

IOWA DEPARTMENT OF TRANSPORTATION REQUEST FOR "LIMITED" ON-CALL RIGHT-OF-WAY ACQUISITION SERVICES

Right of Way Bureau, 800 Lincoln Way, Ames, Iowa 50010

CONTACT INFORMATION

Firm Name:	Address:		
City:	State:	ZIP Code:	Phone Number:
Project Manager Name and Title:	Project Manager Email Address:		

SUBCONSULTANT/SUBCONTRACTOR INFORMATION

(LIST ALL SUBCONSULTANTS/SUBCONTRACTORS THAT ARE EXPECTED TO BE UTILIZED)

Firm Name:	Address:		
City:	State:	ZIP Code:	Phone Number:
Services expected to be provided:			
Firm Name:	Address:		
City:	State:	ZIP Code:	Phone Number:
Services expected to be provided:			
Firm Name:	Address:		
City:	State:	ZIP Code:	Phone Number:
Services expected to be provided:			

By checking the boxes below, I am affirming that _____ is qualified and capable of performing these tasks:
(firm)

- ☐ Knowledge of the English language including punctuation, grammar, spelling, and sentence structure.
- ☐ Knowledge of state and federal laws, policies, and regulations relating generally to real estate and specifically to the basic activities of right of way acquisition.
- ☐ Ability to comprehend/interpret narrative, visual and numerical information pertinent to the appraisal process including property descriptions; road plans: cross-sections, topographic maps, plans/profiles; technical studies prepared by Department of Transportation: traffic counts; real estate laws, and zoning ordinances.
- ☐ Ability to calculate mathematical solutions utilizing addition, subtraction, multiplication, division, and percentages for such purposes as determining moving cost estimations and housing payments.
- ☐ Ability to recognize/assess errors or incompleteness in narrative, graphic, and pictorial information and material.
- ☐ Ability to communicate with others for purposes of gathering or explaining factual information or estimates; narrative, pictorial or graphic material; rights and courses of action; both orally and in writing.

- ☐ Ability to recognize/assess the significance of facts/data gathered by interviews and conversations, or by review of narrative and graphic material, or by inspections.
- ☐ Ability to relate to people non-abrasively for purposes of obtaining and/or exchanging factual information, ideas, and viewpoints.
- ☐ Ability to follow oral and written instructions and guidelines related to carrying out appraisal and right of way acquisition assignments.
- ☐ Displays high standards of ethical conduct. Refrains from dishonest behavior.
- ☐ Works and communicates with all clients and customers providing polite, quality professional service.
- ☐ Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently.
- ☐ Exchanges information with individuals or groups effectively by listening and responding appropriately.
- ☐ Must possess and maintain a valid driver's license
- ☐ Must possess a State of Iowa Real Estate License
- ☐ Ability to conform to the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Acts of 1970, as amended, Administrative Rule – 761 IAC Chapter 111, and the Department's acquisition manual.

I, _____, give this unsworn declaration executed under penalty of perjury of the laws of the United States and the State of Iowa that all the statements provided in this Right-of-Way Acquisition Services application are true and correct. Any false or misrepresentation of information shall result in denial or revocation of certification; and for initiating action under federal and/or state law concerning false statement, fraud or other applicable offenses.

Dated _____

State of _____ County of _____

Signed on _____
Date

By _____
Name(s) of individual(s) making statement