

North Region Right of Way



Quality Management Plan

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TABLE OF CONTENTS

QUALITY MANAGEMENT APPROACH.....	1
PROJECT OVERVIEW	1
QUALITY STANDARDS	1
QUALITY TOOLS	1
COMPLETENESS AND CORRECTNESS CRITERIA	1
QUALITY ASSURANCE MILESTONES	2
QUALITY ASSURANCE PROCEDURES:.....	4
QUALITY ASSURANCE ROLES AND RESPONSIBILITIES:.....	4
QUALITY CONTROL	5
QUALITY CONTROL PROCEDURES	6
QUALITY CONTROL ROLES AND RESPONSIBILITIES:.....	6
ATTACHMENTS	
EXHIBIT A "RIGHT OF WAY QUALITY MANAGEMENT PLAN" FLOWCHARTS	

Quality Management Approach

The approach for managing quality includes the Quality Plan (this document) and the following three major processes. A project specific Quality Plan is completed during the planning phase to validate that the major deliverables are completed with an acceptable level of quality.

Completeness and Correctness Criteria: The project team and major stakeholders should agree up-front on when each major deliverable is complete and correct. The deliverables are then evaluated against these criteria before they are formally approved.

Quality Assurance: Quality assurance activities focus on the processes being used to manage and deliver the solution, and can be performed by a manager, business sponsor or a third-party reviewer.

Quality Control: Quality control activities are performed continually throughout a project to verify that project management and project deliverables are of high quality.

Project Overview

All transportation projects will have a Right of Way Certification.

Quality Standards

Right of Way Certification will conform to the Title 23 of the Code of Federal Regulations (CFR) Subchapter H and Right of Way Manual Chapter 14.

The Right of Way Certification summarizes all Right of Way processes and procedures necessary to ensure a quality Right of Way delivery.

Quality Tools

Various Right of Way tools are utilized in the delivery process. These tools are identified in the attached flowcharts along with their quality control elements.

Completeness and Correctness Criteria

Right of Way Certification

Overview: Right of Way Certification is a written statement summarizing the status of each right of way related matter pertaining to a proposed construction project. The Right of Way Certification documents that the construction project is ready for advertising. The document states that real property interests have been or are being secured, physical obstructions have been or will be removed and that right of way acquisition and relocation assistance requirements were conducted in accordance with applicable Federal and State requirements.

Quality Assurance Milestones

Right of Way processes assure that all property rights are sufficient, all utility conflicts are avoided or mitigated, all clearance and demolition work are addressed and that control of the right of way is achieved within the cost, scope and schedule of the State's project.

Quality assurances are inherent in each Right of Way Quality Milestone identified in the Right of Way Quality Management Plan flowcharts attached as exhibit A of this document. Some highlighted quality assurances are identified here.

PID

Right of Way will actively participate in working with the Project Development Team to develop a Right of Way schedule that meet the project's specific requirement.

Right of Way will provide an estimate of the proposed right of way elements as identified at this stage.

Right of Way will communicate anticipated right of way needs with design and environmental divisions to affect the location of the Environmental Study Limits (ESL).

PAED

Right of Way will coordinate with design and utility owners to ensure accurate and timely verification of all utilities.

When the environmental draft is circulated, conflict plans will be finalized and utility relocation plans will be initiated in order to help ensure utility needs are not overlooked.

RW, Environmental, Geotech, and Design will confer when temporary access rights are needed (such as Permit to Enter for Environmental Studies or Temporary Construction Easements for drilling): ensures mapping reflects what the needs are.

RW will confer with design and environmental to complete Relocation Impact Studies in accordance with standard policies and procedures.

DESIGN

Design provides RW with utility conflict maps. Design also provides design specifications to Right of Way Engineering indicating the type and area of right of way required for a transportation project. RW, RWE, and Design will confer—Milestone 224.

Right of Way Engineering translates design specifications to right of way maps that are then reviewed by the Project Engineering for completeness. They then prepare all maps, documents, and descriptions needed to acquire right of way and dispose of excess land. RW, RWE, and Design will confer prior to maps being submitted to RW and before initiation of Milestone 225.

Assurances are provided through a Certificate of Sufficiency (COS) that all identified right of way on the referenced mapping is required for construction of the project. The COS also affirms that parcels have been reviewed for Hazardous Waste contamination. Any findings from this review are noted along with a remediation plan if necessary. Exemptions from Headquarters Environmental are necessary when purchasing property rights on contaminated property. Proposed QM--COS should be completed between initial submittal of final maps and final submittal.

Right of Way maps are assigned for appraisal when each parcel has a Certificate of Sufficiency. Appraisal reports are generated to establish fair market value prior to acquiring right of way, leasing air space, and disposing of excess land. Both the Federal and State uniform Relocation Assistance and Real Property Acquisition Policies Acts contain basic requirements for the appraisal of real property for public project purposes.

Appraisals are assigned for acquisition. The acquisition agent and the appraiser review all appraisals, before a first written offer is made. The acquisition agent conducts all acquisition activities necessary to acquire the property rights needed to construct the transportation facility, including the condemnation process if necessary.

Quality Assurance Milestones – Continued

Railroad requirements and clearances are met.

Relocation of all people, personal property, and businesses is accomplished through full implementation of the Uniform Relocation Assistance and Real Property Acquisition Policies Act.

Utility Relocation conducts all activities necessary to adjust or relocate utility facilities that are in conflict with planned construction of the transportation facility

Property Management ensures all property is cleared for construction and manages the leasing of space for Resident Engineer offices as needed on construction projects.

PS&E

Prior to RW Cert (Milestone 410), RW will compare final PS&E package with what is being certified to ensure nothing has been overlooked.

Quality Assurance Procedures

The Right of Way Certification has the following quality assurance activities in the project workplan:

A Certificate of Sufficiency (COS) is signed by the Project Engineer as a check that all requirements for land acquisitions are acceptable for acquisitions and that all land has been reviewed for hazardous waste.

Right of Way maps are assigned for appraisal when each parcel has a Certificate of Sufficiency.

Fair Market Value is established.

Appraisal Summary Statement relating to real property is completed.

Property rights are obtained.

Railroad Clearance is signed.

Utility Clearance is achieved. Notices to Utility owners are processed.

Relocation Assistance Program information and guidance is provided to impacted property owners and tenants.

Demolition contracts are processed.

Completion and signing of the Right of Way Certification is processed.

Quality Assurance Roles and Responsibilities:

Role	Quality Assurance Responsibilities
Principal Right of Way Agent	Reviews and signs appraisals; signs condemnation documents; completes and signs right of way certification based on delegation.
Supervisor Right of Way Agent	Reviews and signs appraisals, signs right of way contracts and condemnation documents; completes and signs right of way certification based on delegation.
Right of Way Senior	Reviews and signs appraisals, signs right of way contracts and condemnation documents; completes and signs right of way certification based on delegation.
Right of Way Agent	Reviews and signs appraisals; signs right of way contact and condemnation documents.

Quality Control

The following highlights are among those Quality Control Elements identified for each Quality Milestones addressed in the Right of Way Quality Management Plan flowcharts in exhibit A.

Review by Project Engineer that all requirements for land acquisitions are acceptable.

Review by Environmental as to hazardous waste identification and remediation plans.

Review of Right of Way maps by Senior Right of Way Agent; maps assigned for appraisal when a Certificate of Sufficiency has been executed for each parcel.

Review of appraisal to verify content and calculations are accurate.

Senior Appraiser reviews the appraisal and comparable sales to ensure comparability and correctness; Senior Appraiser signs the Senior Field Review Certificate.

Reviewer, Appraisal Agent and Senior Appraiser sign appraisal Title page.

Certificate of Appraiser is signed.

Fair Market Value is established.

Appraisal Summary Statement relating to real property is completed.

Execution of Right of Way Contract or Acquisition document containing possession date.

Property Deeds are signed and recorded.

Relocation assistance is provided in accordance to State and Federal requirements.

Resolution documents are processed in condemnation cases. Deposits are made to the court and orders of possession are obtained, filed, and served.

Resident Engineer inspects Railroad work and Railroad clearance is signed.

Review of Liability performed by senior utility agent. Utility clearance is achieved and Notices to Utility Owners are processed.

Relocation claims are processed.

Demolition of improvements occurs resulting in cleared parcel ready for construction.

Right of Way Certification completed and signed.

Quality Control Procedures

Right of Way Certification has the following quality control activities in the project workplan:

Headquarters functional seniors will review files each year for compliance with the Right of Way Manual, Federal and State Laws. Right of Way will conform to Title 23 of the Code of Federal Regulations (CFR) Subchapter H and 49 Code of Federal Regulations part 24 and the Uniform Relocation Assistance and Real Properties Acquisition Policies Act of 1970 (as amended).

Federal Highway Administration will review all files for compliance of all Federal Regulations in relation to federal funded projects.

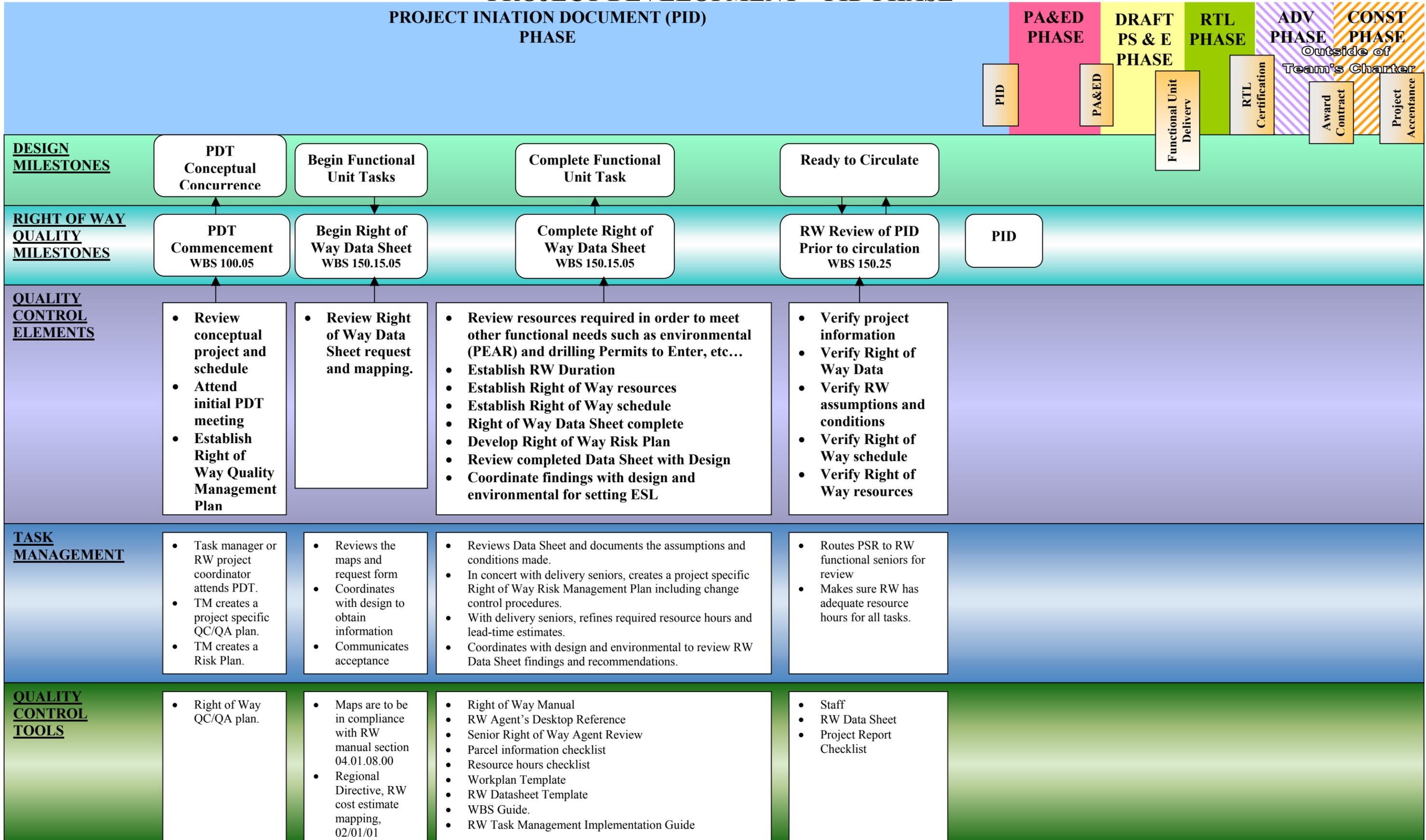
Headquarters conducts Quality Joint Enhancement Reviews quarterly for compliance with the Right of Way Manual.

Quality Control Roles and Responsibilities:

Role	Quality Assurance Responsibilities
Supervisor Right of Way Agent	Review of undelegated products.
Right of Way Senior	Review of all products.
Right of Way Agent	Review and completion of all products.

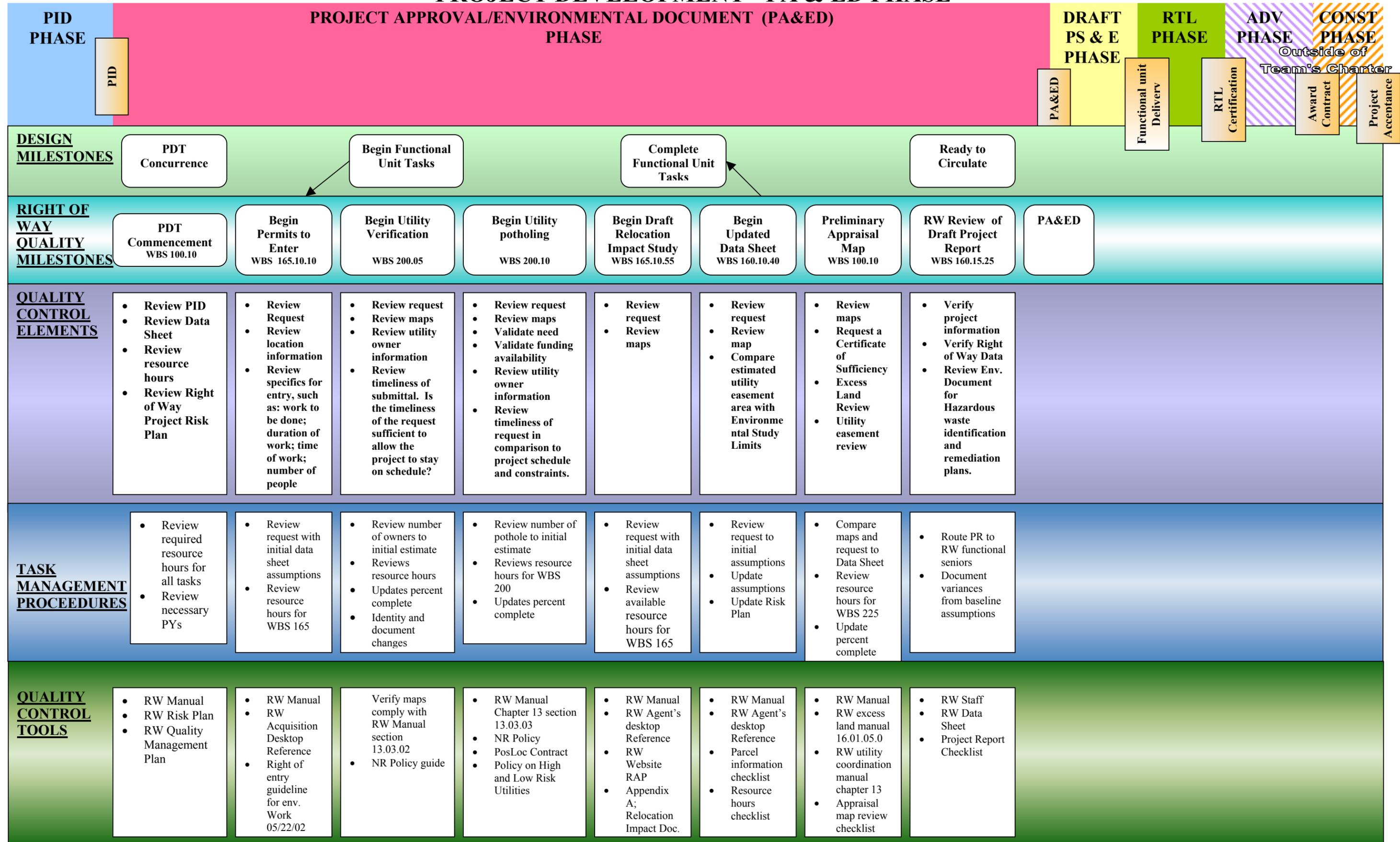
RIGHT OF WAY QUALITY MANAGEMENT PLAN

-PROJECT DEVELOPMENT – PID PHASE-



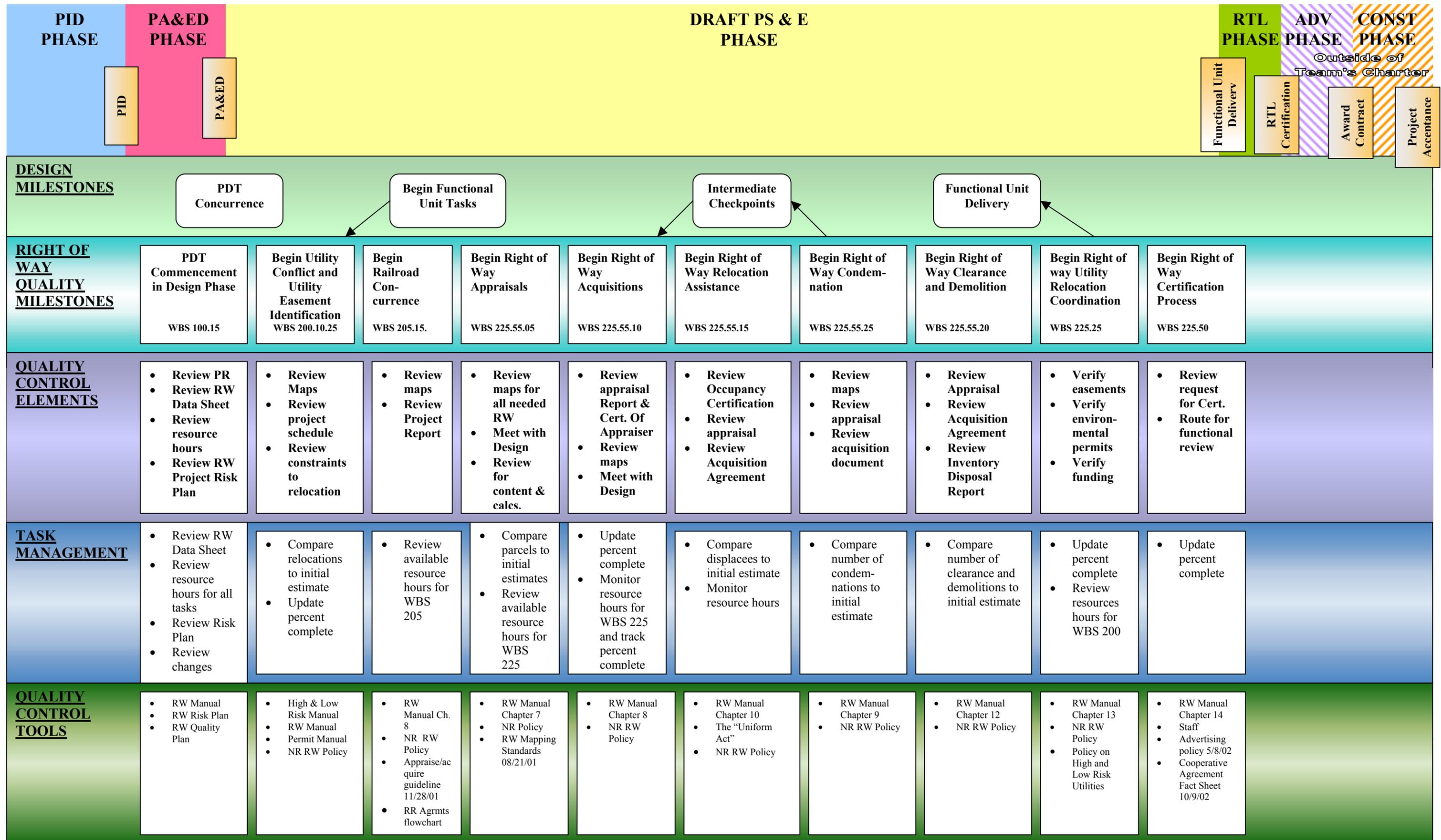
RIGHT OF WAY QUALITY MANAGEMENT PLAN

-PROJECT DEVELOPMENT - PA & ED PHASE-



RIGHT OF WAY QUALITY MANAGEMENT PLAN

-PROJECT DEVELOPMENT – DRAFT PS & E PHASE-



RIGHT OF WAY QUALITY MANAGEMENT PLAN

-PROJECT DEVELOPMENT - RTL PHASE-

