

Massachusetts Port Authority One Harborside Drive East Boston, MA 02128-2909 Telephone (617) 568-5000 www.massport.com

September 27, 2018

Cynthia Gilchrest Common Sense Environmental, Inc. 38 Elm Street New Bedford, MA 02740

### Dear Cynthia Gilchrest:

Thank you for your interest in becoming certified as an Airport Concession Disadvantaged Business Enterprise ("ACDBE") by the Massachusetts Port Authority ("Massport"). Massport has completed its review of your ACDBE Certification Application and supporting documentation and has determined that your firm meets the ACDBE eligibility requirements of U.S. Department of Transportation (U.S. DOT) Regulation 49 CFR Parts 23 and 26, as amended.

Therefore, your firm is certified as an ACDBE in the following NAICS classification(s) only:

**541330: ENGINEERING SERVICES** 

541620: ENVIRONMENTAL CONSULTING SERVICES

541990: ALL OTHER PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES

562910: REMEDIATION SERVICES

As a reminder, you are required to submit a No Change Affidavit on the anniversary of your certification which is October 1, 2019 as well as the Three Year Certification Eligibility Review which is due October 1, 2021. In addition, if there are changes in the firm's circumstances affecting its ability to meet size, disadvantaged status, ownership, or control requirements and/or any material changes in the information provided previously in the initial application form and any subsequent submittals, you must notify Massport in writing within thirty (30) days of the occurrence of such change. Such notice must take the form of an affidavit sworn to by the applicant before a person authorized by state law to administer oaths or of an unsworn declaration executed under the penalty of perjury of the laws of the United States.

As a courtesy, we will attempt to provide you with the necessary forms within thirty (30) days of your anniversary. However, it is your responsibility to provide the forms in a timely manner. Thank you for your continued cooperation and participation in Massport's ACDBE Program. If you have any questions, please do not hesitate to contact Tanya Mitchell, Certification Specialist/Data Analyst Contracts & Compliance at 617-568-3196.

Sincerely,

MASSACHUSETTS PORT AUTHORITY

Tiffany Brown-Grier

Deputy Director, Diversity & Inclusion/Compliance



### **CITY OF BOSTON • MASSACHUSETTS**

### MAYOR'S OFFICE OF ECONOMIC DEVELOPMENT

### OFFICE OF SMALL BUSINESS DEVELOPMENT

Martin J. Walsh Mayor John Barros Chief

April 13, 2018

Ms. Cynthia Gilchrest Common Sense Environmental, Inc. 38 Elm Street New Bedford, MA 02740

Dear Ms. Gilchrest:

The Office of Small Business Development is pleased to inform you that, as of April 13, 2018, the certification has been renewed for Common Sense Environmental, Inc. as a Small Business Enterprise in the category(ies) of Environmental Consulting: Services include LSP; Asbestos Inspection; Tank Removal; SPCC; Phase I and II Environmental Site Assessment (NAICS: 541620; 541330; 541990). Small and local businesses are the lifeblood of Boston's vibrant economy -- we are delighted for this opportunity to partner with you.

Common Sense Environmental, Inc. will be listed in the City of Boston's SLBE/MWBE Directory, which is available on-line at <a href="www.cityofboston.gov">www.cityofboston.gov</a>. It is updated regularly. The Directory is used by general contractors, City departments, and various organizations, which are interested in utilizing small, small local, minority owned and woman owned vendors.

We also encourage you to utilize the City of Boston's On-Line Supplier Portal <a href="www.cityofboston.gov/procurement">www.cityofboston.gov/procurement</a>. On the Supplier Portal you can apply for a City of Boston vendor I.D. number, and also sign up for automatic email notifications of future bid opportunities in any category(ies) of your choice. For detailed instructions on how to apply, please email Paul McCormack, the Vendor Support Specialist for the City of Boston, <a href="Paul.McCormack@boston.gov">Paul.McCormack@boston.gov</a>.

Common Sense Environmental, Inc. will be sent a letter from the Office of Small Business Development at least once every three years requesting that you provide an information update to the Office. You will be required to submit the company's most recent Tax Returns (Form 1120 or 1120S for corporations; Schedule C for sole proprietorships; and Form 1065 for partnerships; and documentation of 501 3(c) status and list of Board of Directors for non-profits).

Your cooperation is greatly appreciated, and I look forward to assisting you in any way possible.

Sincerely,

Stacey R. Williams

Deputy Director/Certification Manager

Stacey. Williams@boston.gov, (617)635-3720

Note: The continuation of your company's certification is contingent upon its compliance with the City of Boston's Certification Regulations. Pursuant to the Certification Regulations, this Office reserves the right to periodically monitor, review, and investigate any of its certified companies. Within thirty days of any



### CITY OF BOSTON • MASSACHUSETTS

### MAYOR'S OFFICE OF ECONOMIC DEVELOPMENT

OFFICE OF SMALL BUSINESS DEVELOPMENT

Martin J. Walsh Mayor

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Chief

April 13, 2018

Ms. Cynthia Gilchrest Common Sense Environmental, Inc. 38 Elm Street New Bedford, MA 02740

Dear Ms. Gilchrest:

The Office of Small Business Development is pleased to inform you that, as of April 13, 2018, the certification has been renewed for Common Sense Environmental, Inc. as a Woman Business Enterprise in the category(ies) of Environmental Consulting: Services include LSP; Asbestos Inspection; Tank Removal; SPCC; Phase I and II Environmental Site Assessment. Small and local businesses are the lifeblood of Boston's vibrant economy -- we are delighted for this opportunity to partner with you.

Common Sense Environmental, Inc. will be listed in the City of Boston's SLBE/MWBE Directory, which is available on-line at <a href="www.cityofboston.gov">www.cityofboston.gov</a>. It is updated regularly. The Directory is used by general contractors, City departments, and various organizations, which are interested in utilizing small, small local, minority owned and woman owned vendors.

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Your cooperation is greatly appreciated, and I look forward to assisting you in any way possible.

Sincerely, Stacey R. Hilliams

Stacey R. Williams

Deputy Director of Operations/Certification Manager

Stacey. Williams@boston.gov, (617)635-3720



DBE Certification Office | MassUCP

December 7, 2018

Ms. Cynthia S. Gilchrest Common Sense Environmental, Inc. 38 Elm Street New Bedford, MA 02740

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

Dear Ms. Gilchrest:

Congratulations! The Massachusetts Unified Certification Program (MassUCP), is pleased to notify you that we have renewed your company as a disadvantaged business enterprise (DBE). Your company continues to be assigned NAICS Code(s) 541620 and 562910 with the certified business description of LICENSED SITE PROFESSIONAL (LSP); ASBESTOS INSPECTOR; ASBESTOS SAMPLING ENVIRONMENTAL COMPLIANCE; SUBSURFACE AND SITE INVESTIGATIONS; ENVIRONMENTAL DUE DILIGENCE AUDITS (EDDAS); HAZARDOUS WASTE; DRINKING WATER SAMPLING; INDUSTRIAL AND TIER II COMPLIANCE; SPILL PREVENTION COUNTERMEASURES AND CONTROL (SPCC); STORAGE TANK (UST/AST) REMOVAL OVERSIGHT; BILL OF LADING PREPARATION; DISPOSAL PROFILING; REMEDIAL ACTION RECOMMENDATIONS; ASSISTANT DRAIN INSPECTOR; EMPLOYEE TRAINING; FIELD AND OFFICE ADMINISTRATIVE 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

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 14, 2020, and each year thereafter, please send the MassUCP the following documents:

- (1) No Change Affidavit (will be sent with reminder letter)
- (2) A <u>signed</u> 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 <u>statement</u> of the <u>number</u> 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.

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

Nedra D. White Director, MassUCP



Gary J. Lambert Assistant Secretary for Operational Services

# THE COMMONWEALTH OF MASSACHUSETTS Executive Office for Administration and Finance OPERATIONAL SERVICES DIVISION

One Ashburton Place, Suite 1017 Boston, MA 02108-1552

> Charles D. Baker Governor Karyn E. Polito Lieutenant Governor Michael J. Heffernan Secretary

October 6, 2017

Ms. Cynthia S. Gilchrest Common Sense Environmental, Inc. 38 Elm Street New Bedford, MA 02740

Dear Ms. Gilchrest:

Congratulations! Your firm has been renewed as a woman business enterprise (WBE) with the Supplier Diversity Office ("SDO") under the business description of LICENSED SITE PROFESSIONAL (LSP); ASBESTOS INSPECTOR; ASBESTOS SAMPLING ENVIRONMENTAL COMPLIANCE; SUBSURFACE AND SITE INVESTIGATIONS; ENVIRONMENTAL DUE DILIGENCE AUDITS (EDDAS); HAZARDOUS WASTE; DRINKING WATER SAMPLING; INDUSTRIAL AND TIER II COMPLIANCE; SPILL PREVENTION COUNTERMEASURES AND CONTROL (SPCC); STORAGE TANK (UST/AST) REMOVAL OVERSIGHT; BILL OF LADING PREPARATION; DISPOSAL PROFILING; REMEDIAL ACTION RECOMMENDATIONS; ASSISTANT DRAIN INSPECTOR; EMPLOYEE TRAINING; FIELD AND OFFICE ADMINISTRATIVE SUPPORT SERVICES. Your firm will be listed in the SDO Certified Business Directory and the Massachusetts Central Register under this description. This letter serves as the sole proof of your SDO certification. Your designation as a WBE is valid for three (3) years unless revoked pursuant to 425 CMR 2.00.

Your firm's next renewal date is November 4, 2020. SDO will send written renewal notices to your business and/or e-mail address on file approximately thirty (30) business days prior to your firm's three (3) years certification anniversary. Additionally, every six (6) years, certified companies that wish to remain certified may undergo a substantive review which will require certain updated supporting documentation.

SDO also reserves the right to monitor your firm and to perform random spot checks to ensure the firm continues to meet the certification criteria. Your firm is required to notify the SDO in writing of any material changes. Examples include but are not limited to changes in its business description, as well as business phone number, fax number, business' physical location, webpage and e-mail addresses. Other reportable changes include business structure, ownership (the business is sold or transferred), control and outside employment. You also have a duty to report decertification and debarment notices from this or any other jurisdiction. Failure to abide by the continuing duty requirements shall constitute grounds for the firm's decertification.

Tel: (617) 720-3300

TDD: (617) 727-2716 Fax: (617) 502-8841

www.mass.gov/osd

Follow us on Twitter: @Mass OSD

We look forward to working with you and your firm to maximize its business opportunities. Should you have any questions, please feel free to contact us via email at <a href="www.wsdo@state.ma.us">wsdo@state.ma.us</a>.

Sincerely,
William M. M. Hory

William M. McAvoy

Deputy Assistant Secretary and

Chief Legal Counsel

Tel: (617) 720-3300

TDD: (617) 727-2716

Fax: (617) 502-8841

d Follow us on Twitter: @Mass\_OSD



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September 27, 2018

Cynthia Gilchrest Common Sense Environmental, Inc. 38 Elm Street New Bedford, MA 02740

### Dear Cynthia Gilchrest:

Thank you for your interest in becoming certified as an Airport Concession Disadvantaged Business Enterprise ("ACDBE") by the Massachusetts Port Authority ("Massport"). Massport has completed its review of your ACDBE Certification Application and supporting documentation and has determined that your firm meets the ACDBE eligibility requirements of U.S. Department of Transportation (U.S. DOT) Regulation 49 CFR Parts 23 and 26, as amended.

Therefore, your firm is certified as an ACDBE in the following NAICS classification(s) only:

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541620: ENVIRONMENTAL CONSULTING SERVICES

541990: ALL OTHER PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES

562910: REMEDIATION SERVICES

As a reminder, you are required to submit a No Change Affidavit on the anniversary of your certification which is October 1, 2019 as well as the Three Year Certification Eligibility Review which is due October 1, 2021. In addition, if there are changes in the firm's circumstances affecting its ability to meet size, disadvantaged status, ownership, or control requirements and/or any material changes in the information provided previously in the initial application form and any subsequent submittals, you must notify Massport in writing within thirty (30) days of the occurrence of such change. Such notice must take the form of an affidavit sworn to by the applicant before a person authorized by state law to administer oaths or of an unsworn declaration executed under the penalty of perjury of the laws of the United States.

As a courtesy, we will attempt to provide you with the necessary forms within thirty (30) days of your anniversary. However, it is your responsibility to provide the forms in a timely manner. Thank you for your continued cooperation and participation in Massport's ACDBE Program. If you have any questions, please do not hesitate to contact Tanya Mitchell, Certification Specialist/Data Analyst Contracts & Compliance at 617-568-3196.

Sincerely,

MASSACHUSETTS PORT AUTHORITY

Tiffany Brown-Grier

Deputy Director, Diversity & Inclusion/Compliance



## THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan Commissioner

January 2, 2019

Ms. Cynthia Gilchrest Common Sense Environmental, Inc. 38 Elm Street New Bedford, MA 02740

Dear Ms. Gilchrest,

The Office of Federal Compliance has reviewed your annual affidavit as a Disadvantaged Business Enterprise (DBE/ACDBE) and is pleased to inform you that your firm appears to meet the ownership, control and eligibility requirements established by the U.S. Department of Transportation (USDOT) in Title 49, Part 26 of the Code of Federal Regulations and will continue to be certified as a DBE under the North American Industry Classification System (NAICS) code(s): **541620 Environmental Consulting Services**, **562910 Remediation Services**.

As a DBE, your company will be included in the State's Unified DBE Directory, which is incorporated in all Federal-aid construction contract proposals and available online at <a href="www.nh.gov/dot">www.nh.gov/dot</a>. This certification is not a guarantee of work, but enables your firm to compete for and perform contract work as a DBE on all USDOT Federal Aid projects in New Hampshire. This certification does not validate the capability or capacity of your firm to perform work in the area(s) for which you have been certified.

You must submit the following information on the anniversary date of this letter annually to ensure continued program eligibility;

- A notarized Annual Affidavit of No Change (Please visit our website for the most updated copy of the affidavit);
- A <u>complete</u> copy of your firm's most recently filed tax return; (If you filed a request for an extension send in a copy of the request along with your most recently filed tax return);
- A copy of your firm's home state certification letter (for non-NH firms).

For your convenience, this office will send a notification of this obligation prior to the anniversary date. You are required by 49 CFR Part 26.83(i)(j) to report **any change in circumstances** affecting your ability to meet size, disadvantaged status, ownership, or control requirements of this part or any material change in the information provided in your application. This notice must be submitted in the form of a sworn affidavit, in writing, and within **30 days of the occurrence of the change**. You must provide supporting documentation describing the nature of the change. This Department reserves the right to monitor your company by conducting on-site visits to your office facility or job locations, and to request additional information, as necessary, to ensure compliance with the regulations of this program.

Thank you for your continued participation in the NH DBE Program. If you have any questions regarding your certification, or other aspects of this program, please contact me at (603) 271-6612 or <a href="mailto:Larisa.Djuvelek-Ruggiero@dot.nh.gov">Larisa.Djuvelek-Ruggiero@dot.nh.gov</a>.

Regards.

Larisa Djuvelek-Ruggiero External EEO Coordinator Office of Federal Compliance



hereby acknowledges that

# 

is certified as a Disadvantaged Business Enterprise by MaineDOT

in accordance with the requirements as set forth in 49 Code of Federal Regulations Part 26

January 29, 2018

Original Certification Date

January 14, 2019

Anniversary Date

Maine DOT Representative

### STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



Department of Administration
OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY
Minority Business Enterprise Compliance Office
One Capitol Hill
Providence, RI 02908-5860
Office: (401) 574-8670

RI Relay: 711 www.odeo.ri.gov

October 1, 2018

Ms. Cynthia Gilchrest Common Sense Environmental, Inc. 38 Elm Street New Bedford, MA 02740

Dear Ms. Gilchrest:

Based on the annual review package provided by you, a determination has been made that your firm remains eligible for certification as a **DBE** for the U.S. DOT DBE Program. The MBE Compliance Office (MBECO), 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 940. Your company has been approved as a **DBE** to conduct business primarily as an "environmental consulting services: licensed asbestos inspector; asbestos sampling; environmental compliance; subsurface and site investigations; environmental due diligence audits (EDDAS); hazardous waste; drinking water sampling; industrial and tier II compliance; spill prevention countermeasures and control (SPCC); storage tank (UST/AST) removal oversight; bill of lading preparation; disposal profiling; remedial action recommendations; employee training; field and office administrative support services" firm under primary NAICS Code 541620 and additional NAICS Codes 541690, 541990, 562910.

Please be advised that it is your responsibility to notify MBECO 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 a sworn affidavit sworn or an unsworn declaration executed under penalty of perjury of the laws of the United States, and must include 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 thirty (30) days prior to your annual review date which is 9/30/2019. (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 result in an administrative removal of your certification. Please note that every five (5) years

firms will undergo a slightly more substantive review including a review of personal financial and economic disadvantage criteria and a new site visit and interview, as applicable. You will be notified in writing when your firm is due for such a review. 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

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### STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS



Department of Administration
OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY
Minority Business Enterprise Compliance Office
One Capitol Hill
Providence, RI 02908-5860

Office: (401) 574-8670

RI Relay: 711 www.odeo.ri.gov

October 1, 2018

Ms. Cynthia Gilchrest Common Sense Environmental, Inc. 38 Elm Street New Bedford, MA 02740

Dear Ms. Gilchrest:

Based on the annual review package provided by you, a determination has been made that your firm remains eligible for certification as a WBE for the State of Rhode Island Minority Business Enterprise Program. Your "Minority Business Certification Number" which you can utilize as proof of your status is MBCN 940. Your company has been approved as a WBE to conduct business primarily as an "environmental consulting services: licensed asbestos inspector; asbestos sampling; environmental compliance; subsurface and site investigations; environmental due diligence audits (EDDAS); hazardous waste; drinking water sampling; industrial and tier II compliance; spill prevention countermeasures and control (SPCC); storage tank (UST/AST) removal oversight; bill of lading preparation; disposal profiling; remedial action recommendations; employee training; field and office administrative support services" firm under primary NAICS Code 541620 and additional NAICS Codes 541690, 541990, 562910.

In order to maintain your certification during the certification period, you must submit your annual review package thirty (30) days prior to your annual review date which is 9/30/2019. Your annual review package must include: 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 as 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 result in an administrative removal of your certification. Further, please be advised that it is your responsibility to notify the Minority Business Enterprise Compliance Office of any changes in the ownership or control of your business within thirty (30) days of such changes.

In addition, please be advised that all certified firms undergo a more substantive review, including a new site visit, as well as a review of personal financial information and economic disadvantage status, every five (5) years. Our records indicate that your firm is due for such a review on or about 9/30/2023.

We wish you success in the State of Rhode Island's Minority Business Enterprise Program; and if we can be of further assistance to you, please contact this office.

Sincerely,

Horinda of Kum Dorinda L. Keene

Assistant Administrator – MBE Compliance



# National Women's Business Enterprise Certification

Common Sense Environmental, Inc.

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE). This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

8. 2018

Certification Granted: August 28, 2018

Expiration Date: August 28, 2019

WBENC National Certification Number: WOSB181195

WBENC National WBE Certification was processed and validated by Center for Women & Enterprise, a WBENC Regional Partner Organization.





Authorized by Susan Rittscher, President & CEO Center for Women & Enterprise

NAICS: 541620

UNSPSC: 77101900, 77101901, 77101902, 77101904, 77101905, 77101906, 77101907, 77101908, 77101909

























JOIN FORCES, SUCCEED TOGETHER.

### HEREBY GRANTS WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO

Common Sense Environmental, Inc.

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at www.sba.gov/wosb.

The WOSB Certification expires on the date herein unless there is a change in the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

NAICS: 541620

UNSPSC: 77101900, 77101901, 77101902, 77101904, 77101905,

77101906, 77101907, 77101908, 77101909

Certification Number: WOSB181195

Expiration Date: August 28, 2019

Center for Women & Enterprise

Susan Pattsch

Jamela Prince Fason

Susan Rittscher, Center for Women & Enterprise President & CEO

Pamela Prince-Eason, WBENC President & CEO

Candace Waterman, WBENC Vice President