

BELFAST MUNICIPAL AIRPORT REQUEST FOR QUALIFICATION STATEMENTS AIRPORT PLANNING AND ENGINEERING SERVICES

1. PURPOSE OF THIS REQUEST

The City of Belfast, on behalf of Belfast Municipal Airport, is seeking the services of an airport planning and engineering consultant on a multi-year basis.

2. QUALIFICATION STATEMENT FORMAT, EVALUATION FACTORS

Interested consultants are instructed to follow the format by responding to each of the six evaluation factors (2.1-2.6) listed below; the percentage weight for each evaluation factor follows. Statements that do not follow this format, or do not contain the required information, may be considered unresponsive proposals and not considered by the City of Belfast. There is a maximum page limit of 40 single-sided pages (or 20 double-sided pages) and a minimum font size of 12 point.

2.1 - Experience: the consultant will provide a list of its recent (within the last 5 years) and current contracts, if any, awarded by a city, other governmental unit, or governmental agency for airport-related projects; information for each contract shall include: contract duration with dates; current status of project; services performed; and name of governmental unit or agency and their contact information (for reference/verification purposes). (This evaluation factor is worth 20% of a consultant's total evaluation score.)

2.2 - Ability to perform: the consultant will demonstrate a thorough understanding of any airport-related projects that it has been involved with during the last five (5) years, that are of the type and nature most similar to that which is currently proposed for Belfast Municipal Airport (please refer to the included 2017-2022 capital improvement plan for future planned projects). Identify any significant issues that arose with any of these identified projects and explain how they were successfully overcome. (This evaluation factor is worth 20% of a consultant's total evaluation score.)

2.3 - Community engagement and relations: the consultant will identify and describe their processes and techniques for presenting airport-related projects to, and discussing them with, the community. The consultant will demonstrate, through discussing one or more of its previous or current airport-related projects, how they conveyed sensitivity to affected stakeholders (such as residents living in close proximity to the airport), communicated effectively with the general public, city (or other governmental unit or governmental agency) staff, and elected officials (including translation of Federal Aviation Administration (FAA) and Maine Department of Transportation (MaineDOT) regulations, practices, and processes to non-aviation individuals), and provided leadership and guidance to a city, other governmental unit, or governmental agency to move projects towards completion. (This evaluation factor is worth 25% of a consultant's total evaluation score.)

2.4 - Airport knowledge: the consultant will demonstrate a familiarity with Belfast Municipal Airport, the role of this airport, and its issues and concerns. (This evaluation factor is worth 10% of a consultant's total evaluation score.)

2.5 - Capacity: the consultant will identify and state its current project workload and its capacity to undertake additional projects. Also, the consultant will demonstrate that it has sufficient insurance coverage in place for the anticipated range of work, and that it possesses sufficient financial capacity to successfully and efficiently complete projects. (This evaluation factor is worth 15% of a consultant's total evaluation score.)

2.6 - Personnel: the consultant will identify any and all staff that would be anticipated to be involved to any significant degree with Belfast Municipal Airport-related projects during the next 5 years, identify their anticipated roles, and provide resumes for all of them. The consultant will also include background information on any subconsultants that are used by the consultant on a regular basis and would be expected to be used on Belfast Municipal Airport-related projects during the next 5 years. (This evaluation factor is worth 10% of a consultant's total evaluation score.)

3. QUESTIONS REGARDING THIS REQUEST

Any and all questions regarding this request for qualification statements must be directed either via-email or in writing to the following:

Thomas Kittredge
Economic Development Director, City of Belfast
Airport Manager, Belfast Municipal Airport
131 Church Street
Belfast, Maine 04915
economicdevelopment@cityofbelfast.org

Questions must be received **by 3:00 p.m. eastern standard time on Tuesday, September 6th, 2016** to be answered. All questions submitted by this deadline will be answered and posted on the City of Belfast's website at <http://www.cityofbelfast.org/airportconsultant> **by 3:00 p.m. eastern standard time on Monday, September 12th, 2016**.

4. DEADLINE AND SUBMISSION REQUIREMENTS

Consultants who wish to have their qualification statements considered must follow these submission requirements:

- 1) the consultant will submit five (5) paper copies of their qualification statement;
- 2) the consultant will also submit one (1) electronic copy of the same qualification statement, as a single Adobe Acrobat/pdf file, on a CD-ROM, a DVD-ROM, or on a flash drive
- 3) the consultant will submit both the paper and electronic copies of the qualification statement in a single envelope that is clearly marked "Airport Planning and Engineering Services - Belfast Municipal Airport."
- 4) the consultant will either hand-deliver or mail this envelope such that it is received **by 3:00 p.m. eastern standard time on Tuesday, September 20th, 2016**; and
- 5) the consultant will see that this envelope is delivered to the following address/point-of-contact by the aforementioned deadline:

Thomas Kittredge
Economic Development Director, City of Belfast
Airport Manager, Belfast Municipal Airport
City of Belfast
131 Church Street
Belfast, Maine 04915

The City of Belfast will not return any materials that are submitted. The City of Belfast reserves the right to accept or reject any or all qualification statements received as a result of this request, or to cancel in part or in its entirety this request, if it is in the best interest of the City of Belfast to do so.

5. EVALUATION PROCESS

Following the receipt of the qualification statements, a review group shall evaluate the statements and recommend a consultant to hire to the Belfast City Council. The group, at its discretion, may decide to conduct interviews (to be scheduled at a later date) of one or more consultants prior to providing a recommendation to the Belfast City Council. Final authority to hire a consultant and authorization to execute a contract rests solely with the Belfast City Council.

6. INDEMNIFICATION AND INSURANCE

The selected consultant shall agree to indemnify and hold the City of Belfast harmless from claims, demands, suits, causes of action and judgments arising from the consultant's performance, including claims of professional malpractice or negligence. This indemnity shall be in addition to, and as a complement to, the required contract provisions for federally-funded contracts contained in the most recent version of MaineDOT's airport consultant general conditions, and in the most recent version of the related supplements to these consultant general conditions. The airport consultant general conditions may be found at <http://maine.gov/mdot/cpo/airport/>.

7. CERTIFIED DISADVANTAGED BUSINESS ENTERPRISES

MaineDOT-certified disadvantaged business enterprise (DBE) consultants are encouraged to apply as the prime consultant for this work. It is important that DBE consultants take advantage of this request to at least gain entry to the MaineDOT prequalification list for transportation project-related services. Non-DBE consultants shall ensure that DBEs have the maximum opportunity to participate in the performance of any project contract in accordance with MaineDOT's current requirements for DBE utilization. Consultants certified by another state's transportation agency must be also certified by MaineDOT. More information can be found on MaineDOT's website at <http://www.maine.gov/mdot/civilrights/dbe/>, or by contacting:

Sherry Y. Tompkins
Disadvantaged Business Enterprises
Program Administrator
Maine Department of Transportation
Civil Rights Office
16 State House Station
Augusta, Maine 04333-0016

Telephone: (207) 624-3066
Cell: (207) 592-0686
Fax: (207) 624-3021
TTY Users dial Maine Relay 711

8. SUPPORTING DOCUMENTS

Following this request are several Belfast Municipal Airport-related documents which may be of use to consultants in the development of their qualification statements:

8.1: 2017-2022 capital improvement plan

8.2: Airport property plan (4/20/2004)

8.3: Overview of airport

8.4: Airport master record (effective date of 7/21/2016)

8.5: Airport layout plan set (11/2007)

8.6: 2015-2017 disadvantaged business enterprise program

9. ADDITIONAL INFORMATION, FACILITY TOURS

Additional information regarding Belfast Municipal Airport can also be found at www.cityofbelfast.org/airport.

If a consultant wishes to undertake a tour of Belfast Municipal Airport's facilities prior to the statement submission deadline, they should please contact:

Thomas Kittredge
Economic Development Director, City of Belfast
Airport Manager, Belfast Municipal Airport
131 Church Street
Belfast, Maine 04915
(207) 338-3370 extension 16
airport@cityofbelfast.org

Please note, questions regarding the request for qualification statements will not be answered during facility tours. (Please see above regarding the process for questions regarding the request for qualification statements.)

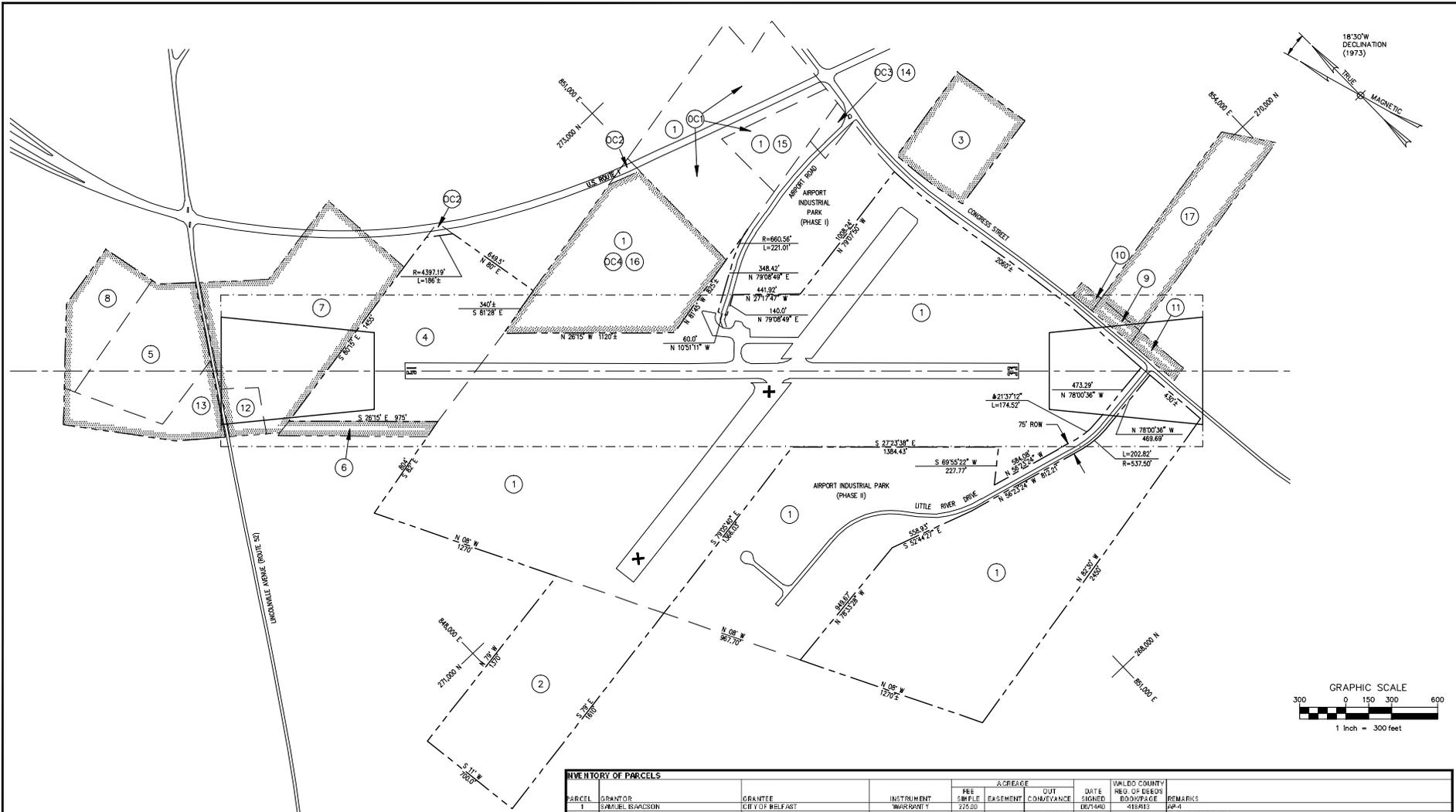
BELFAST MUNICIPAL AIRPORT (BST) CAPITAL IMPROVEMENT PLAN (REVISED 2016.08.25)										
	<i>Annual Federal Aviation Administration (FAA) and Maine Department of Transportation (MaineDOT) Entitlement</i>	\$150,000	\$8,333							
Year	Description	FAA Entitlements (at start of year)	MaineDOT Entitlements (at start of year)	Total Project Costs	FAA Share (entitlement)	FAA Share (discretionary)	MaineDOT Share (entitlement)	MaineDOT Share (discretionary)	City of Belfast Share (required)	Notes
2017	Final Design, Permitting, Geotech and Construct Runway 15 Partial Parallel Taxiway and Runway 33 Bypass Taxiway	\$216,212	\$12,011	\$6,100,000	\$216,212	\$5,273,788	\$12,011	\$292,989	\$305,000	
2018	Paying borrowed FAA and MaineDOT funds back to Central Maine Airport of Norridgewock	\$150,000	\$8,333	\$158,333	\$150,000	\$0	\$8,333	\$0	\$0	funds borrowed from Central Maine Airport in Norridgewock to complete projects in 2016
2019	No Project	\$150,000	\$8,333							
2020	Runway 33 Obstruction Removal	\$300,000	\$16,667	\$215,000	\$193,500	\$0	\$10,750	\$0	\$10,750	
2021	No Project	\$256,500	\$14,250							
2022	Automated Fuel Farm	\$406,500	\$22,583	\$375,000	\$337,500	\$0	\$18,750	\$0	\$18,750	
notes and assumptions:										
<i>all projects are assumed to be funded 90% FAA, 5% MaineDOT, and 5% City of Belfast</i>										
<i>opinions of construction cost represent preliminary values; the capital improvement plan will refined in future revisions; detailed construction cost opinions will be developed as part of the design phase for each project</i>										
<i>all proposed projects are subject to final FAA and MaineDOT review and approval and do not represent a commitment for funding</i>										
<i>FAA requires that we use all entitlement funds for 2017 parallel taxiway project, including leftover funds borrowed from Norridgewock</i>										
<i>keep tree clearing within entitlement (i.e. no discretionary funding allowed/provided for these types of projects)</i>										
<i>obstruction removal needs to be done as 1 project not phased and needs to be for approach clearing only</i>										
<i>not splitting on and off airport obstructions anymore</i>										
<i>do critical obstruction removal off end of runway 33 (5010 form) ASAP with City funds/Public Works/Reentry</i>										
<i>if project requires additional FAA funding, MaineDOT will also contribute their share of funding (City only needs to cover its 5% share)</i>										
<i>if City follows all FAA and MaineDOT requirements for fuel farm, it can be reimbursed from later entitlement funds; following FAA and MDOT requirements would add ~30% to total project costs</i>										
potential future projects (timing may vary):										
<i>environmental assessment for runway extension</i>										
<i>extend/contract runway 33 parallel taxiway</i>										
<i>reconstruct runway 15-33 (not including new runway extensions) (runway 15-33 was last reconstructed in 2004)</i>										
<i>expand hangar development area/T-hangars</i>										
<i>install precision approach path indicators</i>										
<i>establish airport land use compatibility plan</i>										
<i>expand automobile parking</i>										



Project No.	4-20-04
Drawn By	JEC
Checked By	JEC
Scale	AS SHOWN
Date	11/18/03
Sheet	1
Parcel	BROWN PARCEL ADDED

EXHIBIT A - AIRPORT PROPERTY PLAN

Project No.	4-20-04
Drawn By	JEC
Checked By	JEC
Scale	AS SHOWN
Date	11/18/03
Sheet	1
Parcel	BROWN PARCEL ADDED



	AIRPORT PROPERTY LINE
	LOT LINE
	AVIGATION EASEMENT
	RUNWAY PROTECTION ZONE
	BUILDING RESTRICTION LINE
	RUNWAY CENTERLINE

INVENTORY OF PARCELS									
PARCEL	GRANTOR	GRANTEE	INSTRUMENT	FEES	ACREAGE	DATE	WALDO COUNTY	REMARKS	
				EMPHASEMENT	OUT CONVEYANCE	RECORDED	REG. OF DEEDS		
1	SABRILE BRADSON	CITY OF BELFAST	WARRANTY	270.00		06/14/03	436493	AP-4	
DC1	CITY OF BELFAST	STATE OF MAINE	QUIT CLAIM		74.90	07/01/00	211490	NEVER PART OF AVP	
2	DONALD W. SMITH	CITY OF BELFAST	WARRANTY			03/02/00	429132		
3	PERCY A. BRADFORD	CITY OF BELFAST	AVIGATION EASEMENT	24.50	6.60	12/23/01	423473		
4	ERNEST W. KUNAWAN	CITY OF BELFAST	WARRANTY	12.25	11.40	01/24/02	436249		
5	LEE B. RICH & WOODWARD	CITY OF BELFAST	AVIGATION EASEMENT			07/19/01	391030	FEDERAL FUNDS INVOLVED, FAAP01 PROJECT NO. 9-17-023-0001	
6	BARNETT M. & LOUIS W. YOUNG	CITY OF BELFAST	AVIGATION EASEMENT		2.24	06/21/01	281205	FEDERAL FUNDS INVOLVED, FAAP01 PROJECT NO. 9-17-023-0001	
DC2	CITY OF BELFAST	STATE OF MAINE	CO-NONDETENTION		0.40	07/16/01	390114	SEVEREITY AND CONFINEMENT BY ORDER 996, PHASE 10 & 11 PARCELS	
7	RUSSELL J. & JOYCE P. BRYANT	CITY OF BELFAST	AVIGATION EASEMENT		22.60	06/26/01	461844	FEDERAL FUNDS INVOLVED, FAAP01 PROJECT NO. 9-17-023-0001	
8	SABRILE BRADFORD	CITY OF BELFAST	AVIGATION EASEMENT	6.00		08/13/01	281249	FEDERAL FUNDS INVOLVED, FAAP01 PROJECT NO. 9-17-023-0001	
9	ROBERT M. & LORNA E. ROWNS	CITY OF BELFAST	AVIGATION EASEMENT	0.70		02/11/03	440235	FEDERAL FUNDS INVOLVED, FAAP01 PROJECT NO. 9-17-023-0001	
10	MARLENE COSTA-BEALY CO	CITY OF BELFAST	AVIGATION EASEMENT	0.37		04/22/00	636201	FEDERAL FUNDS INVOLVED, FAAP01 PROJECT NO. 9-17-023-0001	
11	HEIDI OF WILLES REED	CITY OF BELFAST	AVIGATION EASEMENT	0.66		05/15/00	440797	FEDERAL FUNDS INVOLVED, FAAP01 PROJECT NO. 9-17-023-0001 (MUNICIPAL TRAFFIC)	
12	FROST & BURNS, INC.	CITY OF BELFAST	AVIGATION EASEMENT	1.65		06/20/00	467433	FEDERAL FUNDS INVOLVED, FAAP01 PROJECT NO. 9-17-023-0001	
13	MILFORD E. & JESSICA R. RHOADS	CITY OF BELFAST	AVIGATION EASEMENT		4.90	04/01/02	456430	FEDERAL FUNDS INVOLVED, FAAP01 PROJECT NO. 9-17-023-0001	
DC3	CITY OF BELFAST	BELFAST WATER DISTRICT	QUIT CLAIM		1.02	07/01/01	706184	SOLD THEN RETURNED	
14	BELFAST WATER DISTRICT	CITY OF BELFAST	QUIT CLAIM	1.02		07/01/01	706185		
DC4	CITY OF BELFAST	STATE OF MAINE	QUIT CLAIM		20.21	12/22/00	388230	CITY RELIANCE EASEMENT FOR RECORD MAINTENANCE	
15	STATE OF MAINE	CITY OF BELFAST	QUIT CLAIM	5.00		12/16/00	400242	INDUSTRIAL PARK SWAMP FOR DEED SEE 16	
16	STATE OF MAINE	CITY OF BELFAST	AVIGATION EASEMENT		20.61	12/06/03	1074200	SWAMP FOR 15	
17	BRADFORD B. JEFFERY P. & JANE BROWN	CITY OF BELFAST	AVIGATION EASEMENT		21.73			FEDERAL FUNDS INVOLVED, TO BE ACQUIRED	
DC		AIRPORT INDUSTRIAL PARK, PHASE I			16.00	10/03/02		SEE PLAN RECORDED IN PLAN BOOK 14, PAGE 72, FWA RELEASED 21-99	
DC		AIRPORT INDUSTRIAL PARK, PHASE II			20.46			SEE PLAN RECORDED IN PLAN BOOK 12, PAGE 14, FWA APPROVED 12-12-99	
					TOTAL	324.37	404.26	404.26	ADDITIONAL INFORMATION: 327-35, 103-24 & 211-05-02

NOTES:

- THIS PLAN WAS COMPILED FROM PLANS AND OTHER RECORDS ON FILE AT BELFAST CITY HALL, WALDO COUNTY REGISTRY OF DEEDS OR THE FEDERAL AVIATION ADMINISTRATION. THIS PLAN IS NOT A BOUNDARY SURVEY AND SHALL NOT BE RECORDED AT THE REGISTRY OF DEEDS.
- AVIGATION EASEMENTS OVER THE LOTS COMPRISING INDUSTRIAL PARK NORTH AND SOUTH MUST BE RETURNED BY THE CITY WHEN CONVEYING THESE LOTS.
- REFERENCE IS MADE TO A DEED OF RELEASE, DATED JUNE 17, 1988, BY THE UNITED STATES OF AMERICA, FEDERAL AVIATION ADMINISTRATION (FAA) AND ON FILE AT THE OFFICE OF THE FAA.
- AREAS GIVEN IN THE TITLE ARE THOSE RECITED IN THE DEED, OR IF NOT MENTIONED IN THE DEED, HAVE BEEN CALCULATED FROM THE DEED OR PLANNIMETER FROM THIS PLAN.

BELFAST MUNICIPAL AIRPORT OVERVIEW

LOCATION AND HISTORY

Belfast Municipal Airport (Federal Aviation Administration (FAA) airport code BST, International Civil Aviation Organization airport code KBST, FAA site number 07837), owned and operated by the City of Belfast, is a 220-acre, public use, non-towered, general aviation airport located off of U.S. Route 1 and between both phases of the Belfast Airport Business Park; its airport reference point is 44°24'33.8" north, 69°00'42.6" west, and has a defined elevation of 197.6 feet above mean sea level.

The airport was constructed in the early 1940's as part of the U.S. government's home defense program, though it was never ultimately used by the military. Its initial construction was funded by the Works Progress Administration, the Civil Aeronautics Administration, the City of Belfast, and the State of Maine. The airport's main and only active runway (Runway 15-33) has existed in its current configuration (150°/330°) and length (4,000') since the 1960's.

ROLE AND OPERATIONS

As a general aviation airport, scheduled commercial airline service does not exist at Belfast Municipal Airport. The airport caters to small aircraft and corporate jets, and it supports the economy of Belfast and the surrounding region (for example, the staff and/or clients of two of Belfast's largest companies, athenahealth and Front Street Shipyard, make regular use of this airport). As the airport also serves as an important gateway to the Belfast region, it is expected that people who initially experience Belfast through the airport may decide in the future to construct a private hangar at the airport, purchase housing in Belfast, and/or bring their business or job to Belfast.

Belfast Municipal Airport was classified in the 2015 National Plan of Integrated Airport Systems (NPIAS) as a *General Aviation* airport, defined as an airport that does not receive scheduled commercial service and accounts for enough activity (having usually at least 10 based aircraft) and is located at least 20 miles from the nearest NPIAS airport. Belfast Municipal Airport was classified in the FAA's study entitled *General Aviation Airports: A National Asset* as a *local airport*, defined as an airport that supplements local communities by providing access primarily to intrastate and some interstate markets. Belfast Municipal Airport is also currently classified in the Maine Aviation Systems Plan Update as a *Level III* airport, defined as an airport that serves a primary role in local economies, focused on supporting a variety of general aviation activities such as business, emergency service, recreational, and personal flying; these airports should be capable of accommodating all single-engine and some small twin-engine general aviation aircraft.

The FAA's most recent (January 2014) *Terminal Area Forecast* for the airport estimates the number of annual aircraft operations at 10,000 (or 833.3 operations per month). Since the fall of 2014, the airport has had installed a system (the General Aviation Recording Device (GARD) system) that records all radio transmissions made at or near the airport on its Common Traffic Advisory Frequency, and uses the number of transmissions to estimate the number of airport operations. According to the GARD system, operations during the year period of 8/1/2015-7/31/2016 averaged 257.7 per month (the GARD system currently considers 9 transmissions equivalent to 2 operations). There are currently 24 ground leases in effect at the airport; each of these leased areas has built upon it a privately-owned aircraft hangar, which range in size from 28' x 40' to 62' x 60', and Belfast Municipal Airport currently has 13 based aircraft.

FACILITIES AND INFRASTRUCTURE

Runway 15-33

Runway 15-33 is Belfast Municipal Airport's only active runway. It measures 4,000 feet long by 100 feet wide, with a true bearing of 133.42°/313.43°. The surface is bituminous concrete with a weight bearing capacity of 30,000 pounds for single-wheel aircraft. The runway 15 approach end elevation, also the airport's official elevation, is 197.6 feet above mean sea level, whereas the runway 33 approach end elevation is 158.5 feet above mean sea level, meaning the runway has a gradient of approximately 1%, sloping down from the runway 15 end to the runway 33 end. The runway is equipped with pilot-controlled Medium Intensity Runway Lights (MIRLs) and Runway End Identifier Lights (REILs) at both ends. Both runway 15 and runway 33 have non-precision instrument approach runway markings, including centerline, runway designator (numerals), threshold markings, and aiming points. Both runway 15 and runway 33 are served by a non-precision area navigation (RNAV) global positioning system (GPS) approach, including localizer performance with vertical guidance (LPV).

The runway was most recently reconstructed in 2004, and it also underwent crack sealing in 2014. According to the *2014 Maine Airport Pavement Conditions Report*, the pavement has a pavement condition index value of 95, indicating that at that time it was in excellent condition. The runway's painted markings are currently in good condition and provide adequate contrast against the pavement surface.

Runway 10-28

Previously serving as the airport's crosswind runway, runway 10-28 was decommissioned in 1982 due to the poor condition of the pavement, the high cost of repair and maintenance, and the infrequent use of the runway. A significant portion of this runway has been repurposed for the airport's existing hangar and apron development.

Taxiways A-C

Belfast Municipal Airport possesses a partial parallel taxiway for runway 15-33 (taxiway A) that is supported and connected by two 'stub' taxiways (taxiways B and C). Taxiway A, located roughly mid-field on the north side of runway 15-33, measures approximately 350 feet long by 35 feet wide, with a current runway centerline-to-taxiway centerline separation of 200 feet. Taxiways B and C both measure approximately 130 feet long by 35 feet wide. All of these taxiways possess a bituminous concrete surface. The taxiways were apparently last reconstructed prior to 1983 and, according to the *2014 Maine Airport Pavement Conditions Report*, the pavement has a rating of 3, indicating that it is in generally good condition.

Navigational Aids and Automated Weather Observing System

Belfast Municipal Airport possesses navigational aids, including a lighted windsock, a segmented circle, a rotating beacon, and nighttime obstruction lights. The airport also has an automated weather observing system (AWOS); more specifically, an AWOS-3, which reports altimeter setting, wind data, visibility, ceiling, temperature, dew point, relative humidity, and condensation altitude data, and which can be accessed via radio, internet, and phone.

Facilities and Other Infrastructure

Belfast Municipal Airport possesses a number of facilities and other infrastructure; they are presented here roughly in order of location (the letters identify these on the plans and photos that accompany this overview):

A) T-Hangar: constructed in 1950, this hangar is located adjacent to the 'Low' Hangar (closer to the runway 15 end). It is a steel hangar with a concrete floor and a manually-operated sliding wooden door. It has a height of 12 feet, an opening/maximum width of 40.5 feet, and a depth of 26 feet, with a total area of 682 square feet. No utilities serve this hangar. This hangar is currently leased by DG Aviation, LLC, a fixed base operator.

B and C) 'Low' Hangar: named after the owner of a former fixed base operator at this airport, this hangar was constructed in 1970, and is located off of Airport Road and taxiway B, consisting of two bays, each one being 16 feet high, 44 feet wide, and 37 feet deep (3,293 total square feet), each of which has their own motorized bi-fold door. The building is a 'pole building' with treated structural verticals, with a steel exterior, has a concrete floor, and is minimally insulated. There is also a lobby/entrance structure of 116 square feet (which comes through C), bringing the total area for the entire structure to 3,409 square feet. The building is serviced by forced hot air (oil) heat (2 250-gallon tanks), 100-amp electricity, and municipal water, but no municipal sewer is available and there is no bathroom in this building. The hangar bay located closest to the runway 15 end (B) also has a waste oil heater (a 250-gallon tank). This hangar is also currently leased by DG Aviation, LLC, a fixed base operator.

D) Shed: this structure is located between the end of Airport Road and taxiway B, and has a width of 20 feet and a depth of 20 feet, for a total area of 400 square feet. No utilities serve this structure. This building is currently being used for storage by the City of Belfast's Parks and Recreation Department.

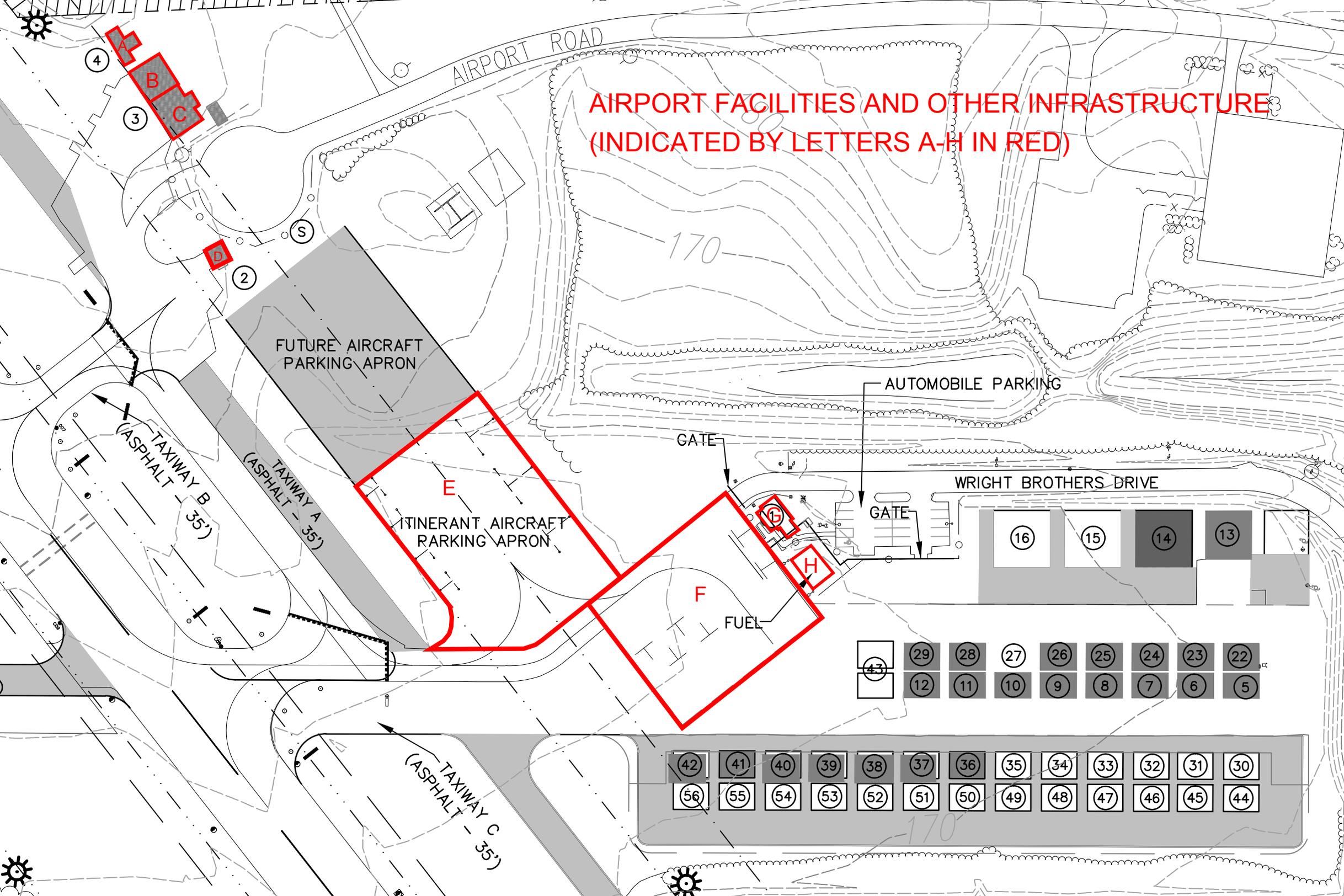
E) 'New' Apron: a new bituminous concrete apron (46,926 square feet in area) was constructed in 2011 to accommodate larger aircraft. This apron has located upon it 7 tie-downs (4 smaller ones on the side closest to the runway, 3 larger ones on the side farthest from the runway); each of these tie-downs has access to its own engine block heater outlet.

F) 'Old' Apron: the older bituminous concrete apron (approximately 32,300 square feet in area) extends from the Terminal Building towards the runway. This apron contains 6 tie-downs (a set of 2 directly in front of the Terminal Building, and another set of 4 located closer to the runway). (These tie-downs do not have engine block heater outlets.)

G) Terminal Building: constructed in 1950 (moved at a later date to its current location), this building is located between Wright Brothers Drive and the 'Old' Apron, is 8 feet in height, and totals 1,092 square feet in size (over two floors; a ground floor and a finished basement). The building has electricity, is heated with propane (2 250-gallon tanks), and contains a bathroom (septic field), and has a wood siding exterior. This building is currently used as a pilot planning area/lounge, and also hosts the City's radio, weather, and surveillance equipment.

H) Concrete Fuel Pad: this structure is a concrete pad located between the Terminal Building, the 'Old' Apron, and Wright Brothers Drive, is approximately 42 feet wide by 29 feet deep (approximately 1,218 square feet in area). This pad was previously used for the storage of the previous fixed base operator's 5,000-gallon 100 low-lead aviation fuel tank and aviation fuel truck, which were permanently removed from the airport in 2015. There is likely the ability to add/improve electrical service in this area, as there exists extra/unused conduit.

**AIRPORT FACILITIES AND OTHER INFRASTRUCTURE
(INDICATED BY LETTERS A-H IN RED)**



AIRPORT FACILITIES AND OTHER INFRASTRUCTURE
(INDICATED BY LETTERS A-H IN RED)

A B C

D

E

G

H

F

TAXIWAY A

TAXIWAY B

TAXIWAY C

TOWARDS
RUNWAY 15 END

RUNWAY 15-33

TOWARDS
RUNWAY 33 END

A (T-Hangar) (exterior)



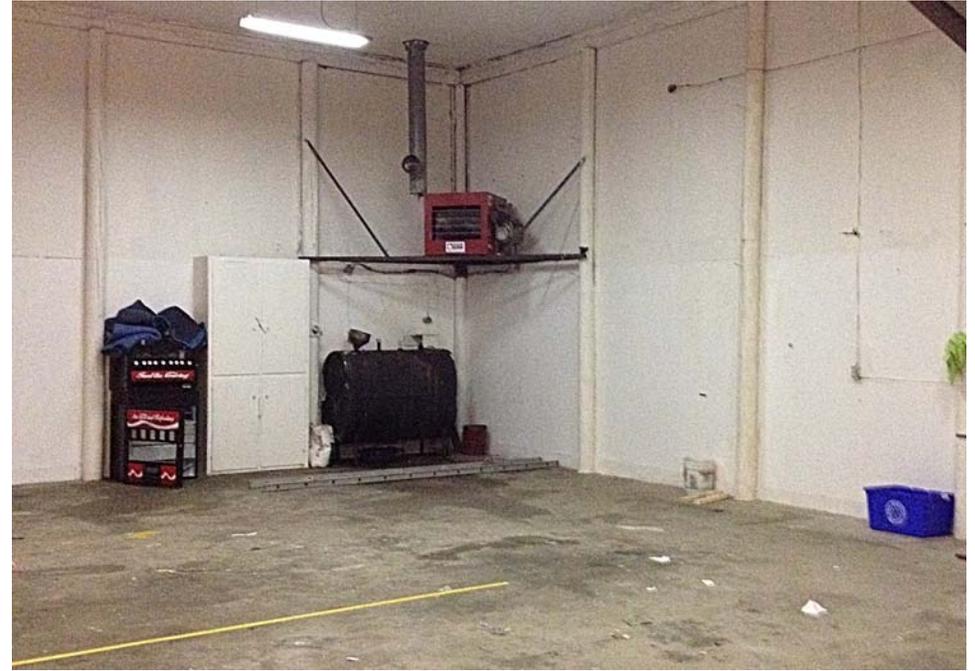
A (T-Hangar) (interior)



B and C ('Low' Hangar) (exterior)



B ('Low' Hangar - bay closest to runway 15) (interior)



C ('Low' Hangar - bay farthest from runway 15) (interior)



D (Shed)



E (New Apron)



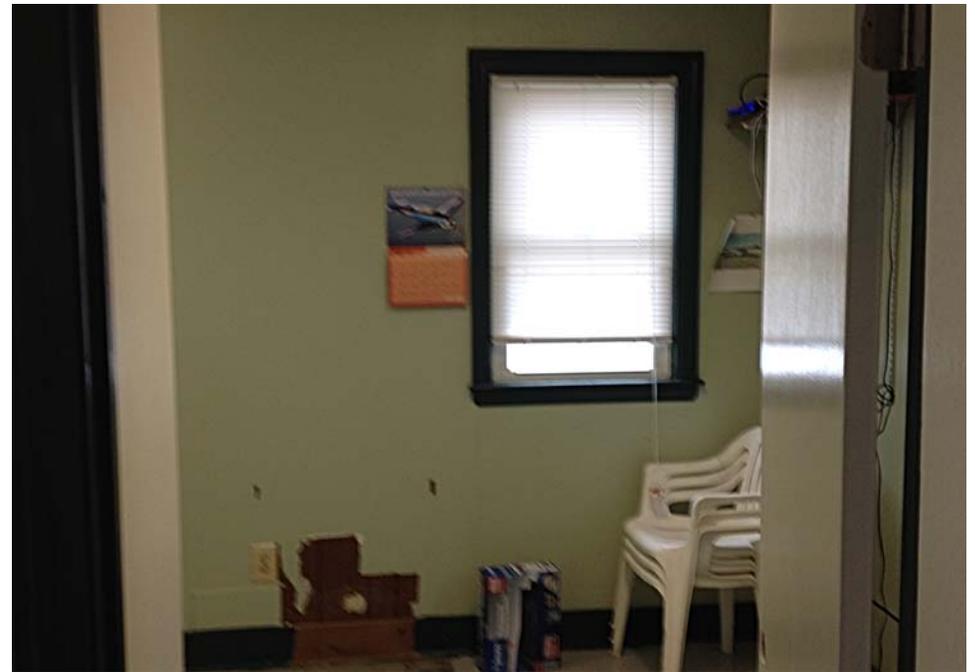
F (Old Apron)



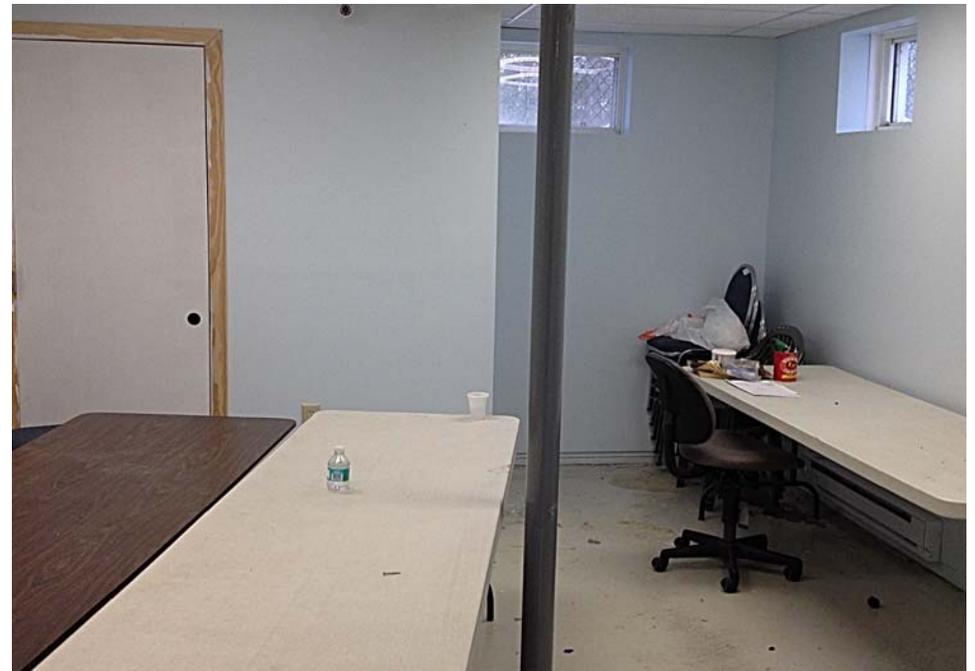
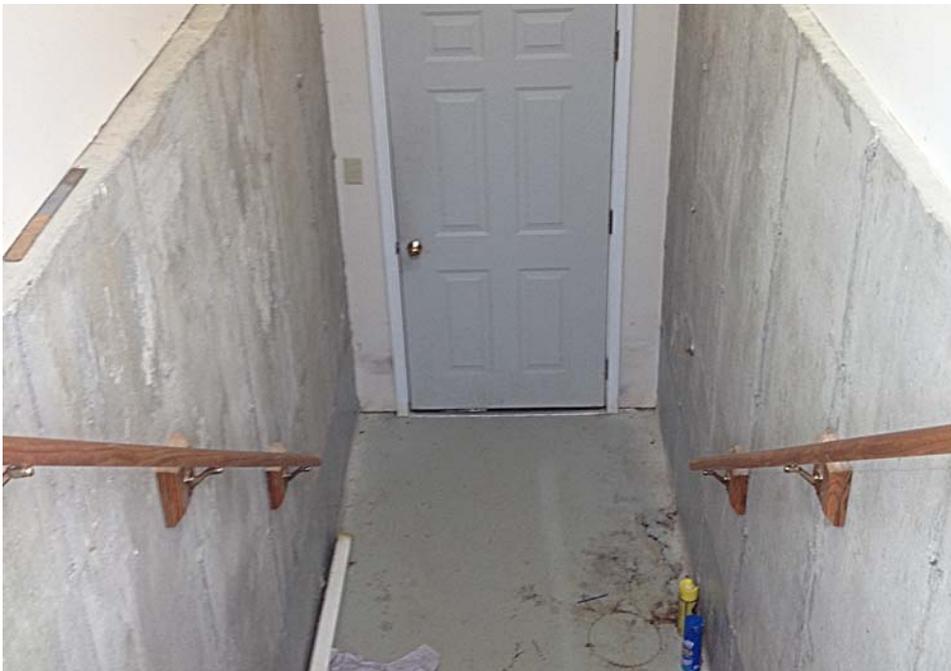
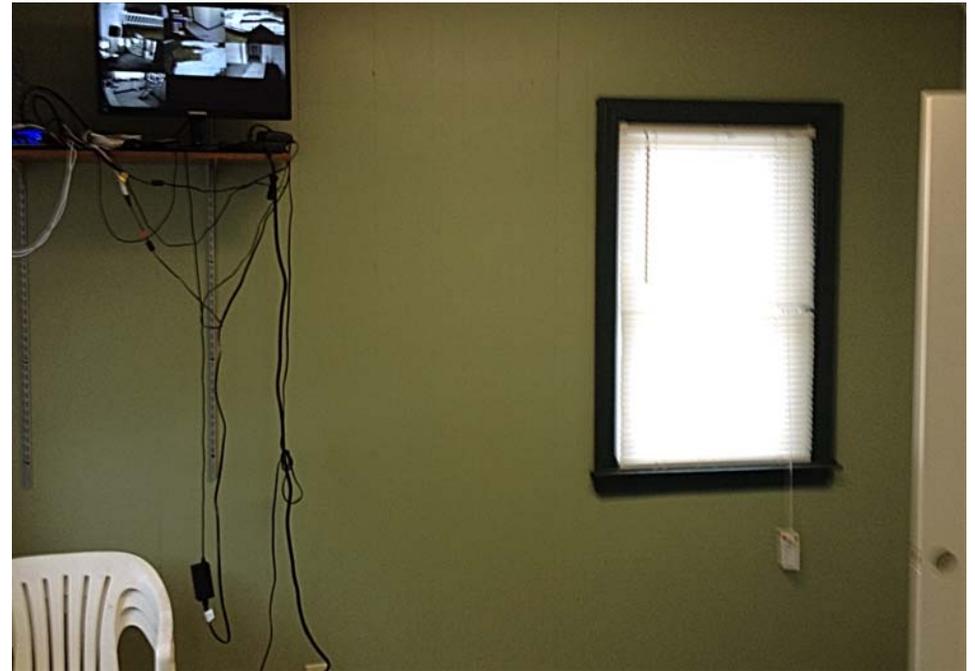
G (Terminal Building) (exterior)



G (Terminal Building) (ground floor interior)



G (Terminal Building) (ground floor interior, basement interior)



H (Concrete Fuel Pad)



> 1 ASSOC CITY: BELFAST 4 STATE: ME LOC ID: BST FAA SITE NR: 07837.*A
 > 2 AIRPORT NAME: BELFAST MUNI 5 COUNTY: WALDO ME
 3 CBD TO AIRPORT (NM): 01 SW 6 REGION/ADO: ANE/NONE 7 SECT AERO CHT: MONTREAL

GENERAL

10 OWNERSHIP: PUBLIC
 > 11 OWNER: CITY OF BELFAST
 > 12 ADDRESS: CITY HALL 131 CHURCH ST (TOP FLOOR)
 BELFAST, ME 04915
 > 13 PHONE NR: 207-338-3370 X16
 > 14 MANAGER: THOMAS KITTREDGE
 > 15 ADDRESS: CITY HALL 131 CHURCH ST
 BELFAST, ME 04915
 > 16 PHONE NR: 207-338-3370 X16
 > 17 ATTENDANCE SCHEDULE:
 IREG

SERVICES

> 70 FUEL:
 > 71 AIRFRAME RPRS: NONE
 > 72 PWR PLANT RPRS: NONE
 > 73 BOTTLE OXYGEN: NONE
 > 74 BULK OXYGEN: NONE
 75 TSNT STORAGE: TIE
 76 OTHER SERVICES:

BASED AIRCRAFT

90 SINGLE ENG: 10
 91 MULTI ENG: 0
 92 JET: 0
 TOTAL: 10
 93 HELICOPTERS: 2
 94 GLIDERS: 0
 95 MILITARY: 0
 96 ULTRA-LIGHT: 1

FACILITIES

> 80 ARPT BCN: CG
 > 81 ARPT LGT SKED: SEE RMK
 BCN LGT SKED: SS-SR
 > 82 UNICOM: 122.800
 > 83 WIND INDICATOR: YES-L
 84 SEGMENTED CIRCLE: YES
 85 CONTROL TWR: NO
 86 FSS: BANGOR
 87 FSS ON ARPT: NO
 88 FSS PHONE NR:
 89 TOLL FREE NR: 1-800-WX-BRIEF

OPERATIONS

100 AIR CARRIER: 0
 102 AIR TAXI: 2,000
 103 G A LOCAL: 6,000
 104 G A ITNRNT: 2,000
 105 MILITARY: 0
 TOTAL: 10,000
 OPERATIONS FOR
 12 MONTHS
 ENDING: 08/26/2014

18 AIRPORT USE: PUBLIC
 19 ARPT LAT: 44-24-33.8000N ESTIMATED
 20 ARPT LONG: 069-00-42.6000W
 21 ARPT ELEV: 197.6 SURVEYED
 22 ACREAGE: 320
 > 23 RIGHT TRAFFIC: NO
 > 24 NON-COMM LANDING: NO
 25 NPIAS/FED AGREEMENTS: NGY3
 > 26 FAR 139 INDEX:

RUNWAY DATA

> 30 RUNWAY INDENT:
 > 31 LENGTH:
 > 32 WIDTH:
 > 33 SURF TYPE-COND:
 > 34 SURF TREATMENT:
 35 GROSS WT: S
 36 (IN THSDS) D
 37 2D
 38 2D/2D2
 > 39 PCN:

15/33
 4,000
 100
 ASPH-E
 30.0

LIGHTING/APCH AIDS

> 40 EDGE INTENSITY:
 > 42 RWY MARK TYPE-COND:
 > 43 VGSI:
 44 THR COSSING HGT.:
 45 VISUAL GLIDE ANGLE:
 > 46 CNTRLN-TDZ:
 > 47 RVR-RVV:
 > 48 REIL:
 > 49 APCH LIGHTS:

MED
 NPI - G / NPI - G - / - - / -
 / / / /
 / / / /
 - / - - / - - / -
 - / - - / - - / -
 Y / Y / /
 / / / /

OBSTRUCTION DATA

50 FAR 77 CATEGORY
 > 51 DISPLACED THR:
 > 52 CTLG OBSTN:
 > 53 OBSTN MARKED/LGTD:
 > 54 HGT ABOVE RWY END:
 > 55 DIST FROM RWY END:
 > 56 CNTRLN OFFSET:
 57 OBSTN CLNC SLOPE:
 58 CLOSE-IN OBSTN:

A(NP) / A(NP) / /
 / / / /
 BRUSH / TREES / / /
 L / / / /
 8 / 12 / / /
 201 / 240 / / /
 75L / 165R / / /
 0:1 / 3:1 / / /
 Y / Y / / /

DECLARED DISTANCES

> 60 TAKE OFF RUN AVBL (TORA):
 > 61 TAKE OFF DIST AVBL (TODA):
 > 62 ACLT STOP DIST AVBL (ASDA):
 > 63 LNDG DIST AVBL (LDA):

/ / / /
 / / / /
 / / / /
 / / / /

(-) ARPT MGR PLEASE ADVISE FSS IN ITEM 86 WHEN CHANGES OCCUR TO ITEMS PRECEDED BY >

> 110 REMARKS

- A 014 CITY & AIRPORT MANAGER.
- A 052 RWY 15 OBSTRUCTIONS IN APCH BOTH ENDS RY 15; 8 FT TREES 75 FT LEFT OF CNTRLN 200 FT FM RWY 15 THLD; 12 FT TREES 165 FT RIGHT OF CNTRLN 240 FT FM RY 33 THLD. 100 FT TALL OBSTRUCTION LGTS ALONG BOTH SIDES OF PRIMARY SFC AND TREELINE.
- A 052 RWY 33 OBSTRUCTIONS IN APCH BOTH ENDS RY 33; 8 FT TREES 75 FT LEFT OF CNTRLN 200 FT FM RY 15 THLD; 12 FT TREES 165 FT RIGHT OF CNTRLN 240 FT FM RY 33 THLD. 100 FT TALL OBSTRUCTION LGTS ALONG BOTH SIDES OF PRIMARY SFC AND TREELINE.
- A 058 RWY 15 RY 15 4 - 8 FT BRUSH 160- 200 FT FM THLD 75 FT LEFT & RIGHT OF CNTRLN.
- A 058 RWY 33 RY 33 6 FT- 12 FT SCATTERED BRUSH 10- 200 FT FM THLD 75 FT LEFT & RIGHT OF CNTRLN.
- A 075 TIE WITH ELECTRIC POWER AVAIL.
- A 081 ACTIVATE REIL 15/33 MRL RY 15/33 - CTAF.
- A 110-004 100 FT. TALL OBSTRUCTION LIGHTS ALONG BOTH SIDES OF PRIMARY SURFACE & TREE LINE.
- A 110-005 GROUND TRANSPORTATION AVBL.
- A 110-006 AWOS AVAILABLE ON CTAF - 2 CLICKS OR CALL (207) 930-7071.
- A 110-007 FREE UNSECURED WIFI AVAIL
- A 110-008 DEER & BIRDS ON OR INV OF ARPT.

111 INSPECTOR: (C) 112 LAST INSP: 08/26/2014 113 LAST INFO REQ:



Stantec Consulting Services Inc.
22 Free Street, Suite 205
Portland ME U.S.A.
04101-3900
Tel. 207.775.3211
Fax. 207.775.6434
www.stantec.com

Stantec

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Consultants

Legend

Notes

Revision By Appd. YY.MM.DD

Issued By Appd. YY.MM.DD

File Name: Sheet 04 Terminal Plan Proposed.dwg
Airport Layout.dwg Dwn. Chkd. Dsgn. YY.MM.DD

Permit-Seal

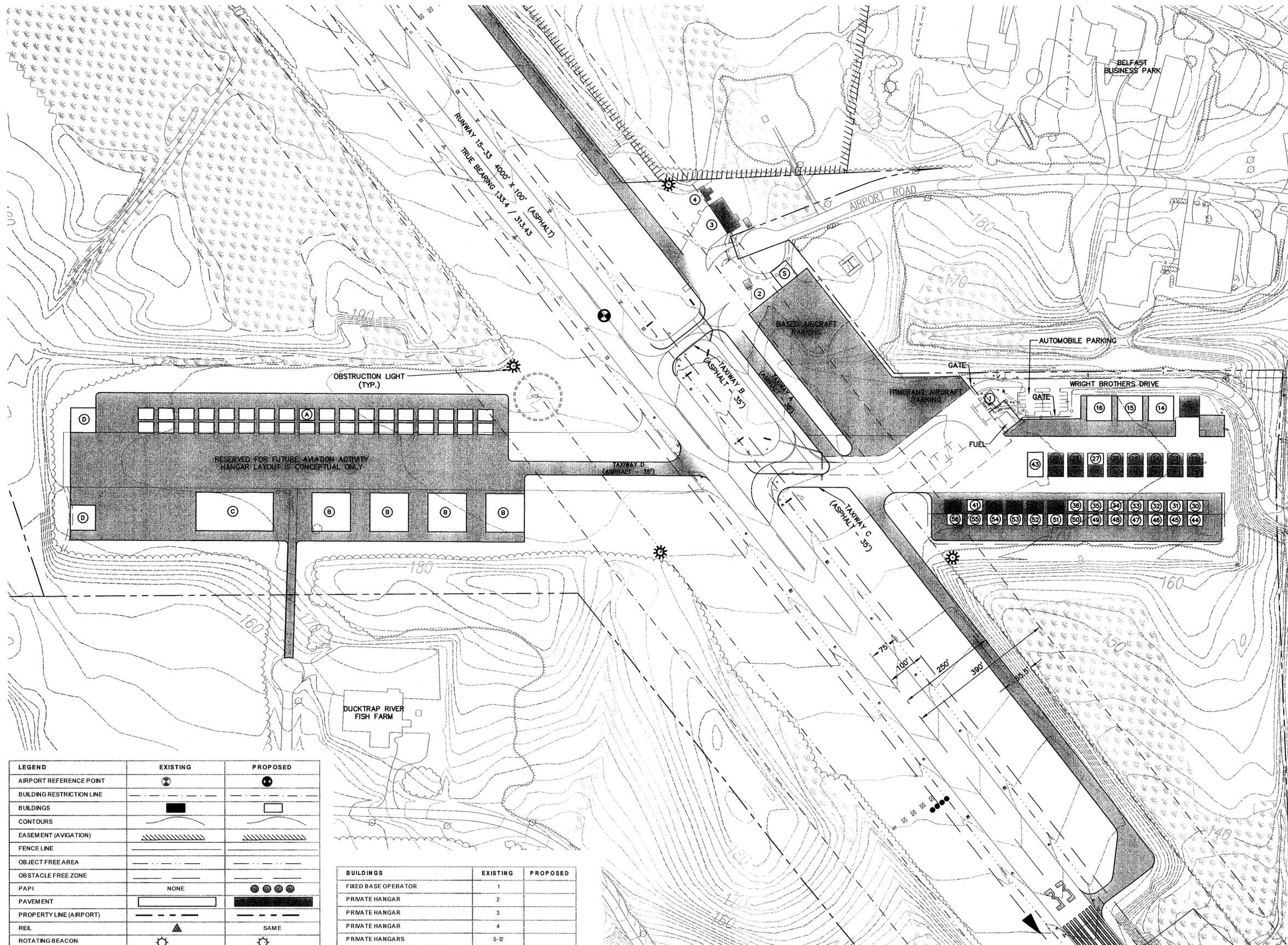
Client/Project
BELFAST MUNICIPAL AIRPORT

Belfast, Maine

Title
TERMINAL LAYOUT

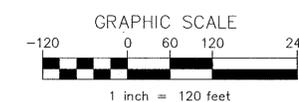
Project No. 195210090 Scale AS NOTED

Drawing No. 4 Sheet 4 of 4 Revision 0



LEGEND	EXISTING	PROPOSED
AIRPORT REFERENCE POINT		
BUILDING RESTRICTION LINE		
BUILDINGS		
CONTOURS		
EASEMENT (AVIGATION)		
FENCE LINE		
OBJECT FREE AREA		
OBSTACLE FREE ZONE		
PAPI	NONE	
PAVEMENT		
PROPERTY LINE (AIRPORT)		
REIL		SAME
ROTATING BEACON		
RUNWAY SAFETY AREA		
SEGMENTED CIRCLE/WIND CONE		SAME
TREE LINE		
UTILITY POLE		
VASI	NOT OPERATIONAL	NONE
WETLANDS (DELINEATED)		
WIND CONE	NONE	

BUILDINGS	EXISTING	PROPOSED
FIXED BASE OPERATOR	1	
PRIVATE HANGAR	2	
PRIVATE HANGAR	3	
PRIVATE HANGAR	4	
PRIVATE HANGARS	5-12	
PRIVATE HANGARS	13	14-16
PRIVATE HANGARS	22-26	27
PRIVATE HANGARS	28-29	
PRIVATE HANGARS	37-40	30-36
PRIVATE HANGARS	42	41
PRIVATE HANGARS		44-56
SNOW REMOVAL EQUIPMENT BUILDING		S



V:\1952\active\195210090\Cad\Aviation\Key\Sheets\Sheet 04 Terminal Plan Proposed.dwg Layout1_11/28/2007 1:13:32 PM gskason ME-PRJ-OCET\BSC0\Paper-Plot-19-Mega.plt



Belfast Municipal Airport Belfast, Maine
Disadvantaged Business Enterprise Program

This document is the City of Belfast (Maine) DBE program prepared in compliance with 49 CFR, Part 26.

This program covers the period 2015/2016/2017.

SUBPART A – GENERAL REQUIREMENTS

Section 26.1: Objectives

The objectives are found in the policy statement on the first page of this program.

Section 26.3: Applicability

The City is the recipient of Federal airport funds authorized by 49 U.S.C. 47101, et seq.

Section 26.5: Definitions

The City will use terms in this program that have the meaning defined in Section 26.5.

Section 26.7: Non-discrimination Requirements

The City will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the City will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11: Record Keeping Requirements

Reporting to USDOT: 26.11(b)

Since the City may receive an annual grant during the reporting period of \$250,000 or more for airport planning or development, we will continue to carry out this program until all funds from USDOT financial assistance have been expended. We will provide to USDOT updates representing significant changes in the program. We will submit an updated goal annually on August 1 if we plan to award contracts exceeding \$250,000 in FAA funds in that Federal fiscal year.

We will report DBE participation to USDOT as follows:

We will transmit to FAA annually on December 1, as required the Uniform Report of DBE Awards or Commitments and Payments using the USDOT DBE Office Online Reporting System (DOORS).

Bidders List: 26.11(c)

The City will create and maintain a bidders list. The purpose of the list is to provide as accurate data as possible about the universe of DBE and non-DBE contractors and subcontractors who seek to work on our USDOT-assisted contracts for use in helping to set our overall goals. The bidders list will include the name, address, DBE and non-DBE status, age of firm, and annual gross receipts of firms.

We will collect this information by requesting each primary contractor awarded a contract to submit the details to our DBELO in writing with 14 days of contract award. The requirement to provide this information will be disseminated during bid solicitations and during pre-bid conferences.

Section 26.13: Federal Financial Assistance Agreement

The City has signed the following assurances, applicable to all USDOT-assisted contracts and their administration:

Assurance: 26.13(a)

The City shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts. The City's DBE Program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the City of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

This language will appear in financial assistance agreements with sub-recipients.

Contract Assurance: 26.13b

We will ensure that the following clause is placed in every USDOT-assisted contract and subcontract:

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21: DBE Program Updates

The City may receive an annual grant for airport planning or development totaling \$250,000 during one or more years of the reporting period. We will continue to carry out this program until all funds from USDOT financial assistance have been expended. We will provide to USDOT updates representing significant changes in the program. We will submit an updated goal on August 1 as required, if we plan to award FAA funded contracts exceeding \$250,000 annually, during the reporting period.

Section 26.23: Policy Statement

The Policy Statement is elaborated on the first page of this program.

Section 26.25: DBE Liaison Officer (DBELO)

We have designated the following individual as our DBE Liaison Officer:

Thomas Kittredge Airport Manager
131 Church Street
Belfast, Maine 04915
(207) 338-3370 – Ext. 16
economicdevelopment@cityofbelfast.org

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the City complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the City Manager concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Figure 1.

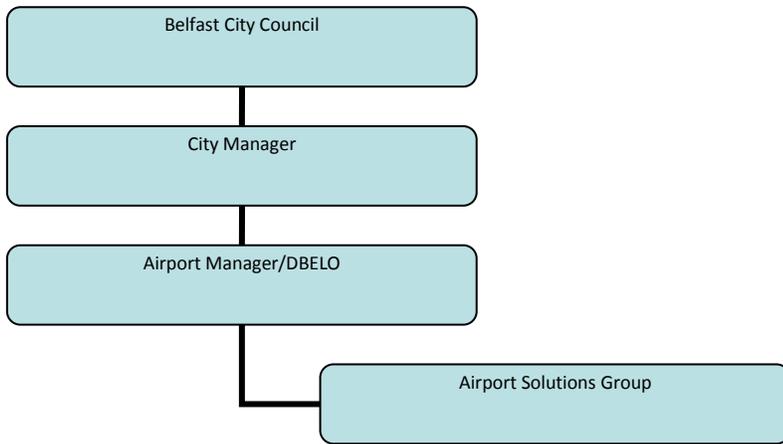


Figure 1: Organizational Char

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has a staff of one, plus the city’s aviation consultant to assist in the administration of the program. The duties and responsibilities include the following:

- 1 Gathers and reports statistical data and other information as required by USDOT.
- 2 Reviews third party contracts and purchase requisitions for compliance with this program.
- 3 Ensures that bid notices and requests for proposals are available to DBEs in a timely manner. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
- 4 Analyzes the City’s progress toward attainment and identifies ways to improve progress.
- 5 Participates in pre-bid meetings.
- 6 Advises the City Manager and city council on DBE matters and achievement.
- 7 Determines contractor compliance with good faith efforts.
- 8 Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
- 9 Plans and participates in DBE training seminars.

Section 26.27: DBE Financial Institutions

The City will investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged persons and make reasonable efforts to use these institutions, within state law.

MaineDOT has identified one minority owned financial institution in Maine, Four Directions Development Corp., which serves the financial needs of all four Maine Indian tribes: Penobscot, Passamaquoddy, Micmac, and Maliseet.

Section 26.29: Prompt Payment Mechanisms

The City will include the following clause in each USDOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 14 days from the receipt of each payment the prime contractor receives from City. The prime contractor agrees further to return retainage payments to each subcontractor within 14 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following written approval of the City. This clause applies to both DBE and non-DBE subcontractors.

Section 26.31: Directory

The City utilizes the MaineDOT directory. MaineDOT publishes a current directory on the Internet identifying certified DBEs willing to perform as subcontractors on MaineDOT's federal aid projects. All DBE firms listed in the directory are certified as meeting the requirements as outlined in 49 CFR Part 26. The directory contains the DBE firm name, address, phone, fax, owner name, work categories and work area. Copies are available on MaineDOT website at:

<http://www.state.me.us/mdot/disadvantaged-business-enterprises/pdf/directory.pdf>

The DBE Directory is the responsibility of the MaineDOT DBE Program Administrator.

Section 26.33: Over-concentration

The City relies on MaineDOT, who has not determined an over concentration in any areas. When evidence is noted, MaineDOT will take specific remedial steps. These may include but are not limited to:

- reduced/no contractual credit for Contractors/Consultants who utilize businesses in over concentrated areas;
- some "incentive" benefit to Contractors/Consultants who expand/initiate new contracting arrangements with DBEs in non over concentrated areas;
- and public relations or marketing campaign to promote "other" business opportunities in the DBE program than those more traditionally known.

Current areas of possible over concentration which are of concern include: landscaping, trucking, striping, flagging and guardrail.

MaineDOT may adjust the Program in response to the level of utilization of non-DBE firms in any area MaineDOT determines as being over concentrated. This is accomplished via periodic reviews conducted.

Contractors and consultants are encouraged to promote DBE relationships which reflect the array of businesses represented in MaineDOT's Directory of DBE Certified Businesses.

Section 26.35: Business Development Programs

The City has not established a business development program.

Section 26.37: Monitoring and Enforcement Mechanisms

The City will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

- 1 We will bring to the attention of the United States Department of Transportation (USDOT) any false, fraudulent, or dishonest conduct in connection with the program, so that USDOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the USDOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.107.
- 2 We will consider similar action under our own legal authorities, including responsibility determinations in future contracts.
- 3 We will also implement a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award is actually performed by the DBEs. This mechanism will provide for a running tally of actual DBE attainments (e.g., payment actually made to DBE firms), including a means of comparing these attainments to commitments. This mechanism will include a written certification that we have reviewed contracting records and monitored work sites for this purpose. (The monitoring to which this paragraph refers may be conducted in conjunction with monitoring of contract performance for other purposes (e.g., close-out reviews for a contract). This will be accomplished by requiring each prime contractor submit detailed payment data to each DBE, including copies of DBE invoices, payment records, including dates, amounts, check numbers, and other information deemed necessary to support contract performance.
4. In our reports of DBE participation to USDOT, we will show both commitments and attainments, as required by the USDOT uniform reporting form.

Section 26.39: Fostering small business participation.

The City has created an element to structure contracting requirements to facilitate competition by small business concerns, taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors. For clarification purposes, 49 CFR Part 26.5 states, "Small business concern means, with respect to firms seeking to participate as DBEs in USDOT-assisted contracts, a small business concern as defined pursuant to section 3 of the Small Business Act and Small Business Administration regulations implementing it (13 CFR part 121) that also does not exceed the cap on average annual gross receipts specified in §26.65(b)." 13 CFR 121.402 defines "What size standards are applicable to Federal Government Contracting programs?"

In compliance with this policy, the City's DBE Program in regard to §26.39 Fostering Small Business Participation may include, but is not limited to, the following strategies:

- Establishing a race-neutral small business set aside for prime contracts that exceed \$500,000 of grant funding awarded during the goal reporting period.
- On prime contracts exceeding \$250,000 not having DBE contract goals, requiring the prime contractor to provide subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform, rather than self-performing all the work involved.
- Identifying alternative acquisition strategies and structuring procurements to facility the ability of consortia or businesses, including DBEs, to compete for and perform prime contracts.

To meet the portion of your overall goal you project to meet through race-neutral measures, ensuring that a reasonable number of prime contracts are of a size that small businesses, including DBEs, can reasonably perform.

In order to actively implement the City's program elements to foster small business participation and to comply with the requirement of good faith implementation of our DBE program, the City will require that the Prime Contractor(s) for Construction Work Items and for Professional Services Work Items complete the form entitled, Fostering Small Business Participation, located in **Attachment 2** of this DBE program.

The Special Conditions of the Contract will indicate the amount of small business participation as determined by the City.

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43: Set-asides or Quotas

The City does not use quotas in any way in the administration of this DBE program.

Section 26.45: Overall Goals

The City will establish 3-year overall goals if we anticipate awarding FAA funded prime contracts exceeding \$250,000 annually within one or more of the reporting years within the 3-year goal period. Goals will be established in accordance with the 2-step process as specified in 49 CFR Part 26.45. If the City does not anticipate awarding more than \$250,000 in FAA funding annually during the 3-year reporting period, we will not develop an overall goal; however the existing DBE program will remain in effect and the City will seek to fulfill the objectives outlined in 49 CFR Part 26.1.

The first step is to determine the relative availability of DBEs in the market area, “base figure”. The second step is to adjust the “base figure” percentage from Step 1 so that it reflects as accurately as possible the DBE participation the recipient would expect in the absence of discrimination based on past participation, a disparity study and/or information about barriers to entry to past competitiveness of DBEs on projects.

A description of the methodology to calculate the overall goal and the goal calculations can be found in **Attachment 3** to this program.

In accordance with Section 26.45(f) the City will submit its overall goal to USDOT on August 1 as required by the goal submittal timeline. In establishing the overall goal, the City will consult with the Maine Department of Transportation, Office of Civil Rights, community organizations, such as the Chamber of Commerce, and other officials or organizations to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City’s efforts to establish a level playing field for the participation of DBEs.

Following this consultation, we will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection on the City’s website for 30 calendar days following the date of the notice, and informing the public that the City and USDOT will accept comments on the goals for 45 calendar days from the date of the notice. Notice will be issued in general circulation media and available minority- focus media and trade publications, websites. Normally, we will issue this notice by June 1 of the reporting period of the goal. The notice will include addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed.

Our overall goal submission to USDOT/FAA will include a summary of information and comments received, if any, during this public participation process and our responses.

We will begin using our overall goal on October 1 of the reporting period, unless we have received other instructions from USDOT. If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a USDOT-assisted contract for the project.

Section 26.47: Failure to meet overall goals.

If the City awards and commitments are less than the goal for that year, we will:

- Analyze the reasons for difference; and
- Establish specific steps and milestones to fully meet the goal for the new fiscal year.

Section 26.49: Transit Vehicle Manufacturers Goals

The City will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section.

Section 26.51(a-c): Breakout of Estimated Race-Neutral & Race-Conscious Participation

The breakout of estimated race-neutral and race-conscious participation can be found in **Attachment 3** to this program.

Section 26.51(d-g): Contract Goals

If it is determined by the City that the annual DBE goal will not be met through race and gender neutral means, the Department may implement race and gender conscious contract goals on some projects. Race-conscious contract goals are goals that are enforceable by the Department and require that the prime contractor use good faith effort to achieve the goal set by the Department for that particular project and document those efforts. If race conscious means are implemented on a project, the Prime must comply with the requirements of 49 CFR.

Section 26.53: Good Faith Efforts Procedures

Demonstration of good faith efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26.

Thomas Kittredge, the DBELO is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsible.

We will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

Information to be submitted (26.53(b))

The City treats bidder/offers' compliance with good faith efforts' requirements as a matter of responsibility and only the apparent successful bidder will submit the DBE information.

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information within 14 business days of being notified that they are the successful bidder, but before the contract is executed:

- 1 The names and addresses of DBE firms that will participate in the contract;
- 2 A description of the work that each DBE will perform;
- 3 The dollar amount of the participation of each DBE firm participating;
- 4 Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
- 5 Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment; and
- 6 If the contract goal is not met, evidence of good faith efforts.

Administrative reconsideration (26.53(d))

Within 14 business days of being informed by the City that it is not responsible because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to the following reconsideration official: Thomas Kittredge, (207) 338-3370 - Ext. 16, economicdevelopment@cityofbelfast.org. The reconsideration official will not have played any role **in the original** determination that the bidder/offeror did not document sufficient good faith efforts.

BELFAST MUNICIPAL AIRPORT - DBE PROGRAM FY 2015-2016-2017

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is replaced on a contract (26.53(f))

The City will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

We will provide such written consent only if we agree, for reasons stated in our concurrence document, that the prime contractor has good cause to terminate the DBE firm.

Section 26.55: Counting DBE Participation

The City will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55. We will not count the participation of a DBE subcontract toward a contractor's final compliance with its DBE obligations on a contract until the amount being counted has actually been paid to the DBE.

SUBPART D – CERTIFICATION STANDARDS

Section 26.61 – 26.73: Certification Process

The City will rely on MaineDOT who uses the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in USDOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards.

For information about the certification process or to apply for certification, firms should contact:

Maine Department of Transportation SHS 16 Augusta, Maine 04333 Tel: (207)624-3042

SUBPART E – CERTIFICATION PROCEDURES

Section 26.81: Unified Certification Programs

MaineDOT is the certifying agency for all USDOT recipients in Maine for the DBE program, which was approved by USDOT in 2000. All recipients are required to have signed the UCP Agreements in order to participate in USDOT assisted programs. MaineDOT has a list of all participating recipients and has signed copies of agreements on file at the MaineDOT.

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.109: Information, Confidentiality, Cooperation

We will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any provision of Federal or state law, we will not release any information that may reasonably be construed as confidential business information to any third party without the written consent of the firm that submitted the information. This includes applications for DBE certification and supporting information. However, we will must transmit this information to USDOT in any certification appeal proceeding under § 26.89 of this part or to any other state to which the individual's firm has applied for certification under § 26.85 of this part.

Monitoring Payments to DBEs

The City will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the City or USDOT. This reporting requirement also extends to any certified DBE subcontractor.

We will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

ATTACHMENT 1 - REGULATIONS: 49 CFR PART 26

49 CFR Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs, is available on the Internet at

http://www.access.gpo.gov/nara/cfr/waisidx_02/49cfr26_02.html

ATTACHMENT 2 – DBE/WBE & SMALL BUSINESS PARTICIPATION

***City of Belfast Belfast Municipal Airport Belfast, Maine
DBE/WBE and Small Business Participation Form***

Project:

Prime Contractor:

INSTRUCTIONS Contractors must make a good faith effort to include Certified DBE or Small Business (SB) firms in all aspects of the project. If no DBE firms are to be part of this project, a detailed explanation is required. Attach supporting evidence to the maximum participation of DBEs and/or SB on this project. This is a requirement. This evidence must include name of firm(s) contacted, date contacted, and outcome of solicitation.

Complete the following information. Indicate if DBE, WBE, or small business (SB). Name of company/firm, brief description of work, and their contract amount . Total and submit to the Belfast Airport Manager.

Small Business Firms to be utilized		Work to be Performed
Name		
Address		
City, St, Zip		
Telephone		
Certified DBE?	No Yes (State: _____)	
Total Estimated Contract	\$	

(Duplicate form as necessary.)

Sponsor Use: AIP #: _____ **Accepted by:** _____ **Date:** _____

ATTACHMENT 3 - METHODOLOGY
Section 26.45: Overall DBE 3-Year Goal Methodology

NAME OF RECIPIENT: City of Belfast, Belfast Municipal Airport

GOAL PERIOD: FY-2015-2016-2017 – October 1, 2015 through September 30, 2017

USDOT-ASSISTED CONTRACT AMOUNT:

FY-2015 -FY-2016- FY-2017
Total \$ 2,802,000

DBE 3-YEAR OVERALL GOAL: 3.88%

TOTAL DOLLAR AMOUNT TO BE EXPENDED ON DBE'S: \$108,718.00

NUMBER AND TYPE OF PROJECTS THAT THE AIRPORT ANTICIPATES AWARDING:

1. EA/Permits/Geotech for Parallel TW & Ph2
2. Land/Easement Acquisition
3. Ph I Tree Clearing RW 33
4. Ph II Tree cleaning RW15
5. Construct RW 15 Partial Parallel Taxiway

BELFAST MUNICIPAL AIRPORT - DBE PROGRAM FY 2015-2016-2017

MARKET AREA

The counties in Maine are considered to be in the 75 mile area are considered the market area for the City. They are Cumberland, Hancock, Kennebec, Lincoln, Penobscot, Sagadahoc, & Waldo.

Belfast Municipal Airport - FY2015 - 2017 DBE Goal Calculation										
		DBE Directory	2012 NAICS	DBE Directory	2012 NAICS	DBE Directory	2012 NAICS	DBE Directory	2012 NAICS	
		Engineering	541330	Survey & Mapping (except geophysical)	541370	Testing Laboratories	541380	All Engineering Categories	All Engineering Categories	
County	State	ME DBE	Total	ME DBE	Total	ME DBE	Total	ME DBE	Total	
Cumberland	ME	5	124	0	21	0	19	5	164	
Kennebec	ME	2	27	0	10	0	4	2	41	
Lincoln	ME	1	4	0	6	0	1	1	11	
Penobscot	ME	0	28	1	16	0	3	1	47	
Sagadahoc	ME	1	18	0	4	0	0	1	22	
Waldo	ME	1	5	0	3	0	0	1	8	
Total		10	206	1	60	0	27	11	293	
		4.85%		1.67%		0.00%		3.75%		
		DBE Directory	2012 NAICS	DBE Directory	2012 NAICS	DBE Directory	2012 NAICS			
		Highway, Street & Bridge Construction	237310	Site Preparation Contractors	238910	All Construction Categories	All Construction Categories			
County	State	ME DBE	Total	ME DBE	Total	ME DBE	Total			
Cumberland	ME	1	12	0	85	1	97			
Kennebec	ME	0	8	0	42	0	50			
Lincoln	ME	0	2	0	25	0	27			
Penobscot	ME	1	13	0	30	1	43			
Sagadahoc	ME	0	1	1	15	1	16			
Waldo	ME	1	3	0	17	1	20			
Total		3	39	1	214	4	253			
		7.69%		0.47%		1.58%				
		Engineering		Construction						
Breakdown		23.27%		69.53%						
DBE share		3.75%		1.58%						
Weighted %		0.87%		1.10%						
		1.97%	Final DBE Goal FY2015 - 2016 - 2017							
Sources:		1. DBE data obtained from MeDOT website 3/25/14 2. NAICS data obtained from U.S. Census								
Anticipated Fiscal Year Projects:										
	Project Name	Total	Engineering	Construction	Notes					
FY 2015	EA/Permits/Geotech for Parallel TW & Ph2	\$ 165,000	\$162,000.00	\$0.00						
FY 2015	Land/Easement Acquisition	\$ 150,000	\$60,000.00	\$0.00						
FY 2016	Ph I Tree Clearing - RW 33	\$ 153,000	\$72,500.00	\$78,000.00						
FY 2016	Ph II Tree Clearing - RW 15	\$ 134,000	\$72,500.00	\$59,000.00						
FY 2017	Construct RW 15 Partial Parallel Taxiway	\$ 2,200,000	\$285,000.00	\$1,811,126.00						
			\$ -	\$ -						
		\$ 2,802,000	\$ 652,000	\$ 1,948,126						
			23.27%	69.53%						

BELFAST MUNICIPAL AIRPORT - DBE PROGRAM FY 2015-2016-2017

STEP 1 - ANALYSIS: ACTUAL RELATIVE AVAILABILITY OF DBE'S

The following table lists the North American Industry Classification System (NAICS), type of work, total DBE's within the market area, and the total of all firms (also within the market area) for each of the projects listed above.

For Each Project, The Maine Department of Transportation (MeDOT) DBE Directory and the 2012 Census data was used.				
The following tables show the results of this search.				
FY2015-17: Construction Projects				
NAICS	TYPE OF WORK	TOTAL DBE'S	TOTAL FIRMS	PERCENTAGE
237310	Highway, Street & Bridge Construction	3	39	7.69%
238910	Site Preparation Contractors	1	214	0.47%
TOTALS:		4	253	1.58%
FY2015-17: Engineering Projects				
NAICS	TYPE OF WORK	TOTAL DBE'S	TOTAL FIRMS	PERCENTAGE
541330	Engineering Services	10	206	4.85%
541370	Survey & Mapping Services	1	60	1.67%
541380	Testing Laboratories	0	27	0.00%
TOTALS:		11	293	3.75%
		Construction		Engineering
Breakdown		69.53%		23.27%
DBE share		1.58%		3.75%
Weighted %		1.10%		0.87%
FINAL DBE CALCULATION:		1.97%		

Percent DBEs 1.97%

We then divided the total number of DBE's by the total number of All Firms to arrive at the base figure of 1.97% + adjustment equals **3.88%**.

STEP 2 - ANALYSIS: ADJUSTMENT TO STEP 1 BASE FIGURE TO MAKE IT MORE PRECISE

After calculating a base figure of the relative availability of DBEs, evidence was examined to determine what adjustment (if any) was needed to the base figure in order to arrive at the overall goal.

Use this process if there's evidence of past DBE participation:

The data used to determine the adjustment to the base figure was the median of historical DBE accomplishments which range from 5.8% to 5.8% as follows:

FY-09 = 5.8% FY-10 = 5.8% FY-11 = 5.8%

Arranging this historical data from low to high, the median is 5.8%

To arrive at an overall goal, we added our Step 1 base figure (1.97%) with our Step 2 adjustment figure (5.8%) and then averaged the total arriving at an overall goal of 7.77% ($1.97 + 5.8 = 7.77 / 2 = 3.88$). We feel this adjusted goal figure will accurately reflect DBE participation that can be achieved for the type of project work being awarded during FY-15/16/17.

In addition, there are no applicable disparity studies for the local market area or recent legal case information available from the state of Maine, Office of Civil Rights to show any evidence of barriers to entry or competitiveness of DBEs in any of the counties within the market area.

¹ Obtained from MaineDOT DBE Directory (<http://www.maine.gov/mdot/disadvantaged-business-enterprises/pdf/directory.pdf>) ² Obtained from US Census, County Business Patterns (<http://censtats.census.gov/cgi-bin/cbpnaic/cbpdet.pl>)

RACE NEUTRAL (RN) AND RACE CONSCIOUS (RC) PARTICIPATION

The City will meet the maximum feasible portion of its overall goal by using RN means of facilitating DBE participation. We will do this by:

- Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitates DBE, and other small businesses, participation;
- Providing assistance in overcoming limitations such as inability to obtain bonding or financing; and
- Providing technical assistance and other services.

The recipient estimates that in meeting its overall goal 3.88%, it will obtain 3.88% from RN participation and 0% through RC measures.

The City will not attempt to adjust the base figure based upon the effects of the DBE program. The City advocates for the DBEs on each federally funded contract and provides assistance in locating DBEs to the prime contractors. We do not have data to compare the effect of the program to the results we would get without the program. Thus, we do not have a logical way to make an adjustment.

PUBLIC PARTICIPATION

Consultation: Section 26.45(g)(1).

The City submits its overall 3-year goal to USDOT on August 1 as required.

Before establishing the overall goal, the City will consult with MaineDOT, the Belfast Chamber of Commerce, and Maine DBE Supportive Services, without limiting consultation to these persons or groups, to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City's efforts to establish a level playing field for the participation of DBEs.

Following the consultation, we will publish a notice in the Bangor Daily News, as well as on the City's website, of the proposed overall goal, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at the airport administration building for 30 days following the date of the notice, and informing the public that the City and USDOT will accept comments on the goals for 45 days from the date of the notice. Normally, we will issue this notice by June 1 of each year. The notice must include addresses to which comments may be sent and addresses where the proposal may be reviewed.

Our overall goal submission to USDOT will include a summary of information and comments received during this public participation process and our responses, if any.

Comments received will be noted and an adjustment, if necessary will be made to our Plan.

PUBLIC NOTICE

The City of Belfast hereby announces its fiscal year 2015, 2016, and 2017 goal of 3.88% for Disadvantaged Business Enterprise (DBE) airport construction projects. The proposed goals and rationale is available for inspection on the City's website at <http://www.cityofbelfast.org/airport> or in the Municipal Office between 9:00 a.m. and 5:00 p.m., Monday through Friday at 131 Church Street, Belfast, Maine for 30 days from the date of this publication.

Comments on the DBE goal will be accepted for 45 days from the date of this publication and can be sent to the following: Thomas Kittredge, Airport Manager, 131 Church Street, Belfast, Maine 04915, or economicdevelopment@cityofbelfast.org.

CONTRACT GOALS

The City of Belfast will use contract goals to meet any portion of the overall goal that the recipient does not project being able to meet using race neutral means. Contract goals would be established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of the recipient's overall goal that is not projected to be met through the use of RN means.

The City will establish contract goals only on those USDOT-assisted contracts that have subcontracting possibilities. It need not establish a contract goal on every such contract, and the size of the contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work and availability of DBE's to perform the particular type of work).

The City will express its contract goals as a percentage of the Federal share of a USDOT-assisted contract.

BELFAST, MAINE

MUNICIPAL AIRPORT

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PROGRAM

POLICY STATEMENT

Section 26.1, 26.23 Objectives/Policy Statement

The **City of Belfast** (hereinafter referred to as **City**) has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The **City** has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the **City** has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the **City** to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The Airport Manager has been delegated as the DBE Liaison Officer. In that capacity, **Thomas Kittredge** is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the City in its financial assistance agreements with the Department of Transportation.

The **City** will disseminate this policy statement to the **City Council** and this statement will be published on the City's Internet website.



Thomas Kittredge, Airport Manager

12/11/14
Date



U.S. Department
of Transportation
**Federal Aviation
Administration**

Federal Aviation Administration
Western-Pacific Region Headquarters

Reply to New England Region

Civil Rights Office, AWP-9
15000 Aviation Blvd.
Lawndale, CA 90261

December 22, 2014

Belfast Municipal Airport
Thomas Kittredge, Airport Manager
131 Church Street
Belfast, ME 04915

Dear Mr. Kittredge:

This letter is in reference to the Disadvantaged Business Enterprise (DBE) Program fiscal years 2015 -2017 goal that you submitted for the **Belfast Municipal Airport**, (Belfast, ME). Based on our review, we have determined that the program and goal meet the standards in 49CFR Part 26, Department of Transportation regulations. The goal, covering the period October 1, 2014 through September 30, 2017, is described as follows:

- Overall goal: **3.88% DBE Participation**
- To be obtained through 3.88 Race-Neutral and 0% Race-Conscious means
- During the period covered, the airport anticipates the letting of DOT-assisted contracts totaling \$2,802,000.00 of which \$108,718.00 is to be expended with DBE firms.
 - EZ/Permits/Geotech for Parallel TW & Ph2
 - Land/Easement Acquisition
 - Ph I Tree Clearing RW 33
 - Ph II Tree Clearing RW 15
 - Construct RE 15 Partial Parallel Taxiway

DBE Accomplishments continue to be due annually on December 1 for the previous fiscal year. Accomplishments can be submitted either through our new dbE-Connect system at www.faa.dbeconnect.com/FAA/login.asp or by completing the Uniform Report of DBE Awards/Commitments and Payments form and submitting via email to thomas.knox@faa.gov.

If you need a dbE-Connect user account; please contact Thomas Knox at phone (310) 725-3942. Our blank forms can be found at http://www.faa.gov/about/office_org/headquarters_offices/acr/bus_ent_program/.

If you have any questions or need assistance, please call Thomas Knox at (310) 725-3942 or email at thomas.knox@faa.gov.

Sincerely,

Thomas L. Knox, Jr.
DBE/ACDBE Compliance Specialist
Office of Civil Rights & DBE Compliance

cc: LCustance, Airport Solutions Group

AWP-9:TKNOX:tk:(310)725-3942:12/22/2014: Belfast Municipal Airport Goal Approval ltr FY15-17
122214.doc