

MANLEY ACQUISITION SERVICES, LLC
200 MEADOVISTA DRIVE
GRIFFIN, GEORGIA 30224
Phone & Fax 770-228-0013
Cell Phone 404-697-5011

June 18, 2015

Mr. Brant D. Keller, Ph.D.
Director, Public Works & Utilities
City of Griffin
P.O. Box T
Griffin, Georgia 30224

Re: Hill Street at Northside Drive & Tuskegee Avenue Improvement Project
Acquisition Services Contract

Dear Mr. Keller:

This is in reference to our conversation regarding acquisition services on the City of Griffin/ Spalding County project referenced above.

This is to advise you that my company will provide pre/post acquisition services at the rate of \$65.00 per hour for meeting with appraisers for real estate appraisals and specialty reports that may be needed. I will provide negotiation services at a flat rate fee of \$1,200.00 per parcel per interest, which includes any mileage expenses. Any parcel that can be donated, I will reduce the negotiation flat rate fee down to \$800.00 per parcel. Relocation negotiations, if necessary with owners or tenants, will be at a rate of \$800.00 per parcel per interest. Any parcel with a driveway easement only will be \$500.00 per parcel. It will be the responsibility of the City Attorney to close each parcel and obtain any releases needed to clear title prior to closing. Assistance to the City Attorney in closings and obtaining releases, if necessary, will be at a rate of \$65.00 per hour.

The scope of services for pre/post negotiation activities will include all coordination with City representatives regarding plan changes, project status information, relocation interviews with owners or tenants, project relocation and sign reports, cost estimates, project certification, preliminary and final field plan review meetings, parcel file review, coordination with the City Attorney to provide title reports, meetings with property appraiser and reviewing appraiser, conduct property owners meeting if required by the City.

Page 2 – Manley Acquisition Services LLC. Acquisition Contract

The scope of work for negotiation services flat rate fee includes preparation of all negotiation packages as required by the city, conduct and finalize negotiations with property owners and tenants, deliver options and deeds for closing or deliver condemnation requests to the City Attorney for title conveyance.

The pre/post negotiation activities and all negotiation activities with property owners will be conducted following the Georgia Eminent Domain laws.

I have completed the required registration with the Department of Homeland Security. My certification number is 271624.

If you are in agreement with these terms, please indicate by approving a copy of this letter, which will serve as our contract, and returning it to me.

If I can be of any further assistance or if you have any questions please let me know.

Sincerely,



Steven C. Manley

APPROVED: _____ Date _____