

**RIGHT OF WAY PROFESSIONALS, INC.**  
*PROJECT MANAGEMENT, ACQUISITION, RELOCATION & PROPERTY MANAGEMENT*

***PROPOSAL FOR  
REAL ESTATE TURN-KEY SERVICES***

**Acquisition and Appraisal  
Extension of River Bend Road  
Tax Parcel 20251-100  
City of La Crosse  
La Crosse County**

**Right of Way Professionals, Inc.  
1030 Oak Ridge Drive, Suite E, Eau Claire, WI 54701  
Phone: (715) 830-0544**

**May 10, 2018**

## **PROJECT UNDERSTANDING**

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The City of La Crosse is planning the extension of River Bend Road through Tax Parcel 20251-100. The acquisition will include 20,050 SF of Fee and a 3,690 Temporary Easement to be used for sloping. After a review of the project, it appears that this property should be appraised up front by a state certified appraiser. This acquisition does not appear to displace the business utilizing the property to be acquired which would require relocation services. If relocation services are needed for this project, relocation services costs would be additional to this proposal.

## **PROJECT MANAGEMENT**

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### **Management Team**

It is proposed that the project manager and contact person be David Selissen of Right of Way Professionals, Inc. (ROWP) Mr. Selissen has solid experience in managing highway projects for WisDOT and local units of government.

The general management duties are considered to be the following:

- Ensure all statutory requirements are met as established by the Bureau of Highway Real Estate (i.e. the United States and State of Wisconsin Constitutions, The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; URARPA, as amended; 49 CFR 24.101(13), 201(d), and Wisconsin State Statute Chapter 32).
- Provide the professional staff to maintain project schedules and quality.
- Coordinate the various tasks to ensure a seamless transition between those tasks.
- Coordinate plat revisions.
- Prepare R/W certifications.

The specific duties of the Project Manager are considered to be the following:

- Develop, based on overall project timelines, an acquisition schedule.
- Direct adequate acquisition resources to maintain quality and acquisition schedules.
- Review and recommend possible administrative revisions.
- Review vouchers and recommend payment.
- Maintain overall project acquisition consistency.
- Compile accurate acquisition status information electronically.

We have created an experienced team with enough members to complete the necessary real estate services.

A status sheet will be maintained on an ongoing basis and submitted to the client upon request. The manager will be available for meetings with the client when needed.

## **CLIENT COORDINATION**

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We will prepare detailed spreadsheets to track parcel progress and update them on an ongoing basis. They will be sent to the City of La Crosse as needed.

## **PROJECT TASKS**

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### **TITLE WORK**

It is proposed that 60 year title searches be obtained from a local abstracting company. It is expected that the cost for the searches and any needed title updates should not exceed \$1,000. Title insurance costs would be additional to this proposal.

### **APPRAISAL**

It is proposed that Radichel & Associates be retained to provide the necessary appraisal services for the project. Radichel & Associates have a great deal of experience in provided appraisal services for eminent domain projects.

### **ACQUISITION**

It is proposed that Dave Selissen and Laura Humphrey provide the primary acquisition services on this project. Dave has 25 years of experience in providing acquisition services to State and Local units of government and Laura has 12 years of experience.

In addition to the acquisition of property rights from private owners, our agents are experienced in the acquisition of utility rights, which are currently not required by this project.

### **Acquisition Tasks**

Our team will provide complete and fully documented negotiation services. These services will be provided in conformance with the WisDOT manual, the Wisconsin Statutes, other appropriate and pertinent State and Federal laws, policies and guidelines.

We will supply the City of LaCrosse with individual parcel folders containing the following completed forms (when required):

- Title Search Report
- Recorded Partial Release
- Property Inventory Report
- Approved Offering Price Report
- Negotiation Diary
- Closing Statement Form
- Offering Price Letter
- Jurisdictional Offer – when needed
- Recorded Deed
- Copy of Intro/Brochure letter
- City and Owners Appraisals
- Statement to the Const. Engineer
- Parcel check List
- W-9 Form
- Recorded Notice of Lis Pendens
- Award of Damages – when needed

We will send an Introduction/Brochure letter and "Rights of Landowners Under Wisconsin Eminent Domain Law" brochure to each parcel owner.

Our acquisition team will assume responsibility for the final disposition of the acquisition including vouchering, payment, recording, and all required condemnation actions.

Any appraisal reports received from the property owners shall be handled in accordance with the WisDOT manual. We will submit a copy of the Appraisal Report along with a recommendation for payment or non-payment, to the City of La Crosse for review.

When Administrative Revisions are warranted due to errors, design changes, owner's counter offers, litigation protection or other reasons, we will attempt to secure a purchase agreement from the owner subject to the City of La Crosse approval in the case of a minor adjustment. When a significant increase is involved we will recommend that a conference be set up with the City of La Crosse to discuss the proposed settlement prior to making any commitments to the property owner. We will be prepared to present a recommendation and justification by means of factual data available. In either event we will formally submit an Administrative Revision to the City of La Crosse for consideration and approval.

By the end of each month or as requested, we will submit to the City of La Crosse a progress report for that month's activities. At the same time, we will submit, to the City of La Crosse, any completed parcel acquisition files.

## **PROJECT TEAM QUALIFICATIONS AND EXPERIENCE**

### **Project Team**

| <b>Real Estate Staff</b> | <b>Assignment</b>              | <b>Company</b>           | <b>Yrs. Exp.</b> |
|--------------------------|--------------------------------|--------------------------|------------------|
| David J. Selissen        | Acquisition<br>Project Manager | ROWP                     | 25               |
| Laura Humphrey           | Acquisition                    | ROWP                     | 12               |
| Frederick Radichel       | Appraisal                      | Radichel &<br>Associates | 40               |
| John Radichel            | Appraisal                      | Radichel &<br>Associates | 12               |

A Cost Sheet is attached..

Thank you for the opportunity to provide a proposal for this project. We feel we have assembled a team capable of completing this project in a professional and timely manner. If there are any questions, please call me at (715) 830-0544, ext. 203.

Sincerely,  
Right of Way Professionals, Inc.



David J. Selissen, President

**Cost Sheet for Real Estate Services  
City of La Crosse  
River Bend Extension  
La Crosse County**

| Service Provided       | Method of Payment | Cost Per Parcel               | Total Estimated Cost |
|------------------------|-------------------|-------------------------------|----------------------|
| Project Management     | Lump Sum          | Included in Acquisition Costs | \$0                  |
| Abstracting            | Actual Cost       | N/A                           | \$1,000.00           |
| Appraisal for parcel 1 | Per Parcel        | \$1,500.00                    | \$1,500.00           |
| Acquisition – parcel 1 | Per Parcel        | \$2,600.00                    | \$2,600.00           |
| Total Cost             |                   |                               | \$5,100.00           |

\* Acquisition per parcel costs include the cost of recording.

Consultant: Right of Way Professionals, Inc.

Contact Name: David J. Selissen, President

Contact Number: 715-830-0544 ext. 203