

## **Instructions for**

### **Application for Right of Way Acquisition/Relocation Services Pre-qualification (DT CS-100)**

#### **General:**

The DT CS-100 is a fillable application for a company to become prequalified to perform acquisition and relocation assistance work on TDOT and TDOT funded projects. Fillable areas are shaded in pale yellow. Submission instructions are on the form.

#### **PAGE 1 – Company Profile:**

This page collects basic company information and contact details. It also contains the signature block. Please fill out as completely as possible.

**Company Name/Address:** Provide company name and complete address of the home office.

**Company Contact Information:** Provide general company contact information.

**Pre-qualification Contact:** Provide specific contact information for person responsible for pre-qualification process.

**Branch Office(s):** List up to (3) three branch office locations

**Company Principals/Officers:** Provide name & role of company principals and/or officers.

**Organizational Information:** Identify when & where company was established and what type of organization it is.

**DBE Certification:** Identify if the company is a certified Disadvantaged Business Enterprise and what type of certification is held.

**Company History:** Answer questions relating to company's history with TDOT prequalification and acquisition/relocation services contracts.

**Statement of Applicant:** Signature of person authorized to act on the company's behalf.

#### **PAGE 2 – Project History:**

This page asks for up to (8) eight projects on which your firm performed right-of-way activities. If you have more than (8) eight projects, list only the (8) eight that best represent your firm's work experience.

#### **PAGE 3 – Balance Sheet:**

This page is a basic balance sheet for your use in providing the necessary financial information. The sheet will automatically calculate the subtotals and totals. If you have a current balance sheet prepared in your normal course of business, you can submit that in lieu of completing this page.

**PAGE 4 – Agent Profiles:**

In order to perform acquisition and/or relocation assistance activities on TDOT and TDOT funded local agency projects, an agent must be approved to do so.

On this page you will provide information about your field personnel, their experience, and representatives of clients who can vouch for work performed. Please make sure that references provided have current contact information, are familiar with the agent associated, and will be responsive when contacted. Agents whose references are unreachable or unresponsive will not be approved.

You are also required to select the prequalification requested. There are two functional areas (acquisition & relocation) and two experience levels (agent & trainee). An agent may be approved in both functional areas with a combination of experience levels. For example, you may have staff that is an approved Acquisition Agent and also a Relocation Trainee.

Pre-qualification requested:	
<input checked="" type="checkbox"/>	Acquisition Agent
<input type="checkbox"/>	Relocation Agent
<input type="checkbox"/>	Acquisition Trainee
<input checked="" type="checkbox"/>	Relocation Trainee

- **Acquisition Agent** – approved to perform title work, negotiations, and closings.
- **Relocation Agent** – approved to perform relocation assistance and property management activities.
- **Acquisition Trainee** – approved to perform title work, negotiations, and closings under the direct accompaniment of an approved acquisition agent.
- **Relocation Trainee** – approved to perform relocation assistance and property management activities under the direct accompaniment of an approved relocation agent.

If you need additional space for staff, you may add agent profile pages by using the

**Add Pages**

**CONTACT INFORMATION:**

You may submit completed applications, questions, or comments to [TDOT.HQ.ROW@tn.gov](mailto:TDOT.HQ.ROW@tn.gov)

Hard copies of the application should be sent to:

**TDOT ROW Division  
James K. Polk Building, Suite 600  
505 Deaderick St.  
Nashville, TN 37243**