

**Confidential Consulting Services and Transparency Products for Managing the Right of Way Process and Tracking Real Estate Acquisition and Relocation Projects in Accordance with State and Federal Regulatory Requirements**

If you manage a Right of Way (“ROW”) project, there’s a good chance you’ve been confronted with a number of difficult questions:

- Are we meeting State and Federal regulatory requirements?
- Are we reporting accurate information to grantors (DOT/FTA)?
- Can I trust my data? Are we reporting concise, accurate, and meaningful production information to senior management?
- Are employees and consultants working together in the most efficient manner?
- Do we have the plan in place to complete acquisitions on schedule?
- Where are the bottlenecks?
- How do we measure productivity? How do we confront inefficiency?
- Do we have control over the ROW process or does the ROW process have control over us?

These are reasonable questions for any responsible manager to ask. But the answers are elusive unless you can see through the bubbling maelstrom of false assumptions, inaccurate data, and cloudy bureaucracy. You want transparency. You *need* transparency.

Griffin Hill & Associates, LLC (“GHA”) has devised a comprehensive package of strategies, processes, services, and tools that empower management oversight over all facets of a ROW project.

GHA ROW Management Consulting was first developed in response to needs set forward by the Central Puget Sound Regional Transit Authority (“Sound Transit”), a 750-parcel project that required weekly accountability reporting to a variety of demanding clients: FTA, Sound Transit Senior Management, Municipalities, County Officials, State Officials, and Federal Officials, not to mention a demanding population of property owners deserving of an efficient and equitable process.

GHA ROW Management Consulting includes a suite of strategies, processes, services, and tools useful to any private or government entity engaging in ROW activities:

**We Service**

- ✓ Transit Projects
- ✓ Railroads
- ✓ Telecommunications Companies
- ✓ Public Utilities
- ✓ General Construction
- ✓ Other private and public entities

**We Satisfy**

- ✓ Federal Transit Authority (“FTA”)
- ✓ US Department of Transportation
- ✓ WA Department of Transportation
- ✓ Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970



## **ROW Milestones**

GHA ensures transparency for senior management by monitoring key acquisition and relocation milestones.

- ✓ Certified Parcels
- ✓ Right of Entries
- ✓ Easements
- ✓ Appraisals
- ✓ Review Appraisals
- ✓ Phase I Environmental Assessments
- ✓ Phase II Environmental Assessments
- ✓ HazMat Surveys
- ✓ Offers Made
- ✓ Signed Agreements
- ✓ Administrative Settlements
- ✓ Parcels In Condemnation Filed with the Court
- ✓ Possession and Use
- ✓ Closings
- ✓ Relocations Required
- ✓ Relocations Complete and Property Vacated

## **Methodology**

GHA defines milestones based on direction provided by senior management, including the establishment of reliable data sources that are capable of being validated. GHA thereby arrives at conservative results rooted in verifiable fact.

## **FTA Tracking System**

GHA has developed a ROW database tracking system that enables private and public organizations to communicate accurate, verifiable productivity information to the Federal Transit Authority. Built on a MS Access backbone, the FTA Tracking System interfaces with legacy systems used by internal employees and external experts. It integrates disparate departments and consultants, standardizes a reporting methodology, and produces gold-standard milestone tracking.

The FTA Tracking System provides appropriate assurances and monitoring in accordance with the Uniform Act. GHA thereby ensures Federal financial eligibility and satisfies ongoing reporting requirements as legislated by the FTA.

## **Internal Milestone Tracking**

GHA monitors progress toward access to construction dates and delivers accurate analysis to senior management. We use real, verifiable data sources to track good faith negotiation in matters of eminent domain. We create reasonable deadlines for achieving milestones, which empowers management to hold internal employees and external experts accountable. We remain agile in our internal reporting, adjusting to evolving management needs.

## **Group Process Consultation**

A methodology is only as good as the people using it. GHA works with management, with internal employees, and with external experts to build methodological consensus. We facilitate agreement on common terms, resolve disputes, standardize and consolidate data, and maintain uniform processes across the entire acquisition and relocation project. We apply quality control standards by providing a variety of auditing services that zero in on inaccuracies. If necessary we implement corrective action.

## **Satisfied GHA Clients**

### **Public Sector Clients**

- ✓ Sound Transit Real Estate Division
- ✓ Seattle City Light
- ✓ Seattle Public Utilities
- ✓ King County Prosecutors Office
- ✓ King Department of Transportation
- ✓ King County Finance Department
- ✓ King County Library System
- ✓ Port of Seattle
- ✓ Port of Tacoma
- ✓ Sound Transit Contracts Division
- ✓ Sound Transit Department of Finance
- ✓ Sound Transit Department of Administrative Services

### **Private Sector Clients**

- ✓ Universal Field Services
- ✓ CH2M Hill Consultants
- ✓ Pinkerton Public Sector Consulting
- ✓ KJM Program & Construction Management Services
- ✓ Moore & Associates
- ✓ Pharos Corporation
- ✓ Francis & Kirschner, Certified Public Accountants
- ✓ Bendich, Stobaugh & Strong, Attorneys at Law

## **Overseeing Government Negotiations**

Negotiating with private property owners is complicated; negotiating with public entities is doubly so. That's why GHA's oversight methodology includes particular templates for managing ongoing negotiations with public utilities and city, county, and state organizations. Our domains of expertise include:

- Interstate rights of way
- City/county rights of way
- Street and alley vacations
- Utility relocation
- Easement issues

### **Control. Transparency. Economy.**

GHA's ROW Management Consulting delivers on-time, on-budget results that satisfy complicated regulatory requirements. Our expertise comes from more than five years of managing information for some of Washington State's most ambitious construction and engineering projects. We have the experienced team and industry-tested methodologies required to keep a ROW project on track. Our value-adding processes, procedures and templates minimize risks, maximize resources, and optimize communication among team members. You can count on GHA to provide the management tools you need to ensure a successful ROW project.

### **Contact Information**

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