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## Department Memorandum

Idaho Transportation Department

ITD 0500 (Rev. 07-17)  
itd.idaho.gov

**DATE:** November 28, 2022

**Program Number(s)**

**TO:** All Consultants  
ITD Districts 1-6  
LHTAC  
ACHD

**Key Number(s)**

**FROM:** Monica Crider, PE *MC*  
State Design Engineer

**Program ID, County, Etc.**

**RE:** State Design Engineer Memo #1

The Biological Studies Service Category has been updated to include education and experience requirements. To qualify as a Biologist under this service category, you must have at least a bachelor's degree in Biology or similar degree or at least 2 years' experience conducting field work and writing biological technical reports primarily for NEPA documentation. A combination of education and experience could also suffice. With the appropriate education and experience, there are also two specialties that you may qualify for Botanist and Fisheries Biologist.

The above changes have been applied to [Category of Service Definitions](#) and [Request for Qualifications \(RFQ\)](#) available on Consultant Services webpage: [ITD Portal - Home \(idaho.gov\)](#).

Due to these changes, consultants currently approved and listed on category E6 (Biological Studies) have been moved to category E6a (Biologist). They should meet the updated requirements for E6a (Biologist) when they are going to extend or renew their term agreements. Consultants meeting the requirements of category E6b (Botanist) or E6c (Fisheries Biologist) based on [Category of Service Definitions](#), are encouraged to apply for the category by going through the process illustrated in revised [Request for Qualifications \(RFQ\)](#).

If you have any questions or concerns, please contact Mohsen Amiromojahedi, Consultant Services Engineer at 208-334-8414 or at [mohsen.amirmojahedi@itd.idaho.gov](mailto:mohsen.amirmojahedi@itd.idaho.gov).