

# Architect, Engineer, & Related Services Annual Certification Form

Nebraska Department of Transportation • Project Development Division • Attn: Agreements Engineer  
 1500 Hwy 2 • PO Box 94759 • Lincoln NE 68509-4759

<b>DEPT. USE ONLY</b>
Contractor No.:

<p><b>Purpose:</b>          The policy of the State of Nebraska in procuring architectural, engineering and related professional services, is to consider for such work only firms which are certified to complete such services. This form is provided for that purpose. Interested firms must complete and submit this form to the Nebraska Department of Transportation Agreements Engineer at the address above.</p> <p><b>Instructions:</b>          Standard Work Categories:          Please indicate the type(s) of work your firm is interested in doing in Nebraska by placing a checkmark in the appropriate box or boxes. Numbers below correspond to numbers contained on the form.</p> <p>1. Firm Name and Address of Primary Office.</p> <p style="margin-left: 20px;">a. Indicate whether this form is being submitted on behalf of a parent firm or a branch office. (Branch office submissions must list only personnel in, and experience of, that office.)</p>	<p>b. Firm's Federal Identification Number, or Social Security Number in absence of Federal I.D. No.</p> <p>2. Date the firm was established under the name shown in item 1.</p> <p>3. Type of ownership, or legal structure, of the firm (sole proprietor, partnership, corporation, joint venture, etc.)</p> <p style="margin-left: 20px;">a. Certified Disadvantaged Business Enterprise.</p> <p>4. Branches or subsidiaries of larger or parent companies, or conglomerates, should insert the name and address of the highest tier owner.</p> <p style="margin-left: 20px;">Note: If the present firm is the successor to, or outgrowth of, one or more predecessor firms, show the name(s) of former entity(ties) and the year(s) of their original establishment.</p> <p>5. Name, title, email address, telephone, and FAX number of two Primary Contacts.</p>	<p>6. Office locations and total number of personnel for headquarters and branch offices.</p> <p>7. Total number of employees, by discipline, in the submitting office. While some personnel may be qualified in several disciplines, each person should be counted only once in accordance with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines and the number of people for each in the spaces provided.</p> <p>8. This completed form must be signed and dated by a principal of the firm.</p> <p><b>Note:</b> The Agreements Engineer will determine the firm's eligibility for certification and acknowledge by email writing within 30 days certification of the firm or the reasons for denial.</p>
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## Standard Work Categories

<p><b>Professional Services</b></p> <p>100 <input type="checkbox"/> Corridor Studies</p> <p>101 <input type="checkbox"/> Environmental Studies</p> <p style="margin-left: 20px;"><input type="checkbox"/> A. NEPA Studies Requires additional submittal. Requirements located at:  <a href="http://dot.nebraska.gov/media/6077/cert-instruc-nepa-studies.pdf">http://dot.nebraska.gov/media/6077/cert-instruc-nepa-studies.pdf</a></p> <p style="margin-left: 20px;"><input type="checkbox"/> B. Other Environmental Studies</p> <p>102 <input type="checkbox"/> Transportation Planning</p> <p>103 <input type="checkbox"/> Traffic Operation Studies</p> <p>104 <input type="checkbox"/> Traffic Operation Design</p> <p>105 <input type="checkbox"/> Highway Design - Major</p> <p style="margin-left: 20px;"><input type="checkbox"/> A. Rural</p> <p style="margin-left: 20px;"><input type="checkbox"/> B. Urban</p> <p>106 <input type="checkbox"/> Highway Design - Minor</p> <p style="margin-left: 20px;"><input type="checkbox"/> A. Rural</p> <p style="margin-left: 20px;"><input type="checkbox"/> B. Urban</p>	<p>107 <input type="checkbox"/> Bridge Design</p> <p style="margin-left: 20px;"><input type="checkbox"/> A. Major</p> <p style="margin-left: 20px;"><input type="checkbox"/> B. Minor</p> <p>108 <input type="checkbox"/> Railroad Design</p> <p>109 <input type="checkbox"/> Construction Inspection</p> <p style="margin-left: 20px;"><input type="checkbox"/> A. Bridge</p> <p style="margin-left: 20px;"><input type="checkbox"/> B. Roadway</p> <p style="margin-left: 20px;"><input type="checkbox"/> C. Traffic Control Devices</p> <p style="margin-left: 20px;"><input type="checkbox"/> D. Railroad Construction and Improvement Projects</p> <p>110 <input type="checkbox"/> Building Design and Inspection</p> <p>111 <input type="checkbox"/> Electrical and Mechanical Design</p> <p>112 <input type="checkbox"/> Railroad Planning</p> <p>113 <input type="checkbox"/> Intelligent Transportation Systems (ITS)</p>	<p><b>Support Services</b></p> <p>200 <input type="checkbox"/> Aerial Photography</p> <p>201 <input type="checkbox"/> Aerial Photogrammetry</p> <p>202 <input type="checkbox"/> Engineering Surveying</p> <p>203 <input type="checkbox"/> Geodetic Surveying</p> <p>204 <input type="checkbox"/> Land Surveying</p> <p>205 <input type="checkbox"/> Materials Testing</p> <p>206 <input type="checkbox"/> Pavement Design</p> <p style="margin-left: 20px;"><input type="checkbox"/> A. New Construction</p> <p style="margin-left: 20px;"><input type="checkbox"/> B. Resurfacing</p> <p>207 <input type="checkbox"/> Geological Studies</p> <p>208 <input type="checkbox"/> Bridge</p> <p style="margin-left: 20px;"><input type="checkbox"/> A. NBIS Bridge Inspections</p> <p style="margin-left: 20px;"><input type="checkbox"/> B. Load Rating</p> <p>209 <input type="checkbox"/> Hydraulic and Hydrologic Studies</p> <p>210 <input type="checkbox"/> ROW Design</p> <p style="margin-left: 20px;"><input type="checkbox"/> A. Land Ownership Research</p> <p style="margin-left: 20px;"><input type="checkbox"/> B. Right of Way Plans</p> <p style="margin-left: 20px;"><input type="checkbox"/> C. Legal Description and/or Plats</p> <p>211 <input type="checkbox"/> Public Involvement</p> <p>212 <input type="checkbox"/> Value Engineering</p> <p>300 <input type="checkbox"/> _____</p> <p>301 <input type="checkbox"/> _____</p> <p>302 <input type="checkbox"/> _____</p> <p>303 <input type="checkbox"/> _____</p> <p>304 <input type="checkbox"/> _____</p>
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<p>1. Firm Name and Address:</p>	<p>1a. Submittal is for:</p> <p style="text-align: center;"><input type="checkbox"/> Parent Company    <input type="checkbox"/> Branch</p> <p>1b. Federal I.D. No. or Social Security No.:</p>
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Name of Firm:

2. Year Present Firm Was Established:	3. Type of Ownership:	3a. Certified Disadvantaged Business Enterprise: <input type="checkbox"/> Yes <input type="checkbox"/> No
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4. Name of Parent Company and Address: *(If not in 1. above)*

5. Primary Contacts:

(1) Name	Title	Email Address	Telephone	Fax
2) Name	Title	Email Address	Telephone	Fax

6. Other Locations:

City	State	Number of Personnel
City	State	Number of Personnel

7. Personnel by Discipline: *(Primary Office)*

..... Administrative	..... Electrical Engineers	..... Landscape Architect	..... Surveyors, RLS
..... Architects	..... Engineering Technicians/Aides	..... Mechanical Engineers	..... Systems Engineers
..... Biologists	..... Environmental Scientists	..... Planners: Urban/Regional	..... Transportation Engineers
..... Chemical Engineers	..... Estimators	..... Public Involvement Specialist	.....
..... Civil Engineers	..... Estimators	..... Sanitary Engineers	.....
..... Construction Inspectors	..... Geologists	..... Sanitary Engineers	.....
..... Drafters	..... Hydrologists	..... Social Scientists	.....
..... Ecologists	..... Instrument/Rod/Chain Persons	..... Soils Engineer	..... <b>Total Personnel in Primary Office</b>
..... Economists	..... Interior Designers	..... Structural Engineers	.....

8. The foregoing is a statement of facts. *(Signature)*

<i>(Signature)</i>	Typed Name:	Title:	Date:
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