



**PRE-QUALIFICATION APPLICATION
RIGHT-OF-WAY & UTILITIES SERVICE PROVIDERS**

Oklahoma Department of Transportation
 Right-of-Way & Utilities Division
 200 NE 21st Street, Rm 3C3
 Oklahoma City, OK 73105
 (405) 521-2661

Type of Service(s):

<input type="checkbox"/> Acquisition	<input type="checkbox"/> Review Appraisal
<input type="checkbox"/> Appraisal	<input type="checkbox"/> Project Manager
<input type="checkbox"/> Demolition	<input type="checkbox"/> Title Investigation
<input type="checkbox"/> Mapping	<input type="checkbox"/> Turnkey
<input type="checkbox"/> Relocation	<input type="checkbox"/> Utilities
<input type="checkbox"/> Other	<input type="checkbox"/> Outdoor Adv Ctrl

Name _____

Company Name _____
 __ Individual __ Partnership __ Corporation

Mailing Address _____

Email Address _____ Fax Number _____

Telephone Number _____ Cell Phone Number _____

Federal Tax ID _____

Previous Company Names _____
 (Include applicable dates) _____

Authorization to do business:
 a) Oklahoma certified _____ License No. _____ State _____
 b) Out-of-State certified _____ License No. _____ State _____

Disadvantaged Business Enterprise (DBE) certified in Oklahoma __ Yes __ No

The following attachments are required for consideration: (check all attached)

Service Provider/Company Resume – Include the following elements:

- 1) Number of years' experience in similar projects by your company and type of work performed.
- 2) Ancillary office locations and number of employees, if applicable.
- 3) Business History (past 10 years, if applicable) of similar projects satisfactorily completed.
 For each project identified include:
 - Project name, location, start, completion dates (indicate whether projects were done on time)
 - Project description and cost (indicate project category and if projects were done within budget)
 - Name of client, client's project manager, contact person (include telephone number)
- 4) Identify companies General Liability & Workers Compensation Insurance

Letters of Recommendation/Reference on previous, similar projects; and/or copies of past work, as applicable (i.e. appraisals).

List of principal individual(s) performing (or to be performing) similar projects. Include a brief explanation of their applicable field(s) of expertise, education, qualifications, experience, and their **Credentials and/or Certifications**.*

* The Service Provider or the Company's employees that would be participating on Right-of-Way projects must meet educational and experiential requirements of a Transportation Specialist II, Job Family Code T22B (copy provided upon request) except for those companies supplying improvement removal services.

Answer the following questions and explain your response:

Which area(s) of the State would you prefer to work? _____

Describe the Quality Control/Quality Assurance system in place to ensure that all work will be complete, accurate, and of acceptable quality to ODOT?

Have you failed to complete any work awarded to you? If yes, explain. _____

Explain why you feel that you have an adequate number of qualified personnel available for upcoming projects. _____

Describe the resources and/or equipment available to accomplish the type(s) of service(s) you have applied for. _____

List any other information that you feel would be beneficial for consideration as a Service Provider.

NOTE: Upon approval of the Application Packet and a personal interview, a pilot project must be satisfactorily completed in order to finalize approval.

STATUTORY AFFIDAVIT

STATE OF OKLAHOMA)
) SS:
COUNTY OF _____)

I, _____ of lawful age, and having been first duly sworn, on oath states:

1. The foregoing statements and attached documentation are true and correct; meet the requirements of the State of Oklahoma, Department of Transportation; and are submitted in support of this request to be approved as a Right-of-Way & Utilities Division Service Provider.

FURTHER AFFIANT SAYETH NOT.

AFFIANT

Subscribed and sworn to before me this ____ day of _____, 20__.

(SEAL)

Notary Public

My Commission Expires:

_____ Commission Number

**Qualification Requirements for Placement on Right-of-Way & Utilities Division's
Pre-Qualified Service Provider List
January 2024**

Right-of-Way & Utilities Division maintains a list of pre-qualified individuals & firms for the purposes of contracting for personal services associated with right-of-way acquisition and utility relocation. For any individual or entity to be eligible to provide contract services, they must first meet the criteria set forth within prior to being placed on the pre-qualified list.

Once pre-qualified, every service provider must then maintain performance evaluations of "Meets Standards" or above and obtain any re-qualification requirements in order to remain on the pre-qualified list. Performance evaluations with one or two areas designated as "Needs Improvement" but an overall evaluation of "Meets Standards" are acceptable, but improvement is expected. However, performance evaluations of "Does Not Meet Standards" may result in the individual or firm being removed from the pre-qualified list.

Right-of-way acquisition and utility relocation involve intensive contact with the public, private companies, public & private utilities, and municipalities. As such, service providers function as direct interfaces between the Department and those entities. Contact with those entities is sensitive and must be conducted with the highest levels of professionalism and public service in mind. Access to placement on the pre-qualified list has been standardized so as to preclude subjective decisions regarding qualifications. However, due to the nature of the work, performance and/or removal from the pre-qualified list is solely at the discretion of the Chief, RW & Utilities Division. Should a service provider or one of their personnel be removed from the pre-qualified list for non-performance or other reasons, the opportunity for an administrative review pursuant to 75 O.S. 2011 § 308a, et seq is available.

The areas identified for the pre-qualification of individuals & firms are as follows: Turnkey Firms, Turnkey Project Managers, Title Investigation, Mapping, Appraisal, Appraisal Review, Negotiation, Relocation, Demolition / Improvement Removal, and Utility Relocation Coordination.

Any service provider doing business under contract must have pre-qualified staff or pre-arranged subcontractors available to perform the requested services. All contracts for subcontractors must be submitted to ODOT. Proposals submitted without identified or with personnel that have not been pre-qualified or having subcontractors identified that have not pre-arranged a working relationship will be discarded as unresponsive.

All potential service providers must possess a working knowledge of relevant federal & state statutes, federal regulations, Right-of-Way & Utilities Division Policies & Procedures, and individual Branch Manuals & Guides pertinent to the work being performed. The procedure for the pre-qualification process is OP-PSC 6-2. The criteria used to determine whether an individual or firm possesses the required qualifications to perform services are as follows:

Turnkey Firms

- During the performance of work for the ODOT, the CONTRACTOR for itself, its assignees and successors in interest agrees to comply with the Regulations of the United States Department of Transportation (USDOT) relative to non-discrimination in federally assisted programs of the USDOT, Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, which are herein incorporated by reference and with regard to the work performed by the CONTRACTOR after award and prior to completion of services, shall not discriminate on the grounds of race, color, sex, age, religion or national origin in its employment practices, the selection and retention of subcontractors, or toward the participants in and the beneficiaries of State highway programs, i.e., relocatees and impacted citizens.
- Must meet the criteria set forth in PM-PRO 6.118-9.
- Must have a Project Manager as approved by the Chief or Asst. Chief, R/W & Utilities and must have a minimum of one (1) relocation agent meeting the qualifications set forth below.
- Any project proposal received from a Turnkey Firm must be submitted with the staff proposed to perform the requested services and all of the proposed staff must have already been pre-qualified to perform the requested services. Proposals submitted without staff identified or with staff identified that have not been pre-qualified will be discarded as unresponsive.
- Replacement of personnel during an active contract must be pre-approved by the Department and must be accomplished with pre-qualified individuals.
- Must be able to fully execute contract documents and, when necessary, supplemental agreements. Failure or unwillingness to complete the activities required for a project in accordance with the scope of services will result in immediate removal from the list.
- Must be able to provide an adequate number of pre-qualified staff and/or demonstrate current letters of commitment with other pre-qualified individuals acting in the role of subcontractors as necessary to perform the required work as stipulated in the scope of services for a standard turnkey contract.
- Must be able to provide adequate numbers of personnel and/or subcontractors in order to perform the requested services within the designated time frame and in accordance with the established unit rules stipulated in the Request for Proposal (RFP) on a project-by-project basis. Firms not able to provide an adequate number of personnel or subcontractors for larger projects are still eligible to contract for smaller turnkey projects.
- Ability to generate professional, detailed reports, and correspondence.
- Ability to provide evidence of insurance as required in the contract.
- Individuals that are functioning as subcontractors on a turnkey project(s) may be designated as ineligible to contract on an individual basis for the duration of their involvement in a turnkey project.
- Must possess the ability to provide an independently audited overhead rate and capable of entering into negotiations in accordance with the Federal Acquisition Regulations depending on the contract methodology selected.

Project Managers

- During the performance of work for the ODOT, the CONTRACTOR for itself, its assignees and successors in interest agrees to comply with the Regulations of the United States Department of Transportation (USDOT) relative to non-discrimination in federally assisted programs of the USDOT, Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, which are herein incorporated by reference and with regard to the work performed by the CONTRACTOR after award and prior to completion of services, shall not discriminate on the grounds of race, color, sex, age, religion or national origin in its employment practices, the selection and retention of subcontractors, or toward the participants in and the beneficiaries of State highway programs, i.e., relocatees and impacted citizens.
- Ability to conduct themselves in a professional and courteous manner at all times with all contacts.
- IRWA URAC Certified and an additional two (2) years of experience managing a multidisciplinary right-of-way group on Uniform Act Projects consisting of appraisal, acquisition and relocation, with resume demonstrating competency in all areas, OR Functional Equivalency.
- **Functional Equivalency** is defined as one of the following:
 - (1) SRWA Certified and Three (3) years of experience managing a multidisciplinary right-of-way group on Uniform Act Projects consisting of appraisal, acquisition and relocation, with resume demonstrating competency in all areas.
OR
 - (2) Previous ODOT ROW Division Transportation Manager II and above with Eight (8) years of experience managing a multidisciplinary right-of-way group on Uniform Act Projects consisting of appraisal, acquisition and relocation.
- **Project Manager Trainee**
 - (1) IRWA URAC/SRWA Certified or pursuing. Trainees must work for one (1) year to gain qualifying experience which must be experience managing a multidisciplinary right-of-way group on Uniform Act Projects consisting of appraisal, acquisition and relocation and all work must be done under the direction and supervision of an approved ODOT Turnkey Project Manager. If pursuing URAC/SRWA it must be completed within one year of approval of application.
 - (2) Previous ODOT ROW Division Transportation Manager II and above with Five (5) years of experience managing a multidisciplinary right-of-way group on Uniform Act Projects consisting of appraisal, acquisition and relocation.
- Must have a working knowledge of Right-of-Way & Utilities Division's Policies & Procedures and the Uniform Act.
- Must have the ability to direct & coordinate all of the Uniform Act functions; appraisal, Appraisal review, acquisition, relocation, and property management; i.e. possessing both Project management & personnel supervisory skills.
- Ability to interact as needed with members of the media if called upon to do so. All media
- Inquiries should be directed to the Chief and/or Assistant Chief before responding. All media inquiries shall be coordinated with the Department's Media & Public Relations Division.
- Ability to interact with public officials from municipalities when necessary to facilitate Project needs; generally acquisition of property from the municipality. However, contact with public officials outside the scope of the normal course of work, i.e. scope of services, shall always be directed to the Chief or Assistant Chief.

- All inquiries from members of the Legislature shall be directed to the Chief and/or Assistant Chief before responding.
- Ability to read, understand, interpret, and communicate the detailed elements of highway construction plans and right-of-way plans.
- Ability to maintain day to day responsibility for all turnkey project functions, provide project oversight and be the contact person regarding details of the work being completed and shall be the final authority for the service provider on all matters.
- Ability to be responsible for all aspects of a turnkey project and be available to handle any problems or answer any questions that may arise concerning the project in a timely manner. Endeavor to make decisions, issue instructions, and provide prompt responses to inquiries and review all of the work of the contractor prior to submission to the Department; i.e. provide direction & quality control.
- Ability to effectively read, understand, interpret and communicate the various elements, approaches and theories within appraisal reports and appraisal reviews.
- Ability to effectively conclude negotiations if an agent of the contractor is unable to resolve issues raised by the property owner. Must meet the requirements as outlined in the Negotiation section of this criteria.
- Ability to effectively conclude relocation activities if an agent of the contractor is unable to resolve issues raised by the displacee. Must meet the requirements as outlined in the Relocation section of this criteria.
- Ability to address, submit in writing, and follow-up on any changes that may be required which effect the acquisition of property or relocation of owners & tenants including but not limited to the following; mapping revisions, appraisal revisions or clarifications, negotiation issues, and relocation assistance issues.
- Must be able to manage projects via the terms of the contract & scope of services. Requesting time adjustments and/or addressing supplemental agreements as needed to facilitate the project's needs. Adjustments must be requested prior to any work being completed. Time adjustments are addressed based on project related issues or changes in the overall project development schedule. Time adjustments are not addressed based on the service provider's inability to complete the work in a timely manner. This is especially critical relative to contracts containing incentives & disincentives.
- Ability to generate professional, detailed reports, and correspondence.
- Preference for knowledge of access control issues.
- Ability to read, review, and research / update title. This includes knowledge of how to obtain title information from the County Courthouse and the Bureau of Indian Affairs.
- Preference for the ability of the Project Manager to be able to execute contracts, contract supplements, and make decisions on behalf of the Turnkey Firm they are representing.
- Preference for experience dealing with real estate transactions involving commercial entities, corporations, Native Americans, and the Bureau of Indian Affairs.

Title Investigation

- During the performance of work for the ODOT, the CONTRACTOR for itself, its assignees and successors in interest agrees to comply with the Regulations of the United States Department of Transportation (USDOT) relative to non-discrimination in federally assisted programs of the USDOT, Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, which are herein incorporated by reference and with regard to the work performed by the CONTRACTOR after award and prior to completion of services, shall not discriminate on the grounds of race, color, sex, age, religion or national origin in its employment practices, the selection and retention of subcontractors, or toward the participants in and the beneficiaries of State highway programs, i.e., relocatees and impacted citizens.
- Ability to conduct themselves in a professional and courteous manner at all times with all contacts.
- Minimum of two (2) years of experience with title work, resume required. The ability to read, review, and research / update title is required. This includes knowledge of how to obtain title information from the County Courthouse and the Bureau of Indian Affairs.
- Ability to generate professional, detailed reports, and correspondence.
- Must be able to manage projects via the terms of the contract & scope of services. Requesting time adjustments and/or addressing supplemental agreements as needed to facilitate the project's needs. Time adjustments are addressed based on project related issues or changes in the overall project development schedule. Time adjustments are not addressed based on the service provider's inability to complete the work in a timely manner. This is especially critical relative to contracts containing incentives/disincentives.
- Ability to provide evidence of insurance as required in the contract.

Mapping/RW Plans

- During the performance of work for the ODOT, the CONTRACTOR for itself, its assignees and successors in interest agrees to comply with the Regulations of the United States Department of Transportation (USDOT) relative to non-discrimination in federally assisted programs of the USDOT, Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, which are herein incorporated by reference and with regard to the work performed by the CONTRACTOR after award and prior to completion of services, shall not discriminate on the grounds of race, color, sex, age, religion or national origin in its employment practices, the selection and retention of subcontractors, or toward the participants in and the beneficiaries of State highway programs, i.e., relocatees and impacted citizens.
- Ability to conduct themselves in a professional and courteous manner at all times with all contacts.
- Minimum of two (2) years of experience with title work, resume required. The ability to read, review, and research / update title is required. This includes knowledge of how to obtain title information from the County Courthouse and the Bureau of Indian Affairs.
- Ability to prepare and provide right-of-way plans in Microstation® and OpenRoads® format.
- Ability to provide right-of-way exhibits, deeds, and plot plans in specified electronic format.
- Ability to read, understand, interpret, and communicate the detailed elements of highway construction plans.
- Ability to work with & provide coordinate geometry data in Microstation® and OpenRoads® format.
- Ability to provide deliverables in accordance with the Department's Mapping Branch Policy and Procedures.
- Ability to read, write, and interpret legal descriptions and deeds of all types; i.e. metes & bounds, lots & blocks.
- Ability to obtain & provide copies of current city limits maps and plats.
- Ability to generate professional, detailed reports, and correspondence.
- Preference for some knowledge of access control issues.
- Preference for some knowledge of riparian and government lot issues.
- Must be able to manage projects via the terms of the contract & scope of services. Requesting time adjustments and/or addressing supplemental agreements as needed to facilitate the project's needs. Time adjustments are addressed based on project related issues or changes in the overall project development schedule. Time adjustments are not addressed based on the service provider's inability to complete the work in a timely manner. This is especially critical relative to contracts containing incentives/disincentives.
- Ability to provide evidence of insurance as required in the contract.

Appraisal

- During the performance of work for the ODOT, the CONTRACTOR for itself, its assignees and successors in interest agrees to comply with the Regulations of the United States Department of Transportation (USDOT) relative to non-discrimination in federally assisted programs of the USDOT, Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, which are herein incorporated by reference and with regard to the work performed by the CONTRACTOR after award and prior to completion of services, shall not discriminate on the grounds of race, color, sex, age, religion or national origin in its employment practices, the selection and retention of subcontractors, or toward the participants in and the beneficiaries of State highway programs, i.e., relocatees and impacted citizens.
- Must be a **certified General or Certified Residential Appraiser** currently in good standing and certified by the State of Oklahoma Real Estate Appraisal Board (OREAB).
- Ability to conduct themselves in a professional and courteous manner at all times with all contacts.
- Must possess the appropriate computer technology and skills to electronically prepare and transmit appraisal reports.
- Ability to generate partial acquisition appraisals & total take acquisition appraisals for negotiation or eminent domain in compliance with the Code of Federal Regulations, CFR 49, Part 24, Uniform Standards of Professional Appraisal Practice and the Uniform Standards of Federal Land Acquisition.
- Minimum of two (2) years of experience with title work, resume required. The ability to read, review, and research / update title is required. This includes knowledge of how to obtain title information from the County Courthouse and the Bureau of Indian Affairs.
- Ability to read, understand, interpret, and communicate the detailed elements of highway construction plans and right-of-way plans.
- Ability to address, submit in writing, and follow-up on any changes that may be required which effect the acquisition of property or relocation of owners & tenants including but not limited to the following; appraisal revisions or clarifications.
- If working independently from a turnkey contract, must be able to manage projects via the terms of the contract & scope of services. Requesting time adjustments and/or addressing supplemental agreements as needed to facilitate the project's needs. Time adjustments are addressed based on project related issues or changes in the overall project development schedule. Time adjustments are not addressed based on the service provider's inability to complete the work in a timely manner. This is especially critical relative to contracts containing incentives/disincentives.
- Must be capable of providing NOI's to all affected property owners associated with a project.
- Must be capable of working with relocation personnel relative to the delineation of realty & personalty associated with an acquisition / relocation.
- Ability to generate professional, detailed reports, and correspondence.
- Ability to provide evidence of insurance as required in the contract.
- Preference for knowledge of access control issues.

Appraisal Review

- During the performance of work for the ODOT, the CONTRACTOR for itself, its assignees and successors in interest agrees to comply with the Regulations of the United States Department of Transportation (USDOT) relative to non-discrimination in federally assisted programs of the USDOT, Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, which are herein incorporated by reference and with regard to the work performed by the CONTRACTOR after award and prior to completion of services, shall not discriminate on the grounds of race, color, sex, age, religion or national origin in its employment practices, the selection and retention of subcontractors, or toward the participants in and the beneficiaries of State highway programs, i.e., relocatees and impacted citizens.
- Must be a **Certified General Appraiser** currently in good standing and certified by the State of Oklahoma Real Estate Appraisal Board (OREAB).
- Must possess the appropriate computer technology and skills to electronically prepare and transmit appraisal reports, Review Letters, and Summary Statements of Just Compensation.
- Ability to conduct themselves in a professional and courteous manner at all times with all contacts.
- Currently on ODOT's prequalified Appraiser list and be in good standing.
- Must have a minimum of two (2) years of experience appraising property related to federally funded, Uniform Act projects. Preferably with some significant Review Appraiser experience.
- Must possess a comprehensive knowledge of State and Federal laws and rules applicable to appraisal under eminent domain and generally accepted appraisal practices.
- Minimum of two (2) years of experience with title work, resume required. The ability to read, review, and research / update title is required. This includes knowledge of how to obtain title information from the County Courthouse and the Bureau of Indian Affairs.
- Must be able to demonstrate ability to oversee work performed by other appraisers.
- Ability to read, understand, interpret, and communicate the detailed elements of highway construction plans and right-of-way plans.
- Ability to address, submit in writing, and follow-up on any changes that may be required which effect the acquisition of property or relocation of owners & tenants including but not limited to the following; mapping revisions, appraisal revisions or clarifications.
- Must be able to manage projects via the terms of the contract & scope of services. Requesting time adjustments and/or addressing supplemental agreements as needed to facilitate the project's needs. Time adjustments are addressed based on project related issues or changes in the overall project development schedule. Time adjustments are not addressed based on the service provider's inability to complete the work in a timely manner. This is especially critical relative to contracts containing incentives/disincentives.
- Ability to generate professional, detailed reports, and correspondence.
- Ability to provide evidence of insurance as required in the contract.
- Preference for knowledge of access control issues.
- Preference for experience demonstrated by inclusion on another governmental agency's or lending institutions approved fee review appraiser list.

Negotiation/Acquisition

- During the performance of work for the ODOT, the CONTRACTOR for itself, its assignees and successors in interest agrees to comply with the Regulations of the United States Department of Transportation (USDOT) relative to non-discrimination in federally assisted programs of the USDOT, Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, which are herein incorporated by reference and with regard to the work performed by the CONTRACTOR after award and prior to completion of services, shall not discriminate on the grounds of race, color, sex, age, religion or national origin in its employment practices, the selection and retention of subcontractors, or toward the participants in and the beneficiaries of State highway programs, i.e., relocatees and impacted citizens.
- Ability to conduct themselves in a professional and courteous manner at all times with all contacts.
- **Service Provider Acquisition Agent Designee – Acquisition Branch**
IRWA Negotiation / Acquisition Certified (RW-NAC) or Functional Equivalency.
Functional Equivalency is defined as indicated below. Agents must meet the Educational requirements regardless of experience.

EDUCATION REQUIREMENTS:

IRWA Course No. 102, and
IRWA Course No.'s 802, 901, 902, and
Two (2) days of IRWA Course No.'s 800, 801 or 803, and
Three (3) days of any IRWA Courses of Level 200.
Course 100 can sub for C200 & C901

EXPERIENCE REQUIREMENTS:

Two (2) years of performing negotiation / acquisition on Uniform Act projects (resume required). Qualifying experience must be directly related to Uniform Act right-of-way activities and shall include the understanding and proficiency of the following:

- 1) Interpretation of real estate principles.
- 2) Application of real property law.
- 3) Interpretation of maps and construction plans.
- 4) Acquisition of an interest in real property including documentation of the transaction.

Workload for an Agent Designee shall be limited to working on, performing, or being assigned to no more than "30" units at any given time. Acquisition activities are defined as one (1) "unit" per ownership.

- **Service Provider Agent Trainee – Acquisition Branch**
One (1) year of experience, and
IRWA Course No. 105, and
IRWA Course No. 102, and
IRWA Course No. 200, and
IRWA Course No. 901
Course 100 can sub for C200 & C901
Note: Agent Trainee's one (1) year qualifying experience must be directly related to real estate or right-of-way activities and shall include the understanding of the following:

- 1) Interpretation of real estate principles.
- 2) Application of real property law.
- 3) Interpretation of maps and construction plans.
- 4) Acquisition of an interest in real property including documentation of the transaction.

NOTE: Workload for an Agent Trainee shall be limited to working on, performing, or being assigned to no more than "10" units at any given time. Acquisition activities are defined as one (1) "unit" per ownership. All work must be done under the direction and supervision of a Turnkey Project Manager.

- Prospective individuals must submit a resume that describes related work performed. Work performed should include a time line, general description of the work, number of parcels negotiated, and the individual's actual responsibilities.
- Minimum of one (1) year of experience with title work, resume required. The ability to read, review, and research / update title is required. This includes knowledge of how to obtain title information from the County Courthouse and the Bureau of Indian Affairs.
- General knowledge of accepted real estate practices & principles.
- Ability to communicate effectively both verbally and in writing.
- Ability to resolve negotiations effectively & professionally.
- Ability to re-directing the emotional responses from property owners associated with eminent domain acquisitions.
- Ability to read, understand, interpret, and communicate the detailed elements of highway construction & right-of-way plans. Specifically, the ability to communicate the impacts of the planned construction activities including but not limited to; detour construction & removal, utility relocation, fencing, driveways, and drainage characteristics, to property owners so that they understand impacts to their ownership.
- Ability to address, submit in writing, and follow-up on any changes that may be required which affect the acquisition of property or relocation of owners & tenants including but not limited to the following; mapping revisions, appraisal revisions or clarifications, and negotiation issues.
- If working independently from a turnkey contract, must be able to manage projects via the terms of the contract & scope of services. Requesting time adjustments and/or addressing supplemental agreements as needed to facilitate the project's needs. Time adjustments are addressed based on project related issues or changes in the overall project development schedule. Time adjustments are not addressed based on the service provider's inability to complete the work in a timely manner. This is especially critical relative to contracts containing incentives/disincentives.
- Ability to generate professional, detailed reports, and correspondence.
- Must be a Notary Public and must provide a copy of their Notary Certification.
- Preference for knowledge of access control issues.

Relocation

- During the performance of work for the ODOT, the CONTRACTOR for itself, its assignees and successors in interest agrees to comply with the Regulations of the United States Department of Transportation (USDOT) relative to non-discrimination in federally assisted programs of the USDOT, Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, which are herein incorporated by reference and with regard to the work performed by the CONTRACTOR after award and prior to completion of services, shall not discriminate on the grounds of race, color, sex, age, religion or national origin in its employment practices, the selection and retention of subcontractors, or toward the participants in and the beneficiaries of State highway programs, i.e., relocatees and impacted citizens.
- Ability to conduct themselves in a professional and courteous manner at all times with all contacts.
- **Service Provider Agent Designee – Relocation Branch**
IRWA Relocation Certified (R/W-RAC) or Functional Equivalency.
Functional Equivalency is defined as indicated below. Agents must meet the Educational requirements regardless of experience.

EDUCATION REQUIREMENTS:

IRWA Course No. 102, and
IRWA Course No.'s 501, 502, 504, and
two (2) days of IRWA Course No.'s 503, 505 or 506.

EXPERIENCE REQUIREMENTS:

Two (2) years of performing relocation assistance on Uniform Act projects (resume required). Qualifying experience must be directly related to Uniform Act right-of-way activities and shall include the understanding and proficiency of the following:

- 1) Interpretation of uniform act regulations.
- 2) Application of the uniform act regarding residential and non-residential relocation, moving payments and advisory assistance.
- 3) Interpretation of maps and construction plans.
- 4) Successful completion of relocation activities including documentation of the relocation.

Workload for an Agent Designee shall be limited to working on, performing, or being assigned to no more than "30" units at any given time. Relocation activities are defined as two (2) "units" per displacee.

- **Service Provider Agent Trainee – Relocation Branch**
One (1) year of experience, and
IRWA Course No. 105, and
IRWA Course No. 102, and
IRWA Course No. 501, and
IRWA Course No. 901.
Note: Agent Trainee's one (1) year qualifying experience must be directly related to real estate or right-of-way activities and shall include the understanding of the following:
 - 1) Interpretation of the uniform act.
 - 2) Application of real property law.
 - 3) Interpretation of maps and construction plans.
 - 4) Assist in providing relocation advisory services and the relocation of a displacee(s) including documentation of the transaction. All this work must be done under the direct supervision of a seasoned relocation agent, as determined by ODOT.

NOTE: Workload for an Agent Trainee shall be limited to working on, performing, or being assigned to no more than "6" units at any given time. Relocation activities are defined as two (2) "units" per displacee. All work must be done under the direction and supervision of a Turnkey Project Manager.

- Must be able to provide a minimum of two (2) relocation agents in order to perform the required work per the scope of services and Right-of-Way & Utilities Division's Policies & Procedures.
- Ability to address, submit in writing, and follow-up on any changes that may be required which effect the acquisition of property or relocation of owners & tenants including but not limited to the following; mapping revisions, appraisal revisions or clarifications, and relocation assistance issues.
- If working independently from a turnkey contract, must be able to manage projects via the terms of the contract & scope of services. Requesting time adjustments and/or addressing supplemental agreements as needed to facilitate the project's needs. Time adjustments are addressed based on project related issues or changes in the overall project development schedule. Time adjustments are not addressed based on the service provider's inability to complete the work in a timely manner. This is especially critical relative to contracts containing incentives/disincentives.
- Ability to generate professional, detailed reports, and correspondence.
- Ability to provide evidence of insurance as required in the contract.

Demolition / Improvement Removal

- During the performance of work for the ODOT, the CONTRACTOR for itself, its assignees and successors in interest agrees to comply with the Regulations of the United States Department of Transportation (USDOT) relative to non-discrimination in federally assisted programs of the USDOT, Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, which are herein incorporated by reference and with regard to the work performed by the CONTRACTOR after award and prior to completion of services, shall not discriminate on the grounds of race, color, sex, age, religion or national origin in its employment practices, the selection and retention of subcontractors, or toward the participants in and the beneficiaries of State highway programs, i.e., relocatees and impacted citizens.
- Ability to conduct business in a professional and courteous manner at all times in contacts with ODOT, the public, and other contractors.
- Ability to read and understand plans for the location of structures to be demolished.
- Ability to generate professional, detailed reports, and correspondence.
- Must be able to manage projects via the terms of the contract & scope of services. Requesting time adjustments and/or addressing supplemental agreements as needed to facilitate the project's needs. Time adjustments are addressed based on project related issues or changes in the overall project development schedule. Time adjustments are not addressed based on the service provider's inability to complete the work in a timely manner. This is especially critical relative to contracts containing incentives & disincentives.
- Ability to have trained personnel possessing appropriate certifications at the project site daily when demolition is being performed to ensure ODEQ requirements are met concerning erosion control and the ability to recognize friable asbestos which may have been concealed during the initial NESHAP process.
- Ability to file the NESHAP Notice of Intent to demolish structures and to be able to provide

- proper re-notification to ODEQ should the demolition date change from original date filed.
- Ability to handle and dispose of Category I and II asbestos in accordance with 40 CFR, Part 61, Subpart M. National Emission Standards for Hazardous Air Pollutant (NESHAP).
 - Ability to provide proof of Liability Insurance, EEO form, and affidavits which are part of the contract.
 - Ability to provide bonding (Payment and Performance Bond for price bid) from insurance company for the amount of the contract as required in ODOT contracts.
 - Ability to provide Title VI information dealing with Contractor's Personnel and Sub-Contractors. Sub-Contractors must be approved by ODOT before demolition work begins.
 - Ability to comply with all federal, state and local rules and regulations concerning permits and licenses.
 - Ability to provide to the Resident Engineer permits/licenses for demolition valid for the city/town where demolition is being performed before demolition work begins.
 - Ability to disconnect all utilities connected to improvements prior to demolition.
 - Ability to meet with the Resident Engineer for a pre-work conference prior to starting demolition.

Utility Relocation Coordination

- Minimum of one (1) year of experience coordinating the relocation of utilities for state, county, or city highway / roadway projects, resume and recommendation letter required.
- Must have a working knowledge of the state statutes governing the relocation of utilities associated with Department projects; i.e., 69 O.S. 2021 § 1205, 1401, 1402, 1403.
- Must have a working knowledge of the Department's Utilities Branch Policies and Procedures.
- Must be able to coordinate and lead effective meetings involving municipalities, public utility companies, and Department personnel.
- Must have a working knowledge of Utility Relocation Agreements (R/W 305), Certification of Consultant or Land Surveyor form (R/W 309) and the Special Provisions for the Installation of Underground Steel Pipeline Crossing form (R/W 311).
- Ability to read, understand, interpret, and communicate the detailed elements of highway construction & right - of - way plans.
- Ability to identify existing utility facilities in the field and interpret utility owner atlas sheets.
- Ability to evaluate utility relocation proposals, plans & cost estimates, for adherence to required guidelines and determination of betterments.
- Ability to address, submit in writing, and follow - up on any changes to the construction and/or right - of - way plans that may be required which affect the relocation of utilities in a timely manner.
- Ability to generate professional, detailed reports, and correspondence.
- Ability to provide evidence of insurance as required in the contract.
- Ability to provide As - Planned Utility Relocation Plans in specified CADD or PDF format. (Subcontracting of this activity is acceptable as long as format, scope, & schedule are maintained. The responsibility for this activity remains with the primary service provider.

Outdoor Advertising Control – Inventory

- During the performance of work for the ODOT, the CONTRACTOR for itself, its assignees and successors in interest agrees to comply with the Regulations of the United States Department of Transportation (USDOT) relative to non-discrimination in federally assisted programs of the USDOT, Title 49 Code of Federal Regulations, Part 21, as they may be amended from time to time, which are herein incorporated by reference and with regard to the work performed by the CONTRACTOR after award and prior to completion of services, shall not discriminate on the grounds of race, color, sex, age, religion or national origin in its employment practices, the selection and retention of subcontractors, or toward the participants in and the beneficiaries of State highway programs, i.e., relocatees and impacted citizens.
- Engineering & Surveying firms currently prequalified to do business with the Department.
- Turnkey Right-of-Way firms currently prequalified to do business with the Department.