

TRANSFER OF OWNERSHIP

Upon request, the displacee will transfer ownership of any personal property not moved, sold or traded in, to the Iowa Department of Transportation. Usually this will be in the form of a notarized Letter of Understanding.

INELIGIBLE NON-RESIDENTIAL MOVING EXPENSES

None of the following expenses are considered to be eligible for reimbursement as non-residential moving and related expenses.

1. The cost of moving any structure or real property improvement in which the displacee reserved ownership.
2. Interest on a loan to cover moving expenses.
3. Loss of goodwill.
4. Lost profits.
5. Loss of trained employees.
6. Personal injury.
7. Legal or other costs of preparing a claim for relocation payment, or for representing the displacee with the Iowa Department of Transportation.
8. Any additional operating expenses for the displacee incurred because of operating in a new location except as provided under reestablishment. (See Page 84)
9. Physical changes to the real property at the replacement location of the operation except as provided under reestablishment. (See Page 83)
10. Expense for storage of personal property at a location where the displacee has an ownership or tenant interest.

PREPARING FOR A NON-RESIDENTIAL MOVE

The first step in this process is for the relocation advisor to list the items to be moved. If the move is small and simple, a photograph or two should be sufficient. If the move is large enough

that a photo will not allow a person looking at the file later to have a good understanding of the scope of the move, a written list may be a better choice.

Some moves are so large and complex due to large amounts of machinery, equipment or inventory that it may be advisable to video record the placement and installation of the personal property to be moved. If the operation to be moved has an inventory that fluctuates a great deal, the advisor should update the list shortly before the move.

As the list is being compiled, the options available to the displacee should be discussed. The pros and cons of a self-move, a commercial move or a combination can be discussed. If the operation to be moved is a large plant with machinery and equipment, the advisor should try to get the name of the person or firm who installed the equipment. This information can often be found on a plate on the machine that lists the manufacturer and its address. If necessary, the manufacturer can be contacted for requirements for moving and reinstalling the machine. The potential for “loss of tangible personal property” or “purchase of substitute personal property” should be explored during this process.

The relocation advisor should also be aware of anything that appears to have potential to be an environmental hazard and should make note of it. The Relocation Supervisor should be informed of anything the advisor questions regarding a potential hazard. Those items in question should be moved or disposed of in a responsible manner and it may be necessary to involve those who specialize in such things. Delays in negotiations, receiving possession of the property or even delays in the project may result if such issues are not recognized and addressed early in the process.

Before the potential cost of the move is determined, it is important that the advisor and the displacee have an understanding of how the move will be accomplished. Such considerations should include:

- Will special packing be necessary?
- Which items will require disassembly before the move?
- What is the approximate date of the move?
- When will the move be made in order to minimize downtime? Evenings? Weekends?
- Where are the items going? New location? Disposal?
- Are there special adaptations at the new location that need to be made before the items are moved?

- What will be the staging of the move to accomplish it in the most efficient cost effective way?
- Will it be necessary to coordinate the disassembly, move and reinstallation of machinery between various contractors?

A written moving plan is advisable if the move is large or complicated. Unforeseen circumstances may arise, but having the what, how, when and where information thought out and in writing will often prevent misunderstandings.

If bids or estimates are obtained, each bidder or estimator should be provided with the list of items to be moved and the proposed moving plan. The relocation advisor should coordinate the obtaining of the binding moving estimates from competent movers with the availability of the displacee and accompany the movers on their inspection of the property in order to clarify items to be moved and any special handling that is needed.

Before the services of a mover are retained for estimating purposes, the relocation advisor should determine that the mover has a certificate of insurance so that adequate protection for the value of the personal property is available if a loss or damage occurs during the move. This will insure that, should the displacee retain the mover's services, there is adequate protection for the move. If the displacee contracts for the move with another party not involved in the estimating process, the relocation advisor should advise the displacee to seek proof of insurance for their protection.

The relocation advisor will negotiate a reasonable amount to pay for the moving bid with instructions to the mover that the estimate is for the exclusive use of the Iowa Department of Transportation. All bids should be in writing and provide a reasonable breakdown of the specific costs and special handling requirements, if any, noted on the submittal.

The relocation advisor will review the estimates to insure completeness and inventory consistency. This is especially critical if there is a large disparity between the estimates. If there is a substantial difference between estimates, the advisor should attempt to resolve them. It is reasonable to assume that two competent, knowledgeable companies moving the same inventory the same distance under similar conditions should be reasonably close in their estimates. If they are not, and the difference cannot be resolved, the advisor should obtain an estimate from a third party, if possible, to assist in providing a sound basis for the cost of the move.

While there is no fixed dollar ceiling on payments for actual moving estimates, there are limits on what may be paid:

1. The payment may not exceed the actual cost of the moving and related expenses, and will be based on receipts for the costs claimed.

2. The charges which make up the payment must be reasonable, i.e., typical of the amounts charged for a similar move. This is sometimes difficult to ascertain because of the special nature of some moves.
3. The items of cost included in the claim for reimbursement must be necessary to accomplish the move.
4. Payment for the commercial move is limited to the low acceptable bid.

The Iowa Department of Transportation has been involved in a number of moves that have been so large and complicated that the services of specialists from other states have been retained in order to write specifications and oversee the move.

Displacees should be advised that the Iowa Department of Transportation must be allowed to monitor the move and inspect the personal property at the displacement and replacement locations. If it is determined by the relocation advisor during inspection of the replacement location that there were significant differences in the moving method or in the number of items moved, the amount of reimbursement may be adjusted.

SELF-MOVES

A displacee may elect to take full responsibility for the move of their business, farm operation, nonprofit organization, personal property or advertising device. This provision allows the Iowa Department of Transportation to reimburse the displacee for the move, but the cost determination and levels of documentation required vary based on the estimated cost of the move. Payment to a displacee for a self-move will never exceed the lower of two firm bids or estimates received for the larger, more complicated moves or the relocation advisor's estimate based on local information. The advisor should use the Estimated Cost of Self-Move of Personal Property form in preparing the documentation for a self-move.

The documentation and monitoring requirements for the following categories are:

SELF-MOVES OF \$2,000 OR LESS

Self-moves in this category may be based on the relocation advisor's estimate. Very little documentation is needed for a move of this size. The advisor should have a general idea of local costs before contacting the displacee so that an estimate of a move in this category can be determined during the initial inspection.

The advisor can be prepared by surveying local rental agencies for rental rates for trucks, carts, hoists, etc., including insurance before meeting with the displacee. That information should be in the relocation file or if there are a number of similar moves of this type on the project this information should also be included in the Project General File. A sample of a report of a survey is in the Appendix.