

Application for Right of Way Acquisition/Relocation Services Pre-qualification

| |
|---------------------------------------|
| Company Name |
| |
| Company Address (home office): |
| |

| |
|----------------------|
| Branch Office |
| |
| Phone |
| |

| |
|----------------------|
| Branch Office |
| |
| Phone |
| |

| |
|----------------------|
| Branch Office |
| |
| Phone |
| |

| | |
|-------------------------------------|--|
| Company Contact Information: | |
| Phone: | |
| Fax: | |
| E-mail: | |
| Website: | |

| | |
|----------------------------------|--|
| Pre-Qualification Contact | |
| Name: | |
| Phone: | |
| Fax: | |
| Cell: | |
| E-mail: | |

| | |
|------------------------------------|--|
| Company Principals/Officers | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| | |
|--------------------------|----------------|
| Year Established | |
| State: | |
| Type of Organization: | |
| <input type="checkbox"/> | Corporation |
| <input type="checkbox"/> | Partnership |
| <input type="checkbox"/> | Proprietorship |

| | |
|---|--|
| Diversity Business Certification | |
| <input type="checkbox"/> | This Company is a certified DBE |
| Certification Type: | |
| <input type="checkbox"/> | (MBE) Minority Business Enterprise |
| <input type="checkbox"/> | (SDVBE) Service-Disabled Veteran Business Enterprise |
| <input type="checkbox"/> | (SBE) Small Business Enterprise |
| <input type="checkbox"/> | (WBE) Women Business Enterprise |

| | | | |
|-------------------------|------------------|------------|------------------|
| Pre-qualification Date: | Expiration Date: | To Design: | Entered in IRIS: |
| | | | |

| |
|---|
| Submit Application To: TDOT.HQ.ROW@tn.gov or Right of Way Division James K. Polk Building, Suite 600 505 Deaderick St. Nashville, Tennessee 37243 |
|---|

| |
|---|
| ROW Office Use ONLY Received: |
|---|

| | |
|--|--|
| 1) Is this company currently pre-qualified to perform acquisition/relocation work for TDOT? | |
| 2) Has this company been previously pre-qualified to perform acquisition/relocation work for TDOT? | |
| 2a) If yes and not currently pre-qualified, when was this company's last pre-qualification? | |
| 3) Has this company been pre-qualified under another name?(please list) | |
| | |
| Is this company currently under an acquisition/relocation services continuous contract with TDOT? | |
| Has this company ever been awarded an acquisition/relocation services contract by TDOT? | |

| | |
|--|--|
| STATEMENT OF APPLICANT | |
| <p>I hereby certify that the responses given and statements made in this application are true and correct to the best of my knowledge. If so requested by the Tennessee Department of Transportation, I will furnish all additional information or documentation as may be deemed necessary for the verification of the information given. I acknowledge that this application may be disapproved for cause and that any approval obtained may be revoked for supplying false or misleading information to the Department.</p> | |
| Date of Application (Mo/Day/Yr): | |
| Name & Title | |
| _____ Signature | |

Please list projects during the last three years on which your firm performed right-of-way activities.

| Project Description | Client | Client Contact | Work Performed (Number of Tracts) | | | | |
|---------------------|--------|----------------|-----------------------------------|-------------|------------------------|-----------------------|---------|
| | | | Title Search | Acquisition | Residential Relocation | Non-Resid. Relocation | Closing |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

FINANCIAL STATEMENT ----- BALANCE SHEET AS OF:

Calendar Year and/or Fiscal Year Ends:

Audit Dates From:

To

| ASSETS | | LIABILITIES & NET WORTH | |
|--|--|--|--|
| CURRENT ASSETS | | CURRENT LIABILITIES | |
| Cash On Hand & In Banks | | Judgments & Accounts Payable | |
| Certified Checks On Deposit For Bids | | Notes Payable | |
| Notes Receivable (Less Discount) | | (a) To Banks For Certified Checks | |
| Accounts Receivable | | (b) To Banks For Payrolls | |
| Stocks & Bonds | | (c) To Materials Companies | |
| Inventories | | (d) To Equipment Companies | |
| Interest Receivable Accrued On Notes, Securities, etc. | | (e) To Others | |
| Life Insurance | | Owing Sub-Contractors | |
| | | Accrued Taxes | |
| | | Accrued Salaries & Payrolls | |
| | | Accrued Interest Payable | |
| Total Current Assets | | Total Current Liabilities | |
| FIXED ASSETS (NET BOOK VALUE) | | FIXED & OTHER LIABILITIES | |
| Plant & Equipment | | Mortgage On Plant Equipment | |
| Real Estate | | Mortgage On Real Estate | |
| | | Other Liabilities | |
| Total Fixed Assets | | Total Fixed & Other Liabilities | |
| OTHER ASSETS | | NET WORTH | |
| Real Estate - Not Used In Business | | Individual Partnership | |
| Personal Property | | Retained Earnings | |
| Misc. Assets | | Capital Stock | |
| | | Surplus | |
| Total Other Assets | | | |
| TOTAL ASSETS | | TOTAL LIABILITIES & NET WORTH | |

AGENT EDUCATION & EXPERIENCE PROFILE

Use the spaces below to list all agents you wish to have considered for pre-qualification to perform ROW work on TDOT or TDOT administered projects. In addition to the information provided below, resumes may also be attached. References must be able to verify the agent's ROW experience and abilities. Agents without references or whose references are unreachable or unresponsive, will not be approved. (Add Pages as Needed)

**ROW
Office Use**

| | | | | | |
|------------|-------------------------|--|--|---|---|
| Name: | | Type of ROW work performed in last three years | Pre-qualification requested: | Y | N |
| Education | Years of ROW experience | | <input type="checkbox"/> Acquisition Agent | | |
| | | | <input type="checkbox"/> Relocation Agent | | |
| | | | <input type="checkbox"/> Acquisition Trainee | | |
| | | | <input type="checkbox"/> Relocation Trainee | | |
| References | Agency | Phone | E-mail | | |
| | | | | | |
| | | | | | |

| | | | | | |
|------------|-------------------------|--|--|---|---|
| Name: | | Type of ROW work performed in last three years | Pre-qualification requested: | Y | N |
| Education | Years of ROW experience | | <input type="checkbox"/> Acquisition Agent | | |
| | | | <input type="checkbox"/> Relocation Agent | | |
| | | | <input type="checkbox"/> Acquisition Trainee | | |
| | | | <input type="checkbox"/> Relocation Trainee | | |
| References | Agency | Phone | E-mail | | |
| | | | | | |
| | | | | | |

| | | | | | |
|------------|-------------------------|--|--|---|---|
| Name: | | Type of ROW work performed in last three years | Pre-qualification requested: | Y | N |
| Education | Years of ROW experience | | <input type="checkbox"/> Acquisition Agent | | |
| | | | <input type="checkbox"/> Relocation Agent | | |
| | | | <input type="checkbox"/> Acquisition Trainee | | |
| | | | <input type="checkbox"/> Relocation Trainee | | |
| References | Agency | Phone | E-mail | | |
| | | | | | |
| | | | | | |

| | | | | | |
|------------|-------------------------|--|--|---|---|
| Name: | | Type of ROW work performed in last three years | Pre-qualification requested: | Y | N |
| Education | Years of ROW experience | | <input type="checkbox"/> Acquisition Agent | | |
| | | | <input type="checkbox"/> Relocation Agent | | |
| | | | <input type="checkbox"/> Acquisition Trainee | | |
| | | | <input type="checkbox"/> Relocation Trainee | | |
| References | Agency | Phone | E-mail | | |
| | | | | | |
| | | | | | |