



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: National Environmental Policy Act (NEPA) Studies Qualifications

To Whom It May Concern:

The Nebraska Department of Roads (NDOR) is now accepting NEPA Studies qualification submittals through May 1, 2016, for the NEPA Studies certification period of July 1, 2016, through June 30, 2017. Consulting firms or Local Public Agencies (LPA) that desire to prepare Categorical Exclusions, Environmental Assessments, and/or Environmental Impact Statements for Nebraska Federal-Aid Transportation Projects administered by NDOR, must be certified by NDOR per the instructions below. Consulting firms who submit certifications through May 1st, and are accepted, will be included in the Certified Consultants for NEPA Studies List on NDOR's website. Current list of certified firms is available at: <http://www.transportation.nebraska.gov/rfp/downloads/pdf/cert-list-NEPA.pdf>

NEPA Studies Qualifications

The *Instructions on NEPA Studies Qualifications* documentation is attached and can be found on the NDOR's website www.transportation.nebraska.gov/rfp. A paper copy of the instructions can be requested by calling the Planning & Project Development Division at (402) 479-4795.

Submittal Requirements

The completed qualifications package must be submitted in electronic form (1 CD) and to the contact listed below. If a certified firm has no changes to their previously submitted qualifications package, only a letter of notification indicating the names of certified staff is required (refer to Section D. of the instructions). The "no changes" notification may accompany the DR 497 or be sent separately to the address below.

Nebraska Department of Roads
Planning & Project Development Division
Attn: Environmental Section NEPA Certifications
PO Box 94759
Lincoln NE 68509-4759

Non USPS address:
1500 Highway 2
Lincoln, NE 68502

Submittal Deadline

The deadline for submitting the qualifications package is **May 1, 2016 at 5:00 pm**. No exceptions to this deadline will be given.

Contact

For any questions with the NEPA Certification process, please contact Jason Jurgens at (402) 479-4418 or jason.jurgens@nebraska.gov

Planning and Project Development Division



Nebraska Department of Roads Instructions for NEPA Study Qualifications Submittal for Certification Period July 1, 2016 – June 30, 2017

NOTE: ALL FIRMS MUST RESPOND TO THE CERTIFICATION PROCESS EACH YEAR, SEE SUBMITTAL REQUIREMENTS FOR CERTIFIED FIRMS WITH NO CHANGES.

Consulting Firms or Local Public Agencies (LPAs) that desire to prepare Categorical Exclusions, Environmental Assessments, and/or Environmental Impact Statements for Nebraska Federal-Aid Transportation Projects administered by the Nebraska Department of Roads (NDOR) must first be approved by NDOR. This is done by demonstrating qualified education and experience by the firm or LPA Project Manager, Principle NEPA Author and Key Personnel. The consulting firm or LPA must employ at least one designated Project Manager and Principle Author as described below. The Project Manager and Principle Author may be the same person.

The instructions below detail the NDOR NEPA Study Qualifications submittal requirements for firms and LPAs.

A. **Requirements of the Consulting Firm or LPA Project Manager and Principle NEPA Author:**

Note: The Project Manager and Principle Author can be the same person.

1. A Project Manager is a current employee that possesses either:

- A Bachelor of Science or Arts degree in the field of environmental science, planning, engineering or a closely related field, (*i.e. Biology, Natural Resources, Geology, Geography, Landscape Architecture*) **AND** a minimum of three (3) years experience in NEPA document preparation.

OR

- A Master of Science or Arts degree or higher (*in one of the fields listed above*) **AND** a minimum of two (2) years experience in NEPA document preparation.

2. A Principle Author is a current employee that possesses the following training and experience:

- Demonstrated experience in preparing **Acceptable** Categorical Exclusions and/or Environmental Assessments and Environmental Impact Statements.
 - **“Acceptable”** means NEPA documents that were approved by the Federal Highway Administration, in Nebraska or other states. Desired: have minimal document revisions, contain quality authorship and resource reviews, and meet project schedules.
- Certificate(s) of completion of the National Highway Institute (NHI) “Introduction to NEPA and the Transportation Decision-making Process Course (NHI-142052).”
- Completion of additional NHI/FHWA NEPA courses is preferred (*include certificates in submittal*).
- Demonstrated experience authoring NEPA documents for transportation projects (*identify specific projects in Table 1*).

- Training and/or experience in the following desired disciplines (*detail experience in these Items in Table 2*): historic preservation & cultural resource coordination (Section 106), 4(f), 6(f), Public Involvement, Environmental Justice, etc.

B. NEPA Specialty Area Requirements of Key Personnel/Sub Consultants:

Training certificates for current staff or Sub Consultant(s) **must** be included in the submittal to demonstrate training and experience in each study area below.

1. **Noise Studies**

- Certificate(s) of training from a noise modeling school. Training must include TNM 2.5, (or a later version of TNM) and the firm/LPA must possess the software to run the model.
- Demonstrated experience completing Department of Transportation and/or NDOR approved noise studies on transportation projects (*identify current staff/sub consultant(s) and specific projects in Table 1*).

2. **Air Quality Studies**

- Certificate(s) of training in Mobile Vehicle Emissions Simulator (MOVES).
- Firm must possess the software to run the MOVES model.
- Certificate(s) of training in CALINE-3 or an equivalent FHWA approved software for dispersion modeling near highways and arterial streets.
- Certificate(s) of training in CAL3QHC or an equivalent FHWA approved software for obtaining emissions at roadway intersections.
- Firm or LPA must possess an approved dispersion model and intersection emission modeling software.
- Demonstrated experience completing air studies on transportation projects (*identify current staff/sub consultant(s) and specific projects in Table 1*).

3. **Wetlands**

- Certificate(s) of training indicating completion of a wetland delineation training course for jurisdictional wetlands as defined by the most current Army Corps of Engineers Wetlands Delineation Manual.
- Meet criteria of the NDOR Qualified Scientist Qualification Requirements, (<http://www.transportation.nebraska.gov/gov-aff/environmental.html>)
- Demonstrated experience conducting: (*Identify current staff/sub consultant(s) and specific projects in Table 1, demonstrating experience with the following activities*).
 - Wetland delineations per the current Army Corps of Engineers Wetlands Delineation Manual, as applicable.
 - Preliminary Wetland Reviews/Jurisdictional Determinations
 - 404 permitting

4. **Hazardous Waste**

- Training certificate(s) in ASTM Phase I / Phase II Environmental Site Assessment Training.
- Experience in conducting, preparing and documenting ASTM Phase I/Phase II Environmental Site Assessments (*identify current staff/sub consultant(s) and specific projects in Table 1*).

5. **Threatened & Endangered Species**

- Certificate(s) of training in the preparation of Biological Assessments. Include in your submittal a list of any staff that attended the NDOR NEPA On-Call Consultant Threatened and Endangered Species training.

- Experience in preparation of Biological Assessments and/or Biological Evaluation Forms (*identify current staff/sub consultant(s) and specific projects in Table 1*).

C. **NEPA Qualification Submittals will be judged on the following Criteria:**

The firm or LPA must have a minimum of a Project Manager, a Principle Author (meeting the requirements listed in Section A) and demonstrate that they meet the qualification requirements in three (3) NEPA Specialty Areas listed in Section B. In order to be considered for EA and/or EIS qualification, the Project Manager and Principle Author must demonstrate that they have authored an acceptable EA(s) and/or EIS(s) (*use a format consistent with attached Table 1*).

- Qualifications of the Project Manager and Principle Author as detailed in Section A
- Qualifications of Key Personnel and Sub Consultants as detailed in Section B
- Certificates of training as detailed in Section B
- Experience of Key Personnel, LPA and/or the Consulting Firm which must be detailed in a format consistent with Table 1
- Experiences of Project Manager, Principle Author and Key Personnel of the qualified firm or LPA, and/or the Sub Consulting Firm(s) must be detailed in a format consistent with Table 1 & 2
- Past performance and quality
- Example CE or EA documents (for new firms)

D. **Submittal Requirements-**

NOTE: Firms/LPAs currently certified for NEPA Studies that have no changes to the Project Managers, Principle Authors, Key Personnel, and/or Subconsultants, need only submit a letter notification to reaffirm the names of the employees. Firms/LPAs failing to notify NDOR they have no changes are subject to removal from NDOR's 'Certified Consultants for NEPA Studies' list. This notification may accompany the firms DR 497 annual certification submittal.

One (1) CD of all the submittal items listed below must be submitted to be considered (no hard copies required):

- A DR 497 Form (<http://www.transportation.nebraska.gov/rfp/downloads/pdf/dr497.pdf>)
- A list of projects the Firm or LPA has completed where current employees/sub consultants have been project manager, principal author, or key personnel in the preparation of NEPA documents. Include projects that current employees/sub consultants completed with a different employer(s) (*use the format of the attached Table 1*).
- Detailed resumes of each project manager, principle author and key personnel that will be used to prepare NEPA documents and for quality assurance. Include a listing of completed projects approved by FHWA where the employee has been substantially involved (*use the format of the attached Table 1*).
- Project Experience Summary – List approved documents. Identify specific services provided by your firm/LPA and sub consultant(s) for each project (*use the format of the attached Table 2*).

- Describe other experiences with specific environmental studies provided by your firm/LPA and sub consultant(s) that might contribute to your NEPA qualifications.
- Copies of certificates of training (including in house training) as mentioned in Section B above must be included in the submittal.
- List of supporting sub consulting firm(s) the firm/LPA will draw upon to conduct specialty area environmental studies not included in the firm's/LPA's experience and expertise.
 - Include sub consulting firm's name, address, telephone number, key contact and indicate whether or not the sub consulting firm(s) and the firm/LPA have worked together on previous projects. Include the sub consulting firm's Statement of Qualifications.
- Identification of the NEPA document type(s) the firm/LPA wish to be considered for qualification (CE, EA and/or EIS).
- Firms not already certified by NDOR must submit an example CE they authored and that was approved by FHWA within the past 5 years. If seeking qualification for EA/EIS document preparation, submit an example EA they authored that was approved by FHWA with the past 5 years.
- Firms not already certified by NDOR must submit a minimum of three (3) references.

Address Submittal (1 CD) to:

Nebraska Department of Roads

Attention: P&PD Division – NEPA Certification

P.O. Box 94759

Lincoln, NE 68509-4759

Non USPS address:

1500 Highway 2

Lincoln, NE 68502

Submittal Deadline: May 1, 2016 at 5:00pm. No extensions will be granted.

Contact: Jason Jurgens, NDOR Environmental Section Manager, Phone: (402) 479-4418, Email: jason.jurgens@nebraska.gov

E. Certification Information:

- Certification periods begin on July 1st and end on June 30th of each year. Firms/LPAs not initially certified at the beginning of a certification period may request to be evaluated or reevaluated at the beginning of the next certification period.
- Any changes in the Project Manager, Principle Author, key personnel, and/or sub consultants for any currently certified firm/LPA **MUST** be sent to NDOR within 30 days of change. Detailed resumes shall be included with notifications. Firms/LPAs failing to notify NDOR are subject to removal from NDOR's Certified Consultants for NEPA Studies list.

Table 1
Current Employee and Sub Consultant Project Experience

Employee	Firm's NEPA Projects	Arlington Expressway	I-80/680 Interchange	Westport Beltway	Hyland East	US-83 North	I-480 North
Joe Doe, P.E. (Sub Consultant-HNB)		W, T	W, T	W, T	W, T	W, T	W, T
Jane Doe, C.P.G. (Primary Firm-LBT)		PM	PA	PM, PA	PM	PA	PA
Jack Rush (Primary Firm-LBT)		PA	PM		PA	PM	PM
Jill Jones (Sub Consultant-GMW)		N, A, HW	N, HW	N, A	HW	N, HW	HWS
Sam Wilson, P.E. (Primary Firm-LBT)		HC	HC	HC	HC	HC	HC
Project Location		Nebraska	Nebraska	New York	Colorado	Missouri	Texas
Date of NEPA Document Approval		1/3/2011	9/12/2010	5/7/2011	3/7/2011	7/3/2010	11/9/2011

- PM = Project Manager for NEPA Project
PA = Principal Author of NEPA Document
N = Noise Technical Specialist
A = Air Quality Technical Specialist
HC = Historic Preservation & Cultural Resources Technical Specialist
HW = Hazardous Waste Technical Specialist
T = Threatened & Endangered Species Technical Specialist
W = Wetland Technical Specialist

Table 2
Consulting Firm's or LPA's NEPA Project Experience

	CE	EA	EIS	Wetland Delineation/Permitting/Mitigation	Threatened and Endangered Species Studies	Air Quality Studies	Noise Analysis/Abatement	Section 106 Resource Coordination	Public Involvement Process	Environmental Justice Evaluation	4(f)	6(f)	Date of Final NEPA Document Approval
Arlington Expressway		✓		✓	✓			✓		✓			1/3/2011
I-80/680 Interchange			✓	✓	✓	✓	✓	✓	✓	✓	✓		9/12/2010
Westport Beltway		✓		✓	✓	✓	✓	✓	✓	✓		✓	5/7/2011
Hyland East	✓			✓	✓			✓		✓	✓		3/7/2011
US-83 North			✓	✓	✓			✓	✓	✓			7/3/2010
I-480 North		✓		✓	✓	✓	✓	✓	✓	✓	✓		11/9/2011

cert-instruc-NEPA-studies