

**SWANSON AND BROWN, LTD.**

providing

Realty Specialists

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August 24, 2018

Via Email

Bill McKenna, P.E.  
Village Engineer  
Village of Oak Park  
201 South Blvd.  
Oak Park, IL 60302

Re: Request for Proposal – Land Acquisition Services  
Village of Oak Park

Dear Mr. McKenna:

Thank you for the opportunity to provide our Proposal for negotiation services for the Village of Oak Park.

Swanson and Brown, Ltd. has three full time negotiators, namely Thomas A. Brown, Pam Dorneden, and Peggy Paluch presently providing right of way services for District One – Illinois Department of Transportation, Illinois State Toll Highway Authority, and the Will County Division of Transportation.

Swanson and Brown, Ltd. has implemented a QA/QC system for the projects assigned to them. This system is utilized by each negotiator.

Upon the notice to proceed, we will review the legals, plats, title commitments, and any other recorded documents available to begin researching the ownership of the parcels.

We will prepare a status sheet setting forth the project name, location and individual parcel file numbers. This status sheet is maintained which delineates the dates for the sending of the donation/introductory letter, and the dates of submission to Oak Park for title approval and recording of the documents. There is also a comments section for highlighting items that require specific attention or concern.

Once we have the legal description, plat, and title commitment we begin researching via the internet through tax records, the office of the county recorder, information regarding addresses and phone numbers, the secretary of state for business information, and any other public records which may apply to the parcel. This is used to determine who to send the donation/introductory letter to.

Swanson and Brown, Ltd. prepares the negotiator report, negotiation screen, donation letter, and receipt for donation after reviewing the title commitment, plat and legals.

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The donation package is assembled, which includes the donation letter, receipt of donation, plat, legal description, conveyance documents, which may include documents necessary to clear title, and a copy of the most recent title search. Attached are sample donation letter and Receipt for Donation forms approved by IDOT.

After the donation package is sent and usually within five days, an effort is made by phone to contact the owner to set up an appointment to answer any questions and determine if the documents are acceptable to the owner. If the owner is not reached by phone or if a phone number cannot be found for the owner, a letter is sent to the property owner asking them to contact us as soon as possible to discuss the project. The donation package is mailed to the property owner or their designated representative via priority mail at the verified address.

Follow-up via phone calls, emails, and/or correspondence is made periodically after the presentation of the offer. It is during this time that any questions the property owner may have will be answered and any additional documentation they request is provided to them.

Any and all activity for each parcel is entered in the negotiator report and summarized on the status sheet. These are reviewed constantly to manage the established time constraints as determined for each project.

In the event agreement is reached the proposed conveyance documents and title clearance documents can be executed by the owner. If the owner wants time to have the documents reviewed by them or their representative, follow-up calls are made to determine the status of the executed documents.

When all conveyance documents are executed and have been returned, the documents are reviewed for accuracy and completion. If necessary, a later dated title commitment is requested. Any necessary title clearance documents are obtained and reviewed. The file is assembled for submission to Oak Park.

The completed Title Approval parcel files are then sent to the Village of Oak Park for recording of the documents.

In the event agreement for donation is not reached and the property owner requires compensation an appraisal and review appraisal will need to be completed and an offer made to the property owner. The appraisals will be conducted by David White of Civiltech Engineering, Inc. at a cost of \$2,300.00 per parcel. The review appraisals will be conducted by Keith Tadrowski at a cost of \$900.00 per parcel. Review appraisals are required as this is a federally funded project.

Swanson and Brown, Ltd. prepares the offer package which includes the offer, receipt of documents, plat, legal description, a copy of the appraisal, conveyance documents, which may include documents necessary to clear title, and a copy of the most recent title search.

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Swanson and Brown, Ltd. continues to negotiate with the property owner or its designated representative until an agreement is reached and the property owner executes the necessary conveyance documents.

Please note we can accomplish initial contacts and follow ups within your time frames, but we cannot guarantee all owners will cooperate on a timely basis to meet the Village's deadlines. Every effort on our part will be made to meet deadlines, but if an owner or trustee of a land trust does not act timely or they request an appraisal your timeline may be jeopardized once they are aware they are entitled to compensation.

Our fee per parcel is \$2,500.00, for thirty-nine parcels this would be \$97,500.00. This fee does not include title updates or recording charges for any conveyances. We look forward to working with you and the Village of Oak Park.

Very truly yours,

A handwritten signature in cursive script, reading "Peggy Paluch".

Peggy Paluch

/pp

Enclosures