to oversee this type of project and experienced in other similar projects. We are currently working on other TDOT project in Athens, TN; Cleveland, TN; Elizabethton, TN, and others. An additional attachment is included to better describe our experience and current projects. References for each project can be provided if required.

We are located close to Crossville and are familiar with your area. In addition we take great pride and strive to ensure that we meet the needs of all stakeholders. This includes excellent communication with property owners, and agency officials to ensure both a quality and timely acquisition. We are prepared to provide you with the service and experience required to achieve success. Thank you for the opportunity to submit this proposal.

If you are in agreement with this proposal, please sign and initial each page and return. A signed copy of this engagement letter must be received before we can commence further on the assignment. We are currently available to begin work on this project in September of 2015. If you have any questions or concerns, please give us a call.

Sincerely,

Scott Leamon, President

ACQUISITION SERVICES, PLLC

jsleamon@comcast.net 423-745-6776

423-506-7321 cell 423-744-8712 fax

ENGAGEMENT LETTER ACCEPTED:

(Client signature) date (print name)/position

Page 2 of 2

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