



RAPID CITY REGIONAL AIRPORT

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

Consultant Services to Conduct General Aviation Market Ground Rent Study

Sealed Statements of Qualifications (SOQ) will be accepted until 2:00 PM MT, February 21, 2024, by the Rapid City Regional Airport Board (Board), 4550 Terminal Road, Suite 102, Rapid City, SD 57703, to perform duties associated with conducting a General Aviation Market Ground Rent Study at the Rapid City Regional Airport in accordance with the conditions stated in the Request for Qualifications (RFQ) package.

RFQ documents may be obtained from Toni Broom, Deputy Airport Director for Finance & Administration, by email at toni.broom@rcgov.org or by accessing the Airport website at www.rapairport.com. Sealed SOQs may be submitted to the above address and are to be marked: **“GA Market Ground Rent Study”**.

Title VI Solicitation Notice - The Rapid City Regional Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

Since the Rapid City Regional Airport is a non-hub primary airport, it is required to have a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the US Department of Transportation 49 CFR Part 26. All DBE firms and small businesses qualifying under this solicitation are encouraged to submit proposals. Additional information on the DBE program is available upon request.

Publication Dates: January 20, 2024
 January 27, 2024



Rapid City Regional Airport
4550 Terminal Road, Suite 102
Rapid City, SD 57703

TO: Prospective Engineering and Consultant Firms
FROM: Patrick Dame, Airport Executive Director
DATE: January 15, 2024
SUBJECT: Consultant Services to Conduct General Aviation Market Ground Rent Study

Thank you for reviewing this Request for Qualifications. We appreciate your interest in providing a Statement of Qualifications for Rapid City Regional Airport.

Please read the information in this packet thoroughly. Consultants may be disqualified because they do not comply with all of the requirements of the Airport's Request for Qualifications process. We want your SOQ to be evaluated on its merits, and not be deemed non-responsive.

The *proposed* time schedule as related to this procurement is as follows:

January 15, 2024	RFQ Posted on Airport Website
January 20 & 27, 2024	RFQ Advertised
February 2, 2024	Final Date for Written Questions
February 21, 2024	RFQ Submittals Due
Feb 26-March 1, 2024	Finalist Interviews (if needed)
March 13, 2024	Contract Award



I. INTRODUCTION

The Rapid City Regional Airport Board is issuing an RFQ to provide the opportunity for all interested and qualified Consultants to submit a Statement of Qualifications. The successful Consultant shall conduct a General Aviation Market Ground Rent Study. This document outlines the prerequisites, selection process and documentation necessary to submit a SOQ for the requested services. Please carefully read the entire package before submitting your SOQ.

Each Consultant who intends to submit an SOQ must register its name and contact information with toni.broom@rcgov.org promptly upon receipt of this RFQ. All registered Consultants will receive any clarifications, addenda or other pertinent information issued during the RFQ period. All changes and/or clarifications will be distributed to all registered Consultants in the form of addenda. A list of Consultants and others who have been issued RFQ documents will be made available upon request.

The Board reserves the right to accept or reject any or all SOQs, to waive any informalities and irregularities in the RFQ submission process, to extend the date for submittal of responses, to request additional information from any or all Consultants, to supplement, amend or otherwise modify the RFQ prior to the closing date and time, to cancel this request with or without the substitution of another RFQ, to negotiate with any Consultants, to re-solicit or cancel the procurement process, and to accept a Consultant which is considered to be in the best interest of the Airport.

Sealed SOQs, one (1) Original and one (1) Electronic PDF file on a Universal Serial Bus portable flash memory card (USB flash drive), shall be submitted by 2:00 PM, MT, January 22, 2024, and delivered to:

Rapid City Regional Airport
4550 Terminal Road, Suite 102
Rapid City, SD 57703

All submittals will be time-stamped upon receipt and any submittals received after the time specified above will be returned unopened. In bold lettering, mark the sealed envelope with the following words: **“GA Market Ground Rent Study”** together with Consultant’s name and return address. Faxed or emailed copies will not be accepted.

In lieu of the above method of submittal, Proposers may request a secure link to upload their SOQ by emailing toni.broom@rcgov.org.

All responsive submittals become the property of the Board and must be provided without cost to the Board. Except as otherwise provided for herein, submittals which are incomplete or which are not in conformance with the law, may be rejected as non-responsive.

Submittals shall not be returned unless a written request to withdraw is received prior to 2:00 pm MT on January 22, 2024. Information that is considered by a Consultant to be proprietary is still subject to release as a component of an open records request subject to review by the City Attorney.



Proprietary information should be clearly marked as “confidential” or “proprietary” on each page which the information appears. Consultants should not expect the Board to seek confidentiality protection for any claimed privileged or proprietary information in the written SOQ just because the material is marked “confidential” or “proprietary.” For any essential information that the Consultant reasonably believes can be defended as being exempt from disclosure under the Open Records Act, the information must be capable of being separated or redacted from the submittals, and should be clearly and specifically marked.

This RFQ does not obligate the Board to enter into a contract or pay any costs incurred in the preparation of a SOQ pursuant to this RFQ or incurred in subsequent negotiations. It is the intention of the Board to negotiate a contract with the Consultant it deems most qualified. During the SOQ evaluation process, the Board may request additional information or clarification from the submitting Consultants.

Any SOQ submitted will be deemed to be valid for a period of up to 90 days following the closing date of the RFQ. Timely submittals received shall be subject to applicable laws and regulations governing public disclosure. Submission of a SOQ indicates acceptance by the Consultant of the conditions contained in this RFQ and the intent to enter a Contract with the Board.

By submittal of an SOQ pursuant to this RFQ, the Consultant certifies that no fee or commission, or any other thing of value, has been paid or agreed to be paid to any employee, agent, representative, official or current member of the Board in order to procure the contract described in this RFQ. The Consultant also certifies that the qualification information in its SOQ has been arrived at independently and without consultation, communication or agreement with the Board, or other firms, not restricting competition as to any matter relating to this RFQ.

Equal Opportunity

Rapid City Regional Airport is an Equal Employment Opportunity (EEO) organization which does not discriminate on the basis of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration of a contract award. The successful Proposer will be required to comply with all federal, state, and local laws and regulations.

Title VI Solicitation Notice

The Rapid City Regional Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

Disadvantaged Business Enterprise (DBE) Eligibility

DBE Consultants are encouraged to submit an SOQ. Consultants who propose to participate as a DBE must meet the experience and economic guidelines as set forth in 49 CFR Part 23 and 26 and



should submit their DBE Plan and the DBE companies that will participate in this SOQ. DBEs must be SD State certified DBEs.

Prohibition Against Lobbying

Consultants shall not lobby, either on an individual or collective basis, the Board (its associated Airport employees, or outside advisors) or any federal, state, or local elected or public officials or staff regarding this RFQ or its written SOQ. Consultants, consultant's acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the Board (its associated Airport employees, or outside advisors) or any federal, state, or local elected or public officials or Airport staff to arrange meetings, visits, or presentations to influence the outcome of the selection process. Violation of this provision, by or on behalf of a Consultant, intentionally or unintentionally, will result in disqualification of the Consultant and/or rejection of written SOQs.

Prohibited Entity Certification

The Proposer must submit a Certification of Prohibited Entity Status (Attachment C) with its proposal that certifies that the Proposer is not a Prohibited Entity as defined in SDCL 5-18A-1(19A), defined as a company or organization which is ultimately owned or controlled by a foreign parent entity or the government of the People's Republic of China, the Republic of Cuba, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Russian Federation, or the Bolivarian Republic of Venezuela. This Certification shall be provided in a form acceptable to the Board. A Proposer shall provide any information requested by the Board to verify the certification, upon request; however, the Board may rely on the certification without conducting any further investigative research or inquiry.

Questions, Inquiries and Contact with Airport Staff

The Board is committed to providing all interested parties with accurate and consistent information in order to ensure that no Consultant obtains an undue competitive advantage. To this end, from the date of this RFQ through award of contract, the Board contact is:

Toni Broom, Deputy Airport Director for Finance & Administration
4550 Terminal Road, Suite 102
Rapid City, SD 57703

The Airport's web site (www.rapairport.com) contains additional information which is available to assist Consultants in responding to this RFQ.

All questions from Consultants must be submitted in writing, electronically, to toni.broom@rcgov.org by January 19, 2024. It will be the sole responsibility of the Consultant to ensure questions are submitted in a timely manner. Answers to questions, other clarifications and/or addenda will be posted on the Airport's web site.

It shall be the Consultant's responsibility to monitor the Addenda that may be issued under and as a part of this RFQ. Copies of this RFQ, and any Addenda issued, are available for viewing at the following link: www.rapairport.com.



Any Addenda so issued are to be considered a part of this RFQ document. Therefore, receipt of all Addenda issued during this RFQ must be acknowledged on the Addendum Acknowledgement Form (Attachment B) and included with your Submittals.

Consultants are responsible for obtaining their own independent financial, legal, accounting, and technical advice on all SOQ matters. Any failure to become fully knowledgeable shall be at the Consultant's sole risk. The Board assumes no responsibility for any interpretations made by Consultant on the basis of information provided in this RFQ or through any other source.

II. AIRPORT BACKGROUND

The Rapid City Regional Airport is owned by the City of Rapid City and governed by a semi-autonomous board which operates the Airport on behalf of the City. The Board is comprised of six mayoral appointees who are confirmed by the Rapid City Common Council. The voluntary appointments serve five-year terms with a maximum of two consecutive terms. The Board is responsible for the general oversight of the Airport with the ability to sign contracts and authorize expenditures needed to operate the Airport.

Rapid City Regional Airport is the gateway to Western South Dakota, the Black Hills and Mt. Rushmore. The Airport is home to 24 businesses with an overall economic impact of \$283 million annually to Rapid City and surrounding communities.

In 2013, the Airport's standard lease agreements were updated to include a Market Rate Adjustment every five years along with a standard CPI adjustment. Older leases do not allow for Market Rate increases, and fall under the All City CPI index. Leases since 2013 include an allowance for a Market Rate Adjustment every five years, and follow the Midwest CPI Index.

The last Market Ground Rent Study was conducted by Frasca & Associates, LLC, in 2018. That study included two appraisals by FAA Certified Appraisers Shaykett Appraisal Company, Inc. and Alan M. Wilson and Associates. That study can be found on our website at: [RAP General Aviation Rates and Charges Memo Jan2220 FINAL \(rapairport.com\)](http://rapairport.com). Since that time, a total of 21 leases are now subject to the Market Rates implemented in 2020 based on that study. Nine (9) additional leases will move to Market Rate when their five years are reached, or when their older lease expires.

There are currently 78 based aircraft at Rapid City Regional Airport, with a total of 31 ground leases:

1	FBO – Fixed Based Operator
12	SASOs - Specialized Aviation Service Operators
17	Private Hangar Storage
1	<u>Airport Owned Thangars (8)</u>
31	Total Ground Leases



2024 General Aviation Ground Lease Rates are as follows:

GROUND LEASE RATE	2021 to 2022 CPI Adjustment: 8%			
Consumer Price Index (CPI) is based on All Urban Consumers for the Midwest Region or the US City Average for all items, based on lease agreement.	US City Improved	US City Unimpr	Midwest Improved	Midwest Unimproved
Leases Market Rate Adjust Clauses Mid				
(14) Aircraft Storage (Hangar Owner)	\$.35	\$.32	\$.35	\$.31
(6) SASO (Specialized Aviation Services Operator)	\$.38	\$.35	\$.38	\$.35
(1) FBO (Fixed Base Operator)	NA	NA	\$.38	\$.36
Leases with No Market Rate Adjust Clause: Applicable to current leaseholds with no current or future Market Rate Adjust clause. Mixed improved/unimpr/US City/Midwest (10) Aircraft Storage/Hangar/SASO Leases	\$.32	\$.16	\$.31	\$.16

Historical Operations Information:

Year	Total Operations (incl GA)	Total GA Operations
2010	43,011	32,781
2011	39,876	30,701
2012	43,818	33,863
2013	40,881	31,144
2014	42,846	33,067
2015	42,989	33,602
2016	43,429	34,327
2017	45,996	36,689
2018	45,142	36,932
2019	43,301	33,604
2020	45,587	38,491
2021	50,338	41,409
2022	44,696	37,228



III. SCOPE OF SERVICES

Consultant will complete a complete Airport Market Rate Study for General Aviation Rates and Charges. To include but not limited to:

- Develop a list of comparable and competitive airports.
- Utilize an FAA Certified Appraiser to conduct airport comparisons.
- Identify various methods of establishing general aviation rates & charges, along with associated advantages, challenges, limitations, and concerns of each approach.
- Provide an opinion of the market rent for aeronautical land (improved, unimproved, commercial, FBO, and noncommercial uses.)
- Provide guidance on future rate escalation.

IV. PROPOSAL REQUIREMENTS

All SOQs are limited to 25 pages total, including all attachments, printed front and back. They should include the following:

- A. All forms included in this RFQ completed in their entirety and accurately.
- B. Acknowledge all Addenda on the form specified by the Board which may be issued as a part of this solicitation.
- C. Submit the SOQ to the Board by or before the date specified herein.
- D. Submit SOQ documents as directed from the forms attached hereto including any revised or additional SOQ forms which may be issued by Addenda. Supplemental/supporting documentation may be attached to the provided forms. All SOQs will become the property of the Board and shall not be returned unless a written request to withdraw is received prior to 2:00 PM MT on January 22, 2024.
- E. The following information shall be submitted in the SOQ, in the specific order outlined below. The requirements in this section are not meant to limit creativity in the presentation of a SOQ; rather they are set forth to list the minimum elements that must be included in the SOQ. It is the Consultant's responsibility to incorporate all pertinent information to effectively present a SOQ that best communicates the Consultant's qualifications.
 - 1) **Cover Letter / Executive Summary** – Provide a narrative that introduces the firm and team, highlighting the special strengths of the firm to perform the work requested in this RFQ.
 - 2) **Firm Qualifications, Experience and References** – The successful firm(s) must have at least seven (7) years of experience in the field of General Aviation, its relation to Commercial Aviation and overall Airport Rates and Charges. Provide a narrative describing the firm's qualifications to perform the project work, including past (relevant) experience and at least three client references, with contact names and information. Include



information regarding your firm’s experience involving the size and level of complexity of the proposed project, with emphasis on any prior experience with similar-sized airports.

- 3) **Project Personnel and Staffing**– Consultant staff working on the account should have at least five (5) years of experience in establishing airport rates and charges, particularly for General Aviation. In addition, the Consultant must provide an “Account Executive” who will be the day-to-day contact person for the Airport. Provide a brief description of all key personnel (including vendors, partners, or subcontractors, if applicable) to be involved and their relationship to the services to be provided. Include names, titles, licenses, certificates, and fields of expertise. Attach resumes as part of an appendix to the proposal. Proposal staffing must include an FAA Certified Appraiser.
- 4) **Project Operating Plan** – Thoroughly describe how your firm proposes to conduct the Market Rate Study including methodology, tasks, timelines, and key dates.
- 5) **Competing Projects** – List current projects with airport rates & charges at competing airports and how your firm plans to eliminate any conflict of interest.
- 6) **Designated Company Point of Contact for this Solicitation (Attachment A)**
- 7) **Addendum Acknowledgement Form (Attachment B)**
- 8) **Certification of Prohibited Entity Status (Attachment C)**

V. EVALUATION AND SELECTION OF STATEMENTS OF QUALIFICATIONS

A Selection Committee will evaluate each SOQ and will determine how well it meets the evaluation criterion outlined in this RFQ. The Selection Committee may recommend a Consultant based solely on the SOQ. Furthermore, it may request additional information to help with selection, and it may short-list Consultants for interviews. The Selection Committee will review all submittals, evaluate required criterion, and rank the proposing Consultants based on qualifications and experience identified in the selection criterion listed below.

The Selection Committee may conduct either phone interviews and/or oral on-site interviews to complete the Consultant selection process; however, reserves the right to make a recommendation based solely upon the submittals received. Interviews are at the sole discretion and option of the Selection Committee and may not be afforded to any or all Consultant(s).

SOQs rejected for failing to meet Proposal Requirements under Section IV including completeness, format and content, will be rejected without further evaluation and Consultant will be so informed in writing.

Finalists may be required to be interviewed by and make presentations to the Selection Committee members to explain different aspects of the SOQ and to respond to questions which might arise before and/or during the presentation.



Percentage weighting is shown to indicate the value of each criterion. Each Selection Committee member will independently review all SOQ to determine the score of each Proposer. The Selection Committee will rank the Consultants based on the overall scores from each Committee member. The Selection Committee will submit the recommended Consultant to the Board for approval. The Board reserves the right to accept or reject any Selection Committee recommendation. The Board further reserves the right to request additional information from Consultants to clarify the meaning of any portion of the written SOQ.

Following the Board approval of a Consultant, the successful Consultant and the Board must reach a contractual agreement prior to the start of any work for which the City of Rapid City or the Rapid City Regional Airport would be obligated. In the event that a Contract satisfactory to the Board cannot be reached, the Board may enter into negotiations with one or more of the remaining Consultants. The Board may choose to discard all SOQ and may or may not re-issue another RFQ.

VI. SELECTION CRITERIA

The selection will be based on the following criteria:

- Firm and Personnel Qualifications: Firm’s professional qualifications, experience and availability for the anticipated project; their reputation and professional integrity and competence, and their knowledge of FAA regulations, policies and procedures. This includes the professional experience of the “Account Executive” and rationale for his/her selection. (45 points)
- Project Operating Plan: Detailed plans for managing the project, the methodology, tasks, and timelines; along with a demonstrated ability to meet schedules, deadlines, and budgets. (45 points)
- Quality of proposal: Quality of the Proposal will be evaluated on the overall presentation, the completeness, clarity and content of the Proposal. (10 points)

Attachments to the RFQ to the Submittals (to be returned with SOQ)

- Attachment A.....Designated Company Point of Contact
- Addendum B..... Acknowledgement of Addendum
- Addendum CCertification of Prohibited Entity Status



ATTACHMENT A

To be returned with SOQ

Consultant Name: _____

DESIGNATED COMPANY POINT OF CONTACT FOR THIS SOLICITATION

The person or persons listed below should include those designated by the Consultant as being the authorized company point(s) of contact. The person or persons listed below should be qualified and authorized to provide, or arrange to be provided, any additional information which may be requested, or answer any questions regarding the submittals.

Name _____

Title _____

Company _____

Phone Number(s) _____

Mailing/Parcel Delivery
Address _____

Email Address _____



ATTACHMENT B

To be returned with SOQ

Consultant Name: _____

ACKNOWLEDGMENT OF ADDENDA

This form shall be completed and included in the SOQ.

Failure to acknowledge receipt of all addenda, if any, may cause the SOQ to be considered non-responsive.

The undersigned acknowledges receipt of the following Addenda to the documents:

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Authorized Signature: _____

Printed Name & Title: _____

Date Signed: _____



ATTACHMENT C
CERTIFICATION OF PROHIBITED ENTITY STATUS

SDCL 5-18A-51

SDCL 5-18A-1(19A) defines “Prohibited Entity” as follows:

“[A]n organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates, of those entities or business associations, regardless of their principal place of business, which is ultimately owned or controlled by:

- (a) A foreign parent entity from the People's Republic of China, the Republic of Cuba, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Russian Federation, or the Bolivarian Republic of Venezuela; or
- (b) The government of the People's Republic of China, the Republic of Cuba, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Russian Federation, or the Bolivarian Republic of Venezuela.

A prohibited entity does not include a citizen or legal permanent resident of the United States, or an individual foreign national;

The undersigned hereby certifies the following:

1. I am an authorized representative and agent of _____ (“Proposer”);

2. Check one:
 Proposer is not a Prohibited Entity as defined by SDCL 5-18A-1(19A); or
 Proposer is a Prohibited Entity pursuant to SDCL 5-18A-1(19A) but grounds for waiver exist pursuant to SDCL 5-18A-52. *If marking this option, provide the basis for the requested grounds for waiver.*

3. I understand that a Proposer who becomes a Prohibited Entity, as defined above, at any time after making this certification that it is not a Prohibited Entity, Proposer must provide written notice to the Board, who may terminate the contract.

4. I understand that the Rapid City Regional Airport Board has the right to terminate a contract with any contractor who submits a false certification, and that any bidder who submits a false certification may be subject to suspension or debarment under SDCL 5-18D-12.

Dated this _____ day of _____, 20__.

(Contractor Business Name)
By: _____
Printed name: _____
Title: _____

