

November 24, 2021

Jenny Torres  
City of San Luis  
Economic Development Director  
1090 E. Union Street  
San Luis, AZ 85349  
jtorres@sanluisaz.gov

Re: Fee Estimate  
Cesar Chavez Boulevard – Highway 95 to Avenue E Project  
Acquisition and Relocation Services

Dear Ms. Torres:

Consultant Engineering, Inc. (CEI) is pleased to present the attached scope of work and associated price proposal to provide acquisition and relocation services for the above referenced project. CEI can perform the services for \$102,400.25; the total is inclusive of sub-consultants, direct expenses and are shown as a lump sum/per parcel basis.

CEI has been providing comprehensive acquisition, relocation and appraisal services in Arizona for 18 years, serving clients such as ADOT, City of Yuma, Yuma County, Pinal County, Mohave County, City of Safford and the Town of Queen Creek. We have a team of highly experienced Right of Way agents that are available to begin work immediately; also we have an office in Yuma that will allow us to hit the ground running.

If you have any questions, feel free to contact me at 480-201-8646 (mobile phone) or [chochstein@cei-az.com](mailto:chochstein@cei-az.com).

CEI looks forward to working with the City of San Luis!

Sincerely,

**CONSULTANT ENGINEERING, INC.**



M. Clark Hochstein  
Vice President

Enclosures: Fee Estimate  
Scope of Work

cc: T. Sumrall

### **Task 1-Title Reports**

Agency will order title reports and Project Manager/ Senior ROW agent will review Title Reports to ascertain legal ownership, existing liens on the property, etc. We will also coordinate with and distribute to project stakeholders and update both electronic and hard files with all pertinent information.

### **Task 2-Sealed Legal Descriptions and Exhibits**

CEI will review to check for accuracy.

### **Task 3-Appraisal Services**

CEI will order Appraisal Report from licensed appraiser who will comply with USPAP and URA guidelines and State of Arizona laws governing real estate. CEI will accompany appraiser on site to perform site inspection, review appraisal for accuracy of data, prepare and send notification letter to property owner prior to inspection and update electronic and hard files with all findings and relevant information. During this stage, CEI will make the determination if relocation and property management efforts are required due the proposed acquisition. We will present those cases immediately to the project team to make a final determination on the steps moving forward to ensure the project schedule is not impacted.

### **Task 4-Review Appraisal Services**

CEI will perform the appraisal review internally with a licensed appraiser. We will examine the narrative appraisal report for accuracy of data, distribute appraisal and review to project stakeholders for agreement of just compensation value and update electronic and hard files. Once reviews are completed, we will determine R/W cost estimates and distribute to the design team.

### **Task 5-ROW Acquisition**

Acquisition activities will be performed by Arizona licensed broker and sales agents. The acquisitions will be in compliance with State laws, URA guidelines and standard industry practices. Bi-lingual agent available as necessary.

CEI will review project plans, maps, prepare all purchase agreement and conveyance documents, prepare offer/dedication package, QA/QC of offer package by PM, present offer/dedication package to property owner(s) in person whenever feasible, negotiate on behalf of the City, obtain all necessary signatures and notarizations, deliver executed documents to title company to open escrow and track and report progress continually, maintain Record of Contact or Diary of transaction and close and deliver hard or electronic files to City. File to contain diary, copies of all communications regarding the transaction, copies of purchase agreement and conveying documents, notices, appraisal and review appraisal reports, etc.

Should an agreement not be reached, CEI project manager will notify the project team immediately and recommend condemnation proceedings to begin as a last effort. CEI will provide all documentation of the transaction and copies of all communications for condemnation proceedings as well as provide witness testimony.

### **Task 6- Post Acquisition Services**

Once all acquisitions are completed and closed escrow, CEI will provide all evidence of closure and assist in procuring the Right of Way Clearance memo.

