

# 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 •  
**NDOT.PDAAnnualCertification@nebraska.gov**

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

**Purpose:**  
 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 at the email/address above.

**Instructions:**  
 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. See Standard Work Categories manual for minimum qualifications for each category.  
[https://dot.nebraska.gov/media/6081/ndor\\_std\\_wrk\\_categories.pdf](https://dot.nebraska.gov/media/6081/ndor_std_wrk_categories.pdf)  
 Numbers below correspond to numbers contained on the form.

1. Firm Name and Address of Primary Office.

- 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.)
  - b. Firm's Federal Identification Number, or Social Security Number in absence of Federal I.D. No.
2. Date the firm was established under the name shown in item 1.
  3. Type of ownership, or legal structure, of the firm (sole proprietor, partnership, corporation, joint venture, etc.)
    - a. Certified Disadvantaged Business Enterprise.
  4. Branches or subsidiaries of larger or parent companies, or conglomerates, should insert the name and address of the highest tier owner.
- 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.

5. Name, title, email address, telephone, and FAX number of two Primary Contacts.
  6. Office locations and total number of personnel for headquarters and branch offices.
  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.
  8. This completed form must be signed and dated by a principal of the firm.
- Note:** 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.

### Standard Work Categories

- Professional Services**
- 100  Corridor Studies
- 101  Environmental Studies
- A. NEPA Studies **Requires additional submittal. requirements located at:**  
<http://dot.nebraska.gov/media/6077/cert-instruc-nepa-studies.pdf>
- B. Other Environmental Studies
- 102  Transportation Planning
- 103  Traffic Operation Studies
- 104  Traffic Operation Design
- 105  Highway Design - Major
- A. Rural
- B. Urban
- 106  Highway Design - Minor
- A. Rural
- B. Urban

- 107  Bridge Design
- A. Major
- B. Minor
- 108  Railroad Design
- 109  Construction Inspection
- A. Bridge
- B. Roadway
- C. Traffic Control Devices
- D. Railroad Construction and Improvement Projects
- 110  Building Design and Inspection
- 111  Electrical and Mechanical Design
- 112  Railroad Planning
- 113  Intelligent Transportation Systems (ITS)

- Support Services**
- 200  Aerial Photography
- 201  Aerial Photogrammetry
- 202  Engineering Surveying
- 203  Geodetic Surveying
- 204  Land Surveying
- 205  Materials Testing
- 206  Pavement Design
- A. New Construction
- B. Resurfacing
- 207  Geological Studies
- 208  Bridge
- A. NBIS Bridge Inspections
- B. Load Rating
- 209  Hydraulic and Hydrologic Studies
- 210  ROW Design
- A. Land Ownership Research
- B. Right of Way Plans
- C. Legal Description and/or Plats
- 211  Public Involvement
- 212  Value Engineering
- 300  \_\_\_\_\_
- 301  \_\_\_\_\_
- 302  \_\_\_\_\_
- 303  \_\_\_\_\_
- 304  \_\_\_\_\_

1. Firm Name and Address:

1a. Submittal is for:  
 Parent Company     Branch

1b. Federal I.D. No. or Social Security No.:

Name of Firm:

<b>2. Year Present Firm Was Established:</b>	<b>3. Type of Ownership:</b>	<b>3a. Certified Disadvantaged Business Enterprise:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>4. Name of Parent Company and Address: (If not in 1. above)</b>				
<b>5. Primary Contacts:</b>				
<b>(1) Name</b>	<b>Title</b>	<b>Email Address</b>	<b>Telephone</b>	<b>Fax</b>
<b>2) Name</b>	<b>Title</b>	<b>Email Address</b>	<b>Telephone</b>	<b>Fax</b>
<b>6. Other Locations:</b>				
<b>City</b>	<b>State</b>	<b>Number of Personnel</b>		
<b>City</b>	<b>State</b>	<b>Number of Personnel</b>		
<b>7. Personnel by Discipline: (Primary Office)</b>				
..... Administrative	..... Electrical Engineers	..... Mechanical Engineers	..... Transportation Engineers	
..... Architects	..... Engineering Technicians/Aides	..... Planners: Urban/Regional	.....	
..... Biologists	..... Environmental Scientists	..... Public Involvement Specialist	.....	
..... Chemical Engineers	..... Estimators	..... Sanitary Engineers	.....	
..... Civil Engineers	..... Geologists	..... Social Scientists	.....	
..... Construction Inspectors	..... Hydrologists	..... Soils Engineer	.....	
..... Drafters	..... Instrument/Rod/Chain Persons	..... Structural Engineers	.....	
..... Ecologists	..... Interior Designers	..... Surveyors, RLS	..... <b>Total Personnel in Primary Office</b>	
..... Economists	..... Landscape Architect	..... Systems Engineers	.....	
<b>8. The foregoing is a statement of facts. (Signature)</b>		<b>Typed Name:</b>	<b>Title:</b>	<b>Date:</b>