



Charles D. Baker, Governor  
Karyn E. Polito, Lieutenant Governor  
Stephanie Pollack, MassDOT Secretary & CEO

**massDOT**  
Massachusetts Department of Transportation

*DBE Certification Office | MassUCP*

October 19, 2017

Ms. Alice Domm  
Richard Grubb and Associates, Inc.  
259 Prospect Plains Road, Building D  
Cranbury, NJ 08512

**This letter serves as sole and exclusive proof of your firm's DBE certification**

Dear Ms. Domm:

Congratulations! The Massachusetts Unified Certification Program (MassUCP), is pleased to notify you that your company has been certified as a disadvantaged business enterprise (DBE). We will list your firm in the Massachusetts Central Register and our DBE Directory as certified in the following **NAICS Codes(s): 541720, 541620, 541618, 541690 and 115310** with the certified business description of **CULTURAL RESOURCE COMPLIANCE SERVICES (TRANSPORTATION), ARCHITECTURAL HISTORY, HISTORICAL RESEARCH & ARCHEOLOGICAL NEEDS – INCLUDING PUBLIC INVOLVEMENT, INTERPRETATION & CONSULTING, CULTURAL RESOURCE SURVEYS, STATE HISTORICAL PRESERVATION OFFICE (SHPO)**. We commend you on your new certification and wish you success over the coming year.

Your firm's designation as a DBE will appear in the Massachusetts Central Register and the DBE Certified Business Listing of eligible firms for federal-aid transportation projects.

As a DBE, you must inform the MassUCP in writing of changes affecting your size, disadvantaged status, ownership, control requirements or in any of the information provided in your application form. Changes in management responsibility among members of a limited liability company are covered by this requirement. You must attach supporting documentation describing in detail the nature of such changes. The notice must take the form of an affidavit sworn to by the owners of the firm before a person who is authorized by state law to administer oaths or of an un-sworn declaration executed under penalty of perjury of the laws of the United States. You must provide the written notification within thirty (30) days of the occurrence of the change. If you fail to make timely notification of such a change, you will be deemed to have failed to cooperate under 49 CFR 26.109(c).

You must update your firm's DBE certification, if it continues to meet the applicable criteria, on or before your firm's certification anniversary date of **October 19, 2018** each year. To do so, you will need to submit:

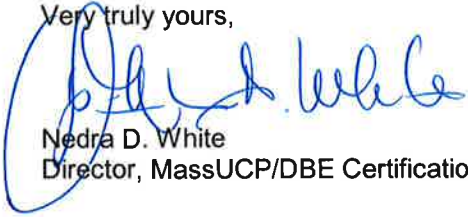
1. No Change Affidavit (**will be sent with the reminder letter**)
2. A **signed** copy of your company's, and all of its affiliates', U.S. Tax Returns including all schedules and attachments for the year(s) indicated.
3. If a sole proprietor, a **signed** copy of your Schedule C. for year(s) indicated.
4. A **notarized statement** of the **number** of full- and part-time employees (including owner) for each year indicated.
5. For out of state companies, please provide a copy of your most recent certification letter from your home state.

MassUCP reserves the right to monitor, perform random spot checks, re-evaluate the firm or revoke the firm's certification if it no longer meets the certification criteria.

If you have changed your company name or address, please notify Ms. Nedra D. White, in writing on the company's letterhead in order to update your state vendor file.

During the period of your certification, if you have further questions regarding annual reviews, please contact Ms. Nedra D. White, Director of DBE Certification, at (857)368-8659.

Very truly yours,



Nedra D. White  
Director, MassUCP/DBE Certification Office