



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

Upon completing the application send the application and **all** required supporting documentation, as outlined for each discipline, to the email address specified in the section entitled Completed Application on page 13 below. Please note, the application will not be processed without all the supporting documentation attached.

<b>Name of Applicant</b> (Firm employees who are responsible for performing services on behalf of firm must submit separate applications.)	Main Telephone Number:
<b>Firm Name</b> (If you are employed by a firm, then provide the firm's legal name)	Fax Number: <span style="float: right;">Mobile Number:</span>
Address:	Email Address:
	Federal Employer Tax Identification Number (EIN):
Check all Which apply: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Certified Individual DBE <input type="checkbox"/> Employed by DBE firm	

**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 see page 13 for instructions for completing the application.

Please mark below for either "New" or "Renewal" application.

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

- |  |                              |                                  |
|--|------------------------------|----------------------------------|
| <input type="checkbox"/> A-1 Conceptual Stage Study                    | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> A-2 Relocation (Benefits Package Preparation) | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> A-3 Relocation Benefits Package Reviewer      | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> A-4 Relocation Benefits Training Instructor   | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |

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

- |  |                              |                                  |
|--|------------------------------|----------------------------------|
| <input type="checkbox"/> B-1 Plan Review                 | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> B-4 Quit Claim Deed Preparation | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |

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

- |   |                              |                                  |
|---|------------------------------|----------------------------------|
| <input type="checkbox"/> C-1 Appraisal Report Level _____ (1, 2, 3, or 4) | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> C-2 Appraisal Review Report                      | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> C-3 Cost to Cure Report                          | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |



**PRE-QUALIFICATION APPLICATION**

**RIGHT OF WAY SERVICES FOR**

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**C. Right of Way Services – Valuation (continued)**

- |  |                              |                                  |
|--|------------------------------|----------------------------------|
| <input type="checkbox"/> C-4 Trade Fixture Report                          | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> C-5 Sign Appraisal                                | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> C-6 Environmental Assessment Report               | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> C-7 Septic Tank/Well Estimator                    | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> C-8 Timber Report                                 | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> C-9 Detailed ROW Cost Estimator                   | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> C-9-A Detailed ROW Cost Estimator for Negotiation | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> C-10 Preliminary ROW Cost Estimator               | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> C-11 Concept Team Meetings                        | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |

**D. Right of Way Services – Acquisition**

- |  |                              |                                  |
|--|------------------------------|----------------------------------|
| <input type="checkbox"/> D-1 R/W Project Manager           | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> D-2 Pre- Acquisition Agent        | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> D-3 Acquisition Manager           | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> D-4-A Negotiation Agent Trainee * | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> D-4-B Negotiation Agent 1 *       | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> D-4-C Negotiation Agent 2 *       | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> D-4-D Negotiation Agent 3 *       | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |

*\* Select only one box for D-4-A through D-4-D based on your level of qualifications.*

- |  |                              |                                  |
|--|------------------------------|----------------------------------|
| <input type="checkbox"/> D-5 Relocation Negotiation Agent            | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> D-6 Administrative Review Officer (Appeals) | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> D-7 Interpreter (specify language _____)    | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> D-8 District Acquisition Support Consultant | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> D-9 ROW Training Instructor                 | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |

**E. Right of Way Services - Property Management**

- |  |                              |                                  |
|--|------------------------------|----------------------------------|
| <input type="checkbox"/> E-1 Asbestos Inspection                         | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> E-2 Asbestos Abatement                          | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> E-3 Demolition                                  | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> E-4 UST Removal                                 | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> E-5 Site Inspector                              | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> E-6 Surplus Property Disposal Agent             | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> E-7 Surplus Property Leasing Agent              | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
| <input type="checkbox"/> E-8 Surplus Property Management Project Manager | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |

**F. Right of Way Services - Court Coordination**

- |  |                              |                                  |
|--|------------------------------|----------------------------------|
| <input type="checkbox"/> F-1 Court Coordinator | <input type="checkbox"/> New | <input type="checkbox"/> Renewal |
|--|------------------------------|----------------------------------|

  
Georgia Department of Transportation  
**PRE-QUALIFICATION APPLICATION**  
**RIGHT OF WAY SERVICES FOR**  
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**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 prequalification services as indicated above for a period of three (3) years.

I understand that all services performed shall be 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 to perform any services 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



## PRE-QUALIFICATION APPLICATION INSTRUCTIONS RIGHT OF WAY SERVICES

### 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).

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 are detailed below for each scope of service.

### **A. Right of Way Services – Relocation**

#### **A-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 Relocation (Benefits Package Preparation):**

- 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).

#### **A-3 Relocation Benefits Package Reviewer:**

- Documentation verifying a minimum of 8 (eight) years' experience or supervision of preparing relocation benefits packages of all types. Must include experience on complex projects for Local, State or Federally-funded roadway transportation projects. This includes demonstrated ability, knowledge, and experience in preparing relocation benefits packages and studies of all types in accordance with FHWA regulations and policies.



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### **A-4 Relocation Benefits Training Instructor:**

- Documentation verifying a minimum of 15 (fifteen) years' experience or supervision of preparing relocation benefits packages and claims of all types. Must include experience on complex projects for Local, State or Federally-funded roadway transportation projects. This includes demonstrated ability, knowledge, and experience in preparing relocation benefits packages and studies of all types in accordance with FHWA regulations and policies.
- Must have 5 (five) years formal training experience in related area.

### **B. Right of Way Services – Pre/Post Project Prep**

#### **B-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 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-4 Quit Claim Deed Preparation**

- Documentation verifying at least 5 (five) years' experience or supervision of this service at a government agency level or completion of a GDOT facilitated training course 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 Level 1 Appraisal Report:**

- Documentation of required 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.



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RIGHT OF WAY SERVICES**

**C-1 Level 2 Appraisal Report:**

- Documentation of required State of GA Certified General Designation. (Registered, licensed, or certified residential designations are not approved classifications).
- Minimum of 1 (one) year of eminent domain appraisal experience for Georgia Department of Transportation or Local Government Projects and 1 (one) year as a Level 1 appraiser on GDOT's Pre-qualified list.
- 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.

**C-1 Level 3 Appraisal Report:**

- Documentation of required State of GA Certified General Designation. (Registered, licensed, or certified residential designations are not approved classifications).
- Minimum of 4 (four) years of eminent domain appraisal experience for Georgia Department of Transportation or Local Government Projects and at least 1 (one) year as a Level 2 appraiser on GDOT's Pre-qualified list.
- 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.

**C-1 Level 4 Appraisal Report:**

- Documentation of required State of GA Certified General Designation. (Registered, licensed, or certified residential designations are not approved classifications).
- Minimum of 5+ (five plus) years of eminent domain appraisal experience for Georgia Department of Transportation or Local Government Projects and at least 2 (two) years as a Level 3 appraiser on GDOT's Pre-qualified list.
- 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.

**C-2 Appraisal Review Report:**

- Documentation verifying a minimum of 5 (five) full-time years direct experience reviewing eminent domain appraisals or direct supervision of this service at a government agency. See Appraiser requirements.

**C-3 Cost to Cure Report:**

- Documentation of required State of GA Professional Engineer (PE) license required.
- Must have 2 (two) years' experience in preparing cost to cure reports.  
OR  
10 (ten) years' experience of engineering work on State or Federal Highway roadway plans.
- Documentation required:
  - At least 2 Cost to Cure reports (if no CTC experience, you still must bring in examples)
  - List of projects engineering work performed on.

**C-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.



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**C-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 Environmental Assessment Report:**

- Documentation of required 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 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 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 Detailed ROW Cost Estimator:**

- Documentation of required Registered Appraiser classification/designation.
- Applicant must provide documentation verifying 5 (five) years' experience in performing Detailed ROW Cost Estimates on transportation projects.

**C-9-A Detailed ROW Cost Estimator for Negotiation**

- Documentation of required Certified General Real Property Appraiser license.
- Applicant must provide documentation verifying at a minimum 2 (two) years' experience in performing Detailed ROW Cost Estimates on transportation projects.

**C-10 Preliminary ROW Cost Estimator:**

- Applicant must provide documentation verifying at a minimum 5 (five) years' experience performing ROW Cost Estimates on transportation projects.

**C-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 Services must certify in writing that there are no other employments, at the time of approval (nor will there be), that may be in conflict with GDOT ROW Services, nor prevent applicant from providing adequate time and availability to GDOT, property owners, tenants, or any others involved in the acquisitions.**

***NOTICE: GDOT Office of ROW has improved the two (2) training courses (ROW 101 & 102) geared towards assisting NEW APPLICANTS and Existing internal and external Agents for section D services. The online training is located on the GDOT website (<https://www.dot.ga.gov/GDOT/Pages/rightofway.aspx>) .***

**D-1 R/W Project Manager:**

- Documentation verifying a minimum of 8 (eight) 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 (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.



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### **D-2 Pre-Acquisition Agent:**

- Documentation verifying a minimum of 3 (three) 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.

### **D-3 Acquisition Manager:**

- Documentation of required 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 (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.

### **D-4-A Negotiation Agent Trainee:**

- Documentation of required Current and Active Georgia Real Estate Sales License.
- Applicant must submit a Mentor Affidavit/Trainee Experience Certification Form listing an approved Discipline D (Acquisition) GDOT ROW consultant (minimum level Negotiation Agent 2). This document will certify that the "Trainee" will be under the direct supervision of said Mentor for a minimum term of 6 (six) months working on Local, State, or Federally funded roadway transportation projects. At the end of the term, the Applicant will need to re-submit the completed Mentor Affidavit/Trainee Experience Certification Form signed off by the Mentor, and pass the Interview to be approved as a Negotiation Agent 1.

### **D-4-B Negotiation Agent 1:**

- Documentation of required Current and Active Georgia Real Estate Sales License.
- Documentation verifying a minimum of 6 (six) months 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 (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, or a signed Mentor Affidavit/Trainee Experience Certification Form from the Negotiation Agent Trainee discipline.

### **D-4-C Negotiation Agent 2:**

- Documentation of required 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 (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.

### **D-4-D Negotiation Agent 3:**

- Documentation of required Current and Active Georgia Real Estate Sales License.



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- Documentation verifying a minimum of 5 (five) 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 (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.

### **D-5 Relocation Negotiations Agent:**

- 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 (five) 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.

### **D-6 Administrative Review Officer (Appeals):**

- Documentation of required 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 (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.

### **D-7 Interpreter:**

- Documentation verifying proficiency in a language needed to accomplish the specified work.

### **D-8 District Acquisition Support Consultant:**

- Applicant must be an approved GDOT ROW Consultant in one of the following disciplines: D-1 R/W Project Manager; D-2 Pre-acquisition Agent; or D-3 Acquisition Manager.

### **D-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 Asbestos Inspection:**

- Documentation of required 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.
  - 40 CFR part 61, §61.145, subpart M.; 55 FR 48406; November 20, 1990.
  - National Emission Standard for Hazardous Air Pollutants for Asbestos (asbestos NESHAP), 40 CFR



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- part 61, §61.145, subpart M.; 55 FR 48406; November 20, 1990.
- 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 Asbestos Abatement:**

- Documentation of required license 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.
- Documentation of required attendance for “Asbestos Advanced Awareness Training”, a 3 ½-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 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 ½-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.
  - Contractors shall submit copies of any Citation issued by GA EPD or any other regulatory agency in



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the previous 3 years as well as documentation of their status.

### **E-4 UST Removal:**

- Documentation of at least 5 (five) UST closures completed by the firm in the prior 24 (twenty-four) months as follows:
  - Must provide sample closure reports and letters of acceptance from GAEPD.
  - Must include facility Identification.
  - Documentation of at least 2 (two) 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.
  - Must submit waste disposal manifest for all fluids pumped from UST's.
  - Must submit waste haulers' manifest for all tanks and related piping.
  - Must submit waste haulers' manifest for all contaminated soil transported from the site.

### **E-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.
- 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.
- Site inspector/manager must demonstrate ROW plan reading skills.
- Site Inspector/Manager must document experience in both small and large scale structures encompassing single family residential and multi-family residential.
- Site Inspector/Manager must document diverse experience with commercial, industrial and institutional structure.
- Site Inspector/Manager will be responsible for verification of certifications and training for all subcontractors working on a GDOT project.
- Site Inspector/Manager must be familiar with all regulations in E-1, E-2, E-3 and E-4 above.
- Site Inspector/Manager must be capable of giving court testimony as an expert witness in all disciplines of Right of Way Property Management.

### **E-6 SURPLUS PROPERTY DISPOSAL AGENT - Processing of Purchase Applications for Inventory and Disposal**

- Documentation verifying a minimum of 2 (two) years' experience or supervision of this service at a government agency level in Property Management or 5 (five) years ROW experience as follows:
  - A familiarity of the disposal of surplus property of government owned parcels in accordance with O.C.G.A 32-7-4 and CFR 710.409 and in accordance with State Laws, State and Federal Regulations and any additional guidelines and Departmental policies as it relates to Property Management and Disposal,
  - Demonstrated ability to read and understand appraisals of real estate,
  - Demonstrated ability to read and understand right of way plans, deeds, acquisition documents and acquisition policies as they relate to the management and disposal of properties,
  - Knowledge and ability to review right of way plans and data tables and prepare Legal Descriptions and Quit Claim deeds,



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- Familiarity with Microsoft Office, a document repository software, and database software, Mapping and other programs in the performance of the required tasks.

### **E-7 SURPLUS PROPERTY LEASING AGENT - Management of Lease Portfolio and Processing of Lease Applications**

- Documentation verifying a minimum of 5 (five) years' experience or supervision of this service at a government agency level in Property Management as follows:
  - Demonstrated ability, knowledge and experience in managing leases of land,
  - Demonstrated ability to read and understand complex appraisals of real estate,
  - Demonstrated ability to calculate lease payments, future escalations and expiration dates.
  - Demonstrated ability to process lease applications in accordance with State Laws, State and Federal Regulations and any additional guidelines and Departmental policies as it relates to Property Management, Leasing and Disposal.
  - Knowledge and ability to review right of way plans and data tables and prepare complex Legal Descriptions and Lease Documents,
  - Ability to effectively utilize Microsoft Office, a document repository software, and database software, Mapping and other programs in the performance of the required tasks.

### **E-8 SURPLUS PROPERTY MANAGEMENT PROJECT MANAGER**

- Documentation verifying at minimum of five (5) years' experience or supervision of this service at a governmental agency level or 10 (ten) years ROW experience as follows:
  - Hold a Georgia State Licensed Appraiser certificate or higher and/or Current and Active Georgia Real Estate Sales License in active standing;  
OR  
adequate actual experience managing multiple parcel surplus property disposal contracts.
  - 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, Utilities, Drainage Structures, etc.,
  - Demonstrated knowledge and ability to review data tables and prepare legal descriptions and Quitclaim deeds.
  - A demonstrated ability, knowledge, and experience in processing application packages for the sale or lease of DOT owned property in accordance with O.C.G.A 32-7-4 and CFR 710.409 and knowledge of these services in accordance with State Laws, State and Federal Regulations and any additional guidelines and Departmental policies as it relates to Property Management and Disposal,
  - Demonstrated ability to perform simple title searches for land parcels,
  - Ability to effectively utilize Microsoft Office, a document repository software, and database software, Mapping and other programs in the performance of the required tasks.
  - Familiarity of the use of GIS programs for data research and mapping.
  - Demonstrate knowledge of these services in accordance with State Laws, State and Federal Regulations and any additional guidelines and Departmental policies as it relates to Property Management and Disposal.
  - Must have 5 (five) years formal training experience in ROW Acquisition in Georgia.
  - Must have at a minimum 2 (two) years managerial experience.

## **F. Right of Way Services – Court Coordination**

### **F-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:
- 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).



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- 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).
- 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 (sixty) 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 15<sup>th</sup> of the month to be processed. If the application is not received by the 15<sup>th</sup>, the application will be processed 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.
- To ensure adequate processing time, firms or individuals must re-apply by at least sixty (60) days prior to expiration of the current certificate.

### **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 GeorgiaDOT [ROW-Procurement-PreQual@dot.ga.gov](mailto:ROW-Procurement-PreQual@dot.ga.gov).