Cedar Rapids Public Works Department
Standard Operating Procedure

Procedure Name: Submittal of Plans, Plats and Exhibits		Approved By:	
Original Author(s): Amanda Vande Voorde		Original Date Issued:	
Date Revised or Reviewed: 04/04/2024	Revised or Reviewed by: Jennifer Selby		Approved By: Doug Wilson
Published Locations (manuals/websites/etc.): Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage.			

Purpose:
To summarize and document the process for the Project Manager to submit acquisition documents to the Real Estate Services Supervisor for assignment to an Acquisition Agent.

Procedures:

Folders, Document Types, and Naming Convention
1. General Rules:
   - Do not use spaces between words; capitalize each separate word.
   - Use underscores between differentiating categories.

2. Unless specified differently in the "File Name" column, the following shall apply:
   - nn = two-digit sequential number (if a single digit, always use two digits in the file name (1=01, 2=02, etc.))
   - nnn = three-digit sequential number (if a single or double digit, always use three digits in the file name (1=001, 2=002, etc.))
   - yyyy = four-digit year
   - mm = two-digit month (if a single digit, always use two digits in the file name (1=01, 2=02, etc.)
   - dd = two-digit day (if a single digit, always use two digits in the file name (1=01, 2=02, etc.)

3. The following table lists the folder and file names for all acquisition documents. Note that this table is for files on the Public Works – Projects SharePoint site. If files are on the City's internal ShareDocs, eliminate the references to "3" in the folder names.

03_RightofWayAcquisitions (or "ACQUISITION" on ShareDocs)

Folder Name	File Name	Comments
3.1_AcquisitionsDocumentsInbox		
Acquisition Plat	yyyy.mm.dd_Parcel nn_AcqPlat	
Temporary Easement Exhibit	yyyy.mm.dd_Parcel nn_TEExhibit	
Parcel Impact Detail	yyyy.mm.dd_Parcel nn_PID	
Permanent Easement Plat	yyyy.mm.dd_Parcel nn_PEPlat	
3.2_Appraisals		
Appraisal Services Contract	Contract #_Contract_Entity	Word
Appraisal Services Contract - Executed	Contract #_Contract_Entity_Executed	Scanned Pdf
Appraisal	Parcel nn_Appraisal_Type	**Type:** Commercial Church Industrial MultiFamily School SingleFamily
Review Appraisal Report	Parcel nn_ReviewAppraisalReport	
3.3_Correspondence		
Notice of Intent	Contract #_LTR_NoticeofIntent_yyyymmdd	
Notice of Consultant	Contract #_LTR_NoticeofConsultant_yyyymmdd	
Introduction of Appraiser	Contract #_LTR_IntroofAppraiser_yyyymmdd	
Mailing Labels	Contract #_MailingLabels	
Parcel (file folder) Labels	Contract #_ParcelLabels	
Valuation Docs - template	Contract #_ValuationDocs_MailMerge	Pre-populated template to run valuation docs; save individual valuation docs to individual parcel folders
3.4_CouncilDocs		
Council Cover Sheet – bulk	Contract #_Cover_Bulk	Create subfolders for each Council meeting
Resolution - bulk	Contract #_Reso_Bulk	
Council Cover Sheet - template	Contract #_Cover_Approved	Pre-approved, populated template for use for all parcels
Resolution - template	Contract #_Reso_Approved	Pre-approved, populated template for use for all parcels
3.5_ParcelFolders		
Mail Merge Spreadsheet	Contract #_MailMergeSpreadsheet	

Folder Name	File Name	Comments
Individual Parcel Folders	Parcel nn_LastName	
Allocation		
Allocation	Contract #_Allocation_LastName	
Correspondence		
Contact Log	Parcel nn_ContactLog_LastName	
Agent Notes	Parcel nn_AgentNotes_LastName	
CouncilDocs		
Council Cover Sheet – single	Contract #_Cover_Parcel nn	
Resolution – single	Contract #_Reso_Parcel nn	
Legal		
Any legal documents received	Parcel nn_DocumentType_LastName Ex: Parcel 22_WarrantyDeedAcq_Smith	**Types:** Warranty Deed for fee title acquired, Trust documents, Power of Attorney, Partial Mortgage Release
OwnerDocs		
Valuation Documents	Parcel nn_ValuationDocs_LastName	Individual valuation docs for each parcel ran from mail merge
Superseded		When revisions received, place new version in parcel folder and move old version to superseded folder
Title		
Assessors Page	Parcel nn_AssessorsPage_LastName	Print as pdf from Linn Co Assessor's site
Known Easements	Parcel nn_EasementType_Last Name	
Secretary of State Filing	Parcel nn_SecretaryofState_LastName	Print as pdf from Secretary of State's site
Title Report	Parcel nn_TitleReport_LastName	Combine all documents – report and supporting docs – into one pdf
Warranty Deed	Parcel nn_WarrantyDeed_LastName	Warranty Deed in title from Linn Co Recorder's site saved as pdf
3.6_ProjectInformation		
Most recent full plan set; information from public information meeting(s); property owner survey responses; property owner contact information; assessment information; etc.	Refer to other chapters for naming convention	Design Project Manager populates this folder

<u>Setting up Folders on ShareDocs</u>
Project Manager:

1. Set up the *ACQUISITION* folder under the CIP project number.

    📁 2121 MVR Retaining Wall
    📁 3012149-01 Snyder (2015 design contract)
    📁 3012149-02 Snyder (Alliant duct bank design)
    📁 3012149-03 Snyder (2019 design contract)
    📁 3012149-04 Snyder (2022 design ext)
    📁 3012149-05 Pirc Tobin (14th to 20th)
    📁 3012149-06 Snyder (20th to 26th functional)
    📁 3012149-07 Snyder (20th to 26th design)
    📁 3012149-08 CONTRACTOR (20th to 26th)
    ☑ 📁 ACQUISITION
    📁 ASSESSMENTS

2. If the project has multiple phases, the *ACQUISITION* folder should be further subdivided into phases.

    📁 1. 2001 Project
    📁 2. GG Properties (1901 & 1917 MVR)
    📁 3. 14th to 20th
    📁 4. 20th to 26th
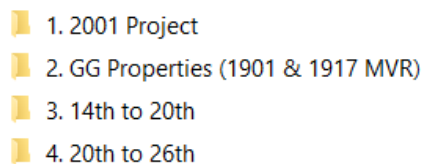
3. Create the subfolder structure under the project phase.

    📁 1_AcquisitionDocumentsInbox
    📁 2_Appraisals
    📁 3_Correspondence
    📁 4_CouncilDocs
    📁 5_ParcelFolders
    📁 6_ProjectInformation
    📁 7_Consultant
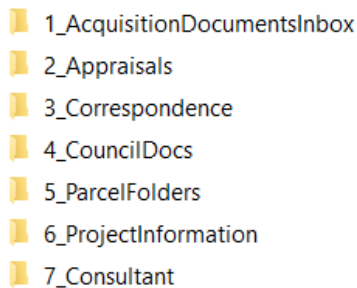
<u>Folders on SharePoint</u>

1. A project folder will have been created at the start of the project.

	Project Number ∨	Name ∨	Managin... ∨	Design PM ∨	Phase ∨
📁	######	01_Draft Template			
📁	3012336	35th Street NE from Oakland Road to F Avenue	PFP	Selby, Jennifer J.	Construction
📁	3012374	Johnson Avenue NW from 18th Street to 32nd Str...	PFP	Tippe, Lee J.	Design
📁	3012149	Mt Vernon Rd SE from 20th St to 26th St	PFP	Selby, Jennifer J.	Design

2. If the project has multiple phases, the project folder will be further subdivided into phases.

Documents > Johnson Avenue NW from 18th Street to 32nd Street

	Project Number ∨	Name ∨	Managin... ∨	Design PM ∨	Phase ∨
📁		Phase 1 - 18th Street to 19th Street	PFP	Tippe, Lee J.	Design
📁		Phase 2 - 19th Street to 26th Street	PFP	Kee, Karin A.	Design
📁		Phase 3 - 26th Street to 32nd Street	PFP	Kee, Karin A.	Design

3. The folder structure for the entire project will be pre-populated.

	Project Number ∨	Name ∨
📁		01_GettingStarted
📁		02_Design
📁		03_RightofWayAcquisitions
📁		04_Assessments
📁		05_BidPhase
📁		06_Construction
📁		07_Closeout

4. The folder structure under *03_RightofWayAcquisitions* will also be pre-populated.

	Project Number ∨	Name ∨
📁		3.1_AcquisitionDocumentsInbox
📁		3.2_Appraisals
📁		3.3_Correspondence
📁		3.4_CouncilDocs
📁		3.5_ParcelFolders
📁		3.6_ProjectInformation
📁		3.7_Consultant

<u>Original Submittal</u>

Project Manager:

1. Save all acquisition documents (easement exhibits, acquisition plats, Parcel Impact Details) in the *AcquisitionDocumentsInbox* folder

2. Prepare an Acquisition Work Request.

    Refer to document: [Template – Acquisition Work Request](#)

3. Email the completed Acquisition Work Request to the Real Estate Services Supervisor.

4. Once an Acquisition Agent has been assigned to the project, the Real Estate Services Supervisor shall schedule a meeting with the Project Manager and the Acquisition Agent to brief the agent on the project and advise of any property owner discussions that have been held to date.

Acquisition Agent:

1. Create individual subfolders for each Parcel.

    Parcel 001_Howell
    Parcel 002_High&Brown
    Parcel 003_Maresh&Schloss
    Parcel 004_Waterbury
    Parcel 005_Moehn
    Parcel 006_VanDeusen
    Parcel 008_Hansen
    Parcel 009_Hedgecoth
    Parcel 010_Huber

2. Create the subfolder structure under the parcel.

    Allocation
    Correspondence
    CouncilDocs
    Legal
    OwnerDocs
    Superseded
    Title

3. Move all acquisition documents for each Parcel from the *AcquisitionDocumentsInbox* folder to the individual Parcel folder.

<u>Revised/Updated Submittals</u>

Project Manager:

1. Place the revised acquisition documents in the *AcquisitionDocumentsInbox* folder.

2. Notify the Acquisition Agent via email that "revisions have been made and the updated document(s) can be retrieved in the electronic folder".

Acquisition Agent:

1. Move the revised acquisition documents for each Parcel from the revised folder to the individual Parcel folder.

2. Move the out-of-date documents into the *Superseded* folder.