

**QUALIFICATION APPLICATION FOR ACQUISITION AND/OR RELOCATION SERVICES ON PROJECTS FOR THE COLORADO DEPARTMENT OF TRANSPORTATION (CDOT) AND/OR LOCAL PUBLIC AGENCY (LPA) PROJECTS**

**Return to:** Region Right of Way Office / Headquarters Right of Way Office

Name (Individual)	Phone Number
Address (street, city, state, zip)	Fax Number
LPA or Firm associated with (if applicable)	
Legal Status: (Corporation, Partnership, Association, etc.)	

The purpose of this statement is to establish a qualification list of firms or individuals that shall be utilized by CDOT and/or an LPA.

Please check service(s) to be pre-qualified: 1) Acquisition and/or 2) Relocation.

**CRITERIA FOR QUALIFICATION - ACQUISITION**

In order to qualify for Acquisition Services, you must comply with each of the following:

- You must demonstrate through two (2) examples of your most recent work that you have performed or supervised complex right of way acquisition for projects administered under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Title 49, Code of Federal Regulations, Part 24 - Uniform Act). At a minimum include the settlement packet and the negotiator's log. Be sure the packet contains adequate detail to show compliance with the Uniform Act.
- List the name(s) of those individuals and Local Public Agencies, e.g., counties, municipalities, etc., and a phone number of a contact person for whom you have performed complex right of way acquisitions under the Uniform Act. These references must demonstrate that you have had verifiable experience in right of way acquisition.

**CRITERIA FOR QUALIFICATION - RELOCATION**

In order to qualify for Relocation Services, you must comply with each of the following criteria:

- You must demonstrate through two (2) examples of your most recent work that you have personally performed, supervised, or signed as a reviewer the ability of satisfactorily perform relocation services which includes providing advisory assistance, calculation of relocation payments, decent, safe, and sanitary inspections, etc. for projects administered under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Title 49, Code of Federal Regulations, Part 24 - Uniform Act). At a minimum include a residential and a business determination and the relocation log. Be sure the packet contains adequate detail to show compliance with the Uniform Act.
- List the name(s) of those individuals and Local Public Agencies, e.g., counties, municipalities, etc., and a phone number of a contact person for whom you have performed relocation payment determination and advisory assistance services under the Uniform Act. These references must demonstrate that you have had verifiable experience in performing relocation services.

**RESTRICTION:** Do not apply to CDOT's Qualified Acquisition/Relocation list if you have been convicted of a felony of a personal nature (violence against another person) or related to theft, burglary, robbery or similar property crime. Applicants who meet the qualifications described herein will be checked for criminal record through the Colorado Bureau of Investigation or similar agency, and despite any achieved acquisition/relocation qualification to CDOT's list, will not be added to the Qualified Acquisition/Relocation list if any verified felony conviction as described above is found. Further, any applicant who is added to CDOT's Qualified Acquisition/Relocation List but is later convicted of a felony crime as noted above will be removed from this same list without right of appeal.

Acknowledgment: I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE, AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS, THE STATEMENTS ATTACHED TO THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_