



## FINAL SELECTIONS for

### **RFQ-2424 Complete Streets Policy Implementation**

November 5, 2024

The following final selections have been made to provide services for the above referenced RFQ:

#### **TOOLE DESIGN GROUP, LLC**

Notice for consultants who are new to NDOT's team or have not recently worked for NDOT:

Before any agreements can be issued, Consultant must:

- Submit current Certificate of Insurance to: [NDOT.ConsultantInsurance@nebraska.gov](mailto:NDOT.ConsultantInsurance@nebraska.gov)  
general insurance requirements, example Certificate of Insurance (COI), and insurance checklist can be found at: <https://dot.nebraska.gov/business-center/consultant/insurance/>
- Submit an ICR schedule to: [NDOT.ControllerAuditRequests@nebraska.gov](mailto:NDOT.ControllerAuditRequests@nebraska.gov) if your firm's Indirect Cost Rate (Overhead) is not current,
- Submit an ACH/W-9 Form to Consultant Services staff, if your firm has not provided services for NDOT. The form can be found at:  
<https://dot.nebraska.gov/business-center/consultant/invoices/>
- Complete the DocuSign Electronic Signature Authorization Form found at <https://dot.nebraska.gov/business-center/consultant/docusign/> – submit to [NDOT.PDAnnualCertification@nebraska.gov](mailto:NDOT.PDAnnualCertification@nebraska.gov)
- Setup an OnBase account for invoicing. Invoices for services must be submitted thru NDOT's OnBase system. Information regarding setting up an account along with other information related to invoicing can be found at:  
<https://dot.nebraska.gov/business-center/consultant/invoices/>