



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ROADS

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February 1, 2012

RE: NEPA Studies Certifications

To Whom It May Concern:

The NEPA Studies Qualification period for the Nebraska Department of Roads (NDOR) will begin on February 1, 2012 and concludes on April 1, 2012 at 5:00 pm. 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.

NEPA Studies Qualifications

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

Paper Submittal

The completed qualifications package must be submitted in hard copy form (5 hard copies and 1 CD) to the contact listed below. No electronic submittals will be accepted.

Nebraska Department of Roads

Attention: Planning & Project Development Division

P.O. Box 94759

Lincoln, NE 68509-4759

Submittal Deadline

The deadline for submitting the qualifications package is **April 1, 2012 at 5:00 pm**. No exceptions to this deadline will be given.

For any questions with the NEPA Certification process, please contact Allison Zach

Phone: (402) 479-3632, Email: allison.m.zach@nebraska.gov.

Sincerely,

Dawn Y. Knott, P.E.

Agreements Engineer

Planning & Project Development



Nebraska Department of Roads Instructions for NEPA Study Qualifications Submittal

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 produced 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

D. **Submittal Requirements**-5 hard copies & 1 CD of all the submittal items listed below must be submitted to be considered:

- A DR 497 Form (<http://www.roads.nebraska.gov/rfp>)
- 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).

Address Submittals (5 Hard Copies & 1 CD) to:

Nebraska Department of Roads

Attention: Planning & Project Development Division

P.O. Box 94759

Lincoln, NE 68509-4759

Submittal Deadline: April 1, 2012 at 5:00pm. No extensions will be granted.

Contact: Allison Zach, NDOR Biologist, Phone: (402) 479-3632, Email: allison.m.zach@nebraska.gov.

E. **Certification Information:**

- Firms/LPAs selected by NDOR shall be qualified for 2 years.
- Firms/LPAs not approved and desiring to be evaluated or reevaluated will be given the opportunity to do so annually between February 1 and April 1.
- Any changes in the Project Manager, Principle Author, key personnel, and/or sub consultants **MUST** be sent to NDOR within 30 days.

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