RAPID CITY REGIONAL AIRPORT

REQUEST FOR PROPOSALS (RFP)
FOR
Air Service Development Services

Proposal Due Date & Time:

December 22, 2026, 2:00 PM MT

EXECUTIVE DIRECTOR

Patrick Dame

AIRPORT BOARD MEMBERS

Robert Hall
Ally Formanek
John Pierce
Bob Conway
Caleb Arceneaux

RAPID CITY REGIONAL AIRPORT
ADVERTISEMENT FOR REQUEST FOR PROPOSALS (RFP)
FOR
Air Service Development Services

Sealed proposals will be accepted until 2:00 PM MT, December 22, 2026, by the Rapid City Regional Airport (Airport), 4550 Terminal Road, Suite 102, Rapid City, SD 57703, to provide the Airport with Air Service Development Services in accordance with the conditions stated in the Request for Proposals (RFP) package. RFP documents may be obtained by accessing the Airport website at https://rapairport.com/request-for-proposals-bids-or-qualifications/.

Proposals may be submitted to the above address and are to be marked: "AIR SERVICE DEVELOPMENT PROPOSAL".

The Rapid City Regional Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4), 28 CFR § 50.3, and 49 CFR Part 21, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, creed, age, or disability in consideration for an award.

Publication Dates: November 14, 2026
November 21, 2026

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

TO: Prospective Air Service Development Consultants

FROM: Patrick Dame, Airport Executive Director

DATE: November 14, 2026

SUBJECT: Air Service Development Services Request for Proposals

Thank you for reviewing this Request for Proposals. We appreciate your interest in providing an Air Service Development Proposal for Rapid City Regional Airport.

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

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

November 14 & 21, 2026	RFP Posted on Airport's website, RFP Advertised
December 11, 2026	Final Date for Written Questions
December 22, 2026	Proposals Due
January 6-8, 2027	Finalist Interviews (if needed)
January 12, 2027	Airport Board Award Contract
February 1, 2027	Contract Commencement Date

Written questions regarding this RFP may be emailed to toni.broom@rcgov.org by 5:00 PM MT December 3, 2026.

INTRODUCTION

The Rapid City Regional Airport (Airport) is seeking Proposals to establish a contract with a qualified Air Service Development Consultant to provide Air Service Development Services for the Airport for the next three years commencing on February 1, 2027, and ending on January 31, 2030. This document outlines the prerequisites, selection process, and documentation necessary to submit a Proposal for the requested services. Please carefully read the entire package before submitting your Proposals. If awarded, the Air Service Development Services will be conducted in accordance with the terms and conditions of an Agreement mutually agreed upon by the parties.

Sealed proposals shall be submitted by 2:00 PM, MT, December 22, 2026, and delivered to:
Attn: Toni Broom
Rapid City Regional Airport
4550 Terminal Road, Suite 102
Rapid City, SD 57703

Or

Email toni.broom@rcgov.org for a link for digital upload.

All Proposals will be time-stamped upon receipt, and any Proposals received after the time specified above will be returned unopened. In bold lettering, mark the sealed envelope with the following words: "AIR SERVICE DEVELOPMENT PROPOSAL". Faxed or emailed copies will not be accepted. All responsive Proposals become the property of the Airport and must be provided without cost to the Airport. Except as otherwise provided for herein, Proposals that are incomplete or which are not in conformance with the law may be rejected as non-responsive. Proposals shall not be returned unless a written request to withdraw is received prior to 2:00 pm MT on December 22, 2026.

The Airport reserves the right to accept or reject any or all Proposals, award multiple contracts to more than one Proposer, to waive any informalities and irregularities in the Proposal submission process, to extend the date for submittal of responses, to request additional information from any or all Proposers, to supplement, amend or otherwise modify the RFP prior to the closing date and time, to cancel this request with or without the substitution of another RFP, to negotiate with any Proposers, to re-solicit or cancel the procurement process, or to accept a Proposal which is considered to be in the best interest of the Airport.

Any Proposal submitted will be deemed to be valid for a period of up to 90 days following the closing date of the RFP. Timely Proposals received shall be subject to applicable laws and regulations governing public disclosure. Submission of a Proposal indicates acceptance by the Proposer of the conditions contained in this RFP, and the intent to enter an Agreement with the Airport.

Proposers shall assume full responsibility to review and evaluate the entirety of this RFP, the appendices hereto, and any Addendum that may be issued, and to become fully informed of the detailed instructions and requirements of this RFP and the future Agreement expectations. Proposers shall thoroughly examine and become familiar with this RFP, the Proposal forms, the specimen Agreement, and all related documents comprising this RFP and any written Addendum thereto. Each Proposer shall judge for itself all conditions and circumstances within this solicitation having a relationship to its respective Proposal.

Submission of a Proposal shall constitute an acknowledgment that the Proposer has thoroughly examined and is familiar with this RFP and Addendum which may be issued. The failure or neglect of a Proposer to receive or examine any RFP documents or Addendum shall in no way relieve Proposer from any obligation with respect to the Proposal or the obligations that result from submitting a successful Proposal. No claim based upon a lack of knowledge or understanding of this RFP or its contents shall be allowed. The provisions and terms of the Agreement may be revised or adjusted by the Airport prior to final execution.

Proprietary Information

Information that is considered by a Proposer 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 on which the information appears. Proposers should not expect the Airport to seek confidentiality protection for any claimed privileged or proprietary information in the written Proposal just because the material is marked “confidential” or “proprietary.” For any essential information that the Proposer 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 Proposal, and should be clearly and specifically marked.

Costs Incurred

This RFP does not obligate the Airport to enter into an Agreement or pay any costs incurred in the preparation of a Proposal pursuant to this RFP or incurred in subsequent

negotiations. It is the intention of the Airport to negotiate an Agreement with the Proposer it deems most beneficial to the Airport. During the Proposal evaluation process, the Airport may request additional information or clarification from Proposers.

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, creed, sex, 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 U.S.C. §§ 2000d to 2000d-4), 28 CFR § 50.3, and 49 CFR Part 21, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, creed, age, or disability in consideration for an award.

Questions, Inquiries, and Contact with Airport Staff

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

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

The Airport's website rapairport.com contains additional information which is available to assist Proposers in responding to this RFP.

All questions from Proposers must be submitted in writing, electronically, to toni.broom@rcgov.org. by 5:00 PM MT, December 11, 2026. It will be the sole responsibility of the Proposer to ensure questions are submitted in a timely manner. Answers to questions, other clarifications and/or Addendums will be posted on the Airport's website.

It shall be the Proposer's responsibility to monitor the Addendums that may be issued under and as a part of this RFP. Copies of this RFP, and any Addendum issued, are available for viewing at the following link: https://rapairport.com/category/projects/. Any Addendums so issued are to be considered a part of this RFP document. Therefore, receipt of all Addendums issued during this RFP must be acknowledged on the Signature Page included with your Proposal.

Prohibition Against Lobbying

The Proposer shall not lobby, either on an individual or collective basis, the Airport (its associated City employees or outside advisors) or any federal, state, or local elected or public officials or staff regarding this RFP or its written Proposal. Continuous Air Service-related communications are acceptable. Proposers, the Proposer's acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the Airport (its associated City 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 Proposer, intentionally or unintentionally, will result in disqualification of the Proposer and/or rejection of a written Proposal.

Prohibited Entity Certification

The Proposer must submit a Certification of Prohibited Entity Status (Attachment A) 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. The Certification shall be provided in a form acceptable to the Airport 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.

Debarment/Suspension Certification

The Proposer must submit a Certification Regarding Debarment and Suspension with its proposal that certifies that the Proposer is not presently debarred or suspended from bidding by any government entity or is not otherwise prohibited from entering into this Agreement. A Proposer shall provide any information requested by the Airport to verify the certification, upon request; however, the Airport may rely on the certification without conducting any further investigative research or inquiry.

Disclaimer

It is the responsibility of each Proposer to investigate and be satisfied as to the facts and conditions prior to submitting a Proposal. The Airport makes no representation or warranties and accepts no responsibility for the accuracy or completeness of any information supplied. Proposers are responsible for obtaining their own independent financial, legal, accounting, and technical advice on all proposal matters. Any failure to become fully knowledgeable shall be at the Proposer's sole risk. The Airport assumes no responsibility for any interpretations made by Proposers on the basis of information provided in this RFP or through any other source.

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.

Rapid City Regional Airport is the gateway to Western South Dakota, the Black Hills and Mt. Rushmore. With nonstop flights to seven 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 over 24 businesses with an overall economic impact of over $455 million annually to Rapid City and surrounding communities.

Passenger Statistics

Calendar Year	Enplaned Passengers	Deplaned Passengers	Total Passengers
2019	351,096	354,333	705,429
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
2025	452,195	453,016	905,211

Airline Statistics

Airline	**Destination**	**Frequency**
Allegiant	Las Vegas	1x daily; Mon and Fri, days vary

Allegiant	Phoenix-Mesa	1x daily; Mon, Wed, Fri, days vary
American Airlines	Chicago	1x daily; Sun-Sat **seasonal**
American Airlines	Dallas/ Fort Worth	2x daily; Sun-Sat
American Airlines	Charlotte	2x daily; Sun-Sat **seasonal**
American Airlines	Phoenix Sky Harbor	1x daily; **seasonal**
Delta Airlines	Atlanta	**seasonal**
Delta Air Lines	Minneapolis	4-5x daily, Sun-Sat
United Airlines	Chicago	1x daily; Sun-Sat **seasonal**
United Airlines	Denver	4-5x daily; Sun-Sat
United Airlines	Houston	**seasonal**
Sun Country	Minneapolis	1x daily; Mon and Fri; **seasonal**

SPECIAL TERMS AND CONDITIONS

The initial term of the Agreement is anticipated to be for three years, from February 1, 2027, through January 31, 2030. The Airport and successful Proposer (Consultant) may consider an extension option within that Agreement.

Following Airport approval, a Notice to Proceed, prepared by the Airport and signed by the Airport Executive Director, shall become the document that authorizes the Agreement to begin, assuming the insurance requirements (if applicable) have been met. Each section contained herein, any addenda, and the response from the Consultant shall also be incorporated by reference into the resulting Agreement. Similar products and/or services may be added and pricing negotiated during the term of the Agreement.

No price escalation will be allowed during the initial term of the Agreement. If it is mutually decided to renew beyond the initial period and the Consultant requests a price increase, the Consultant shall provide sufficient written certification and documentation to substantiate the request. Documentation shall include, but not be limited to: actual materials invoices, copies of commercial price lists, provision of appropriate indices, etc., which reflect said increases. The Airport reserves the right to accept or reject price increases, to negotiate more favorable terms, or to terminate, without cost, the future performance of the Agreement.

The Airport reserves the right to require the Consultant to remove any employee from the work area whom the Airport has deemed incompetent, careless, insubordinate, or whose

continued employment on the project is deemed by the Airport to be contrary to the public interest.

Consultant, its officers, employees, agents, sub-consultants, or those under its control will at all times comply with applicable federal, state, and local laws and regulations, Airport rules, regulations, policies, procedures, and operating directives as are now or may hereinafter be prescribed by Airport, all applicable health rules and regulations and other mandates whether existing or as promulgated from time to time by the federal, state, or local government, or Airport including, but not limited to, permitted and restricted activities, security matters, parking, ingress and egress, environmental and stormwater regulations and any other operational matters related to the operation of the Airport. Consultant, its officers, employees, agents, sub-consultants, and those under its control will comply with safety, operational, or security measures required of Consultant or Airport by the Federal Aviation Administration, or TSA. If Consultant, its officers, employees, agents, sub-consultants, or those under its control will fail or refuse to comply with said measures and such non-compliance results in a monetary penalty being assessed against Airport, then, in addition to any other remedies available to Airport, Consultant will be responsible and will reimburse Airport in the full amount of any such monetary penalty or other damages. This amount must be paid by Consultant within ten days of written notice.

Consultant shall be responsible for and agrees to protect, defend, indemnify, and hold harmless the Airport and its officers and employees from any and all claims and damages of every kind and nature made, rendered, or incurred by or on behalf of every person or corporation whatsoever, including the parties hereto and their employees that may arise, occur, or grow out of any acts, actions, work, or other activity done by the Consultant, its employees, sub-consultants or any independent consultants working under the direction of either the Consultant or sub-consultant in the performance of this Agreement.

SCOPE OF WORK

Consultant will provide on-call guidance and counsel relative to passenger air service development (ASD) and retention. The Consultant will have established relationships and the ability to arrange meetings with decision-makers at major airlines and key government officials where necessary. The selected firm will partner with Airport staff members to identify local passenger air service needs, threats, and opportunities, as well as deliver tailored air service proposals to current and prospective air carriers. The Consultant will attend meetings to provide technical expertise during presentations and to aid in the development of new or existing airline relationships. This includes, but is not limited to, headquarters meetings and meetings at key air service conferences, such as JumpStart, TakeOff, and Routes America.

As requested by Airport, the Consultant will also prepare and deliver presentations on various air service development topics to key community stakeholders who have a vested interest in air service development in Rapid City, South Dakota. On occasion, the Consultant will answer questions as they arise regarding a new entrant airline, air service incentive, or other general air carrier inquiry. Preparation of an appropriate response to the inquiry or other assistance may be requested.

Analysis

True Market Study/Passenger Demand Analysis

Consultant will complete a true market estimate for the most recent year. Using the most advanced data sources, including but not limited to Airline Reporting Corporation (ARC) ticket data and the U.S. Department of Transportation (DOT) origin and destination data. Data collected will include but is not limited to, the originating airport, destination, and airline. The output will provide an estimate of the top 50 domestic true markets and the top 15-25 international true markets, including passenger retention by destination, diverted origin, and destination passengers, and the total estimated true market for all destinations. Consultant will complete a Passenger Demand Analysis/Leakage report. The comprehensive report will provide, at minimum: airport use by the community, regional distribution of travel, airline use by the airport, average airfares, and assessment of air service gaps and opportunities, and other market-specific information for the Airport.

Passenger Forecast Analysis & Strategic Plan:

Consultant will complete a minimum of a ten-year passenger enplanement forecast to include enplaned passenger estimates, develop a strategic plan for developing air service, identify specific airline routes that have the best prospects for profitable new air service, and seasonal trend analysis. The Rapid City market may be studied and compared against other markets that are typically seasonal in air service.

Consultant will provide data necessary to analyze and monitor air service and proactively react to changes in the market or service. Areas to be covered include, but are not limited to:

- Air Fare Monitoring
- Schedule Change Reports
- Fleet and Capacity Changes/Monitoring
- Load Factor
- Yield
- Competing Airports
- Provide Monthly and Quarterly Local Airline Capacity Reports

Route Analysis Forecasts of up to three (3) new markets annually:
Consultant will work with Airport to develop a credible business case for new flights critical to generating additional air service at Rapid City. Consultant will work with Airport to understand the aggregate Airport and community goals and objectives for air service. They will develop a comprehensive and compelling route business case presentation for proposed new services to identified airlines, including the preparation of detailed quantitative route forecasts.

Meetings

Headquarters Meetings and Presentations up to three (3) annually:

The Consultant will prepare necessary data and presentations and accompany Airport staff to airline headquarters meetings. These meetings may include the following elements, or others not listed, based on Consultant recommendations and specific airline requests:

1. Up-to-date map of the Airport's catchment area, providing specific demographics of the area including, but not limited to, population growth/decline, unemployment, and economic background information.

2. Analyze passenger traffic and revenue and average fare data to/from Airport over the prior ten-year period.

3. Travel with Airport to airline headquarters to present findings as required. Provide follow-up information as desired by airline that is requested as a direct result of information provided by Consultant.

4. Provide other pertinent information not specified above that Consultant and Airport deem necessary to complete the objectives determined for each headquarters visit.

Conference Meetings, annually, up to Three (3):
Air service development conference meetings may include elements of the following tasks, or others not listed, based on Consultant recommendations and specific airline requests:

1. Assist in Requesting Meetings: Consultant will work with Airport to develop a list and rank airline meeting requests and will, if directed by Airport, make the requests directly to the conference organizer(s). Consultant will also contact directly any airlines for which meetings were requested by Airport, but not requested by the airline to encourage the airline to schedule meetings within conference meeting times or, at the request of the Airport, work to set up a meeting outside regular

conference meeting times.

2. Market Study: Consultant will prepare a market overview for Airport, including airport catchment area (with affiliated demographic data), passenger traffic data (including passengers, revenue, fares, yields, carrier shares, segments, and growth details), the competitive makeup (of airlines serving the Airport and regional airports with their levels of service) and market details (top employers, economic indicators and colleges).

3. Analysis of Targeted Airline: Consultant will perform an analysis of existing Targeted Airline service at the Airport using existing DOT data and proprietary estimates of revenue, costs, load factors, fares, profits, etc., and a benchmarking of those profit and loss results against all other airports in Targeted Airline's network.

4. Route Analysis: Consultant will identify all routes of interest, including additional flights on existing routes, new flights to existing Targeted Airline focus cities, new flights to new focus cities, and flights to existing Targeted Airline spokes.

5. Representation: Consultant will work with Airport to prepare a presentation and present with Airport at Conference(s).

Community Visits/Presentations:
Prepare and present information in meetings with community leaders detailing results of studies, grant strategies and support, industry trends, their effects on RAP, and other information needs as requested by Airport. This will require travel to Rapid City to present the information and data.

Data & Reports:

Consultant will provide data necessary to analyze and monitor air service and proactively react to changes in the market or service. Areas to be covered include, but are not limited to:

- Air Fare Monitoring
- Schedule Change Reports
- Fleet and Capacity Changes/Monitoring
- Load Factor
- Yield
- Competing Airports
- Provide Monthly and Quarterly Local Airline Capacity Reports

PROPOSAL REQUIREMENTS

Printed Submissions: Limit your proposal content to 20 pages. This shall include the cover transmittal letter and table of contents. Dual-sided printing for the proposal is encouraged. Proposal, one (1) Original and one (1) electronic PDF file on a Universal Serial Bus portable flash memory card (USB flash drive), must be submitted in an envelope that is completely sealed, bears the name and complete mailing address of the proposer, and be clearly marked "AIR SERVICE DEVELOPMENT PROPOSAL" due on December 22, 2026, at 2:00 PM MT to:

Attention: Toni Broom
Rapid City Regional Airport
4550 Terminal Road, #102
Rapid City, SD 57703

or

Digital Submissions: Limit your proposal content to 20 pages. This shall include the cover transmittal letter and table of contents. Contact toni.broom@rcgov.org for a secure upload link.

1. Cover Transmittal Letter – Provide a narrative that introduces the firm and team, highlighting the special strengths of the firm to perform the work requested in this RFP. The letter should be signed by an authorized principal of the proposing consulting firm.

2. Firm Qualifications, Experience, and References – The successful firm(s) must have at least seven (7) years of experience in the field of professional air service development consulting. 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 professional air service development consulting. 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.

4. Proposal Cost – Provide pricing and cost information for the project. Include hourly rates for all proposed team members, retainer cost, and total project costs.

5. Competing Projects – List current projects with air service development at competing airports and how your firm plans to eliminate any conflict of interest.

Method of Evaluation

Agreement Award – Any Agreement award(s) made by the Airport is subject to prior approval by the Airport Board of Directors.

Award of Agreement shall be made to the most responsible and responsive Proposal from a Firm whose proposal offers the greatest value to the Airport with regard to the criteria detailed and the specifications set forth herein.

Proposal Evaluation Criteria – Financial terms will not be the sole determining factor in the award. To determine the award, the Airport will use a proposal evaluation method that will enable them to award an Agreement to the Proposer offering services and experience that represents the best overall value to the Airport. In general, Proposals will be evaluated based on, but not limited to, the evaluation criteria stated below:

Firm Qualifications and Scope of Work (45 Points) – This category will be evaluated based on:

- Experience in professional air service development consulting.
- Established relationships with local aviation government and airline officials and other industry contracts.

Management (25 Points) – This category will be evaluated based on:

- Experience of the individual selected as the primary manager of the contracted work; rationale for his/her selection.
- Plans for managing the project, including subcontractors, and plans for meeting work project reporting requirements.
- Quality control plan and methodology to ensure compliance with, and achievement of, scope of work/services tasks.

Price (20 Points) – The Price will be evaluated on the proposed cost of performing work as provided in the pricing proposal of each proposing firm.

Quality of Proposal (10 Points) – The Quality of the Proposal will be evaluated on the overall presentation of the Proposal, the completeness as per instructions, clarity, and content of the Proposal.

The Airport reserves the right to use both primary and secondary suppliers or to otherwise use multiple sources to protect the Airport's overall interests.

PROPOSED FEES

Monthly retainer and Standard Hourly Rate Schedule for Air Service Consultant Services. The Proposer shall submit a monthly retainer Proposal and a current Standard Hourly Rate Schedule listing the hourly rate charge for each employee classification, if applicable.

All-inclusive Monthly Retainer includes:

- True Market Study/Passenger Demand Analysis: Included
- Airline Headquarters Meetings and Presentation: Initial Three (3) Included
- Air Service Development Conference Meetings: Initial Three (3) Included
- Community Visits/Presentations: Initial Two (2) Included
- Route Analysis Forecasts: Up to Three (3) Included
- Data Included
- Travel-related expenses are to be invoiced at cost. In the case of ASD conferences, Airport will be responsible for a pro-rated share of expenses. Expenses shall be shared by all clients represented by Consultant at each conference, based on the number of presentations each client requests.

PROPOSAL FORM

Monthly Retainer	$	
Principal	$	per hour
Senior Vice President	$	per hour
Vice President	$	per hour
Managing Directors	$	per hour
Senior Associates	$	per hour
Associates	$	per hour
Analysts	$	per hour
Office Support	$	per hour
Hourly Rate Time and Material as Requested	$	per hour

Air & Surface Transportation: Actual Cost
Out of Pocket Direct Job Expenses: Actual Cost
Lodging & Subsistence: Federal Rate
Car Mileage: SD State Rate

SIGNATURE PAGE

The undersigned Proposer, having examined these documents and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that she/he will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that she/he will furnish all required products/services and pay all incidental costs in strict conformity with these documents, for the stated prices as payment in full.

Submitting Firm

Address | City | State | Zip

Authorized Representative (print)

Authorized Signature

Date

Email | Phone

EXCEPTIONS/DEVIATIONS to this Request for Proposal shall be taken below. If adequate space is not provided for exceptions/deviations, please use a separate sheet of paper. If your company has no exceptions/deviations, please write “No Exceptions" in the space below.

FIRM PRICING - Offered prices shall remain firm for a minimum of 90 days after the due date of this solicitation unless indicated otherwise. Accepted prices shall remain firm for the duration of the Agreement.

ADDENDA – https://rapairport.com/category/projects/ It is Proposer’s responsibility to check for the issuance of any addenda at the above website. The authorized representative hereby acknowledges receipt of the following addenda:

Addenda No:_____ Date:_____ Addenda No:_____ Date:_____

ATTACHMENT A
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: _____

ATTACHMENT B

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

1. The Contractor certifies to the best of its knowledge and believe that it and its principals:

   (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

   (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery bribery, falsification or destruction of records, making false statements, or receiving stolen property;

   (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

   (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. The Contractor also certifies to the best of its knowledge that it and its principals are not presently debarred or suspended by the South Dakota Highway Commission; have not been served with a notice of intent to debar or suspend by the South Dakota Highway Commission; and will not subcontract with a debarred or suspended business for performance of this contract (A.R.S.D. Chapter 70:07:04).

3. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Dated this _____ day of _____, 20____.

_____
(Contractor Business Name)

By: _____

Printed name: _____

Title: _____