

5. Based on designs and recommendations by others (USACE, P3 Developer, and HMG), identify, assess, and recommend properties to be acquired.
6. Prepare and present Land Acquisition Directives (LADs) to the OWNER's Finance Committee.
7. Assist CCJWRD in seeking and obtaining rights of entry (ROE) to conduct boundary surveying work, which is necessary to produce certificates of survey and to provide data to appraisers. Services shall include identification of properties upon which ROE is necessary, managing the ROE request and receipt process, and coordinating follow-up calls to property owners who might have questions.
8. Assist OWNER or CCJWRD in seeking and obtaining ROE requested by USACE to conduct various biotic, geomorphologic, cultural, and environmental surveys. Services shall include managing the ROE request and receipt process, and coordinating follow-up calls to property owners.
9. Assist CCJWRD in overseeing land acquisition firms' activities to acquire lands, construction or other temporary easements, rights of way, relocations, and disposal areas (LERRDs) for the Program. This includes acquiring properties that may be used in exchange to acquire property.
10. Assist land acquisition firms with negotiations, including preparation and negotiation of Replacement Housing Agreements and Purchase Agreements.
11. Manage acquisition data to create schedules, track acquisition status, suggest technical alternatives, and identify acquisition risks, develop content for internal and external land acquisition information.
12. Track and report progress of property acquisitions regarding cost, schedule, and performance baselines.
13. Work with various contacts (municipal officials, property owners, planners, attorneys, engineers, brokers, real estate agents) to identify opportunities to improve acquisition processes related to approvals and permits, zoning, engineering plans, improvement estimates, soils/geology, building costs, and overhead allocations.
14. Prepare maps⁵ and exhibits (graphs, maps, marketing boards, and standard feature comparisons) for use in property acquisition and other project needs.
15. Create real estate plans, including affected parcels exhibit, affected parcels table, area of taking estimates, acquisition schedule, and acquisition budget. Real estate plans shall be based on the design and geodatabase files received from the designer of record. Real estate plans shall delineate the acquisition type (e.g. easement, fee title, temporary easement, flowage easement etc.). Real estate plans will be prepared when the work limits are defined by the designer.
16. Maintain and manage the ESRI WMX tool to function effectively and efficiently to meet the land acquisition needs of the PROJECT, including tracking the progress of acquisition activities, serving as a document repository, and allowing accurate reporting.
17. Coordinate with the City of Fargo IS Department regarding ongoing requirements and/or issues related to ESRI WMX for support, maintenance, and performance of the application.
18. Provide ESRI WMX application training and support to PROJECT representatives as requested.
19. Perform acquisition audits to verify that required inputs are tracked and noted in ESRI WMX. Audits will ensure proper use of tool, proper population of extended properties with critical

⁵ CH2M will utilize the services of AE2S, HMG, and other appropriate entities to produce and prepare maps.

