**Right of Way Kick-Off Meeting Agenda**

**FM# Date:**

1. **Right of Way Cost Estimates:**
2. **Cost estimate schedule activity code 298 (Milestone Estimates)**
3. **Milestones: Scope, Line & Grade, Initial Plans Complete, and Final Plans Complete (see definitions)**
4. **Special Estimates accompanied by completed request form**
5. **Annual Work Program updates for projects in the 5yr Work Program**
6. **Pond Estimates: Pond Matrix, aka. Pond Cost Summary**
7. **Pond numbering/naming: Any new pond requires a new name/label. A new pond is any** **change from the previous pond**
8. **Parcel numbering: Don’t recycle parcel numbers**
9. **Required exhibits: Visual Exhibits (11”x17”) and Impacted Parcel List Excel Spreadsheet, to include:** 
   1. ***Parcel numbering* (per the parcel numbering convention)**
   2. ***Take area dimensions on visual exhibit (where possible)***
   3. ***Property Appraiser Tax ID #* (from the property appraiser website)**
   4. ***Property ownership***
   5. ***Parent tract size* (from the property appraiser website)**
   6. **If the *take area* is under 1 acre use “square footage” and if the take area is over 1 acre use “acres”**
10. **Confidentiality**
11. **Validation of scope estimate – Project Design Limits**
12. **Right of Way Design Support Function:**
13. **Plans Prep Manual (PPM) Chapter 12.2.1**
14. **Drainage Kick-Off Meeting (organized by FDOT Drainage Department)**
15. **Schedule Activity 424 Field Review Meeting: Required Exhibits: Plan sheets showing existing and proposed right of way on all impacted parcels. Meeting scheduled by ROW Design Support PM.**
16. **Handouts:**
17. **Cost Estimate Definitions and Requirements**
18. **Right of Way Design Support Functions**
19. **Pond Siting Report Checklist**
20. **Excel Spreadsheet**
21. **Aerial Exhibit Example for ROW Cost Estimates**
22. **Pond Cost Summary Matrix**

**Schedule Activity Code 298 – Right of Way Cost Estimates:**

1. **Project Schedule Milestone Definitions:**
2. Activity Code: 298010 - R/W Estimate – Scope – This is the first of four scheduled Right of Way estimate updates.
3. Activity Code: 298030 R/W Estimate – Line and Grade Completion - This is the second of four scheduled Right of Way estimate updates.
4. Activity Code: 298060 R/W Estimate – Initial Plans Completion (Following Parcel by Parcel Meeting) This is the third of four scheduled Right of Way estimate updates once the Parcel by Parcel Meeting has been completed. EOR will still need to provide parcel information for the estimate after the Parcel by Parcel meeting to develop the estimate.
5. Activity Code: 298090 R/W Estimate – Final Plans Completed (100% R/W Maps Completed and Final Plans Completed - This is the final Right of Way estimate update required in the project schedule.
6. **Special Right of Way Cost Estimates.**

Special right of way cost estimates are developed to support design decisions such as alignment options and pond options. Exhibits required are the same as scheduled milestone estimates.

1. **Annual Work Program Right of Way Cost Estimates:**

Projects within the adopted five (5) year work program require annual updates to support project programming and funding requirements.

1. **Cost Estimate Exhibit Requirements:**
2. Aerial Plots with overlays that show the following:
3. Property Lines
4. Existing R/W line
5. Proposed R/W line
6. Take area dimensions on visual exhibit (where possible)
7. Temporary (unique) Parcel Number / ROW C.E. Parcel Number. Parcel number provided by Cost Estimate Project Manager will be used on all exhibits until the Official Parcel Number has been assigned at the Parcel by Parcel meeting. After the Parcel by Parcel then the Official Parcel Number for the Project will be used to identify each impacted parcel.
8. Property Appraiser, County Tax ID#/Alt Key Number
9. District 5 – Cost Estimate *Excel* Worksheet
10. Requests for Special Estimates require a completed FDOT ***Right of Way Cost Estimate Order and Project Information*** form to be completed and requested by DOT Consultant Project Manager. It is available in *Word* format, on the Consultant Project Management website or at <http://d5webapp.d5.dot.state.fl.us/RWCostEstimate/>.
11. The request in (3) above, with the required information, is sent to the PM with a copy to D5-ROW Cost Estimate & Design Support at [D5-ROWCostEstimate\_DesignSupport@dot.state.fl.us](mailto:D5-ROWCostEstimate_DesignSupport@dot.state.fl.us) . Please include the due or goal date.
12. The PM will confirm his/her approval of the estimate request before R/W begins the estimate.
13. Ponds:
14. Labeling/Naming Conventions (unique) – Change in configuration, location and sometimes size will require a new label/name for development in the right of way cost estimate.
15. Reporting the Results See Pond Siting Report Checklist.

**Right of Way Design Support Functions:**

Right of way design support is required on all project with a right of way acquisition component in accordance with the Plans Preparation Manual Chapter 12. In order to comply with this requirement District 5 provides a Design Support Project Manager on those projects requiring the ROW Design Support function.

**A) Right of Way Field Review: Schedule Activity Code: 424010**

**Coordination with R/W and Other Team Members is encouraged per PPM Chapter 12.** A field review with a minimum of the District Project Manager, Consultant Project Manager, and Right of Way Cost Estimates Design Support representative is required.  The purpose of this field review is to identify all proposed take areas and to identify potential problem take areas that should be avoided or minimized to reduce ROW impacts to the project. Driveway impacts will also be reviewed.

**B)** Attend Drainage Kick-off and other meetings with a potential R/W component.

**C)** Pond Notification Letters – Provide copies of letters to ROW/DS. ROW DS will also provide assistance, if needed, with meetings with property owners and representation at Public Information Meetings.

**D)** Right of Way Design Support will provide assistance as needed with any additional design issues that arise that involve the right of way component of the project.