



RECEIVED

MAR 30 2016

March 24, 2016

Walter H. Noyes, President  
George William Stephens, Jr.  
and Associates, Inc.  
4692 Millennium Drive  
Suite 100  
Belcamp, MD 21017

**SBE Annual Update:** March 24, 2017

Dear Mr. Noyes:

Your firm's application for certification as a Small Business Enterprise (SBE) with the Washington Metropolitan Area Transit Authority (WMATA) has been approved. Your firm is subject to the small business requirements found in the DBE program regulations, *Title 49, Code of Federal Regulations, Part 26, as amended* and all laws of this jurisdiction applicable to the transaction of business.

Your firm is eligible to participate as an SBE on WMATA federally-assisted transportation projects, under \$500,000, for business activity described under the following list of approved North American Industry Classification System (NAICS) Code(s):

<u>NAICS CODE</u>	<u>DESCRIPTION</u>
541320	Landscape Architectural Services
541330	Engineering Services
541360	Geophysical Surveying and Mapping Services
541370	Surveying and Mapping (Except Geophysical) Services

If you wish to add/replace your list of approved NAICS Codes, you must make a request in writing with supporting documentation. Firms desiring to do business with WMATA must go online at [www.wmata.com](http://www.wmata.com) and register as a vendor in the Vendor Registration System.

As a certified SBE, you are required to submit an annual SBE No Change Statement by the date shown above. You must also submit the following: a) signed and notarized Personal Financial Statement; b) signed copy of the firm's Federal Income Tax Return for that year, including attachments; and c) signed copy of the 51% owner(s) Federal Income Tax Return(s), including attachments.

Copies of the above forms may be found on WMATA's website under Doing Business with Metro link. The SBE No Change Statement, including the supporting documentation, should be mailed on or before the date of the **SBE Annual Update** to:

**Washington  
Metropolitan Area  
Transit Authority**

600 Fifth Street, NW  
Washington, D.C. 20001  
202/962-1234

By Metrorail:  
Judiciary Square-Red Line  
Gallery Place-Chinatown  
Red, Green and  
Yellow Lines

A District of Columbia  
Maryland and Virginia  
Transit Partnership

Mr. Walter H. Noyes  
George William Stephens, Jr.  
and Associates, Inc.  
Page 2

Washington Metropolitan Area Transit Authority  
Attn: DBE Office  
8201 Ardwick Ardmore Road  
Landover, MD 20785

**In accordance with *Title 49 CFR, Part 26*, this certification remains valid, subject to the submission of the annual notarized “No Change” affidavits attesting to your continued status as a small business.** If a change in ownership, control or management of this firm occurs during the certification period, you must complete and submit an SBE Notice Regarding Change within 30 days of the change.

If the firm exceeds the size standard in any of its approved NAICS Codes, it is no longer certified as a Small Business Enterprise (SBE) under that specific NAICS Code. If a firm exceeds the size standards in all of its approved NAICS Codes or the established Personal Net Worth standard, it is no longer eligible to participate as a SBE under the Federal U.S. Department of Transportation Program.

Any questions, please contact Betty Toulson, Coordinator, Small Business Programs at 202-962-2475 or via email at [bvtoulson@wmata.com](mailto:bvtoulson@wmata.com)

Sincerely,



Debra Farrar-Dyke  
Manager, DBE & Liaison