

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



Department of Administration  
OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY  
**Minority Business Enterprise Compliance Office**  
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Providence, RI 02908-5860  
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November 17, 2017

Ms. Alice Domm Esq.  
Richard Grubb and Associates, Inc., d/b/a RGA  
259 Prospect Plains Road, Building D  
Cranbury, NJ 08512

Dear Ms. Domm:

Pursuant to 49 CFR 26.85(b) – Interstate DBE Certification, please be advised that the MBE Compliance Office, acting as certification agent for RIDOT, RIAC, and RIPTA, has certified your firm as a **DBE** under the U.S. DOT DBE Program. Your “Disadvantaged Business Certification Number” which you can utilize as proof of your status is MBCN 1901. Your company has been approved as a **DBE** to conduct business primarily as a “**cultural resource compliance services (transportation); architectural history; historical research and archaeological needs including public involvement, interpretation and consulting; cultural resource surveys; historical preservation office**” firm under primary NAICS Code 541690 and additional NAICS Codes 115310, 541618, 541620, 541720.

Please note that it is your responsibility to notify the MBE Compliance Office of any changes in circumstance affecting your ability to meet size, disadvantaged status, ownership, or control requirements, or any material change in the information provided in your application form, within 30 days of such changes. The notice must take the form of an affidavit sworn to by the applicant before a person who is authorized by state law to administer oaths or of an unsworn declaration executed under penalty of perjury of the laws of the United States. Additionally you must attach supporting documentation describing in detail the nature of such changes. Failure to make timely notification of such a change will result in administrative removal of certification for failure to cooperate under 49 CFR 26.109(c).

In order to maintain your certification as a DBE, you must submit your annual review package sixty (60) days prior to your annual review date of **11/30/2018**, and annually each year thereafter. Your annual review package must include: (a) a completed No Change Affidavit (enclosed); (b) current corporate federal tax returns, including all federal schedules and attachments, for the applicant firm and any affiliate firms, if applicable; (c) copy of your current certification letter from your home state UCP if firm is not based in Rhode Island,

and (d) copy of pertinent Rhode Island licenses if business is operating in a licensed industry. Failure to submit your annual review package will also result in an administrative removal of your certification.

Finally, please note that under Chapter 7 of the Rhode Island General Laws, no foreign entity can conduct business in Rhode Island without first procuring a certificate of authority from the Secretary of State. Additionally, RIGL Chapter 5-65 states that “[a] person shall not undertake, offer to undertake, or submit a bid to do work as a contractor on a structure or arrange to have work done unless that person has a current, valid certificate of registration for all construction work issued by the [Rhode Island Contractor’s Registration and Licensing Board].” Exceptions to this requirement are contained within 5-65-2. DBEs are no exception to this rule. The mere Rhode Island certification of a DBE is not registration with the RI Secretary of State’s Office or the Rhode Island Contractors’ Registration and Licensing Board.

We wish you success in the DBE Program and if we can be of further assistance to you, please contact this office.

Sincerely,



Dorinda L. Keene  
Assistant Administrator – MBE Compliance

Cc: Melissa Francisco – RIDOT  
James Vincent – RIPTA  
Jeffrey Goulart – RIAC