

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT CORPS OF ENGINEERS
CESAS-PM P.O. BOX 889
SAVANNAH, GEORGIA 31402

DISTRICT REGULATION
NO. 1180-12-1

5 November 1992

Contracts
OPERATING PROCEDURES FOR RELOCATIONS

1. Purpose. This regulation outlines procedures for accomplishing relocations and defines functions and responsibilities of the elements of the District organizations involved.

2. Applicability. Applicable to the relocation, alteration, vacation, and abandonment of highways, road, railroads, and utilities for civil works projects within the Savannah District except roads and utilities at civil works projects.

3. Reference. Section 73, ER 1180-1-1.

4. Organization. The Project Manager, Civil Works Project Management Branch, Programs and Project Management Division, is designated Relocations Coordinator for assigned projects. The Engineering Division, Real Estate Division, and Office of Counsel perform the functions of relocation involving engineering, real estate and legal principles.

5. Functional Responsibilities.

a. The Chief, Programs and Project Management Division through the Project Manager, is responsible for the management of all Civil Works Project relocations. The following specific functions will be performed:

(1) In accordance with the TM in Engineering Division, determine what facilities will be affected and the necessity for their relocation.

(2) Coordinate with Environmental Resources Branch, Planning Division, to ensure compliance with applicable environmental and cultural resources, laws, and regulations.

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(3) Determine if owner or Corps will perform the design, prepare plans, and construct facilities requiring relocation.

(4) Determine the method of arriving at the amount of the Government's obligation.

b. The Chief, Engineering Division in coordination with the Chief, Programs and Project Management Division will perform the following functions:

(1) Determine what type and standards of construction for relocated facilities are required to provide adequate replacement, and not exceed the Government's obligation.

(2) Prepare and submit design memorandum, and furnish Real Estate Division and Office of Counsel information to prepare attorney's report for inclusion in the Design Memorandum.

(3) Negotiate with owners for final settlement for type standards, and costs of relocations. Representative of Project Management, Real Estate, and Office of Counsel will be present during these negotiations.

(4) Furnish data and maps to Real Estate for their use in preparing the formal contract.

c. The Chief, Real Estate Division, is responsible for performing the following functions:

(1) Determine legal obligations of the Government.

(2) Prepare attorney's reports.

(3) Determine the owner's compensable interest.

(4) Prepare relocation contracts.

(5) Initiate condemnation proceedings if settlement with owners cannot be reached.

(6) Attend and assist in negotiations with owners for settlement for type, standards, and costs of relocations.

(7) Prepare property transfer document.

d. The District Counsel is responsible for performing the following functions:

(1) Advise Chiefs, Programs and Project Management, Engineering, and Real Estate Divisions, on the legal aspects pertaining to relocation.

(2) Review all proposals, documents, and actions for legal adequacy.

(3) Attend and assist in negotiations with owners for settlement for type, standards, and costs of relocations.

e. The Chief, Construction Division, is responsible for administering relocation contracts, including contract with owners after contract award.

f. The Auditor-in-Charge, SAD Audit Staff, in direct support of Savannah District, is responsible for verification of all costs claimed by owners under reimbursement contracts.

/s/
DONALD R. HOLZWARTH
Colonel, Corps of Engineers
Commanding

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