



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Re: Consultant Certification Instructions & Guidance

To Whom It May Concern:

NDOT has implemented an electronic submittal process for NDOT Form 497's to request certification in one or more of NDOT's [Standard Work Categories](#). This new electronic submittal process will include certification for NEPA Services (Standard Work Categories 110-113).

The NDOT will no longer accept PDF/paper submittals of the NDOT Form 497.

Annual certification periods follow the State's fiscal years, July 1st-June 30th. Forms submitted May 1st through June 30th of each certification period will be evaluated for the next certification period. (ex. a May 21, 2023, submittal would be evaluated for the July 1, 2023, through June 30, 2024, certification period)

All firms with a current certification will be emailed a recertification notice on or after May 1st of each certification period. The email will be sent to the business email and all primary contact email addresses currently listed on their certification form.

Link to create a new vendor certification request form:

<https://ecmndotp.nebraska.gov/AppNet/UnityForm.aspx?d1=AUa0CIL0lqmxC6%2fkg2eabc5fV7whHlz1uRYJnxa2QQNqghSbbE1fWEfNg7PB%2bQlxvcksj%2bl3Clh8f914zjeWK9kyzWB4doBE0yjhqPfCq5g15rYUycJgHt3ShJYz%2b%2fSBWm5NyIXPecWfwGy03RiuYFAeLkxd1SoZPuZNdtWHbERzOko8Eg7bBMMdXiFK221wse%2fZq2CEiYcDQzPqp6fbEWA6bse6skc56kwmyttRry2M%2b>

If you are an existing certified vendor and want to make changes to your certification information, such as to change your address, and or change a primary contact, and or change standard work categories, you may request a recertification link be emailed to you by sending an email request to: ndot.pdAnnualCertification@nebraska.gov.

You may review your certification information and standard work categories [here](#) and selecting 'Certified Consultant Search' (by Name or Category).

Following is a visual of the electronic form and a brief walkthrough.

Firm information will be viewable on NDOT's Consultant Certification page. Please use your firm's primary address for doing business with NDOT.

Architect, Engineer, & Related Services Annual Certification Form

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.

Firm Information – Firm information below will show up on NDOT's list of certified consultants

Vendor Name *	Business Phone Number *
Address 1 *	Business Email Address *
Address 2	Confirm Email Address *
City *	State (Capitalized) *
Zip Code *	Certification Expiration Date:

Up to 3 Primary Contacts may be listed on each certification. Recertification links are emailed to primary contacts beginning May 1st each year.

Primary Contact Information

Primary Contact Limit of 3 Add

Name *	Title	Email Address *	Telephone *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Remove

Select to add Standard Work Categories you firm requests to be certified for. When selecting the work category "110 – NEPA Studies", NEPA contact information must be added as well as specific documentation on your firm's qualifications. See [Instructions for NEPA Studies Certification](#) for additional information.

Standard Work Categories

Select a work category from the list below to add it to the list of standard work categories your firm is seeking qualification for. See the [Standard Work Categories manual](#) for minimum qualifications for each category.

Select a Work Category

Your Firm's Standard Work Categories Add

102 – TRANSPORTATION PLANNING	Remove
110 – NEPA STUDIES – (UNCLASSIFIED)	Remove
115 – OTHER ENVIRONMENTAL STUDIES	Remove
<input type="text"/>	Remove

NEPA Studies Requirements

NEPA Studies requires additional information. The requirements located at: <https://dot.nebraska.gov/media/6077/cert-instruc-nepa-studies.pdf>

NEPA Contact Full Name * NEPA Contact Email * NEPA Contact Phone *

Attachment(s)

Additional NEPA Documentation Needed: *

Attach NEPA Documentation

Like on the paper form, please provide the number of employees in each discipline your company has available for NDOT projects. This should NOT include any employees of a subconsultant.

Personnel by Discipline:		
Enter the 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.		
Administrative <input type="text"/>	Electrical Engineers <input type="text"/>	Mechanical Engineers <input type="text"/>
Architects <input type="text"/>	Engineering Technicians/Aides <input type="text"/>	Planners: Urban/Regional <input type="text"/>
Biologists <input type="text"/>	Environmental Scientists <input type="text"/>	Public Involvement Specialist <input type="text"/>
Chemical Engineers <input type="text"/>	Estimators <input type="text"/>	Sanitary Engineers <input type="text"/>
Civil Engineers <input type="text"/>	Geologists <input type="text"/>	Social Scientists <input type="text"/>
Construction Inspectors <input type="text"/>	Hydrologists <input type="text"/>	Soils Engineer <input type="text"/>
Ecologists <input type="text"/>	Instrument/Rod/Chain Persons <input type="text"/>	Structural Engineers <input type="text"/>
Economists <input type="text"/>	Interior Designers <input type="text"/>	Other (## - Description) <input type="text"/>
Systems Engineers <input type="text"/>	Transportation Engineers <input type="text"/>	Other (## - Description) <input type="text"/>
Surveyors, RLS <input type="text"/>	Landscape Architect <input type="text"/>	Other (## - Description) <input type="text"/>

Confirmation of certification submittals and notification of approvals will be sent to this contact. This person must also be authorized to submit this form on behalf of the firm.

Your Contact Information – Confirmation of your submittal will be sent to this email address	
Your Full Name: * <input type="text"/>	Your Email: * <input type="text"/>

By submitting this document, I certify that I am authorized to make these representations on behalf of the firm, that I have completed a diligent investigation to provide the information set out above, and that the information set out above is true, accurate, and complete to the best of my knowledge and belief.