

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



Department of Administration
Office of Diversity, Equity and Opportunity (ODEO)
Minority Business Enterprise Compliance Office
One Capitol Hill, 3rd Floor
Providence, RI 02908-5860

Office: (401) 574-8670
www.mbe.ri.gov

April 1, 2016

Ms. Pamela Welch
Welch Associates Land Surveyors, Inc.
218 North Main Street
West Bridgewater, MA 02379

Dear Ms. Welch:

Based on the annual review package provided by you, a determination has been made that your firm remains eligible for certification as a **DBE**. Be advised that the MBE Compliance Office, acting as certification agent for RIDOT, RIAC, and RIPTA, has determined that your firm continues to meet the certification criteria as established by U.S. DOT under 49 CFR Part 26. The number that you may utilize as proof of your certification is MBCN 725. Your company has been approved as a **DBE** to conduct business primarily as a “**professional land surveyors, land surveying services, design and consulting services to architects, engineers, and general contractors**” firm under primary NAICS Code 541370.

Please be advised that it is your responsibility to notify the Minority Business Enterprise 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 which is **4/30/2017**. (a) a completed No Change Affidavit ; (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.

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