



**RAPID CITY REGIONAL AIRPORT  
REQUEST FOR QUALIFICATIONS (RFQ)  
FOR**

**Architectural, Engineering, Planning and Consultant Services for Airport Grant Projects**

Sealed Statements of Qualifications (SOQ) will be accepted until 2:00 PM MT, September 15, 2025, by the Rapid City Regional Airport Board (Board), 4550 Terminal Road, Suite 102, Rapid City, SD 57703, to perform duties associated with Architectural, Engineering, Planning and Consultant Services for Airport Grant Projects 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](mailto:toni.broom@rcgov.org) or by accessing the Airport website at <https://rapairport.com/category/projects/>. Sealed SOQs may be submitted to the above address and are to be marked: **“Architectural, Engineering, Planning and Consultant Services for Airport Grant Projects”**.

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

Since the Rapid City Regional Airport is a nonhub 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 SOQs. Additional information on the DBE program is available upon request.

Publication Dates:     August 9, 2025  
                                 August 16, 2025



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: August 8, 2025

SUBJECT: Architectural, Engineering, Planning and Consultant Services for  
Airport Grant Projects

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:

August 8, 2025	RFQ Posted on Airport's website
August 9 & 16, 2025	RFQ Advertised
August 29, 2025	Final Date for Written Questions
September 16, 2025	RFQ Submittals Due (2:00 PM MT)
September 22-October 3, 2025	Finalist Interviews (if needed)
October 14, 2025	Anticipated Selection Committee Recommendation
November 18, 2025	Anticipated Contract Execution
January 1, 2026	Start of Contract Date



## **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 provide 1) project design services; 2) final project layout based on 2022 Master Plan 3) CIP and PFC assistance; 4) construction management services; 5) grant development/processing; and 6) post project as-built GIS updates. 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. The Architectural, Engineering, Planning and Consultant Services for Airport Grant Projects will be conducted in accordance with the terms and conditions of a Contract. It is the intent of the Board to utilize the 2014 edition of EJCDC® E-505, Agreement between Owner and Engineer for Professional Services, Task Order Edition incorporating FAA guidance from A/C 150/5100-14E Change 1 (current edition). It is the intent of the Rapid City Regional Airport Board to enter into a five-year base Contract, beginning January 1, 2026.

Each Consultant who intends to submit an SOQ must register its name and contact information with [toni.broom@rcgov.org](mailto: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, five (5) originals, and one electronic copy of the SOQ on either a compact disk or flash drive, shall be submitted by 2:00 PM, MT, Tuesday, September 16, 2025, 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: **“Architectural, Engineering, Planning and Consultant Services for Airport Grant Projects,”** together with Consultant’s name and return address. Faxed or emailed copies will not be accepted. All SOQs are limited to 35 pages total, including all attachments, printed front and back. 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 September 16, 2025. 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 Employment Opportunity**

Rapid City Regional Airport is an Equal Employment Opportunity (EEO) organization, which does not discriminate on the basis of race, religion, color, sex, age, marital status, national origin, sexual orientation, or the presence of any sensory, mental or physical disability in consideration of a contract award. The successful Consultant will be required to comply with all federal, state, and local laws and regulations.

### **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 D) 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](http://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](mailto:toni.broom@rcgov.org) by Friday, August 29, 2025, 5:00 PM, MT. 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: <https://rapairport.com/category/projects/>

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 D) and included with your Submittals.



## **Disclaimer**

It is the responsibility of each Consultant to investigate and be satisfied as to the facts and conditions prior to submitting an SOQ. The Board makes no representation or warranties and accepts no responsibility for the accuracy or completeness of any information supplied. 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 five 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.

With nonstop flights to nine major U.S. airports (some seasonally), Rapid City Regional Airport is the gateway to Western South Dakota, the Black Hills and Mt. Rushmore. The Airport is home to multiple businesses supporting an estimated 2,877 jobs, with an overall economic impact of approximately \$455 million annually to Pennington County.

**Capital Improvements.** Recent projects include construction of a revenue parking lot and the start of a major terminal renovation and expansion project. This expansion project was designed using a phased approach to construct three separate but related projects: 1) Baggage/Security/Ticketing; 2) Concourse Expansion; and 3) Car Rental/Bag Claim Expansion.

Project 1) Baggage/Security/Ticketing – This project included three phases to construct a new TSA security checkpoint, install a new inline baggage system, align airline ticket counters, and expand customer queuing space. The phases of this project have all been bid and final construction will begin in 2025, and finalize in 2026.

Project 2) Concourse Expansion – Design for this project is nearly complete and is not part of this procurement. It consists of expanding the concourse area from seven to twelve gates. It is anticipated that this project will be bid and construction during this contract award period.

Project 3) Car Rental/Bag Claim Expansion – Due to funding and timing, this project has been removed from the overall terminal expansion. However, it may be reconsidered during this contract award period.

A copy of the most recent Master Plan can be found on our website at: <https://rapairport.com/airport-master-plan/>.



### **III. 10 YEAR HISTORY AIP FUNDING**

<b>YEAR</b>	<b>TOTAL</b>
2015	\$ 2,874,376
2016	\$ 2,899,790
2017	\$ 1,536,200
2018	\$ 805,000
2019	\$ 4,351,245
2020	\$ 3,343,000
2021*	\$5,512,399
2022*	\$10,965,556
2023**	\$17,782,782
2024	\$5,582,352
2025***	\$21,658,116

\*Includes CARES grants

\*\*Includes CDS Grant

\*\*\*Pending Includes CDS & Cares Grants

### **IV. PASSENGER STATISTICS AND AIRLINE INFORMATION**

Passenger traffic statistics include both enplaning and deplaning passengers:

<u>Calendar Year</u>	<u>Enplaned Passengers</u>	<u>Deplaned Passengers</u>	<u>Total Passengers</u>
2020	185,592	188,487	374,079
2021	348,269	342,471	690,740
2022	338,458	334,091	672,549
2023	352,388	350,193	702,581
2024	427,325	428,923	856,248

The Airport is currently served by the following airlines and their partners. Summer seasonal service is strong with steady year round destinations.

<b>City</b>	<b>Designation</b>	<b>Airline</b>
Atlanta	Seasonal	Delta
Charlotte	Seasonal	American
Chicago	Seasonal	United
Chicago	Seasonal	American
Dallas – Fort Worth	Year Round	American
Denver	Year Round	United
Las Vegas	Year Round	Allegiant





Minneapolis	Seasonal	Sun Country
Minneapolis	Year Round	Delta
Orlando/Sanford	Seasonal	Allegiant
Phoenix - Mesa	Year Round	Allegiant

## **V. INFORMATION ABOUT THIS RFQ**

This Section is provided for the purpose of directing Consultant's attention to important specific references and information about this RFQ and resultant Contract. Full and complete details of this RFQ, the selection process, and the Contract, as specimen, are set forth with particularity in relevant sections throughout this RFQ and the appendices hereto, or as may be amended by Addendum. Consultants shall assume full responsibility to review and evaluate the entirety of this RFQ, the appendices hereto and any Addendum which may be issued, and to become fully informed of the detailed instructions and requirements of this RFQ and the future Contract expectations. Consultants shall thoroughly examine and become familiar with this RFQ, the Submittal forms, and all related documents comprising this RFQ and any written Addenda thereto. Each Consultant shall judge for itself all conditions and circumstances within this solicitation having relationship to its respective SOQ. Submission of documents shall constitute an acknowledgment that the Consultant has thoroughly examined and is familiar with this RFQ and Addenda which may be issued. The failure or neglect of a Consultant to receive or examine any RFQ documents or Addenda shall in no way relieve Consultant from any obligation with respect to the Submittals or the obligations that result from submitting a successful SOQ. No claim based upon lack of knowledge or understanding of this RFQ or its contents shall be allowed. The provisions and terms of the Contract may be revised or adjusted by the Board prior to final execution.

## **VI. MINIMUM SERVICES AND OPERATING REQUIREMENTS**

In order to be considered responsive to this RFQ, Consultants must meet the Minimum Services and Operating Requirements specified in this Section. At the Board's sole discretion, satisfaction to meet the minimums is subject to investigation and validation.

### **Minimum Services**

- 1) Service shall be prompt, courteous and efficient.
- 2) Successful Consultant shall employ at **all times**, sufficient number of personnel necessary to assure prompt service. Said Consultant shall be designated and fully authorized to represent and act on behalf of the successful Consultant in all matters pertaining to its business operation.
- 3) Successful Consultant shall fully comply with the Department of Homeland Security (DHS), Transportation Security Administration (TSA) and Federal Aviation Administration (FAA) regulations, including security requirements and Airport Rules and Regulations. Specifics regarding requirements of federal regulations can be obtained by Consultants at [www.faa.gov](http://www.faa.gov).





### **Minimum Operating Requirements**

- 1) Submit a complete SOQ.
- 2) Be financially capable of performing the Contract in the sole determination of the Board.
- 3) Provide proof of authorization to conduct business in the State of South Dakota.
- 4) Provide proof of possessing all applicable licenses, certificates, permits or other authorizations required by all governmental authorities having jurisdiction over Consultant's proposed operation.

If a joint venture or partnership submits an SOQ, the entity holding a controlling interest in the joint venture or partnership, (for example, majority voting rights in company decisions), must meet the Minimum Services and Operating Requirements in order to be considered for award of the Contract. If no single entity holds a controlling interest, then each entity in a group of entities comprising a controlling interest must meet all of the Minimum Services and Operating Requirements for the joint venture or partnership to be considered for award of the Contract.

### **VII. SOQ REQUIREMENTS**

The evaluation process will include a set of specific focused reviews of each SOQ. SOQs will be evaluated in accordance with the Selection Criteria shown in Section VII hereof.

#### **ALL SOQs SHALL 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 September 16, 2025.
- E. Demonstrate how the Consultant meets the Minimum Services and Operating Requirements. It is your opportunity to clearly define your experience, qualifications and that of any other members of your team. Take the time to carefully read and understand the RFQ requirements. Format, organization and content are all important so that the Selection Committee can conduct an accurate and complete review of the SOQ. ***All SOQs are limited to 35 pages total, including all attachments, printed front and back.***
- F. 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) **Executive Summary** – The executive summary will list important features of the RFQ and must include a statement demonstrating and certifying that the Consultant meets or exceeds the Minimum Services and Operating Requirements of this RFQ. Clearly communicate why you believe your Firm would be the best qualified Consultant for the Airport.
- 2) **Qualifications of the Consultant** – Describe, in detail, the Consultant's specific qualifications and experience with Architectural, Engineering, Planning and Consultant Services and Airport Grant Projects. Provide three (3) valid and current reference contacts familiar with the Consultant's performance.
- 3) **Designated Company Point of Contact for this Solicitation (Attachment A)**
- 4) **Consultant Certification Form (Attachment B)**
- 5) **Acknowledgement of Consultant (Attachment C)** – In submitting the **Acknowledgement of Consultant** form, Consultants should note that distinctions are made in the form of execution and supporting information required, depending upon whether the Consultant is an individual, partnership, joint venture, limited liability company or corporation. The Consultant must execute the appropriate form according to the type of business ownership organization.
- 6) **Addendum Acknowledgement Form (Attachment D)**
- 7) **DBE Commitment Acknowledgement Form (Attachment E)**

## **VIII. EVALUATION AND SELECTION OF STATEMENTS OF QUALIFICATIONS**

The selection process shall be a Quality Based Selection in accordance with Chapter 2 of FAA Advisory Circular 150/5100-14E Change 1 (current edition).

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 Minimum Services/Operating Requirements under Section VI or SOQ Requirements under Section VII, 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.

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.

Each Selection Committee member will independently review all SOQs to determine the score of each Consultant. A total of 100 points is available per criterion for a total of 600 points possible. The SOQ with the highest score will be recommended to the Airport Board for award and 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.

## **IX. SELECTION CRITERIA**

The selection will be based on the following criteria:

- Key personnel's professional qualifications, experience and availability for the anticipated projects; their reputation and professional integrity and competence, and their knowledge of FAA regulations, policies and procedures. Heavy emphasis will be placed on the firm's ability to maximize grant revenue to the airport as well as strong knowledge on FAA/AIP eligibility rules.
- Ability to furnish qualified construction administration and observation personnel for the anticipated projects.
- Capability to perform all or most aspects of the anticipated projects and recent experience on comparable airport projects.
- Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.



- Demonstrated ability to meet schedules, deadlines, and budgets.
- Capability of the branch office that will serve the Airport to perform independently of the home office.

## **X. POTENTIAL AIRPORT PROJECTS AND STATEMENTS OF WORK (SOW)**

The Current Airport Master Plan and ALP are available to view on-line at <https://www.rapairport.com/about-the-airport>.

For locations and approximate measurements of the listed projects, please refer to the existing ALP and the Master Plan found on the above website.

All projects are dependent upon federal Airport Improvement Program (AIP) funding, state funding, and approval from the Sponsor. Therefore, it shall be understood that some of the services related to the below listed projects may be deleted or modified.

### **Architectural/Engineering Services for Airport Development Projects.**

This category includes the basic A/E services normally required for airport development projects. It involves services generally of an architectural, civil, geotechnical, structural, mechanical, and electrical engineering nature. In addition, there may be some services outside those normally considered basic that are discussed in special services. The basic services are usually conducted in, but are not limited to, the five distinct and sequential phases summarized below:

#### **Preliminary Phase**

This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Some examples of activities within this phase of a project include, but are not limited to:

1. Coordinating with the Sponsor on project scope requirements, finances, schedules, operational safety and phasing considerations, site access and other pertinent matters.
2. As applicable, coordinating project with local FAA personnel and other interested stakeholders to identify potential impacts to their operations.
3. Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural and engineering studies required for design considerations.
4. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.
5. Preparing project design criteria and other bridging documents commonly used for alternative project delivery methods such as design-build contracting.

#### **Design Phase**



This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include, but are not limited to:

1. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
2. Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and performing architectural, engineering, and special environmental studies.
3. Preparing necessary engineering reports and recommendations.
4. Preparing detailed plans, specifications, cost estimates, and design/construction schedules.
5. Preparing Construction Safety and Phasing Plan (CSPP).
6. Printing and providing necessary copies of engineering drawings and contract specifications.

### **Bidding and Negotiation Phase**

These activities are sometimes considered part of the construction phase. They involve assisting the Sponsor in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents.

### **Construction Phase**

This phase may include all basic services rendered after the award of a construction contract, including, but not limited to:

1. Providing consultation and advice to the Sponsor during all phases of construction.
2. Representing the Sponsor at preconstruction conferences.
3. Inspecting work in progress periodically and providing appropriate reports to the Sponsor.
4. Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept/drawings.
5. Reviewing, analyzing, and accepting laboratory and mill test reports of materials and equipment.
6. Assisting in the negotiation of change orders and supplemental agreements.
7. Observing or reviewing performance tests required by specifications.
8. Determining amounts owed to contractors and assisting Sponsors in the preparation of payment requests for amounts reimbursable from grant projects.
9. Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.
10. Reviewing operations and maintenance manuals.

### **Project Closeout Phase**

This phase includes all basic services rendered after the completion of a construction contract, including, but not limited to:



1. Making final inspections and submitting punch-lists and a report of the completed project to the Sponsor.
2. Providing record drawings.
3. Preparing summary of material testing reports.
4. Preparing summary of project change orders.
5. Preparing grant amendment requests and associated justification, if applicable.
6. Preparing final project reports including financial summary.
7. Obtaining release of liens from all contractors.

### **Special Services**

The development of some projects may involve activities or studies outside the scope of the basic design services routinely performed by the Consultant. These special services may vary greatly in scope, complexity, and timing and may involve a number of different disciplines and fields of expertise.

Consultants performing special services may be employed directly by the Sponsor to implement one or more phases of a project or may be employed by the principal Consultant via a subcontract agreement. In certain instances, these services may be performed by the principal Consultant. Some examples of special services that might be employed for airport projects include, but are not limited to:

1. Soil investigations, including core sampling, laboratory tests, related analyses, and reports.
2. Detailed mill, shop, and/or laboratory inspections of materials and equipment.
3. Land surveys and topographic maps.
4. Field and/or construction surveys.
5. Photogrammetry surveys.
6. Onsite construction inspection and/or management involving the services of a full-time resident engineer(s), inspector(s), or manager(s) during the construction or installation phase of a project. This differs from the periodic inspection responsibilities included as part of the basic services.
7. Special environmental studies and analyses.
8. Expert witness testimony in litigation involving specific projects.
9. Project feasibility studies.
10. Public information and community involvement surveys, studies, and activities.
11. Preparation of record drawings.



12. Assisting the Sponsor in the preparation of necessary applications for local, State, and Federal grants.
13. Preparation of an as-built airport layout plan.
14. Preparation of property maps.
15. Preparation of quality control plan.
16. Preparation of final report.

**Contemplated projects under this contract may include any of the following projects: All projects will require GIS as-built surveys.**

**Engineering, Design, Architectural, Bid/Negotiation, Construction Administration and Construction Observation, and Project Closeout Services for Airport improvement construction projects:**

- Terminal Concourse Expansion  
This project will expand the concourse from seven to twelve gates and will include bidding services, construction oversight and project closeout services. Design is nearly complete.
- Terminal Parking Lot and Landscaping  
This project will construct a small administrative parking lot to the east of the terminal along with associated landscaping. The existing lot was removed with the terminal expansion project. This will include design, bid, construction oversight and project closeout services.
- Terminal Baggage Claim and Car Rental Area Expansion  
This project will construct an additional baggage claim belt and expand the car rental wing of the airport. It will include design, bid, construction oversight and project closeout.
- Terminal Apron Expansion  
This project will expand the terminal ramp/apron area to accommodate the new gates. It will include design, bid, construction oversight and project closeout.
- Remote Terminal Apron  
This project provides an additional area for use by the commercial service aircraft utilizing the terminal building. The design is nearly completed and the project will include construction oversight and project closeout.
- Runway 14/32 Relocation  
This project will include the construction of a new commercial service runway parallel to Runway 14/32. Runway 14/32 has gradient issues that need to be resolved with the next major reconstruction or through the construction of a new runway. The length of 8,700' must be maintained with flexibility to extend beyond its current length. Precision approach procedures to Runway 32 are currently in place and needs to be extended to Runway 14. The project will include land acquisition, environmental, design, bid, construction, construction





oversight, and grant closeout.

○ GA Taxilane Development

This project will include a new taxilane in the North Building Area of the Airport to expand towards the new runway while allowing roadside access. The project will include environmental, design, bid, and construction oversight.

**Source & Purchase SRE/ARFF Equipment & other Airport vehicles:**

- 2001 International Sander (Unit #14)
- 2002 Oshkosh Blower (Unit #15)
- 2007 Sterling Freightliner GRV (Unit 37)
- 2009 Sterling Spray Truck (Unit #22)
- 2010 Oshkosh Broom/Blaster (Unit #6)
- Additional SRE as Needed

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

Attachment A.....Designated Company Point of Contact

Attachment B..... Consultant Certification Form

Attachment C..... Acknowledgement of Consultant

Attachment D.....Acknowledgement of Addendum

Attachment E.....Commitment Acknowledgement (DBE)

Attachment F.....Certification of Prohibited Entity



## 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: \_\_\_\_\_

### CONSULTANT CERTIFICATION FORM

The Consultant hereby acknowledges that it has received, examined and is familiar with the RFQ, forms and addenda (if applicable).

The Consultant hereby certifies that the Consultant meets or exceeds the Minimum Services and Operating Requirements of this RFQ.

The person signing this document hereby certifies that he or she has the full authority to bind the company to all terms and conditions and is duly authorized and designated to execute this SOQ and other documents required pursuant to this solicitation.

Consultant Entity: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Name: (Typed or printed) \_\_\_\_\_

Dated: \_\_\_\_\_



## ATTACHMENT C

*To be returned with SOQ*

Consultant Name: \_\_\_\_\_

### ACKNOWLEDGEMENT OF CONSULTANT

The submission of this SOQ is the duly authorized act of the Consultant and the undersigned is duly authorized and designated to execute this SOQ and other documents required pursuant to this solicitation.

1. **IF SOQ IS BY A SOLE PROPRIETOR**, this form must be dated and signed here:

This \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or Print Name of Signatory

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Type or Print Name of Witness

2. **IF SOQ IS BY A PARTNERSHIP, JOINT VENTURE, OR LIMITED LIABILITY COMPANY**, this form must be dated and signed here by a general partner, in the case of a partnership, or by one of the joint venturers (sub-contractors), if a joint venture, and by a managing member, in the case of a limited liability company. If the partnership, joint venture or limited liability company is itself composed of entities rather than individuals, the name of the entity executing on behalf of the partnership, joint venture or limited liability company should be printed or typed in the second signature line below, and a proper form of execution should be made by such entity.

This \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
*(Name of Partnership, Joint Venture or Limited Liability Company)*



BY: \_\_\_\_\_

\_\_\_\_\_  
(Typed or printed name of individual whose signature appears above)

Witnessed or Attested by:

\_\_\_\_\_

\_\_\_\_\_  
(Typed or printed name of individual whose signature appears above)

**3. IF SOQ IS BY CORPORATION**, this form must be dated and signed here by:

President or a Vice President, and Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer, with the corporate seal affixed. If this form is not so signed, a duly certified corporate resolution authorizing the form of execution used must be attached.

This \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Corporate Name of Consultant:

\_\_\_\_\_

CORPORATE SEAL:

State of Incorporation: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Corporate Officer)

\_\_\_\_\_  
(Typed or printed name)

\_\_\_\_\_  
(Typed or printed title)



## ATTACHMENT D

*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 E

*To be returned with SOQ*

Consultant Name: \_\_\_\_\_

### COMMITMENT ACKNOWLEDGEMENT FOR DBE

Consultants wishing to receive consideration for DBE participation shall include in this section the name and address of each DBE participant, the participant's proposed level and method of participation in performance of the Contract, and the estimated dollar amount of participation for each DBE participant.

Consultant is a SDDOT Certified DBE: \_\_\_\_\_ YES \_\_\_\_\_ NO

Please provide the following:

- 1) Names and address of DBE firms and suppliers 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.

Name & Address of DBE Firm	Description of Work	Dollar Amount of Participation





**ATTACHMENT F**  
***To be returned with Proposal***

*Proposer Name:* \_\_\_\_\_

**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: \_\_\_\_\_

