



Steere

ENGINEERING **INC**

QUALIFICATIONS

Submitted by:

Michael Adams, P.E.
Steere Engineering, Inc.
2350 Post Rd, Suite 100
Warwick, RI 02886
(401) 773-7880

www.steereengineering.com

COMPANY OVERVIEW



Steere Engineering, Inc. is a multi-disciplined civil engineering firm headquartered in Warwick, Rhode Island that specializes in the design and delivery of transportation projects of varying size and complexity throughout the Northeast. Established in 2010, Steere is a certified DBE/WBE in Massachusetts, Rhode Island, Connecticut, and New York. Steere provides professional services to a number of State Agencies, Prime Consultants, and Contractors.

CORE COMPETENCIES:

- Bridge Design & Analysis
- NBIS Bridge Inspection & Load Rating
- Highway, Civil, Drainage & Traffic Design
- Marine & Waterfront Design
- Retaining and Noise Wall Design
- Temporary Works Design
- 3D CAD, Modeling & Virtual Reality
- Environmental Permitting & Right-of-Way Coordination
- Design-Build Delivery
- Owner's Representative Services

WHAT SETS STEERE APART:

Since the company was founded in 2010, we have established a reputation as a quality driven, responsive, and innovative engineering firm. We have found success as both a prime and sub-consultant delivering small to large/complex transportation projects including accelerated bridge replacements, rail corridor extensions, and highway interchange replacements.

Our team of highly skilled engineers consistently delivers on challenging projects to meet aggressive design schedules, which is a big reason why we have been successful in design-build delivery. Regardless of the size or complexity of the project or assignment, our team is committed to providing quality deliverables and advice to our Clients.

REPRESENTATIVE PROJECTS:

MBTA - Green Line Extension Design-Build Project - Cambridge, Somerville & Medford, MA
MBTA - Braintree Station Flyover Rehabilitation - Braintree, MA
MassDOT - Replacement of Main Street over Essex River - Essex, MA
MassDOT - Statewide Bridge Ratings & NBIS Bridge Inspections - Statewide, MA
RIDOT - Replacement of I-95 Northbound Viaduct Design-Build Project - Providence, RI
RIDOT - Replacement of I-95 Bridges over East Street & Roosevelt Avenue Design-Build Project - Pawtucket, RI
RIDOT - On-Call Scoping Task Order Program - Statewide, RI
RITBA - Mt. Hope Bridge Virtual Reality/Smart Model - Bristol & Portsmouth, RI
RITBA - On-Call Engineering Services Contract 19-03 - Newport, RI
University of Rhode Island - Bay Campus Pier - Narragansett, RI

COMPANY DATA

DUNS: 047235779
CAGE: 6G6LO
NAICS: 541330 – Engineering Services
SIC: 8711 – Engineering Services
Unique Entity ID: HZBBMQVEXV49
Business Size: Small Business

CERTIFICATIONS

DBE/WBE – MassDOT, Mass SDO, Mass UCP
DBE/WBE – CTDOT, State of Connecticut
DBE/WBE – RIDOT, State of Rhode Island
DBE – NYSDOT
Women-Owned Small Business

CONTACT

2350 Post Rd, Suite 100
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(401) 773-7880
Michael Adams, P.E., Vice President
Michael.Adams@SteereEngineering.com

KEY PERSONNEL

Alison Steere, P.E., CEO
Martin Pierce, P.E., President
Michael Adams, P.E., Vice President
Merve Iplikcioglu Kirtan, P.E., Vice President
Steven Baker, P.E., Vice President

WEBSITE

www.steereengineering.com



Steere provided bridge design, structures design, and highway design for the Green Line Light Rail Extension (GLX) Design-Build Project. The project served to reduce traffic congestion, support municipal plans for sustainability, and urban redevelopment by extending existing light rail service 4.3 miles into Medford and Somerville along the Medford and Union Branches. Steere managed and provided bridge and structures design for a total of five design packages (DPs) and highway design for one design package.

The **Community Path Pedestrian Viaduct** (DP 7 & 7A) is a 1217-foot long, 11-span pedestrian bridge that traverses a light rail viaduct interchange, Fitchburg Commuter Rail Line, and several yard lead tracks to connect the reconstructed Lechmere Station to the City of Somerville. The elevated pedestrian viaduct consists of 10 approach spans comprised of straight and curved twin plate girders of varying continuity and a prefabricated steel tubular truss main span supported on hammerhead substructures on drilled shafts. Through an Alternative Technical Concept, the structure was realigned from the Base Technical Concept to reduce structure length by several thousand feet. This required special detailing and significant utility coordination to avoid utilities installed as part of the previous iteration of the GLX project. Approximately 400-feet of back-to-back MSE embankments carry the elevated structure down to grade. Where compressible soils were identified, MSE walls were backfilled with ultralightweight foamed glass aggregate.

The **School Street Bridge Extension** (DP24) consisted of supporting the existing prestressed box beam superstructure of the MassDOT-owned bridge in place over active Commuter Rail traffic while an additional span was constructed to accommodate two new green line tracks. The extension is a steel beam superstructure supported on a new pier and soldier pile abutment with ground anchors. Modifications to the existing superstructure were limited to barrier and protective screen modifications to provide access to the new MBTA Gilman Square Station that was constructed adjacent to the bridge and sidewalk repairs. Due to existing utilities that were to remain, special superstructure detailing was required to provide required clearances to all utilities.

Retaining Wall and Noise Barrier Design (DP16A, DP19, & DP19A) included over 2500-feet of walls and barriers including soldier pile walls, modular block walls, and MSE walls. Retaining Wall MW-5 is a 20+ foot high cantilevered soldier pile wall designed to serve as part of a pedestrian bridge carrying the Community Path with cast-in-place slabs supported on concrete pile caps. Due to Right-of-Way constraints, the slab cantilevered a maximum of 7-feet beyond face of wall.

LOCATION

Cambridge, Somerville, & Medford, MA

SERVICES

Bridge & Structures Design; Highway Design

OWNER

Massachusetts Bay Transportation Authority (MBTA) & Massachusetts Department of Transportation (MassDOT)

CONTACT

Mark Ennis, PE (STV) (617.303.1128)

PROJECT VALUE

\$1.3 Billion

TIMELINE

Design Completed in 2019

Construction Completed in 2022 (Estimated)



As a sub-consultant, Steere provided bridge, highway, drainage, and maintenance and protection of traffic design for the rehabilitation of the Braintree Station Flyover Ramp in Braintree, MA. The Flyover Ramp is approximately 1200' long and includes three (3) bridges and approach roadways that provide vehicular access to the MBTA Braintree Red Line Station and Parking Garage.

The rehabilitation design was performed on an accelerated 4-month schedule and utilized a combination of preservation techniques, element replacement, and safety feature upgrades to extend the useful service life the flyover ramp.

Bridge No. B-21-065 (4U6) is a single span bridge over Grossman Avenue consisting of prestressed concrete girders made composite with a reinforced concrete deck topped with a polymer modified concrete (PMC) overlay wearing surface. The rehabilitation included snow fence installation, deck joint replacement, PMC overlay repairs, deck and girder repairs, abutment repairs, and concrete sealing.

Bridge No. B-21-023 (8NX) is a single span bridge over Union Street consisting of built-up riveted steel plate girders made composite with a reinforced concrete deck topped with a full depth pavement section. In addition to the Flyover Ramp, the bridge carries five (5) railroad tracks and a sidewalk for pedestrian access to Braintree Station. The rehabilitation included snow fence installation, barrier repairs, full depth pavement reconstruction, deck underdrain installation including tie-in to existing drainage system, substructure repairs, and concrete sealing.

Bridge No. B-21-011 (867) is a four (4) span viaduct over the Station Access Road consisting of rolled steel beams made composite with a reinforced concrete deck topped with a PMC overlay wearing surface. The northerly span is bifurcated with splayed beams to provide ramp access to the parking garage. The rehabilitation included the replacement of the bridge deck including barrier upgrades, snow fence installation, deck joint replacement, cleaning and painting of steel, isolated repair and strengthening of steel cross beams, and replacement of the bridge drainage system.

Approach roadways typically exhibited areas of failing pavement, isolated pooling of water, and missing curbing. The project rehabilitated the roadways through a combination of mill and overlay and full depth pavement reconstruction. Low points were identified and regraded to facilitate proper drainage. Curbing and wheel chair ramps were replaced to conform to current MassDOT standards.

LOCATION

Braintree, MA

SERVICES

Bridge Design; Highway Design; Drainage Design; M&PT Design

OWNER

Massachusetts Bay Transportation Authority (MBTA)

CONTACT

Brad Nicoll, P.E. (617.222.5000)

PROJECT VALUE

\$2.5 Million

TIMELINE

Design Completed in 2022

Construction Completed in 2022 (Est.)



Steere performed bridge, highway, and utility design for the replacement of Bridge No. E-11-001 (2TV) carrying Main Street over the Essex River in Essex, MA. The project included a superstructure replacement and substructure rehabilitation, requiring a temporary bypass road during construction including a temporary bridge and numerous utility relocations. The replacement was performed under the MassDOT Footprint Bridge Program.

The new bridge serves to replace a structurally deficient and functionally obsolete bridge which had a load posting, restricted travel way width, and temporary shoring in place due to severe deterioration. The superstructure spans 70 feet and consists of concrete butted prestressed box beams made composite with a topping slab. Superstructure depth was critical so as not to impact the hydraulic opening under the structure.

Steere provided the design for all approach work, horizontal and vertical alignments, utility relocations, and right-of-way actions. Residential and commercial driveways located at each bridge approach were major constraints to the roadway profile and the roadway cross-section was adjusted to comply with America with Disabilities Act (ADA) and Complete Streets design requirements.

Maintaining traffic and access to the area during bridge replacement was a priority for the town. A temporary bridge and bypass road were constructed alongside the existing to carry traffic and utilities during construction. Extensive coordination with the Town and stakeholders was required to implement the bypass road. Steere developed an alignment that maintained vehicular and pedestrian traffic, minimized impacts to properties, and maintained emergency services along Main Street.

LOCATION

Essex, MA

SERVICES

Bridge Design; Highway Design; Utility Coordination

OWNER

Massachusetts Department of Transportation (MassDOT)

CONTACT

John Fallon, Project Manager (857.368.9309)

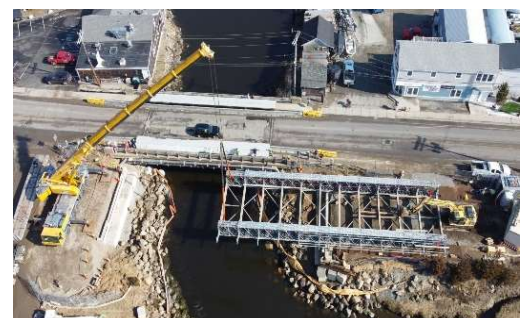
PROJECT VALUE

\$5 Million

TIMELINE

Design Completed in 2021

Construction Completed in 2023 (Estimated)





Steere has been a sub-consultant on several statewide NBIS bridge inspection and bridge load rating contracts for the Massachusetts Department of Transportation (MassDOT). Bridge inspection and load rating analyses have been performed on various superstructure types including simple and multi-spans consisting of steel girders, prestressed concrete beams, timber beams, reinforced concrete slabs, and reinforced concrete culverts.

Bridge Inspection types have included routine, special member, fracture critical and freeze/thaw. All field inspections and associated reports were performed and prepared in accordance with FHWA's National Bridge Inspection Standards (NBIS), the FHWA Recording and Coding Guide for the Structural Inventory & Appraisal of the Nation's Bridges, the AASHTO Manual for Condition Evaluation of Bridges, and the MassDOT Bridge Inspection Handbook. All inspections were documented using MassDOT's 4D database.

Load rating analyses typically included field inspections to verify critical section losses identified in previous bridge inspections and to measure any additional section losses encountered. Rating analyses were performed using different load rating methodologies dependent upon structure type, including Allowable Stress Rating (ASR), Load Factor Rating (LFR), and Load and Resistance Factor Rating (LRFR). The load ratings are performed in accordance with MassDOT's LRFD Bridge Manual Part I, Chapter 7, Bridge Load Rating Guidelines. In addition to AASHTOWare Bridge Rating (BrR) software, CSiBridge 3D finite element modeling and MDX software have been utilized as required based upon bridge complexity. Steere prepared all load rating reports in accordance with MassDOT guidelines.

LOCATION

Various Locations, MA

SERVICES

NBIS Bridge Inspections; Bridge Load Ratings

OWNER

Massachusetts Department of Transportation (MassDOT)

CONTACT

Bruce Sylvia, PE, Bridge Inspection Engineer
(617.973.7763)

PROJECT VALUE

N/A

TIMELINE

2014 to Present





Steere provided bridge design, right-of-way, and peer review services for the design-build replacement of the Interstate 95 Northbound Viaduct Interchange in Providence, RI. Steere performed bridge design for the replacement of the Smith Street Bridge over Interstate 95 NB/SB, replacement of the Atwells Avenue On-Ramp over Ramp BC-BD, and preservation of the Atwells Avenue Bridge over Interstate 95 NB/SB.

The **Smith Street Bridge** consists of a two-span continuous curved plate girder superstructure supported on a new soldier pile abutment, new spread footing pier, and rehabilitated abutment. The bridge includes several streetscape elements including oversized sidewalks, ornamental fencing, and plaza areas with ornamental GFRP pylons. Staged construction was required to accommodate two lanes of traffic on Smith Street for the duration of construction. Additionally, 800-feet of soldier pile retaining wall was constructed adjacent to the bridge to widen the corridor and accommodate the new C-D roadway.

The **Atwells Avenue On-Ramp** consists of a single span plate girder superstructure supported on a reconstructed wall converted into an abutment and a new pile supported abutment. To allow for maintenance of traffic on the existing ramp bridge during construction, the ramp was realigned which resulted in high skew angles at the abutments. Straight girders were supplemented with a flared kicker beam at one corner of the bridge to accommodate the roadway curvature. Multi-rotational disc bearings were used to guide movements and handle rotations. A back-to-back MSE embankment with barrier supported on moment slabs carry the roadway down to proposed C-D roadway (Exit 23) grade.

The **Atwells Avenue Bridge Preservation** work consisted of strip seal deck joint replacement, deck and substructure concrete repairs, and steel girder and cross-frame repairs. Staged construction was utilized to maintain traffic on Atwells Avenue throughout the duration of construction.

LOCATION

Providence, RI

SERVICES

Bridge Design; Right-of-Way; Bridge and Highway Peer Review

OWNER

Rhode Island Department of Transportation (RIDOT)

CONTACT

Matt D'Angelo, PE (HNTB) (617.532.2212)

PROJECT VALUE

\$265 Million

TIMELINE

Design Completed in 2021

Construction Completed in 2025 (Estimated)





As the Prime Design Consultant, Steere provided project management, bridge design, highway design, and maintenance and protection of traffic design for the accelerated design-build replacement of four bridges carrying Interstate 95 (I-95) over East Street and Roosevelt Avenue in Pawtucket, RI.

The Design-Build (DB) Team developed an Alternative Technical Concept that utilized innovative accelerated bridge construction (ABC) techniques including prefabricated bridge units (PBUs), precast substructure units, and geosynthetic reinforced soil – integrated bridge system (GRS-IBS) abutments and wingwalls that allowed the four bridge replacements to occur over eight construction weekends. Construction weekends, which reduced I-95 to two lanes in each direction, were limited to 55-hours due to high traffic volumes on I-95. Following each construction weekend, I-95 was reopened to full capacity. Meticulous planning, including an hour-by-hour schedule developed by the DB Team, and backup labor, equipment, and materials was critical to the successful on-time completion of the project.

The single span bridges, which replaced three span structures, consist of PBUs comprised of steel plate girders made composite with precast decks. Deck closure pours were made with fast-setting concrete, attaining required compressive strengths within 24-hours. The superstructure was detailed as “floating” on GRS-IBS abutments with precast concrete bridge seats, allowing for the majority of abutment construction to occur prior to construction windows.

A Traffic Management Plan (TMP) and Temporary Traffic Control Plan (TTCP) detailed the proposed management strategy for each construction phase and short-term setups for final paving and installation of pavement markings. Steere conducted multiple meetings/public forums with project stakeholders, including MassDOT, the City of Pawtucket, and emergency personnel to minimize traffic impacts while maintaining the construction schedule.

LOCATION

Pawtucket, RI

SERVICES

Bridge Design; Highway Design; M&PT Design; Project Management

OWNER

Rhode Island Department of Transportation (RIDOT)

CONTACT

Lori Fisette (401.222.3260 x 4401)

PROJECT VALUE

\$21 Million

TIMELINE

Design Completed in 2019

Construction Completed in 2022





Steere Engineering currently serves as one of three prime consultants performing scoping services for the Rhode Island Department of Transportation as part of their On-Call Program. These services consist of providing scoping and preliminary design (typically between 10% and 30% level) for various road and bridge projects throughout the state. The scope of work typically includes developing preliminary project designs, performing preliminary investigations, and analyzing, documenting, and recommending design alternatives/solutions.

As part of these efforts, Steere gathers all available information relating to project stakeholders, potential project constraints, utility data, historic properties, archaeological sites, stormwater impairments, hazardous sites, and other environmental considerations. The design services also include performing site reviews and preparation of design studies including bridge evaluation report (BER), preliminary structures report (PSR) and traffic impact study.

Steere compiles the project information into scoping documents that RIDOT advertises for bid by design consultants for final design services. Steere also assists the department with a peer review of the 90% submission (plans, specifications, and cost estimate) developed by the final design consultant. To date Steere has either completed or is currently working on fourteen (14) Task Order assignments:

LOCATION

Statewide, RI

SERVICES

Project Scoping, Preliminary Bridge & Highway Design; Peer Review

OWNER

Rhode Island Department of Transportation (RIDOT)

CONTACT

James Primeau, PE, PMP (401.563.4318)

PROJECT VALUE

\$5 Million

TIMELINE

2-Year Contract (2019-2021); 1-Year Extension (2021-2022)

- **Bridge Group 42B** – Fairview Avenue Bridge scoped for rehabilitation and Cahoon Road Bridge scoped for replacement
- **Bridge Group 17C** – 30% design plans for the replacement of Newell Bridge, reclaiming of Sneece Pond Road, and repairs to Long Brook culvert in Cumberland
- **Bridge Group 14** – Preservation of RI-99 NB and RI-99 SB over Second Avenue in Cumberland, RI-99 NB & SB over the Blackstone River in Lincoln and RI-99 NB & SB over Sayles Hill in Lincoln
- **Rt 1A Old Post Rd, Charlestown** – Approximately 1.0 mile of roadway improvements along Route 1A (Old Post Road) from Park Lane northerly to the US Route 1 on/off ramps
- **Bridge No. 369** – Superstructure replacement for Davisville Railroad Bridge on Devil's Foot Road in North Kingstown
- **Bridge Group 45B** – Peer review of PS&E documents for King's Factory Bridge replacement
- **Bridge Group 69E** – Peer review of PS&E documents for Hunt's Mills Bridge replacement
- **Bridge Group 16A** – Cost estimate development for replacement method alternative for Glenbridge Avenue Bridge in Providence
- **Rt 1A Boston Neck Rd & Rt 2 South County Trail** – Pavement resurfacing for 24 total miles of roadway Rt 1A Boston Neck Road & Rt 2 South County Trail in North Kingstown, South Kingstown, Exeter, and Richmond
- **RI 117 Centerville & West Shore Road** – Route 117 West Shore Road resurfacing, Route 117 Centerville Road reconstruction and the Airport Road culvert replacement
- **School St (RI-126 to Main St)** – Pavement reconstruction for School St (RI-126 to Main St) in Lincoln
- **Tower Hill Road** – Rehabilitation of superstructure and/or total bridge replacement for Bridge 896 (Tower Hill Rd) and resurfacing of US-1 from Route 4 to Stedman Government Center
- **Reservoir Rd & Putnam Pike** – 30% design plans for US-44 Putnam Pike and Reservoir Rd in Glocester and Burrillville
- **US-1 Charlestown Westerly** – 30% design plans and documents for US-1 in Charlestown and Westerly



Steere Engineering Inc. utilized 3D modeling for the creation of a Virtual Reality Simulation of the Mt. Hope Bridge. The base model was developed from the original drawings of the bridge from the 1920's. The model was then optimized for Virtual Reality and connected to the current bridge inspection report. This provided a realistic environment of the bridge with all the valuable information attached to each element for a variety of uses.

The Mt. Hope Bridge was built in 1929 to connect Bristol and Portsmouth, RI. The Rhode Island Turnpike and Bridge Authority (RITBA) is responsible for the monitoring and maintenance of the bridge. Steere was tasked with modeling and developing maintenance monitoring tools for the bridge using original plans for the bridge provided by the RITBA and additional contract plans that were used to create the base model.

After the completion of the base model in CAD software, the model was categorized, and each member was specifically labeled based on the labeling system used in FHWA bridge inspection reports. The most recent inspection report was then attached to the model to provide all the information gathered during the routine inspection right onto each individual object. Each object was then given a severity value based on the defects present. These severity values were then visualized as highlighted colors depending on severity of the issues, red being the worst condition and green being the best condition.

Once the inspection report had been successfully attached to the model, tools were developed to add different functionalities. As different needs arise, new functions are developed to fit those needs. The main function is the ability to explore the model in a Virtual Reality environment. While exploring in VR, the user is able to access a compass, flashlight, teleportation to specific locations, turning on/off defect indicators, location labels, and day/night cycle, etc.

LOCATION

Bristol & Portsmouth, RI

SERVICES

3D Modeling

OWNER

Rhode Island Turnpike and Bridge Authority (RITBA)

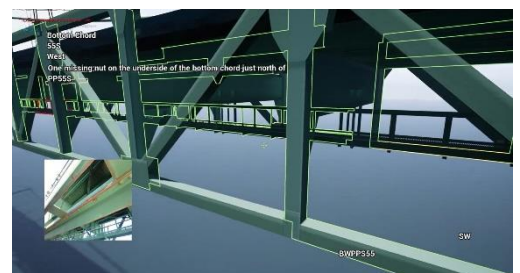
CONTACT

Kyle Benoit (401.465.1878)

TIMELINE

Model Completed in 2019

Model Time – Two Weeks





As a Design Subconsultant, Steere provided traffic engineering services to the Rhode Island Turnpike & Bridge Authority (RITBA) for the partial deck replacement of the Newport Pell Bridge, which carries RI Route 138 over the Narragansett Bay between Newport & Jamestown, RI.

Steere prepared design and East approach structures 2E to 22E of the Newport Pell Bridge. Steere was responsible for the development of the maintenance and protection traffic (M&PT) plans for the long-term lane closures to allow for four separate single lane construction stages. The M&PT plans included contraflow to allow for two lanes for the peak flow and one lane for the non-peak flow direction. Road Zipper moveable barrier was utilized to expedite the numerous barrier shifts and help minimize their disruptions to traffic. Steere developed traffic simulation videos for the “real time” driving experience during construction phase conditions (i.e. AM/PM and peak hour). RITBA used the traffic simulation videos to assist in notifying travelers of the upcoming work and traffic patterns.

Steere worked with RITBA to monitor traffic during early implementation and made adjustments as required to improve the traffic flow.

LOCATION

Newport & Jamestown, RI

SERVICES

Traffic Design

OWNER

Rhode Island Turnpike and Bridge Authority (RITBA)

CONTACT

Debra Moolin, PE (WSP) (212.465.5443)

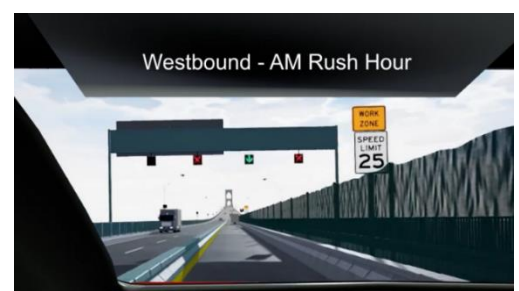
PROJECT VALUE

\$15 Million

TIMELINE

Design Completed in 2019

Construction Completed in 2021





As a sub-consultant, Steere was responsible for structural design and environmental permitting coordination for the reconstruction of the University of Rhode Island (URI) Bay Campus pier, pumphouse, and seawater intake system in Narragansett, Rhode Island.

The URI Bay Campus is located on the western shore of Narragansett Bay. The waterfront facilities consist of a fixed pier, constructed around 1963 with numerous improvements over the years including the most recent in 2015 after sustaining damage from Hurricane Sandy. The pier consists of an L-shaped reinforced concrete deck supported on timber framing and piles and provides a staging and work platform to load and offload research equipment. Currently, the 185-foot R.V. Endeavor is docked at the pier. However, URI was recently awarded a new, larger research vessel which is under construction and scheduled to arrive in 2023. To accommodate the vessel and to upgrade the facilities for sea-level rise, URI commissioned the design of a new pier.

As part of the final design, Steere was responsible for the design of the shoreside approach and pile supported pier approach abutment. Steere was also responsible for the project-wide permitting effort, which required close coordination with CRMC, RIDEM, ACOE and the State Building Commission. Construction began in the Fall of 2021 and is on-going.

Steere is providing support services during construction including weekly site visits to monitor progress as well as shop drawing and RFI review. Construction is expected to be completed in 2023.

LOCATION

Narragansett, RI

SERVICES

Structural Design; Environmental Permitting

OWNER

University of Rhode Island (URI)

CONTACT

Kenneth Burke (401.874.5015)

PROJECT VALUE

\$16 Million

TIMELINE

Design Completed in 2021

Construction Completed in 2023 (Estimated)





Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Jamey Tesler, Secretary & CEO

massDOT
Massachusetts Department of Transportation

March 10, 2022

Ms. Alison L. Steere
Steere Engineering, Inc.
2350 Post Road, Suite 100
Warwick, RI 02886

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

Dear Ms. Steere:

Congratulations! The Massachusetts Unified Certification Program (MassUCP), is pleased to notify you that we have completed the review of your ownership change, description rewrite and annual review. Your company continues to be assigned **NAICS Code(s) 541330** with the disadvantaged business enterprise (DBE) certified business description of **CIVIL AND STRUCTURAL ENGINEERING AND CONSULTING SERVICES INCLUDING BRIDGE DESIGN, INSPECTION, RATING, PRESERVATION AND REHABILITATION; HIGHWAY AND TRAFFIC ENGINEERING; MARINE AND WATERFRONT, ENGINEERING, 3D MODELING AND VIRTUAL REALITY AND CONSTRUCTION SUPPORT SERVICES** and will remain listed in our certified business directory.

As a DBE, you must inform MassUCP in writing of any change in circumstances affecting your ability to meet size, disadvantaged status, ownership, control requirements or any material change in 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 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).

To renew your firm's DBE certification and if it continues to meet the applicable criteria, on or before your firm's certification anniversary date of **January 20, 2023**, and each year thereafter, please send the MassUCP the following documents:

- (1) No Change Affidavit (**will be sent with 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 statement of the number of full- and part-time employees (including owner) for each year indicated.

Ten Park Plaza, Suite 2600-B, Boston, MA 02116
Tel: 857-368-8656
www.mass.gov/unified-certification-program-ucp

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.

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.

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

Very truly yours,

A handwritten signature in cursive script, appearing to read "Nedra D. White".

Nedra D. White, Director
DBE Certification Program (MassUCP)