INDIANA DEPARTMENT OF TRANSPORTATION

ROW Manager
Expectations of INDOT

1. ROW Managers are expected to monitor the completion of:
   a. ROW Engineering (and each parcel should be put into LRS as soon as the title and encumbrance report is completed); and
   b. NEPA Environmental Report

The ROW Engineering and Environmental Report affect the schedule for completing land acquisition activities, and the ROW Manager is responsible for compiling and maintaining this schedule.

2. ROW Managers are expected to provide strategy and advice as part of the overall management of the project.
   a. More of the future management of ROW acquisition will be done by external consultants, who will be accumulating the expertise in this area.
   b. Several INDOT employees with current expertise will be retiring in the next few years and will be replaced with employees lacking the same level of knowledge and experience.
   c. Right-of-way issues are not a common occurrence for INDOT Project Managers, who will not be experienced at making the decisions necessary for proper land acquisition.

3. ROW Managers are expected to make timely assignments to their team members, and are responsible for the data entry (including into LRS) and performance obligations of the team.

4. ROW Managers are expected to try and resolve the common issues arising among their team during the project, instead of directing their appraisers, buyers and relocation agents to contact INDOT about the issue.

5. If an uncommon issue arises during the land acquisition process, ROW Managers are expected to bring potential solutions to INDOT, instead of simply describing the issue and hoping to be told what to do by INDOT's Real Estate Division.

6. In the future, INDOT will likely expect ROW Managers and their team members to prepare and provide the support for any proposed administrative settlements. INDOT will provide a template for this purpose and is likely to do only a quick desk review of any administrative settlements proposed by ROW Managers.

3/10/2021