**RELOCATION SERVICES Capability Statement** Wisconsin Department of Transportation

RE1042 03/20/15

This application is for individuals seeking first time approval to perform eminent domain work in relocation services for WisDOT/Real Estate as part of a fee consultant group when that group already holds an existing contract. The individual(s) seeking first time approval must complete this form and receive written approval from Bureau of Technical Services-Real Estate (BTS-RE) prior to beginning any work on a WisDOT/Real Estate project. Each applicant must include a copy of their resume with this form (only one applicant per form). Failure to report truthfully and accurately will result in applications being denied and any approvals withdrawn.

|  |  |  |  |
| --- | --- | --- | --- |
| Email qualifying information to:  [DOT Real Estate BTS-RE - Madison](mailto:DOT%20Real%20Estate%20BTS-RE%20-%20Madison) | ~ For BTS-RE Office Use Only ~ | | |
| Reviewed by (name; title): | Approved, date:  Denied, date:  Comments: | |
|  | | |
| Name and contact info of individual applying to perform relocation consultant services for WisDOT/Real Estate: | List any related license; professional certifications; credentials; formal designations; etc. (include ID numbers). If none, indicate N/A:\* | | |
| \* Note: It is applicant’s responsibility to notify WisDOT immediately if at any time, now or in the future, a related license, professional certification, credentials, formal designations, etc. become the subject of an investigation or are otherwise involved in any type of formal disciplinary action, or if restricted or pending for any reason(s). Explain circumstances. If none currently, indicated N/A: | | |
| Application date: |
| **Required Eminent Domain Processes & Procedures [must have completed both (A) and (B) below]: \*** | | | **Completion date** |
| (A) Chapter 5: Relocation of the Real Estate Program Manual was *read* in its entirety; and, I profess to have a specific understanding of Chapter 5 and how to find appropriate guidance using the electronic publication as needed/when needed. | | |  |
| (B) Real Estate Program Manual was *reviewed* in its entirety; and, I profess to have a broad understanding of its entire contents and how to find appropriate guidance using the electronic publication as needed/when needed. | | |  |
| \* The Real Estate Program Manual (REPM) is intended as a resource, reference tool and guide for use in understanding and applying the policies, practices and rules of WisDOT eminent domain right of way processes. It is published and maintained by WisDOT’s BTS-RE in an electronic format. Updates are made when practicable. Consultants are responsible to follow the most recent version of the REPM as frequent and regular use of REPM is expected. | | | |
| **Required Coursework [all applicants must have completed (C); all applicants must also pass required course in either (D) or (E) or both in last three years or hold a current certification per (F) below]:** | | | **Completion date** |
| (C) FHWA-National Highway Institute/[Course #FHWA-NHI-141045: “Real Estate Acquisition Under the Uniform Act: An Overview” [6 hrs]](http://www.nhi.fhwa.dot.gov/training/course_search.aspx?tab=0&key=141045&course_no=141045&res=1) (required for everyone); $0 cost. An overview of Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) - featuring elements of valuation, acquisition, and relocation. Course test results already on file with WisDOT; or, results are attached now. | | |  |
| *Applicant must also pass residential or business relocation course or both courses* | | |  |
| (D) IRWA/[Course 501: “Residential Relocation Assistance” [2 days]](http://www.irwaonline.org/eweb/dynamicpage.aspx?site=IRWA2010&webcode=501) (required for residential relocation authorization); $$$. Course test results already on file with WisDOT (must be in last three years); or, results are attached now. | | |  |
| (E) IRWA/[Course 502: “Business Relocation” [2 days]](http://www.irwaonline.org/eweb/dynamicpage.aspx?site=IRWA2010&webcode=502) (required for business relocation authorization); $$$. Course test results already on file with WisDOT (must be in last three years); or, results are attached now. | | |  |
| *Or, applicant must be currently certified as described* | | |  |
| (F) In lieu of IRWA courses, identify if certification is current for IRWA R/W RAC or R/W URAC. | | |  |
| **Required READS System Access & Training [must have completed (G) and either (H) or (I) below]:** | | | **Completion date** |
| (G) READS access was acquired as needed to perform relocation services work. | | |  |
| *And,* | | |  |
| (H) READS training and reference manual was reviewed online. | | |  |
| (I) READS instructor-led training was attended and completed. | | |  |
| **Required Resume & References:** **reference contact**s | | | **Reference contacts** |
| Resume is attached – provide contact information (name, email and phone) of, at minimum, two personal references who can verify applicant’s credentials. | | |  |

Reminder: Approval must be granted *prior* to beginning work on any project. Questions, contact: [DOT Real Estate BTS-RE - Madison](mailto:DOT%20Real%20Estate%20BTS-RE%20-%20Madison).