



Pete Ricketts
Governor

STATE OF NEBRASKA

DEPARTMENT OF ROADS

Kyle Schneeweis, P.E., Director

1500 Highway 2 • PO Box 94759 • Lincoln NE 68509-4759

Phone (402) 471-4567 • FAX (402) 479-4325 • www.roads.nebraska.gov

February 17, 2016

Re: Annual Consultant Certification

To Whom It May Concern:

In accordance with Rev. Neb. Stat. §81-1712 (3), any consulting firm desiring to provide professional services on State or Federal-aid projects in the State of Nebraska must first be certified by the Nebraska Department of Roads (NDOR). The 2017 fiscal year annual certification period for the NDOR is July 1, 2016, through June 30, 2017. This document outlines the general certification process. Consulting firms who submit certifications through May 31st, and are accepted, will be included in the Certified Consultants List on NDOR's website. For firms also wishing to be qualified for NEPA Studies, please review the additional requirements on NDOR's website at <http://www.transportation.nebraska.gov/rfp> ([LINK](#) directly to file).

DR Form 497

The NDOR has developed an Architect, Engineer & Related Services – Annual Certification Form (DR Form 497) to be submitted by interested consulting firms. Microsoft Word and PDF formats of the form are located on NDOR's website.

Electronic Submittal (Preferred)

Completed DR Form 497 is to be submitted to DOR.PDAnnualCertification@nebraska.gov. The consultant may elect one of the following methods:

1. Download the DR Form 497 in Microsoft Word format, complete electronically, include a digital signature, and then attach it to your email submittal.
2. Download the DR Form 497, complete electronically and print or print and complete by hand, sign the form and then scan and attach it to your email submittal.

Paper Submittal

The NDOR will, if necessary, accept paper submittals of the DR Form 497. Submittals may be mailed or hand-delivered to the following address:

Nebraska Department of Roads
Attn: Information Processing Center
PO Box 94759
Lincoln NE 68509-4759

Non USPS address:
1500 Highway 2
Lincoln, NE 68502

Electronic Notifications

An automated email reply will be sent upon receipt of an electronic submittal. An acceptance or rejection notice will be sent upon review of the DR 497 (typically within 30 days). Notification will be made to the sender's email address (or if not submitted electronically, to the email address provided on the form). Certification will be effective upon email notification of acceptance.

To Whom It May Concern

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Contact

Contacts for additional information or questions regarding the certification process:

General Certification: Brad Reid, (402) 479-3566, brad.reid@nebraska.gov

NEPA Certification: Jason Jurgens, (402) 479-4418, jason.jurgens@nebraska.gov

Planning and Project Development Division