



September 18, 2014

Jared Jakubowski  
Associate Planner/Grants Manager  
City of Moore, Community Development  
301 N. Broadway  
Moore, Oklahoma 73160

RE: Scope of Services and Cost Estimate for Right of Way Acquisition  
City of Moore – Redevelopment Tract – S.W. 19<sup>th</sup> St. and Telephone Rd.

Dear Mr. Jakubowski:

Based on my review of the exhibit and legal description provided, I have prepared the following scope of services and cost estimate to acquire the property. The Pinnacle Group appreciates the opportunity to bid on a project for the City of Moore.

*Scope of Services*

- 1) The acquisition of property for this project will be acquired under all applicable City, State and/or Federal guidelines, policies and procedures.
- 2) All project correspondence including weekly status reporting will be directed through you as the city official in charge.
- 3) Pinnacle will set up a parcel file including, but not limited to, all written correspondence, title work, appraisal report, review appraisal, acquisition agent's contact log, copy of parcel map, legal descriptions, deed, claim, settlement agreement, W-9 and evidence of payment.
- 4) Pinnacle will conduct title research to obtain marketable title verifying ownership of and liens on the property. A Title Investigation Report Form will be prepared to include copies of vesting deeds and any liens as per Oklahoma Department of Transportation (ODOT) standards.
- 5) Pinnacle will prepare a Notice of Interest letter which will provide general information on the project and explain our role with your office in performing the necessary property acquisition.
- 6) Pinnacle will hire a State Certified appraiser with MAI designation to prepare an appraisal report.
- 7) The completed appraisal report will be submitted to the City to begin the review process. The City of Moore will need to enter into a separate contract with a review appraiser.
- 8) Upon completion of the appraisal review, an offer letter will be generated and sent to the City for signature.

- 9) The property owner will be contacted in person by a Pinnacle Acquisition Agent (unless the owner resides out of State) to explain the project, the acquisition area and answer questions regarding the project. If the owner will not accept the City's offer after a reasonable time, we will solicit any counter offer they feel is appropriate including documented justification. Any counteroffer received will be submitted to the City for consideration.
- 10) Once an agreement is reached, Pinnacle will obtain from the owner an executed claim, settlement agreement, deed, W-9 and any other necessary document(s). The executed documents will be forwarded to the City for processing of payment. The deed will be sent to the County Clerk's office for recording and payment will be delivered to the owner.
- 11) Pinnacle will provide your office with a copy of the completed parcel file which will include all necessary paperwork that pertains to the property.

***Fees***

The following per parcel fees include all labor, profit, mileage, copies and all other expenses:

Services	# of Parcels	Fee per Parcel	Total
Title	1	\$400.00	\$400.00
Appraisal	1	\$3,500.00	\$3,500.00
R/W Acquisition	1	\$2,500.00	\$2,500.00
<b>Total</b>			<b>\$6,400.00</b>

The Pinnacle Group would like to thank you for the opportunity to provide our services for this project. Once a written notice to proceed is provided, we will begin the title work immediately.

If you have any questions regarding this estimate, please call me at (405)879-0600.

Sincerely,

Aaron Adkins  
Regional Vice President  
Pinnacle Consulting Management Group, Inc.