

March 7, 2001

Mr. Richard J. Fair, P.E.  
City Engineer  
City of Mason  
214 W. Main Street  
Mason, Ohio 45040

**RE: Agreement for Negotiation Services  
2001000-05**

Dear Mr. Fair:

Thank you for providing the opportunity for CDS Associates, Inc. to work with the City of Mason on the negotiations of easements and property acquisitions.

It is understood that the City of Mason is requesting CDS Associates, Inc., to provide the services necessary to obtain easements, temporary rights of entry and/or property fee interest acquisitions relative to public improvement projects within the City of Mason, Ohio. Our understanding is that there will be additional negotiation projects in the future, and that you will notify this office accordingly, as negotiation services are needed.

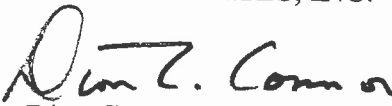
Attached, please find a master Agreement for Negotiation Work. The agreement can be accepted as the master agreement whenever negotiation services are needed.

Since each of the negotiation projects will be unique, it is not intended to provide an estimated fee for all projects at this time. We propose to provide professional negotiation services on a time-and-expense basis with a number not to exceed for each of the negotiation projects requested. Each particular project will have a scope of services, that if approved by witness of a signed and returned letter will authorize approval to proceed.

Therefore, I wish to recommend that you review and approve the attached Agreement for Negotiation Work. There is also a letter with a scope of services enclosed that needs to be reviewed and approved for the Snider Road at SR 42 project when the Master Agreement for Negotiation Work is approved and on record.

Sincerely,

CDS ASSOCIATES, INC.

  
Dion Connor

Enclosure: Master Agreement for Negotiation Work  
Cover letter "Authorization to Proceed"

cc: Steve Dragon, CDS Associates, Inc.  
File: 2001000-005



March 7, 2001

Mr. Richard J. Fair, P.E.  
City Engineer  
City of Mason  
214 W. Main Street  
Mason, Ohio 45040

**RE: Right-of-Way Easement Acquisition Services (S.R. 42 at Snider Road)  
2001000-005**

Dear Mr. Fair:

To help you plan for the acquisition of the required easements for the intersection improvements at S. R. 42 and Snider Road, CDS Associates, Inc. has prepared this proposal for professional services.

CDS propose and provide the following scope of services:

1. Obtain names and addresses of the property owners with telephone numbers of the owner and/or tenant.
2. Obtain an appraisal of proposed easements by a certified appraisal.
3. Send a first letter of introduction to the property owner indicating the need for the project and how it will affect the property where the easement is needed.
  - The easement documents (exhibits) will be attached to the letter for the property owner's review, along with a request to be sent back or return response requesting a time and date for a meeting.
4. The easement area staked for the property owner and appraisers' view
5. A follow up phone call will be made to the affected property owner to schedule a meeting to discuss any issues.
  - A meeting will be held with the property owner to obtain the signed easement documents.
6. If unsuccessful in obtaining a signed easement document, there will be a meeting requested with the City Engineer.
  - A discussion will determine the need for appropriation action, time frame for filing, right-of-entry, and pending litigation, or a new schedule for additional visits.
7. Negotiator is available to provide notary service for the Owner if needed.

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8. The negotiator will provide a computer record for each parcel and activity relating to each.
9. The negotiator will provide the City with notes identifying the specific concerns and/or settlement issues.
10. Upon the completion of the project, the negotiator will be available to receive communication from the property owner and will act as their liaison with the City. The property owner will understand that the negotiator will be their link to the City and can represent their concerns.
11. Easement forms will be presented to the City Attorney for approval.

CDS can provide the services as described in items 1 thru 11 above on a time and expense basis according to the attached fee schedule not to exceed (\$15,500.00). This fee includes an allowance for the \$4,000.00 lump sum from the previous proposal dated September 2, 1999.

Other services that can be provided on a time and expense basis include:

- Recording of signed documents
- Additional visits
- Court appearances if the property is appropriated

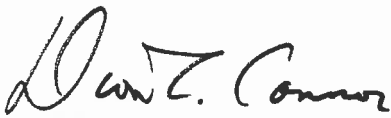
I, Dion C. Connor, will perform this work myself. I have experience in acquiring right of way parcels from a variety of ownership characteristics and construction intricacies. Also, I will provide thorough communication of the proposed improvement to the property owner.

CDS is available to begin work at your convenience. This signed letter will become an addendum to our existing contract dated \_\_\_\_\_. I look forward to an opportunity to work with you.

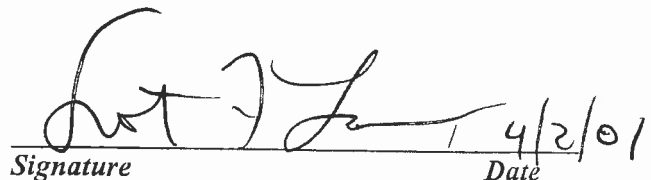
Sincerely,

CDS ASSOCIATES, INC.

*AUTHORIZATION TO PROCEED*



Dion C. Connor  
Project Manager



*Signature* \_\_\_\_\_ *Date* 4/2/01

Addendum To Contract  
Enclosure: Fee Schedule

cc: Steve Dragon

Ord 2001-46  
3/26/01