

Contract Award

Contract Number:	Doc1677946894
Contract Description:	Staff Augmentation
Vendor:	W.D. Schock Company, Inc. dba The LTL-Schock Group aka LTL-Team

Task Order Categories Awarded:

TASK 13 – Relocation Program (URA/TRA) Development and Compliance Support

STATE OF NORTH CAROLINA
Division of Community Revitalization (DCR)

Refer <u>ALL</u> Inquiries regarding this RFP to: angela.dunaway@commerce.nc.gov	Request for Proposals # Doc1677946894 Proposals will be publicly opened: September 4, 2025, at 2:00 pm ET
Using Agency: North Carolina Department of Commerce, Division of Community Revitalization	Commodity No. and Description: 801016 Project management

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are offered, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that False certification is a Class I felony and certifies that:

- this proposal is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this proposal, Vendor certifies that it has read and agreed to the INSTRUCTIONS TO VENDORS and the NORTH CAROLINA GENERAL TERMS AND CONDITIONS. This procurement complies with the State's own procurement laws, rules and procedures per 2 CFR § 200.317.

Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals shall not be accepted.

COMPLETE/FORMAL NAME OF VENDOR: W.D. Schock Company, Inc. dba The LTL-Schock Group aka LTL-Team		
STREET ADDRESS: 2711 Hemingway Drive	P.O. BOX:	ZIP:
CITY & STATE & ZIP: Nashville, TN 37215	TELEPHONE NUMBER: 615-399-0585	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE :		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR: Leigh T. Lasley, President and CEO		FAX NUMBER: 615-366-1184
VENDOR'S AUTHORIZED SIGNATURE: 	DATE: 9/2/2025	EMAIL: llasley@ltl-team.com

Proposal Number: Doc1677946894

Vendor: LTL-Team

VALIDITY PERIOD

Offer valid for at least 90 days from date of proposal opening, or if extended by mutual agreement of the parties. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

ACCEPTANCE OF PROPOSAL

If your proposal is accepted, all provisions of this RFP, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply.

FOR STATE USE ONLY: Offer signed by _____ contract awarded this 19th day of December, 2025, as indicated on the attached certification, by _____ (Authorized Representative of Department of Commerce).



Josh Stein
GOVERNOR
Lee Lilley
SECRETARY

Stephanie McGarrah
DEPUTY SECRETARY

Request for Offer Extension

Solicitation Number: Doc1677946894

Solicitation Description: Staff Augmentation

Solicitation Opening Date and Time: September 11, 2025, at 2:00 pm ET

Issue Date Request for Offer Extension: December 5, 2025

Procurement Director:
Angie Dunaway
angela.dunaway@commerce.nc.gov
919-526-8340

Extension Response Due Date and Time: December 8, 2025 by 5:00 pm EST

Return executed copy of this Request for Offer Extension via email to angela.dunaway@commerce.nc.gov by the due date and time indicated above.

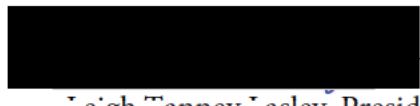
Per Request for Proposal (RFP) #Doc1677946894, VALIDITY PERIOD, page 3 states, “Offer valid for at least 90 days from date of proposal opening, or if extended by mutual agreement of the parties.” The State is requesting Vendor to extend its offer for thirty (30) calendar days.

YES, Vendor acknowledges and agrees to extend its offer thirty (30) calendar days.

NO, Vendor does not acknowledge and does not agree to extend its offer thirty (30) calendar days.

Sign Request for Offer Extension:

Offer (Vendor Name): W.D. Schock Company, Inc. dba The LTL-Schock Group aka The LTL Team

Authorized Signature: 

Name and Title: Deigh Tanney Wesley, President and CEO

Date: December 8, 2025

LTL-Team Attachment A: Pricing

TASK ORDER CATEGORY	YEAR 1 HOURLY RATE	YEAR 2 HOURLY RATE	YEAR 3 HOURLY RATE
Task 13 – Relocation Program (URA/TRA) Development and Compliance Support			
<i>Project Manager</i>	\$238.79	\$247.15	\$255.80
<i>URA Compliance Specialist</i>	\$188.34	\$194.93	\$201.75
<i>Relocation Agent</i>	\$121.08	\$125.32	\$129.70
<i>Administrative Support</i>	\$110.99	\$114.87	\$118.90



LTL-TEAM

CDBG-DR EXPERT ADMINISTRATIVE SUPPORT

TASK 13 – RELOCATION PROGRAM (URA/TRA) DEVELOPMENT AND COMPLIANCE SUPPORT

RFP# DOC1677946894

SEPTEMBER 11, 2025

PROPOSED BY :

LEIGH LASLEY, PRESIDENT AND CEO
2711 HEMINGWAY DRIVE,
NASHVILLE, TN 37215
615-399-0585
LLASLEY@LTL-TEAM.COM

**LTL-TEAM AND IT'S KEY PERSONNEL DO NOT HAVE ANY
CONFLICTS OF INTERESTS WITH RESPECT TO THIS RFP.**

		Question: Please confirm whether vendors should be placing their firm name at the top of each page of the RFP in this section.	is encouraged, but is not required.
205	2.7 Proposal Contents (page 9) and Section 4.2 Pricing (page 15)	The cost proposal is not listed under the components. Please clarify where it should be included.	See response to Question #126.
206	4.11 Financial Information (Page 17) and 2.7 Proposal Contents	This section requires submittal of financial information, but that is not listed in Section 2.7 Proposal Content. Please clarify where it should be included.	Financial information may be included anywhere in the proposal; most vendors typically include it towards the end or last.
207	2.7 Proposal Contents (page 10) and 4.1 Task Order Categories (page 14)	The instructions for Section 4 "Narrative Response: Vendor Qualifications and Approach" appear to focus on past project experience and qualifications and capacity of staff. Please confirm that you are not looking for an actual technical approach response to each task in the scope of work?	As stated in the RFP, "for each task order category that Vendor wishes to be considered Vendor proposal should demonstrate specific proof of experience and qualifications to carry out the respective task." Based on the vendor's experience, it will need to generally describe a staffing plan, how Vendor will ensure quality and timely services, and how Vendor will ramp up services across the task order categories. Vendors should describe their experience in each specific category for which they wish to be prequalified. Vendors can provide a more specific technical approach in response to individual task orders.

Execute Addendum:

VENDOR: LTL-Team

AUTHORIZED SIGNATURE: 

NAME and TITLE (Print or Typed): Leigh T. Lasley, President and CEO

DATE: 9/2/2025

Table of Contents

Execution Page.....	2
Signed Addenda.....	4
Cover Letter.....	6
Qualifications and Approach.....	8
Firm Overview	8
Relevant Experience.....	10
Approach.....	12
Resumes	16
Steve Mollica – Project Manager.....	16
Amy Solano – URA Compliance Specialist	17
Colter Lasley, J.D. – URA Compliance Specialist.....	18
Eva Maples – URA Compliance Specialist.....	19
Cindy Kelly – URA Compliance Specialist	20
Rochelle Moncrieffe – Relocation Agent	21
Tatiana Taylor – Relocation Agent	22
Ertha Spencer – Quality Control.....	23
Attachment H: Experience	24
Insurance Requirements	27
Forms	28
Attachment D: Location of Workers Utilized by Vendor	28
Attachment E: HUB Supplemental Vendor Information	29
Attachment F: Certification for Contracts, Grants, Loans, and Cooperative Agreements.....	30
Financial Information	31



LTL-TEAM

Airport Noise Mitigation/Right of Way/Disaster Recovery

Land Acquisition/Relocation Services/Easements

September 11, 2025

Angie Dunaway, DCR Procurement Director
North Carolina Department of Commerce, Division of Community Revitalization
4346 Mail Service Center
Raleigh, NC 27699

RE: Community Development Block Grant-Disaster Recovery Expert Administrative Support
TASK 13: Relocation Program (URA/TRA) Development and Compliance Support
Request for Proposal #: Doc1677946894
LTL-Team

Dear Ms. Dunaway,

The LTL-Team¹ ("LTL") is pleased to submit our proposal to provide Relocation Program (URA/TRA) Development and Compliance Support under Task 13 of this RFP pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (49 CFR, Part 24), as well as related state and local regulations.

For this solicitation, enclosed please find one (1) electronic copy of our Statement of Qualifications Proposal for Relocation Services, including our Qualifications, Experience, and Financial Information together with all required forms.

LTL is a multi-faceted Land Acquisition and Relocation Consulting firm providing professional services to address relocation, land acquisition, property management, easement acquisition and sound insulation needs of government agencies. Founded in 1986, LTL has worked on behalf of multiple federal agency clients nationwide and is widely recognized as experts in the management and implementation of the URA.

LTL-Team is fully equipped to meet the requirements outlined in the Scope of Work for providing Relocation Program (URA/TRA) Development and Compliance Support. In response to this solicitation, LTL is pleased to propose our talented and qualified Project Manager, **Mr. Steve Mollica**, who has over 33 years of both commercial and residential relocation experience. Mr. Mollica is considered a national expert in relocation, having provided relocation services for numerous municipalities and public agencies including for the Town of Southbridge, the City of Gardner, and the City of Quincy, as well as for the Worcester Redevelopment Authority, the Springfield Redevelopment Authority, Westfield Barnes Airport, Rhode Island Airport Corporation and Westover Metropolitan Airport in Chicopee. Before joining LTL, Mr. Mollica served as Director of the Massachusetts Bureau of Relocation, where he oversaw all aspects of the state's Relocation Assistance Program under the Uniform Act and Chapter 79A of Massachusetts

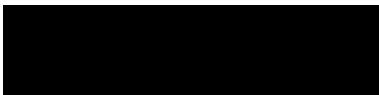
¹W.D. Schock Company, Inc. dba The LTL-Schock Group aka LTL-Team

General Laws. He was also responsible for writing 760 CMR 27.00, the current Massachusetts relocation regulations. Additionally, we will include **Ms. Amy Solano**, a licensed North Carolina Broker, **Mr. Colter Lasley**, **Ms. Eva Maples** and **Ms. Cindy Kelly** as URA Compliance Specialist. With combined experience in federal and institutional reporting, financial oversight, and policy interpretation, our team is highly qualified to ensure adherence to Uniform Guidance and other regulatory standards pertaining to relocation efforts. **Ms. Rochelle Moncrieffe** and **Ms. Tatiana Taylor** will serve as Relocation Agents to support Task 13. Having combined skills in negotiation, housing logistics, and regulatory compliance ensures our ability to guide displacees through relocation processes with professionalism and empathy. With backgrounds in real estate and project coordination, our Relocation Agents are experienced in handling diverse client needs, resolving challenges efficiently, and facilitating consistent dialogue with all stakeholders throughout each phase of the relocation process. Completing our team, we propose **Ms. Ertha Spencer**, a North Carolina local, as Administrative Support. Ms. Spencer brings valuable experience managing schedules, coordinating meetings, and maintaining accurate records. Her proficiency and ability to adapt in fast-paced environments makes her well-equipped to handle a wide range of administrative tasks. Equally important, her clear communication and problem-solving skills contribute to efficient team operations and excellent support outcomes.

Our team's relocation expertise and experience, assures our clients of an equitable, fair, compliant, and effective program. Our decades-long experience providing relocation oversight and consulting services uniquely qualifies the LTL-Team to work with the North Carolina Department of Commerce, Division of Community Revitalization (DCR) and provide advice, strategies, and guidance to resolve unique relocation challenges. I am confident that upon reviewing the details of our approach and our qualifications, DCR will conclude that the LTL-Team is the best choice for providing professional services for this solicitation.

Thank you for your consideration, and I look forward to the opportunity to discuss how our firm's qualifications might best serve North Carolina Department of Commerce, Division of Community Revitalization.

Sincerely,

A solid black rectangular box used to redact a signature.

Leigh Tanney Lasley
President and CEO

Qualifications and Approach

Firm Overview



The LTL-Team is uniquely qualified to provide Relocation Program (URA/TRA) Development and Compliance Support to The Department of Commerce, Division of Community Revitalization (DCR) pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (49 CFR, Part 24). LTL was organized as a corporation in 1986 for the purpose of providing professional consulting services to address various relocation and land acquisition needs of public agencies, airports, and government authorities. Today, LTL is a nationally recognized multifaceted project management firm specializing in federal and state funded government infrastructure and land use projects.

As a leading program management consulting firm, LTL possesses a comprehensive background in the development and management of relocation programs for public agencies, transit, aviation, utilities, and other government sectors. For over 39 years, LTL has worked in close partnership with our clients to carry out their project vision and goals in a timely and cost-efficient manner. We have served a wide range of State, Federal, and local agencies throughout the US, and we design our services with and on behalf of our clients to ensure a successful and compliant relocation project. We are passionate about supporting communities and we offer clear pathways to operationalize relocation plans equitably and in conformance with the regulatory framework. We provide a proven history for the successful application of Federal and state laws, orders, and regulations concerning land acquisition and relocation programs including those defined in the Uniform Act.

Our team has built an unmatched reputation as experts in relocation program management, having served multiple agencies and their communities through the relocation process. Our team members have worked on a wide variety of projects ranging from complex transit and multi-year airport expansion projects to multiple state departments of transportation, housing authorities, municipalities, and non-profit agencies. We have developed, managed, and implemented numerous programs per regulatory sectors such as HUD, FTA, FAA, and FHWA, and the National Park Service.



In accordance with Task 13 – Relocation Program (URA/TRA) Development and Compliance Support, we have assembled a team of our most talented and knowledgeable personnel with the qualifications and capabilities needed in achieving a successful relocation program. Notably our **Project Manager, Steve Mollica**, is considered a national expert in relocation, land acquisition and land use planning with decades of experience across disaster recovery, aviation, urban renewal, and right-of-way projects. Mr. Mollica is responsible for oversight, quality control, and providing policy and regulatory guidance to both clients and the project team. Serving as **URA Compliance Specialist**, **Ms. Cindy Kelly** provides over two decades of project management experience in the areas of Relocation Assistance, Buy Outs, Land Acquisition, Aviation Easement Acquisition and Right of Way Services. Ms. Kelly is well versed in the Uniform Relocation Assistance and Real Properties Act of 1970, as amended. She provides a strong background in Relocation Assistance for both residential and non-residential parcels along with years of experience in disaster recovery and real estate services. Ms. Kelly currently provides Management services for the City of Vidor's Hurricane Harvey CDBG-HUD Buyout Program where owners and tenants are being relocated outside of the floodplain to allow for the construction of a retention pond, aimed at protecting surrounding homes from future flooding. **Ms. Amy Solano**, also serving as **URA Compliance Specialist**, is a North Carolina Real Estate Broker who has over 16 years of experience in real estate services and planning and has implemented all aspects of right-of-way projects including relocation, property rights acquisition, appraisal, appraisal review, property management and title services.

Regardless of the size or complexity of the relocation project, LTL-Team is fully committed to delivering excellence on every assignment. We take pride in offering the highest level of customer service to both our clients and the broader community, consistently applying our technical expertise and industry experience to ensure full compliance with the Uniform Act. Our team is comprehensively cross-trained in all facets of the relocation process, allowing us to operate with efficiency, adaptability, and a thorough understanding of each project's unique requirements. This multidisciplinary expertise enables us to anticipate challenges, streamline operations, and provide seamless, end-to-end relocation solutions.

Relevant Experience

The fundamental framework and guidance provided by the Uniform Act regulations establishes the minimum standards for federally funded programs that acquire property or displace people from their home or businesses. It is imperative that a relocation program have in place a team who understands these standards and intrinsically applies the rules in all decision and determination processes.

The purpose of the Uniform Act is to ensure the fair and equitable treatment of those impacted by a public works program. Properly applied, the regulations provide a framework that not only ensures all owners and displacees are treated fairly but also gives the acquiring agency the tools they need to keep their project on time and within budget.

Our team brings this experience and unique skill set to the DCR's project. LTL's extensive industry experience, Uniform Act expertise, and knowledge of the fundamental steps enable us to plan, organize, and execute task orders in a manner that will ensure continuity and successful completion of DCR's relocation cases. Our team is highly experienced in working with HUD programs, including Community Development Block Grant (CDBG) initiatives, which further strengthens our ability to navigate complex regulatory requirements and support federally funded projects effectively.

In addition to our projects listed in Attachment H, below are examples of our current and past representative relocation projects:

Fall River Housing Authority – Fall River, Massachusetts Relocation Assistance

The LTL firm provided services to the Watuppa Heights Relocation Program in Fall River, Massachusetts. The project involved providing all aspects of relocation planning and review as per the Uniform Act as well as counseling to approximately sixty (60) tenants being displaced by the Fall River Housing Authority due to planned demolition of a housing development. LTL actively worked with all tenants, aiding them with all phases of their relocation, helping the tenants identify suitable replacement housing, as well as all project files and paperwork maintenance and quality control.

City and County of Honolulu

Federal Uniform Relocation and Real Estate Consulting Services

The LTL team is currently providing Uniform Relocation Assistance and Real Property Acquisition Policies Act consulting services to the City and County of Honolulu related to its purchase of real estate for projects where HUD federal funding may be used in the future. Our services aid with certifying Uniform Act compliance when federal funding is applied for redevelopment of the acquired properties and facilitating relocation services for multiple commercial businesses.

England Authority Neighborhood Noise Mitigation Program – Alexandria, Louisiana

PART 150 Land Acquisition and Relocation Services for the Alexandria International Airport

Members of our team provide relocation planning, management and implementation oversight of the voluntary Neighborhood Noise Mitigation Program which includes three components: (1) Fee Simple Acquisition and Relocation Assistance, (2) Acoustical Treatment, and (3) Aviation Easement Acquisition. The program follows the guidelines set forth in the Uniform Relocation and Real Properties Acquisition Act, as amended. Through this program, our team assembled the relocation plan and has successfully acquired and relocated the owner and tenant occupants of over 160 parcels located in the project area. The program involved the sound insulation of several multi-story commercial facilities, including a 19-story campus for special needs children as well.



In addition, the firm acquired two mobile home parks with a total of 69 occupied units. LTL's responsibilities included acquisition of the parks, relocation of the displacees according to the Uniform Act, and property management of the parks. For those participants who have qualified for business re-establishment, the firm has provided advisory services. In addition, the firm is responsible for assembling all demolition packages for public bid. The program is ongoing, within budget, and on schedule. The program has experienced no appeals of relocation determinations.

Approach

The experience of the LTL team sets us apart from larger Program Management firms entering the realm of HUD CDBG-DR implementation and oversight. For over 39 years, LTL has managed relocation programs from development to grant close out, in accordance with the Uniform Relocation Act. We have provided program management and quality control for various CDBG-DR, aviation, transit, DOT, and utility projects. Over the years, our primary goal has been to ensure that Federally Funded Programs are implemented in compliance with all URA requirements.

Standard Operating Procedures (SOP)

LTL will prepare a Standard Operating Procedures Manual (SOP) detailing the requirements for the implementation of the North Carolina Department of Commerce Division of Community Revitalization (DCR) Relocation Program in accordance with the Part 49 Title 24 CFR Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs (URA) as well as the United States Department of Housing & Urban Development (HUD). This document will serve as the central reference document that will cover all aspects of implementing a relocation program LTL has prepared similar comprehensive manuals for complex acquisition programs and relocation programs for many clients, including providing annually updates to the Honolulu Authority of Rapid Transportation's RAMP, and developing comprehensive programs for the Alexandria International Airport's Neighborhood Noise Mitigation Program, the Broward County Aviation Department Sales Assistance and Conveyance and Release Program and many others.

Workflow Chart

Included in the SOP will be a Workflow Chart, serving as step-by-step guidance. This Workflow Chart will outline each relocation task required, the order in which those tasks are to be performed, personnel responsibility for performing the tasks as well as the estimated time for the completion of each task.

Determination of Relocation Eligibility

LTL will prepare a comprehensive and interactive web-based Tool Kit which will outline the basis for determining a potentially displaced person's eligibility for relocation benefits in accordance with the URA and any other policies or procedures determined to be useful

to accomplishing the program goals. Online or in-person training will be conducted to familiarize the program team with the Tool Kit.

Program Templates

Included in the SOP will be templates of all required written notices to be issued to potentially displaced persons, including, but not limited to, General Information Notice, Notice of Eligibility, and Notice to Vacate documents. In addition to notices to displaced occupants, templates of all other program forms, such as occupant inventory and relocation claims forms will be included. As appropriate, these notices and forms will be based on the templates provided by HUD and designed to meet the needs of the DCR Relocation Program.

Training & Support

In conjunction with the HUD webinar training courses available online, the LTL team will conduct additional in person and/or online training sessions using sample relocation cases for context. Training Materials will be developed, including written and/or YouTube video instructions, explaining the steps for the preparation of all required written notices to potentially displaced occupants as well as instructions for the completion of all other required relocation program forms. Similar material in the form of either written guidance or YouTube video instruction will be prepared covering typically problematic aspects of relocation assistance programs, such as calculation of rent differential payments and approaches to document eligible moving expenses. In addition, LTL staff, proficient in all aspects of relocation assistance programs, will be available to advise the Relocation Program team as needed throughout the program.

System of Record (SOR)/Relocation File Checklist

Outlined in the SOP will be the required format for the organization of each relocation file, including a file checklist, noting all documentation required in accordance with the URA as well as applicable HUD requirements. In addition, requirements will be outlined for logging all communications with each person who may be displaced due to the acquisition of the property which they occupy. All files will be reviewed to ensure that they are complete and contain required supporting documentation, notices, and other pertinent case file material.

Oversight of Relocation Program, Compliance Monitoring Tool & Corrective Action Plan

LTL will provide general oversight of the Relocation Project. Each Notice of Eligibility will be reviewed for URA compliance prior to issuance along with other key program components. LTL will periodically review each relocation file for URA compliance as well. Predetermined checkpoints will be included in the program Workflow chart. Should it be determined that any of the requirements of the URA were not met, necessary steps will be taken to rectify the oversight to bring the program into compliance. A memo will be prepared explaining the oversight and the corrective measures taken.

Optional Relation Assistance

LTL is available to be of assistance with all aspects of public relations, including establishing a standard public message, preparation of printed materials, planning for and conducting community meetings. In addition, we can assist with communication with sub-recipients within the state of North Carolina.

Internal Systems for Quality Assurance, Regulatory Compliance, and Project Oversight

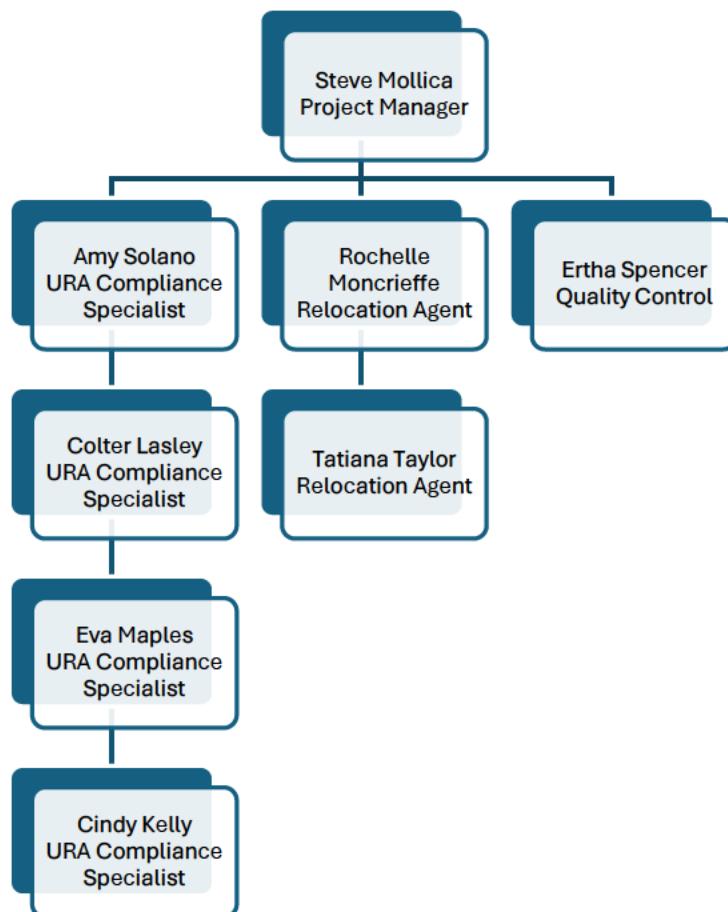
In order to ensure internal quality control for Project Management and Project Deliverables, we partner a senior level team member with the specialist and agents, to review policy determinations, case approaches and solutions, as well as benefit calculations and claim forms for audit and regulatory compliance. We have found this system works well to encourage collaboration and efficiency during daily tasks as well as assistance with complicated relocation cases. Our team members utilized this small team approach during a large-scale relocation audit contract, where we were engaged by the Honolulu Authority for Rapid Transportation to perform quality control and assurance services on relocation cases conducted by a prior firm. We were able to audit over one hundred (100) closed relocation files for residential and commercial businesses in a short period of time, supporting the client with compliance approvals with the FTA.

For contract and performance reviews, our Project Manager will provide oversight of all requirements, milestones, schedules and deliverables, to ensure compliance with DCR policy, grant obligations and performance review requirements.

URA Implementation and Quality Control Compliance consulting is what we do – we know the rules, we understand how to apply them, and we provide a wide array of commercial, residential and specialized relocations. Our team possesses comprehensive expertise in grant management and compliance for HUD CDBG-DR programs. Key personnel are frequently engaged in delivering staff training and offer policy consultation to agencies.

Staffing Capacity Summary

Our firm consists of a dedicated and agile team that collaborates effectively to deliver tailored and forward-thinking relocation services. We possess the expertise and resources necessary to manage concurrent projects, providing support to DCR personnel and consultants in meeting the objectives and requirements of the DCR grant program. We are able to adjust staffing levels according to program requirements and staff augmentation needs.





STEVE MOLLICA

PROJECT MANAGER

EDUCATION

Bachelor of Arts | Boston University

ACCOLADES

Mr. Mollica has spoken as an expert on the subject of relocation assistance for the following:

- IRWA Relocation
- Symposium
- Annual Real-Estate
- Symposium
- Massachusetts City of Solicitors and Town Council Annual Conference
- DHDC Urban Renewal
- Conference
- IRWA/FHWA Uniform Act
- Symposium
- American Bar Association
- Annual Real-Estate
- Symposium
- Uniform Act Symposium

RESEARCH AND PUBLICATIONS

Natural Resources Defense Council. "Innovating To Make Home Buyouts Faster, Easier, and Fairer: Key Learnings from Workshops with Buyout Managers from Across the United States". December 2021 - June 2022"

"Understanding the Revised URA Rule" - Airport Magazine, March/April, 2005

"Appraising Property's Value Different in Public Acquisition" - Banker and Tradesman, November 1995

"Forced to Move" - Scrap Magazine, March/April 2001
"A Moving Proposition" - Restaurants USA Magazine, August 2001

PROFESSIONAL OVERVIEW

Mr. Mollica is a nationally recognized expert in land acquisition, relocation, and land use planning, with decades of experience across disaster recovery, aviation, urban renewal, and right-of-way projects. As a long-standing leader at LTL, he has expanded the firm's client base and currently serves as Quality Control Manager for the Honolulu Authority for Rapid Transit's light rail project. Mr. Mollica has deep expertise in Uniform Relocation Act compliance, having worked with public and private sector clients nationwide, including housing authorities, airports, and redevelopment agencies. Formerly the Director of the Massachusetts Bureau of Relocation, he is also a published author and frequent speaker at national industry conferences.

WORK EXPERIENCE

Rhode Island Airport Corporation's (RIAC) Land Acquisition, Relocation Assistance, Easement Acquisition, Property Management, and Noise Land Inventory Re-Use Plan | Program Director

Mr. Mollica served as Program Director for RIAC's land acquisition and relocation programs in Warwick, RI, overseeing approximately 135 voluntary acquisitions, 10 mandatory takings, and one partial taking. He also contributed to updating the noise land inventory and reuse plan in coordination with GIS consultants to support FAA compliance. Additionally, his team handled easement acquisitions at smaller airports and managed homeowner relations for the Airport's Sound Insulation Program, which serves around 525 properties.

Westfield Barnes Airport's Residential Acquisition/Relocation and Easement Services | Project Manager

The LTL-Team provided land acquisition, relocation, easement, and advisory services for residential properties located within the airport's designated noise contours. The project included the relocation of more than 30 residences within a mobile home park. Mr. Mollica served as the Project Manager for this effort.

Westover Metropolitan Airport's Residential Acquisition/Relocation Services | Project Manager

Having served as Project Manager, LTL managed acquisition and relocation services for Phases III and IV of the airport's noise mitigation program, covering 15 parcels in full compliance with the Uniform Act and FAA regulations.



AMY SOLANO

URA COMPLIANCE SPECIALIST

EDUCATION

Bachelor of Arts – Psychology |
Pennsylvania State University

TECHNICAL SKILLS

- 49 CFR PART 24
- FTA Circular 5010.1F
- Residential Relocation Assistance
- Mobile Home Relocation
- Business Relocation
- Principles of Land Acquisition
- Introduction to Right of Way
- Dynamics of Communication
- DISC Personality Training
- PAECEtrak Database system for NJSDA and NJDOT

LICENSES

- Broker – Tennessee
- Broker – North Carolina
- Salesperson – Florida
- Salesperson – Hawaii

REFERENCES

Vance Tsuda
Project Director
Honolulu Authority for Rapid
Transportation
Tel: 808-768-8943
vance.tsuda@honolulu.gov

Nancy Nomikos
AECOM
Senior Right of Way Agent
Tel: 954-804-1653

PROFESSIONAL OVERVIEW

Ms. Solano specializes in real estate acquisition and relocation services for turn-key Transit Right of Way programs and Aviation Avigation Easement Acquisition programs. Ms. Solano has implemented all aspects of right-of-way projects including property rights acquisition, relocation, appraisal, appraisal review, property management and title services. Ms. Solano is well versed in the application of the Uniform Act and applies her knowledge and abilities to solve complex project issues. Ms. Solano's client experience includes several State DOTs, Local, City and County Government as well as Sewer Districts and Airport Authorities.

WORK EXPERIENCE

Honolulu Authority for Rapid Transportation's Rail Transit Project | Senior Acquisition and Relocation Agent

Ms. Solano is responsible for providing acquisition services and relocation assistance to displaced persons and businesses impacted by the light rail project. Presently Ms. Solano is in the process of relocating a commercial printing business, meat processing plant and seafood processing plant and acquiring utility easements for overhead and underground utility relocations.

Ft. Lauderdale - Hollywood International Airport's Sales Assistance and Conveyance and Release Program (SA/CAR) | SA/CAR Specialist

Ms. Solano was responsible for all aspects of property owner communications and facilitating the purchase of over 620 aviation easements. Ms. Solano monitored appraisals and review appraisals, title work reviews, presented offers, coordinated and assisted property owners through the subordination/consent of lienholder and title satisfaction process, and finalized documentation for closings.

Virginia Department of Transportation Road Widening and Realignment Project | Right of Way Agent

This project included 98 acquisitions and a combination of 32 residential and business relocations. As part of this project Ms. Solano completed a Relocation Assessment Plan, negotiated agreements, provided relocation assistance and was the primary point of contact with VDOT for the input of information into their database system.

New Jersey Schools Development Authority New Schools Construction Project | Right of Way Agent

This project involved the construction of new schools and Board of Education offices in 31 special-need districts. Ms. Solano was tasked with providing comprehensive relocation assistance to more than 80 residential displacees and 15 commercial relocations in Newark, Passaic and Patterson.



COLTER LASLEY, J.D.

DEPUTY PROJECT MANAGER & LEGAL
ANALYST

EDUCATION

Juris Doctor | Emory University
School of Law

Bachelor of Arts | University of
Miami

TECHNICAL SKILLS

- 49 CFR PART 24 FAA
Circular 5100.37B
- FAA AC 150/5100-17 FTA
Circular 5010.1F
- Legal Research and Analysis
- Legal Brief Writing

MEMBERSHIPS

American Association of Airport
Executives

PROFESSIONAL OVERVIEW

Colter Lasley joined the LTL-Team (LTL) as a Legal Analyst after graduating from Emory Law School with Honors in the Spring of 2022. His work entails performing legal and administrative research and analysis to support the firm's disaster recovery, aviation, transit, and utility projects. Prior to graduating, Colter worked as an intern at LTL concentrating on climigration, relocation, and forecasting.

As a research analyst, Colter serves as an instrumental addition to the firm's legal team by analyzing legal issues related to land acquisition, relocation, easements, buyouts, climigration, and disaster funding. His duties include federal regulations and circular research, land use, and socio-economic research. In addition, Mr. Lasley serves as Financial/Research Analyst for LTL, supporting the firm by projecting controls forecasting, specifically labor versus expense analysis. Colter also supports policy development and solutions for project plans and project tracking. Mr. Lasley assists with the research of federal rules, agencies, and projects concerning climigration. He has contributed tremendously by aiding with writing policy summaries on climigration and the Uniform Relocation Act.

Colter started with the firm providing financial and relocation assistance support to property owners eligible for potential benefits under the Uniform Relocation Act (URA). He provided auditing services on files with potential URA violations and devised remedies for property owners. In addition, Mr. Lasley conducted research and analysis of tax records to aid in the acquisition of property for airport projects, while also preparing financial projections for impending proposals.

WORK EXPERIENCE

Community H2O Program for Columbia Power and Water Systems (CPWS)
| Land Acquisition Agent

Mr. Lasley provides land acquisition consulting services in support of this right-of-way acquisition project, which facilitates the installation of a raw water transmission main in Columbia, Tennessee. His role includes coordinating with property owners, conducting due diligence, and ensuring timely acquisition of necessary easements to advance the project efficiently and in compliance with



EVA MAPLES

URA COMPLIANCE SPECIALIST

EDUCATION

Masters in Urban Planning & Regional Planning | Virginia Polytechnic Institute & State University

Bachelors in Business Management | Middle Tennessee State University

Certified Financial Planner | Belmont University

TECHNICAL SKILLS

- 49 CFR Part 24
- FAA Order 5100.37B
- FAA Advisory Circular 150/5100-17 PART 77 Avigation Easements
- FTA 5010.1F
- GIS
- Microsoft Project

REFERENCES

Deborah Murphy Lagos & Associates, LLC
566 Running Deer Trail
Waynesville, NC 28786
727.631.1553
deborah.murphy.lagos@gmail.com

Jennifer Lutz, Associate Vice President, Department Manager, Aviation, DC Metro+ AECOM D +410-891-9415 M +518-727-9011 jennifer.lutz@aecom.com

PROFESSIONAL OVERVIEW

Ms. Maples provides over twenty years of project management experience in the fields of Land Acquisition, Relocation, Avigation Easement Acquisition, Right of Way acquisition and Buy Outs services for aviation, utility, government agency and disaster recovery clients as per Uniform Act. Ms. Maples serves as project manager for the firm's projects in the Southeast and Mid-Atlantic regions.

Ms. Maples provides a thorough understanding of the Uniform Act and HUD regulations, as well as federal, state, and local regulations regarding land acquisition, relocation, sound insulation, aviation land use compatibility and land inventory re-use planning. Ms. Maples has provided socio-economic and relocation planning analysis, supporting environmental assessments as well as airport overlay research.

WORK EXPERIENCE

Alexandria International Airport's PART 150 Land Acquisition and Relocation Program | Program Manager

Ms. Maples provides oversight of all land acquisition and relocation elements of the noise mitigation program pursuant to the Uniform Act.

City of Vidor's CDBG HUD Buyout Program | Program Manager

Ms. Maples provides oversight of the case management element of the Buyout Program as part of the Hurricane Harvey disaster recovery programs under the Texas GLO.

John C. Tune Airport's Airport Overlay Planning | Research Planner

Ms. Maples provided airport overlay and property research as a subcontractor to the airport engineer, to aid the airport with future safety and zoning planning.

Baltimore/Washington International Thurgood Marshall and Martin State Airports | Research Planner

For this project, Ms. Maples provided noise land re-use planning update services under the oversight of the Maryland Aviation Administration.

Fort Lauderdale-Hollywood International Airport's PART 150 Sales Assistance and Conveyance and Release (SA/CAR) Program | Coordinator

For this avigation easement acquisition program, Ms. Maples assisted with the development of the SA/CAR Policies and Procedures Program Manual for the Broward County Aviation Department and management of the SA/CAR Program.

Roanoke- Blacksburg Regional Airport's PART 150 Neighborhood Noise Mitigation Program | Project Manager

Ms. Maples providing daily operations oversight, acquiring avigation easements for noise mitigation and implementation of the sound insulation program.



CINDY KELLY

URA COMPLIANCE SPECIALIST

EDUCATION

International Right of Way
Association (IRWA)

SKILLS

- CDBG-DR Buyout Guidelines
- 49 CFR PART 24
- FAA 5100.37B
- FTA Circular 5010.1F
- Project Budgeting and Contracts
- Microsoft Office Professional Suite

LICENSES

Louisiana Real Estate

REFERENCES

Deborah Murphy Lagos &
Associates, LLC
566 Running Deer Trail
Waynesville, NC 28786
727.631.1553
deborah.murphy.lagos@gmail.com

PROFESSIONAL OVERVIEW

Ms. Kelly provides over two decades of project management experience in the areas of Relocation Assistance, Buy Outs, Land Acquisition, Aviation Easement Acquisition and Right of Way Services. Ms. Kelly is well versed in oversight of Disaster Recovery programs as per HUD and the Uniform Relocation Assistance and Real Properties Act of 1970, as amended. Ms. Kelly provides a strong background in Relocation Assistance for both residential and non-residential parcels for disaster recovery, real estate services, and construction management, specifically in the area of Residential Sound Reduction.

WORK EXPERIENCE

City of Vidor's Hurricane Harvey CDBG-HUD Buyout Program | Case Manager

Ms. Kelly provides case management, planning, budgeting, and relocation benefit services for the voluntary acquisition of flood-impacted residential properties. The project involves relocating owners and tenants outside the floodplain to allow for the construction of a retention pond, with the purpose to protect surrounding homes from future flooding.

Honolulu Authority for Rapid Transit's Federal Transit Administration Individual Corrective Action Plan Program | Relocation Compliance

Ms. Kelly provided relocation compliance services to support a full audit of previously closed relocation files completed by a prior contractor, ensuring conformance with the Uniform Relocation Act.

PART 150 Alexandria International Airport's Land Acquisition and Relocation Program | Senior Consultant

Ms. Kelly provides acquisition and relocation advisory services for over 165 residential and non-residential parcels, ensuring all activities are conducted in compliance with the Uniform Relocation Act.

PART 150 Baton Rouge International Airport Neighborhood Noise Mitigation Program | Senior Consultant

Ms. Kelly provided sound insulation project management for the noise mitigation of homes with the 65 DNL Contour. The project involved extensive title curative for properties with "clouded" titles. Ms. Kelly also provided land acquisition and relocation services as per the URA and FAA 5100.37B.



ROCHELLE MONCRIEFFE

RELOCATION AGENT

EDUCATION

Bachelor of Science – Mass Communications & Advertising; Minor in Marketing
| Jackson State University

TECHNICAL SKILLS

- 49 CFR PART 24
- Document Specialist
- FAA Circular 5100.37B
- FTA Circular 5010.1F
- Microsoft Office
- Sharepoint
- Lenstar Black Night
- Lexis Nexis

LICENSES

Florida Licensed Real Estate Sales

REFERENCES

Mark Gale, Chief Executive Officer/Director of Aviation
Fort Lauderdale-Hollywood International Airport
Tel: 954-359-6214
mgale@broward.org

PROFESSIONAL OVERVIEW

Ms. Moncrieffe serves as a land acquisition and relocation agent providing aviation easement acquisition, property acquisition, title processing, legal assistance, and relocation services under the Uniform Act. She skillfully navigates title issues, negotiates lienholder consents, and ensures successful property rights closings. Known for her attention to detail, Ms. Moncrieffe delivers error-free, compliant documents through thorough QA/QC processes. She works efficiently with lenders and mortgage holders to meet consent requirements and resolve title issues. Additionally, she has developed streamlined systems—such as tracking spreadsheets and document checklists—to support timely and cost-effective closings.

WORK EXPERIENCE

Columbia Power and Water System's (CPWS) Community H2O Program | Coordinator

In this role, Ms. Moncrieffe provides appraisal oversight for this right of way acquisition project for the purposes of installing a raw water transmission main in Columbia, TN.

Port of Seattle's (Port) Aviation Easement and Subordination/Consent Agreement Services contract | Title Agent

Ms. Moncrieffe served as Title Agent to provide aviation easement acquisition services as well as title subordination and consent of lienholder services for this program. Services included acquisition oversight and assistance with regulatory policy matters, resolving complicated lender and lienholder consents and project tracking to successfully coordinate and close on aviation easements for PART 77 obstruction removal.

Broward County Aviation Department's Sales Assistance and Conveyance and Release Program for the Fort Lauderdale- Hollywood International Airport | Coordinator

Ms. Moncrieffe served as Coordinator successfully assisting in the facilitation of over 620 aviation easements. In this position, Ms. Moncrieffe's responsibilities included obtaining subordination and consent of lienholder documents from lenders, HOA's and other lienholders, as well as reviewing title commitments and assisting homeowners to clear liens, judgments, permits, notices of commencement and municipal liens. Ms. Moncrieffe served as liaison between homeowners and title counsel verifying necessary documents for aviation easement closings.

Honolulu Authority for Rapid Transportation (HART)'s Honolulu High- Capacity Transit Corridor Project, Real Estate III contract | Land Acquisition and Relocation Agent

The firm provides quality assurance and quality control for the relocation activities of the Honolulu High-Capacity Transit Corridor Project for HART. Ms. Moncrieffe provided support for relocation ICAP compliance reviews, as per the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.



TATIANA TAYLOR

RELOCATION AGENT



EDUCATION

Bachelor of Arts – Psychology
| Florida Atlantic University

TECHNICAL SKILLS

- 49 CFR PART 24
- FAA Circular 5100.37B
- FTA Circular 5010.1F
- LexisNexis
- Microsoft Office
- Microsoft Project
- Sharepoint

LICENSES

Florida Licensed Real Estate
Sales

REFERENCES

Mark Gale, Chief Executive
Officer/Director of Aviation
Fort Lauderdale-Hollywood
International Airport
Tel: 954-359-6214
mgale@broward.org

PROFESSIONAL OVERVIEW

Ms. Taylor serves as a property acquisition and relocation agent as well as provides title processing and legal administrative assistance for our client projects. Ms. Taylor's expertise on all title matters including consent of lienholder/ subordination processes supports aviation easement acquisition processing for closings. Ms. Taylor applies her legal knowledge and experience to facilitate and assist homeowners to clear title satisfactions in a timely and compliant manner.

WORK EXPERIENCE

Maryland Aviation Administration's Residential Sound Insulation Program | Title Coordinator

In this role Ms. Taylor is providing subordination and consent of lienholder services, successfully securing the needed agreements for the PART 150 Sound Insulation Program.

Port of Seattle's (Port) Aviation Easement and Subordination/ Consent Agreement Services | Title Agent

Ms. Taylor served as Title Agent to provide aviation easement acquisition services, as well as title subordination and consent of lienholder services for this program. Services included acquisition oversight and assistance with regulatory policy matters, resolving complicated lender and lienholder consents and project tracking to successfully coordinate and close on aviation easements for PART 77 obstruction removal.

Honolulu Authority for Rapid Transportation (HART)'s Honolulu High-Capacity Transit Corridor Project | Property Acquisition and Relocation Agent

The firm provides quality assurance and quality control for land acquisition and relocation activities of the Honolulu High-Capacity Transit Corridor Project for HART. Ms. Taylor provided support for relocation ICAP compliance reviews, as per the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

Broward County Aviation Department's Sales Assistance and Conveyance and Release Program | Consultant and Closing Facilitator

In this role, Ms. Taylor provided innovative solutions to resolve lender and investor issues and requirements for subordination and consent of lienholder execution. Ms. Taylor's responsibilities included serving as liaison between the client, homeowners and Title Counsel; preparation of lender requirements packages; title review and clearing of encumbrances; facilitating requests and obtaining subordination/consents from lenders; authorization verification of agents for corporations, limited liability companies and trusts; preparation of funds processing memos to ensure timely closing; and ensuring that required documentation was complete and accurate for closings.



ERTHA SPENCER

QUALITY CONTROL

EDUCATION

URA Training

SKILLS

- 49 CFR PART 24 FTA 5010.1F
- FAA Circular 5100.37B
- Microsoft Word; Excel

LICENSES

Florida Licensed Real Estate Sales

Florida Notary Public

State of Hawaii Notary Candidate

REFERENCES

Traci-Anne Boyle, MBA, CIH, CSP, LAC
AirQuest Environmental, Inc.
6851 Southwest 45th Street Fort Lauderdale, Florida 33314
Tel: 954-792.4549 ext 112
www.AirQuestInc.com

Jay Wetcher Loans of America
Tel: 954-610-1130

PROFESSIONAL OVERVIEW

Ms. Spencer serves as a Land Acquisition and Relocation Specialist providing both technical and administrative support across aviation, transit, disaster recovery, and utility projects. Known for her strong organizational skills and exceptional attention to detail, she ensures smooth coordination of project activities, compliance with regulations, and efficient support the team throughout all phases of the project.

WORK EXPERIENCE

Honolulu Authority for Rapid Transportation's (HART) Federal Transportation Authority's (FTA) Land Acquisition and Relocation Program | Administrative Support & Coordinator

Ms. Spencer serves an integral role as coordinator and assistance to the HART team performing all tracking, reporting, document control and management of the firm's Florida office operations, assisting the relocation agents and compliance managers with preparation of files and documents for audit.

Columbia Power and Water System's (CPWS) | Acquisition Coordinator

Ms. Spencer currently provides right-of-way acquisition coordination services for CPWS's easement acquisition project, where she serves a key role in facilitating communication between property owners, project teams, and legal representatives. Her responsibilities include tracking acquisition progress, preparing and reviewing documentation, coordinating title research, and ensuring that all transactions comply with applicable laws and project requirements.

Fort Lauderdale- Hollywood International Airport's Sales Assistance and Conveyance and Release Program (FLL) | Administrative Assistant

Ms. Spencer's responsibilities for the firm's SA/CAR Program included assistance to the Program Manager to achieve document control, file audits and file closeouts as well as daily clerical tasks including memos, program letters, appraisal and title work requests, hard copy and digital filing, data entry, distribution of homeowner documents, word processing and other support duties to the acquisition team pursuant to the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended.

ATTACHMENT H: EXPERIENCE

Complete one form for each of at least three (3) examples of projects delivered. More examples may be provided.

Example 1	
Client Name:	Honolulu Authority for Rapid Transportation (HART) – Honolulu, Hawaii
Program:	Land Acquisition, Relocation, Quality Assurance and Quality Control Services
Brief Description of Services Rendered:	The LTL team serves as Program Manager for the Honolulu Rapid Transit Project (H RTP), overseeing all land acquisition and relocation services under the Honolulu Authority for Rapid Transportation (HART). Their work aligns with the Uniform Act and FTA Circular 5010.1F to support the development of a fully automated light rail system serving Honolulu's east-west corridor. In addition to daily implementation of acquisition and relocation efforts, LTL provides quality assurance, regulatory guidance, and led HART's compliance efforts through the FTA-approved Individual Corrective Action Plan (ICAP). This included auditing past relocation files, addressing non-compliance issues, and coordinating closely with FTA, HART, and displaced individuals. The ICAP program was successfully completed in May 2022.

Example 2	
Client Name:	Rhode Island Airport Corporation – Warwick, Rhode Island
Program:	Land Acquisition and Relocation Assistance
Brief Description of Services Rendered:	The Rhode Island Airport Corporation (RIAC) engaged the LTL team to manage land acquisition, relocation, and aviation easement efforts at T.F. Green Airport across three major programs. These included the continuation of RIAC's Noise Compatibility Program (NCP), a voluntary acquisition initiative based on the 2020 No-Build Noise Exposure Map, and land acquisitions tied to the planned Runway 5-23 extension (Alternative B4). The work involved phased implementation, with over 500 homes and one business identified for voluntary acquisition and relocation to mitigate noise impacts and clear the new Runway Protection Zone. LTL also supported property reuse planning, with the 8-year contract concluding in 2019.

Example 3	
Client Name:	Community Development Block Grant (CDBG) U.S. Department of Housing and Urban Development (HUD)
Program:	Disaster Recovery Voluntary Buyout Program
Brief Description of Services Rendered:	Following the devastation of Hurricane Harvey in 2017, the City of Vidor, Texas, received federal CDBG-DR funding administered by the Texas General Land Office to support disaster recovery efforts. As part of this, the city is implementing a voluntary Buyout Program to purchase flood-impacted homes from eligible property owners. The LTL team serves as case managers and policy advisors, guiding homeowners through the application process, determining Duplication of Benefits, and presenting offers. Additional incentives are available for those relocating within city limits but outside the floodplain. All program activities comply with federal, state, and local regulations, including the Uniform Act for tenant displacement.

TASK ORDER CATEGORY	YEAR 1 HOURLY RATE	YEAR 2 HOURLY RATE	YEAR 3 HOURLY RATE
Task 13 – Relocation Program (URA/TRA) Development and Compliance Support			
<i>Project Manager</i>	\$238.79	\$247.15	\$255.80
<i>URA Compliance Specialist</i>	\$188.34	\$194.93	\$201.75
<i>Relocation Agent</i>	\$121.08	\$125.32	\$129.70
<i>Administrative Support</i>	\$110.99	\$114.87	\$118.90



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/03/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: PHONE (A/C, No. Ext): (615) 665-9200 FAX (A/C, No): (615) 665-9207 E-MAIL ADDRESS: certificates@robinsins.com	
Robins Insurance Agency, Inc 11 Music Circle S		INSURER(S) AFFORDING COVERAGE	
Nashville TN 37203		INSURER A: West American Ins 44393	
INSURED		INSURER B: American Fire and Casualty Company 24066	
W D Schock Company Inc 5214 Maryland Way Ste 308		INSURER C: THE OHIO CASUALTY INSURANCE COMPANY 24074	
Brentwood TN 37027		INSURER D: Accident Fund Insurance Company of America 10166	
		INSURER E: Great American E & S Insurance Company 37532	
		INSURER F:	

COVERAGES		CERTIFICATE NUMBER: CL2492334916		REVISION NUMBER:				
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			BKW59855050	10/01/2024	10/01/2025	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$ 300,000	
	MED EXP (Any one person)						\$ 15,000	
	PERSONAL & ADV INJURY						\$ 1,000,000	
	GENERAL AGGREGATE						\$ 2,000,000	
B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAA59855050	10/01/2024	10/01/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	BODILY INJURY (Per person)						\$	
	BODILY INJURY (Per accident)						\$	
	PROPERTY DAMAGE (Per accident)						\$	
	Uninsured Motorist Non						\$ 1,000,000	
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			ESO59855050	10/01/2024	10/01/2025	EACH OCCURRENCE	\$ 5,000,000
	AGGREGATE						\$ 5,000,000	
							\$	
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input checked="" type="checkbox"/> N	N / A	100055455	10/01/2024	10/01/2025	<input checked="" type="checkbox"/> PER STATUTE	OTHER
	E.L. EACH ACCIDENT						\$ 1,000,000	
	E.L. DISEASE - EA EMPLOYEE						\$ 1,000,000	
	E.L. DISEASE - POLICY LIMIT						\$ 1,000,000	
E	Professional Liability Claims Made; Retro Date: 06/06/93			TER 5325858	10/01/2024	10/01/2025	Each Claim	\$ 2,000,000
							Aggregate	\$ 2,000,000
							Retention	\$ 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ATTACHMENT D: LOCATION OF WORKERS UTILIZED BY VENDOR

In accordance with NC General Statute 143-59.4, the Vendor shall detail the location(s) at which performance will occur, as well as the manner in which it intends to utilize resources or workers outside of the United States in the performance of this Contract. The State will evaluate the additional risks, costs, and other factors associated with such utilization prior to making an award. Please complete items a, b, and c below.

a) Will any work under this Contract be performed outside the United States? YES NO

If the Vendor answered "YES" above, Vendor must complete items 1 and 2 below:

1. List the location(s) outside the United States where work under this Contract will be performed by the Vendor, any sub-Contractors, employees, or other persons performing work under the Contract:

2. Describe the corporate structure and location of corporate employees and activities of the Vendor, its affiliates or any other sub-Contractors that will perform work outside the U.S.:

b) The Vendor agrees to provide notice, in writing to the State, of the relocation of the Vendor, employees of the Vendor, sub-Contractors of the Vendor, or other persons YES NO **performing services under the Contract outside of the United States**

NOTE: All Vendor or sub-Contractor personnel providing call or contact center services to the State of North Carolina under the Contract **shall** disclose to inbound callers the location from which the call or contact center services are being provided.

c) Identify all U.S. locations at which performance will occur:

North Carolina, Massachusetts, Alabama, and Florida

ATTACHMENT E: HISTORICALLY UNDERUTILIZED BUSINESSES INFORMATION

The State is committed to retaining Vendors from diverse backgrounds, and it invites and encourages participation in the procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. In particular, the State encourages participation by Vendors certified by the State Office of Historically Underutilized Businesses, as well as the use of HUB-certified vendors as subcontractors on State contracts.

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the State invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this RFP. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question a) and b) below.

a) Is Vendor a Historically Underutilized Business? Yes No

b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? Yes No

ATTACHMENT F: CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and Contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Vendor, LTL-Team, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Vendor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.



Signature of Vendor's Authorized Official

Leigh T. Lasley, President and CEO

Name and Title of Vendor's Authorized Official

9/2/2025

Date

4.11 Financial Information (c): We are not aware of any events, liabilities or contingent liabilities that could affect our financial ability to perform this contract.