



FINAL SELECTIONS
for
**RFQ-2417 Plans, Specifications, & Estimates
(PS&E) Review Services**

August 28, 2024

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

**KIRKHAM, MICHAEL & ASSOCIATES, INC.
BENESCH AND COMPANY/ALFRED**

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
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 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
- 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/>