PRE-QUALIFICATION APPLICATION
RIGHT OF WAY SERVICES FOR
GEORGIA DEPARTMENT OF TRANSPORTATION PROJECTS

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<th>Date to R/W</th>
<th>Return Date to Procurement</th>
<th>Notification to Vendor</th>
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☐ Please Check for New Application
☐ Please Check for Renewal

**Name of Applicant** (Applicant may be a firm or individual. Firm employees who are responsible for performing services on behalf of firm must submit an individual application.)

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<th>Main Telephone Number:</th>
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**Address:**

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<td>Federal Employer Tax Identification Number (EIN):</td>
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Check all Which apply: ☐ Headquarters ☐ Branch ☐ Sole Proprietorship ☐ Partnership ☐ Corporation

**Types of Services Offered.** This application is submitted to the Georgia Department of Transportation for consideration and for approval as a pre-qualified consultant for the particular types of service indicated below.

**PLEASE SUBMIT A SEPARATE APPLICATION FOR EACH CATEGORY (A, B, C, D, E, F)**

**A. Right of Way Services - Relocation**

☐ A-1 (10.1.1) Conceptual Stage Study ☐ A-2 (10.1.2) Relocation (Benefits Package Preparation)

**B. Right of Way - Pre/Post Project Prep**

☐ B-1 (10.2.1) Plan Review ☐ B-4 (10.2.4) Quit Claim Deed Preparation

☐ B-2 (10.2.2) Condemnation Prep

**C. Right of Way Services - Valuation**

☐ C-1 (10.3.1) Appraisal Report ☐ C-7 (10.3.7) Septic Tank/Well Estimator

☐ C-2 (10.3.2) Appraisal Review Report ☐ C-8 (10.3.8) Timber Report

☐ C-3 (10.3.3) Cost to Cure Report ☐ C-9 (10.3.9) Detailed Cost Estimator

☐ C-4 (10.3.4) Trade Fixture Report ☐ C-10 (10.3.10) Preliminary Cost Estimator

☐ C-5 (10.3.5) Sign Appraisal ☐ C-11 (10.3.11) Concept Team Meetings

☐ C-6 (10.3.6) Environmental Assessment Report
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D. Right of Way Services - Acquisition

☐ D-1 (10.4.1) R/W Project Manager
☐ D-2 (10.4.2) Pre- Acquisition
☐ D-3 (10.4.3) Acquisition
☐ D-4 (10.4.4) Negotiation thru Closing
☐ D-5 (10.4.5) Relocation (Negotiations)
☐ D-6 (10.4.6) Administrative Reviews (f/k/a Appeals)
☐ D-7 (10.4.7) Interpreter (List languages below)

☐ D-8 (10.4.8) Negotiation Thru Closing Trainee
☐ D-9 (10.4.9) ROW Training Instructor

E. Right of Way Services - Property Management

☐ E-1 (10.5.1) Asbestos Inspection
☐ E-2 (10.5.2) Asbestos Abatement
☐ E-3 (10.5.3) Demolition
☐ E-4 (10.5.4) UST Removal
☐ E-5 (10.5.5) Site Inspector

F. Right of Way Services - Court Coordination

☐ F-1 (10.6.1) Court Coordinator
LICENSING / ACCREDITATION - The applicant must be accredited and/or licensed for the service selected as described in the prequalification requirements section of this application.

This applicant is applying for basic pre-qualification services as selected in section I of this application for a period of three (3) years.

I understand that all services shall be performed in accordance with State of Georgia laws and regulations and as directed by the contract and authorized representative of the Georgia Department of Transportation (GDOT). I will only seek projects which I am qualified to perform and will not subcontract the work to other companies or individuals that are not approved by GDOT. Furthermore, if employed in this capacity, I agree to faithfully perform and abide by the contract terms and act in the best interest of GDOT. If GDOT should approve this application and determine I am eligible for service, I understand such approval and determination will not guarantee that I will be selected for service on any project during this, or any other term. I understand that approval or tentative approval of this application will include me in a list of Pre-qualified Consultants, and that all Pre-qualified Consultants are subject to additional bidding or qualification procedures for actual selection. I further agree that if this application is approved, I will provide notice to GDOT of any changes to my affiliations, accreditations and/or certifications that would impact my eligibility.

I understand and agree that GDOT may release me from eligibility as deemed appropriate by GDOT at its sole discretion, and may change prequalification and/or selection processes at any time upon notice to eligible consultants.

Principal/Professional Name (Type or Print)

______________________________  _______________________
Principal/Professional Signature  Date

Sworn and subscribed before me this ___ day of ________________, 20__.  

______________________________  ________________________
NOTARY PUBLIC  My Commission Expires: ________________  NOTARY SEAL
Purpose

The Department of Transportation’s goal is to maintain and improve mobility by providing a safe, seamless, intermodal, environmentally-sensitive transportation system. The Department seeks competent professionals to provide services to meet these objectives. Services which are ultimately procured through this prequalification application process play a major role in ensuring the quality of State of Georgia transportation projects.

To be eligible to perform specific Right of Way services on a GDOT project, consultants must be prequalified through this prequalification process. Such prequalification constitutes a GDOT determination of the consultant’s basic eligibility and competence only. Additional qualifications submittals may be required for selection of certain services.

APPLICATION DELIVERABLES:
APPLICANT PACKAGES SHALL BE 7 PAGES OR LESS (Per Service Type) AND BE PLACED IN THE FOLLOWING ORDER:
- Signed and notarized Application Form.
- Required documentation (see below).
- PLEASE SUBMIT A SEPARATE APPLICATION PACKAGE FOR EACH CATEGORY (A, B, C, D, E, and F).

Minimum Qualifications for Pre-qualification and Required Documentation (Note, the Required Documentation below, must be submitted tabbed or otherwise categorized in the same “alpha/numeric” order as the corresponding categories/headings below.)

The required experience and documentation is detailed below for each scope of service.

A. Right of Way Services - Relocation
A-1 (10.1.1) Conceptual Stage Study:
- Documentation verifying a minimum of 5 (five) years’ experience or supervision of this service at a government agency level in determining &/or administering Relocation Assistance Benefits in compliance with The Uniform Act, CFR 49, Part 24. This includes demonstrated ability, knowledge, and experience in preparing relocation benefits packages and studies of all types in accordance with FHWA regulations and policies (FHWA approved scope of relocation benefits packages and studies are kept on file with the Right of Way Relocation Office).
- Samples of at least 2 (two) conceptual stage studies, and the report for inclusion in the project’s environmental document.

A-2 (10.1.2) Relocation Benefits Package:
- Documentation verifying a minimum of 5 (five) years’ experience or supervision of this service at a government agency level in determining &/or administering Relocation Assistance Benefits in compliance with The Uniform Act, CFR 49, Part 24. This includes demonstrated ability, knowledge, and experience in preparing relocation benefits packages and studies of all types in accordance with FHWA regulations and policies (FHWA approved scope of relocation benefits packages and studies are kept on file with the Right of Way Relocation Office).
- Samples of at least 3 (three) relocation packages to be provided upon request (RES Owner, RES tenant, and Business).

B. Right of Way Services – Pre/Post Project Prep
B-1 (10.2.1) Plan Review:
- Documentation verifying at least 5 (five) years’ experience or supervision of this service at a government agency level as follows:
  - Proficient knowledge, demonstrated ability and experience in reading and drafting R/W Plans to
PRE-QUALIFICATION APPLICATION INSTRUCTIONS
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include Right of Way / Easement Limits, Property Lines, Improvements, Parcel Identification Numbers, Dimensions, etc.

- Must demonstrate knowledge and ability to review data tables and prepare complex legal descriptions and Quit Claim deeds.
- Must demonstrate ability to accurately review Right of Way plans if selected for an interview.
- Demonstrate knowledge of these services in accordance with State and Federal Regulations and any additional guidelines and Departmental policies as it relates to Right of Way plan review checklist.

B-2 (10.2.2) Condemnation Prep:
- Documentation verifying at least 3 (three) years’ experience or supervision of this service at a government agency level as follows:
  - Proficient knowledge, demonstrated ability and experience in plan reading.
  - Must submit ample condemnation petitions, legal descriptions and plats.
  - Must submit a list of projects and/or closed files referenced in the above documentation.
- Demonstrate knowledge of these services in accordance with State and Federal Regulations and any additional guidelines and Departmental policies as it relates to condemnation petition preparation procedures.

B-4 (10.2.4) Quit Claim Deed Preparation
- Documentation verifying at least 5 (five) years’ experience or supervision of this service at a government agency level as follows in Quit Claim Deed Preparation:
  - Proficient knowledge, demonstrated ability and experience in reading R/W Plans to include Right of Way / Easement Limits, Property Lines, Improvements, Parcel Identification Numbers, Dimensions, etc.
  - Must demonstrate knowledge and ability to review data tables and prepare complex legal descriptions and Quit Claim deeds.
- Must demonstrate ability to accurately prepare Quit Claim deeds and legal descriptions if selected for an interview.
- Must demonstrate ability to identify appropriate deed forms to attach to legal description per referenced plat for Quit Claim deed preparation.
- Demonstrate knowledge of these services in accordance with State and Federal Regulations and any additional guidelines and Departmental policies as it relates to Right of Way plan review checklist.

C. Right of Way Services - Valuation
C-1 (10.3.1) Appraisal Report:
- State of GA Certified General Designation. (Registered, licensed, or certified residential designations are not approved classifications)
- Documentation verifying a minimum 2 (two) years eminent domain appraisal experience or supervision of this service at a government agency level or demonstration of ability to perform such work based on past experience.
- Completed 14 (fourteen) hours of eminent domain or condemnation appraising educational experience by an approved education provider by Georgia Real Estate Appraisers Board (GREAB).
- Documentation verifying past eminent domain appraisal experience as follows:
  - Actual appraisal report.
  - List of projects and level of participation.
- The applicant successfully meeting the above-mentioned requirements will be further reviewed by the R/W Appraisal Office and given a level designation (See Georgia Department of Transportation’s External Right of Way Manual, Chapter 4.16 Georgia Department of Transportation Pre-Qualification Appraisers List).
- List of projects and level of participation.

C-2 (10.3.2) Appraisal Review Report:
- Documentation verifying a minimum 5 (five) years direct experience reviewing eminent domain appraisals or direct supervision of this service at a government agency. See Appraiser requirements.
C-3 (10.3.3) Cost to Cure Report:
- State of GA Professional Engineer (PE) license.
- Documentation verifying 2 (two) years’ experience in cost to cure as follows:
  - Actual Cost to Cure report.
  - List of projects and level of participation.

C-4 (10.3.4) Trade Fixtures Report:
- Documentation verifying 2 (two) years’ experience in trade fixture valuation as follows:
  - Actual Trade Fixture Reports.
  - List of projects and level of participation.

C-5 (10.3.5) Sign Appraisal:
- Documentation verifying 2 (two) years’ experience in the sign construction business as follows:
  - Actual Sign Reports.
  - List of projects and level of participation.

C-6 (10.3.6) Environmental Assessment Report:
- State of GA Professional Engineer (PE) license.
- Documentation verifying 2 (two) years’ experience of past work as follows:
  - Actual Environmental Assessment reports.
  - List of projects and level of participation.

C-7 (10.3.7) Septic Tank/Well Estimator:
- Documentation verifying 2 (two) years’ experience in the Septic System / Well construction and installation as follows:
  - Actual Septic System / Well Cost To Cure Reports.
  - List of projects and level of participation.

C-8 (10.3.8) Timber Report:
- Documentation verifying 2 (two) years’ experience in the Timber business as follows:
  - Actual Timber Reports.
  - List of projects and level of participation.

C-9 (10.3.9) Detailed Cost Estimator:
- Documentation verifying 5 (five) years’ experience in performing detailed cost estimates on transportation projects.
- Documentation to include a list of projects experience, and copies of at least five (5) detailed cost estimates.

C-10 (10.3.10) Preliminary Cost Estimator:
- Documentation verifying 5 (five) years’ experience performing preliminary cost estimates on transportation projects.
- Documentation to include a list of projects verifying experience, and copies of at least five (5) preliminary cost estimates.

C-11 (10.3.11) Concept Team Meetings
- List of projects and level of participation with concept team meetings.

D. Right of Way Services – Acquisition

ALL applicants of Section D (Right of Way Services – Acquisition) must verify that there are no current employments that may be in conflict with GDOT project work, not prevent timely customer service to GDOT and property owners.

NOTICE: Georgia Department of Transportation (GDOT) Office of Right-of-Way (ROW) is developing 2 (two) training courses geared towards assisting NEW applications for section D services. These courses (ROW Training Course 101 & 102) are scheduled to be available by late fall of 2018, and will be designed for applicants with limited ROW Acquisition experience in Georgia based on any one (1) of the three (3) below scenarios:
PRE-QUALIFICATION APPLICATION INSTRUCTIONS
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1) Applicants with less than 2 (two) years acquisition experience on transportation projects.
2) Applicants with 2 (two) or more years acquisition experience, but not in the transportation field.
3) Applicants with 2 (two) or more years of acquisition experience on transportation projects, but not in Georgia (not familiar with GDOT ROW processes, procedures, and policies).

*Please note - applicants that pass the above referenced courses are not automatically approved as a GDOT consultant. The applicant will still be required to submit an application, and go through the standard prequalification processes.

D-1 (10.4.1) R/W Project Manager:
- Documentation verifying a minimum of 10 (ten) years of direct work experience or supervision for governmental agencies performing Acquisition, Pre-Acquisition, Relocation, Property Management and other ancillary tasks specific to acquiring right of way which must include complex projects for both State and Federally-funded roadway transportation projects. A majority of this experience must have occurred within the past 5 calendar year period. (Knowledge to include the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended: (Title 49, Code of Federal Regulations, Part 24 and Title 23, Part 710) (Uniform Act.).)
- Written references and documented experience including a detailed list of all State and Federally-funded roadway transportation projects and the level of participation.
- If experience is not in Georgia, applicant will need to take ROW Training Course 102.

D-2 (10.4.2) Pre-Acquisition:
- Documentation verifying a minimum of 5 (five) years of direct work experience or supervision for governmental agencies performing pre-acquisition tasks which must include complex projects for both State and Federally-funded roadway transportation projects. A majority of this experience must have occurred within the past 5 (five) calendar year period. (Knowledge to include the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended: (Title 49, Code of Federal Regulations, Part 24 and Title 23, Part 710) (Uniform Act.).)
- Written references and documented experience including a detailed list of all State and Federally-funded roadway transportation projects and the level of participation.
- If experience is not in Georgia, applicant will need to take ROW Training Course 102.

D-3 (10.4.3) Acquisition:
- Current and Active Georgia Real Estate Sales License.
- Documentation verifying a minimum of 5 (five) years of direct work experience or supervision for governmental agencies performing acquisition tasks which must include complex projects for both State and Federally-funded roadway transportation projects. A majority of this experience must have occurred within the past 5 calendar year period. (Knowledge to include the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended: (Title 49, Code of Federal Regulations, Part 24 and Title 23, Part 710) (Uniform Act.).)
- Written references and documented experience including a detailed list of all State and Federally-funded roadway transportation projects and the level of participation.
- If experience is not in Georgia, applicant will need to take ROW Training Course 102.

D-4 (10.4.4) Negotiation Through Closing:
- Current and Active Georgia Real Estate Sales License.
- Documentation verifying a minimum of 2 (two) years of direct work experience or supervision for governmental agencies performing “Negotiation thru Closing” tasks which must include complex projects for both State and Federally-funded roadway transportation projects. A majority of this experience must have occurred within the past 5 calendar year period. (Knowledge to include the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended: (Title 49, Code of Federal Regulations, Part 24 and Title 23, Part 710) (Uniform Act.).)
- Written references and documented experience including a detailed list of all State and Federally-funded roadway transportation projects and the level of participation.
- If experience is not in Georgia, applicant will need to take ROW Training Course 102.
PRE-QUALIFICATION APPLICATION INSTRUCTIONS
RIGHT OF WAY SERVICES

D-5 (10.4.5) Relocation (Negotiations):
- Documentation verifying a minimum of 3 (three) years of direct work experience or supervision in ROW Relocation Activities for governmental agencies. A majority of this experience must have occurred within the past 5 calendar year period. Knowledge of the Uniform Act and the ability to work well with an audience that may include an extremely wide segment of society. Consultant must possess the knowledge and ability to perform ROW Relocation Services for both State and Federally-funded roadway transportation projects. Must have knowledge of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended: (Title 49, Code of Federal Regulations, Part 24 and Title 23, Part 710) (Uniform Act). This knowledge and ability must be acquired through a minimum of three years full-time work experience for governmental agencies performing Relocation tasks which must include complex business and residential relocations.
- If experience is not in Georgia, applicant will need to take ROW Training Course 102.

D-6 (10.4.6) Administrative Review (f/k/a Appeals):
- Current and Active Georgia Real Estate Sales License
- Documentation verifying a minimum of 5 (five) years of direct work experience or supervision for governmental agencies performing negotiation appeals OR performing difficult/complex parcel settlements OR reviewing/approving difficult/complex parcel settlements, which must include projects for both State and Federally-funded roadway transportation projects. A majority of this experience must have occurred within the past 5 calendar year period. (Knowledge to include the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended: (Title 49, Code of Federal Regulations, Part 24 and Title 23, Part 710) (Uniform Act).) Written references and documented experience including a detailed list of all State and Federally-funded roadway transportation projects and the level of participation.
- If experience is not in Georgia, applicant will need to take ROW Training Course 102.

D-7 (10.4.7) Interpreter:
- Documentation verifying proficiency in a language needed to accomplish the specified work.

D-8 (10.4.8) Negotiation Thru Closing Trainee:
- Current and Active Georgia Real Estate Sales License.
- Written documentation verifying a minimum of 6 (six) months training and assisting with a GDOT ROW Consultant approved in D-4 (10.4.4) discipline at a minimum. Must include work on both State and Federally-funded roadway transportation projects. A majority of this experience must have occurred within the past 5 calendar year period. (Knowledge to include the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended: (Title 49, Code of Federal Regulations, Part 24 and Title 23, Part 710) (Uniform Act).)
- Written references and documented experience including a detailed list of all State and Federally-funded roadway transportation projects and the level of participation.
- Must Complete ROW Training Course 101.
- Must Complete ROW Training Course 102 prior to approval for other disciplines.

D-9 (10.4.9) ROW Training Instructor:
- Must be an approved GDOT R/W Project Manager (see D-1 discipline above).
- Must have 5 (five) years formal training experience in ROW Acquisition in Georgia.

E. Right of Way Services – Property Management

E-1 (10.5.1) Asbestos Inspection:
- Evidence of completed coursework and satisfactorily passed an examination that meets all criteria required for EPA/AHERA/ASHARA (TSCA Title II) and NESHAP Regulations
- Documentation verifying at least 9 (nine) projects over 3 (three) continuous prior years asbestos inspection experience as follows:
  - Actual Asbestos Inspection reports completed in accordance with Asbestos Construction Standard at 29 CFR 1926.1101.
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- Rules of the Georgia Department of Natural Resources, Environmental Protection Division; Chapter 391-3-14; Asbestos Removal and Encapsulation; June, 1996.
- List of projects and level of participation in each project, total number of parcels per project, and complete copies of each parcel inspection report including color copies of your annotated photo logs, chain of custody logs and detailed copies of each lab report.
- Referenced projects should cover a range of size and complexity.

E-2 (10.5.2) Asbestos Abatement:
- Licensed by the Lead-Based Paint and Asbestos Program of the Georgia Environmental Protection Division (GA EPD) of the Department of Natural Resources.
- Documentation verifying at least 9 (nine) projects over 3 (three) prior continuous years of experience in asbestos abatement work as follows:
  - List of projects varying in size of complexity and the level of participation in each project. Must provide copies of asbestos inspection reports completed by licensed AHERA Inspector for each parcel/project.
  - Must provide contact information for each owner or prime contractor referenced on your projects. All references must be projects located in the state of Georgia.
  - Must provide copies of your Georgia EPD 10 Day prior notification for all Abatements referenced.
  - Must provide copies of all interim and final Inspection reports complete with photo logs for project/parcels referenced.
  - Must submit current Asbestos Abatement license issued by Georgia EPD. Licenses issued by other states will be rejected.
- Submit evidence of attendance for “Asbestos Advanced Awareness Training”, a 3-1/2 hour seminar conducted by the Georgia Environmental Protection Division (Ga EPD) or other training in asbestos awareness as approved by the State Property Manager. Training must be provided by companies on the Georgia EPD approved list of Trainers.
- Contractor shall submit copies of any Citation issued by the GA EPD or any other regulatory agency in the previous 3 (three) years as well as documentation of their status.

E-3 (10.5.3) Demolition:
- Written documentation verifying at least 9 (nine) projects over 3 (three) continuous prior years of experience in demolition work as follows:
  - List of projects varying in size of complexity and level of participation complying with all applicable Federal, State, or local laws or ordinances during the performance of the Work. Waste disposal or recycling from contracted demolition projects shall comply with the provisions of the Georgia Comprehensive Solid Waste Management Act of 1990 and the Georgia Rules for Solid Waste Management, Chapter 391-3-4.
  - Submit documents verifying the structures demolished has been abated (photos and post-abatement reports) for all parcels.
  - Submit copies of your Georgia EPD 10 Business Day Advance Notifications prior to Demolition for all parcels/structures referenced.
  - Submit copies of all invoices for services from sanitation companies pumping septic tanks prior to demolition.
  - Each structure demolished must have “before” and “after” annotated photo logs. After photo logs should show silt fencing and seed/straw.
  - Submit copies of all waste manifests signed by the waste hauler driver and the landfill operator for each project referenced.
  - Submit evidence of attendance for “Asbestos Advanced Awareness Training”, a 3-1/2 hour seminar conducted by the Georgia.
  - EPD or other training in asbestos awareness as approved by the Contracting Officer. Training must be provided by companies on the Georgia EPD list of approved trainers.
PRE-QUALIFICATION APPLICATION INSTRUCTIONS
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o Contractors shall submit copies of any Citation issued by GA EPD or any other regulatory agency in the previous 3 years as well as documentation of their status.

E-4 (10.5.4) UST Removal:
• Documentation of at least 5 (five) UST closures completed by the firm in the prior 24 (twenty-four) months as follows:
  o Must provide sample closure reports and letters of acceptance from GA EPD.
  o Must include facility Identification.
  o Documentation of at least 2 years of Storage Tank Removal experience in accordance with State Fire Commission Rules and Regulations, Chapter 120-3-11, NFPA 329, NFPA 30, Appendix “B”, Procedures contained in American Petroleum Institute (API) publication 1604, Rules of the Georgia Department of Natural Resources-Chapter 391-3-15 and all applicable Local, State and Federal Laws and Regulations.
  o Must submit waste disposal manifest for all fluids pumped from UST’s.
  o Must submit waste haulers’ manifest for all tanks and related piping.
  o Must submit waste haulers’ manifest for all contaminated soil transported from the site.

E-5 (10.5.5) Site Inspector
• Documentation verifying at least 5 (five) years of experience working on DOT Transportation projects as a site inspector or project manager with experience writing detailed Scope of Service work plans and timelines for Demolition Contractors, Underground Storage Tank Removal Contractors, Sign Specialty Contractors (to include premise signs and commercial billboards). Documentation of work plans will include removal and disposal of all demolition waste, including concrete billboard footings, all structure footings, driveways, paved parking areas, swimming pools and patios. Documentation of work plans should also include temporary capping of wells, removal of septic systems, capping of sanitary sewer lines, specification of erosion control methods, seeding/straw of all excavated areas, removal of all communication cables servicing other external structures.
  o Site Inspector/Manager must provide evidence of completed coursework and satisfactorily passed an examination that meets all criteria required for EPA/AHERA/ASHARA (TSCA Title II) and NESHAP Regulations.
  o Site inspector/manager must demonstrate ROW plan reading skills.
  o Site Inspector/Manager must document experience in both small and large scale structures encompassing single family residential and multi-family residential.
  o Site Inspector/Manager must document diverse experience with commercial, industrial and institutional structure.
  o Site Inspector/Manager will be responsible for verification of certifications and training for all subcontractors working on a GDOT project.
  o Site Inspector/Manager must be familiar with all regulations in E-1, E-2, E-3 and E-4 above.
  o Site Inspector/Manager must be capable of giving court testimony as an expert witness in all disciplines of Right of Way Property Management.

F. Right of Way Services – Court Coordination
F-1 (10.6.1) Court Coordinator:
• Documentation of at least 3 (three) years full time work experience or supervision as a Court Coordinator or Legal Assistant in the area of Eminent Domain with either a governmental or private agency. A majority of this experience must have occurred within the past 10 (ten) calendar year period.
• Documentation verifying past work as follows:
  o List of settled cases and level of participation involving the Uniform Relocation Assistance and Real Property Acquisition Policies of 1970, as amended: (Title 49 CFR, Part 24 and Title 23, Part 710).
  o Documentation verifying completion of a recognized eminent domain appraisal course equivalent in quality hours of instruction to the course work offered by the Appraisal Institute or the International Right of Way Association (IR/WA).
  o If experience is not in Georgia, applicant will need to take ROW Training Course 102.
Basic Pre-Qualification and Selection
Applications received will be reviewed by GDOT for determination of the applicant’s eligibility, based on the minimum requirements met by the applicant. Eligible applicants will be placed on a Pre-qualification list. Applicants will be notified of eligibility status within (60) days of application.

Applicants are considered Pre-qualified only. The Department reserves the right to request additional qualifications.

Actual selection of prequalified firms for project services will be accomplished by either Lowest Reliable Bid method, by a qualifications based-selection (QBS) process, or by solicitation of bids from shortlisted firms upon additional qualifications review. The process used shall be as deemed necessary by GDOT. (See “Pre-Qualification Information for Right of Way Service Consultants”)

This pool of qualified providers will be an exclusive source for GDOT to consider for specific services related to Right of Way.

Term of Eligibility and Renewal
If determined eligible, applicants will be included in the pool of pre-qualified consultants for the calendar years indicated on their application, or, if determined eligible during that period, beginning with the date the applicant was notified of eligibility.

Eligible applicants may request an application for renewal of eligibility.

Requests for renewal must meet the following criteria:
- Renewals will be accepted on a monthly basis
- The Application must be received before the 15th of the month to be processed. If the application is not received by the 15th, the application will be renewed the following month.
- A current license or certificate must be submitted with application in order for it to be processed.
- No other documentation is required if the applicant is in good standing.

Completed Application
Once your application is complete, please save the form in PDF format and email the PDF version of the form and required information to Georgia DOT TSPPre-qualificat@dot.ga.gov.