

REQUEST FOR PROPOSALS

Subject to the conditions set forth in this Request for Proposal, the Sioux Falls Regional Airport Authority is requesting proposals for the following:

Project Name: Security Guard Services Provider

PROPOSAL Deadline: April 29, 2025; 1:00 PM Central time

SFRAA Contact: Richard King, Deputy Director
Airport Authority Administration Office
2801 N Jaycee Lane
Sioux Falls, South Dakota 57104
Voice: 605- 336-0762
richard.king@sfairport.com

Proposals are required to address all requirements outlined in the Request for Proposal. The RFP is available by contacting the SFRAA contact or by download at the Airport website- www.sfairport.com. Any individual or firm that intends to submit a proposal shall review the Airport website for any addenda that may have been issued. The Airport makes no warrants that any addenda will be provided directly to RFP holders.

I. GENERAL INFORMATION

A. RFP SUMMARY

The Sioux Falls Regional Airport Authority (SFRAA) is requesting proposals for providing Security Guard Services (Services) at the Sioux Falls Regional Airport - Joe Foss Field (FSD). Proposals must include, but are not limited to, the minimum service requirements listed in Exhibit A. Respondents are able to propose optional capabilities that exceed those listed in Exhibit A. It is expected that the selected firm will coordinate with the existing firm, if different, for a negotiated transitional period. The SFRAA seeks to award a five year agreement with optional extensions. Contracted services are expected to start June 2, 2025.

As a part of this process, interested parties must submit a written proposal. The proposal must contain the parties' qualifications, proposed method of meeting the minimum requirements in Exhibit A, cost proposal form (Exhibit B) and Non-collusion affidavit. SFRAA will use the evaluation criteria listed in this RFP to determine the proposal that serves the best interest of the Airport and may not be the lowest cost proposal. To be eligible for consideration, proposals must contain all information described herein. At the discretion of the SFRAA, the top two ranked qualified proposers may be invited to present to their qualifications and answer any questions in person.

B. AIRPORT OBJECTIVES

The SFRAA is tasked with operating the airport in a safe, secure and economical manner and the Airport is often a visitor's first impression of the region. To satisfy this demand, the SFRAA is soliciting proposals from qualified firms to spearhead the security requirements necessary for public safety and service. The selected firm will be tasked with and responsible for managing the requirements listed in Exhibit A.

C. FSD BACKGROUND

FSD is a small hub airport with approximately 1,400,000 passengers per year. The airport has continued to grow, setting passenger records nearly every year for the past fifteen years. FSD is a regional airport serving as the gateway to Eastern South Dakota, Southwestern Minnesota, Northwestern Iowa and Northeastern Nebraska. The airport is currently served by five airlines, large cargo operators, US Customs, and a significant volume of general aviation and charter traffic. The airport is also home to the South Dakota Air National Guard 114th fighter wing.

FSD is owned and operated by the SFRAA, a five-member Board of Commissioners appointed by the City of Sioux Falls. The airport has received a significant amount of capital improvement over the last fifteen years. Nearly the entire passenger terminal and all parking facilities have been expanded or remodeled with over \$100 million in projects. A hotel was added to the complex in 2015 and the parking garage was added in 2024. Development across the airport includes two fixed based operators, multiple single service operators and a healthy general aviation community with continued additions to the hangar areas. Additional information about FSD Airport and SFRAA is available at www.sfairport.com.

SECTION II TERMS AND REQUIREMENTS

A. DEFINITIONS

1. **Qualified Proposer:** The term “qualified proposer” used in this Request for Proposals shall mean any individual firm, corporation, or other legal entity submitting a proposal with a demonstrated capability to meet the requirements contained within this Request for Proposal.
2. **FSD:** Sioux Falls Regional Airport - Joe Foss Field
3. **Services:** Under this Request for Proposal, Services shall refer to the implementation of the scope of work within exhibit A of this RFP and the Professional Services Agreement required to conduct business with the SFRAA.
4. **Site:** The location of Services and includes the entire property owned and operated by the SFRAA, excluded parcels excepted.
5. **Trade Secret Data:** Data, including a formula, pattern, compilation, program, devise, method, a technique or process (a) that was supplied by the affected individual or organization, (b) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (c) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

B. EXHIBIT LIST

1. Exhibit A: Agreement and Scope of Services
2. Exhibit B: Cost Proposal
3. Exhibit C: Non-Collusion Affidavit
4. Exhibit D: Standard Operating Procedures (Not attached) only available upon request and verification of need/ authorization to receive.

C. PROPOSAL FORM AND REQUIRED CONTENT

Each proposal shall contain the elements as numbered below.

1. Proposer must submit three (3) **SEALED** printed copies of the proposal along with a digital copy, preferably in pdf format. At SFRAA’s sole discretion, proposals which are not complete

and/or not in full compliance with these requirements may be rejected by SFRAA as non-responsive.

2. Proposals should be prepared simply, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Color printing, photography and other marketing materials are not required and will not be considered during SFRAA's evaluation of the proposals, unless directly relevant to the developer's previous experience.
3. Proposals shall be signed by an authorized representative of the proposer.
4. Proposals shall not exceed twenty five (25) pages, excluding front and back covers, dividers and table of contents.
5. Ownership of all data, materials and documentation submitted to the Airport pursuant to the RFP shall belong exclusively to the Airport and shall be subject to public inspection upon completion of the selection process.
6. Proposals should be organized in the order in which the requirements are presented in this RFP. All pages should be numbered. Any information provided that is not within the required components of this RFP shall be attached to the end of the proposal.

Required Elements:

1. Company Identification and Contact Information:
 - a. Name, address, and telephone number of the proposer.
 - b. Name, title, address, telephone number, fax number, and e-mail address of one (1) individual designated as the primary contact for the RFP.
 - c. Acknowledgement of any RFP addenda issued after the initial RFP publication.
2. Demonstration of Experience & Capabilities to include:
 - a. Biographic information of all key staff members who will perform work under this RFP to include name, job title, years of relevant experience, academic degrees, certifications and location of residence.
 - d. Name of organization, contact information and description of services for current locations where proposer is currently providing service. Each proposer must currently operate staffed security services in at least one other site within fifty miles of FSD.
 - e. Name of organizations, contact information and description of services for former locations where proposer has provided security services.
 - f. Name of three organizations, contact information and description of services at three current or former locations to be contacted as references (all known locations of service may be contact by Airport staff).
 - g. Provide Organizational structure including ownership, management, supervisors, and guards.
 - h. Provide financial data sufficient to indicate the proposer is capable of starting up and maintaining the scope of work in this RFP. At a minimum, two years of balance sheets and profit- loss statements are required.
 - i. Provide certificate or identification and policy of bonding agency providing coverage of security services.
 - j. Provide entry level and supervisory staff turnover rate for the previous three years.
 - k. Provide a detailed description of the training programs already in use at your other locations and the training methodology intended for the Airport security staff.
3. Demonstration of Understanding:
 - a. Identify staffing plans to maintain required coverage and acknowledge penalties for failure to meet the requirements.
 - b. Identify the challenges of providing security services in an airport environment.
 - c. Identify any challenges or opportunities for service improvement you anticipate over the Scope of services contained in this RFP. **NOTE:** The scope of services includes a vehicle being provided by the selected proposer. Proposals that identify alternative solutions that may be

- considered by the Airport should include that information here and the cost addition or subtraction in Exhibit B.
- d. Indicate level of knowledge of TSA regulations
 - e. Identify any software, hardware or other resources that will be used to manage:
 - i. Scheduling
 - ii. Attendance
 - iii. Guard tour tracking
 - iv. Daily logs
 - v. Incident reports
 - f. Identify any company disciplinary plans.
 - g. Identify your anticipated transition plan to include a timeline and summary of key milestones.
4. Complete the Cost Proposal in Exhibit B.
 5. Complete the non-collusion affidavit in Exhibit C.

SECTION III OTHER INFORMATION

A. EVALUATION PROCESS AND CRITERIA

Proposals will be reviewed by a panel of internal staff. The review panel will determine which, if any, proposals meet the requirements set forth in this request for proposals and identify any non-qualified proposers. Proposals will be evaluated on the criteria listed in this Request for Proposals and any other criteria or information as deemed necessary by the review panel. During this evaluation process, SFRAA may (i) request additional information regarding the proposal as part of its assessment of the viability of a propose meeting the scope of work, (ii) request additional information for clarification of submitted proposals, or (iii) request additional information to allow completion or corrections of errors or omissions. Proposals will be evaluated and scored as follows:

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|--|------------|
| 1. Proposer's organizational capability to support the Airport location | 15% |
| 2. Financial resources available to perform the work | 10% |
| 3. Record of past performance, including operating performance, quality of work, and availability of key personnel to support ongoing operations | 20% |
| 4. Totality and quality of services being proposed to serve and improve Security services | 15% |
| 5. Financial costs of proposal over the contract period | 40% |

B. REQUEST FOR PROPOSAL TIMELINE

DATES	ACTION
March 25, 2025	Advertise RFP for prospective developers
April 17, 2025	Written questions from interested parties concerning the RFP must be received on this date by 4:00 p.m. Central Time in the Airport Authority Administrative Offices. Questions received after the deadline will not be answered by SFRAA
April 22, 2025	Date by which SFRAA will respond to all questions timely submitted by addendum
April 29, 2025	Proposals must be received by SFRAA not later than 1:00 p.m. Central Time in the Airport Authority Administrative Offices
May 6, 2025 (est)	SFRAA evaluation of submittals completed
May 22, 2025	SFRAA Airport Commission Meeting

All PROPOSALS must be sealed and received not later than **1:00 p.m. Central Time on April 29, 2025 in the Airport Authority Administrative offices, addressed to:**

Sioux Falls Regional Airport Authority
Security Services Proposal
Attn: Richard King,
Deputy Director
2801 N Jaycee Ln
Sioux Falls, SD 57104

C. SFRAA RESERVATIONS

1. Rejection of Proposals. SFRAA reserves the right to reject any or all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any proposer, to reject any provisions in any proposals, to obtain new proposals, to reject all proposals and issue a new request for proposals or commence a different process, or to abandon this request for proposal process at any time and for any reason. Proposals that are incomplete, insufficiently detailed, or that fail to meet the requirements and form set forth in this proposal may be, at SFRAA's option, returned for completion or rejected entirely.

2. Disqualification of proposers. SFRAA may, at its discretion, disqualify any proposer: (a) with whom SFRAA has had an unfavorable experience (e.g. poor, defective or otherwise unsatisfactory performance on a project, litigation, breach of contract); (b) if any of the information submitted by such proposer in response to this request for proposals is determined to be inaccurate or misleading; or (c) for any other cause, which in SFRAA's judgment and sole discretion is sufficient to justify disqualification proposal.

3. Limitation of Liability. Nothing contained in this Request for Proposal shall impair or limit the warranties of the proposer required by this Request for Proposal, nor shall it hold SFRAA liable or responsible therefor in any manner whatsoever. There is no express or implied obligation for SFRAA to reimburse responding developers for any expenses incurred in preparing any proposal or proposals in response to this or subsequent Request for Proposals.

4. Ownership of Proposals. All materials submitted in response to this Request for Proposals become the property of SFRAA. SFRAA reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposer is selected. All copyright of materials produced under any contract or subcontract awarded as a result of this Request for Proposal shall be retained by SFRAA.

In issuing this RFP, SFRAA reserves the right to preserve and maintain the Airport and its facilities for the purpose of air navigation. No rights or privileges are granted that shall violate State, FAA, TSA, or other Federal regulations and agreements as required. Bidding, construction, leasing, and operation of the facility will be subject to all applicable local, state and Federal rules, statutes, ordinances, and regulations. SFRAA reserves the right to request and review updated qualifications from each of the qualified proposers, and reserves the right to reject any or all of the qualified developers from submitting further proposals based on such review. Qualified proposers may be required to resubmit qualifications at the discretion and request of SFRAA.

D. DATA PRIVACY PRACTICES

Treatment of proposal data. Data submitted to SFRAA by proposers in response to this RFP is governed by the following rules: Once a proposal is opened, the name of the proposer becomes public. All other

information in the proposal, including any price information, does not become public until SFRAA has completed negotiating the agreement with the selected proposer. Therefore, most proposal information does not become public until after the SFRAA awards the contract and the contract has been negotiated. After the SFRAA has negotiated a contract with the successful proposer, the evaluative data becomes public, with the exception of Trade Secret Data. The proposal must identify any information desired to be considered Trade Secret Data.

A statement by a proposer that its data is copyrighted or otherwise protected does not prevent public access to the data in the proposal at such time that the data would otherwise become public.

During the evaluation process, proposers are not allowed to access or review proposals submitted by other proposers or data created by SFRAA as part of the selection or evaluation process. During the evaluation process, SFRAA staff and SFRAA Commissioners may be informed of the data in the proposals and may view the proposals. Proposers may discuss their own specific proposals with SFRAA Commissioners, but SFRAA Commissioners shall not reveal the contents of the other proposals. However, in the public meetings of the SFRAA, Commissioners may discuss any information submitted in the proposals to the extent reasonably necessary to conduct the business at hand. Any non-disclosed data, however, retains its classification as private or nonpublic.

If all proposals are rejected by the Authority prior to completion of the negotiation phase, all proposal data, other than that which was made public at the time of proposal opening or in any public meeting, remains private or nonpublic until a re-solicitation of the proposal results in selection of a proposal and completion of the negotiation phase and awarding of a contract.

E. COMPLIANCE WITH FEDERAL STATE, AND LOCAL LAWS

Proposer warrants in submitting a proposal and in the performance of any work on the agreement as a result of selection of its proposal, that proposer has complied with or will comply with, all applicable federal, state, and local laws, ordinances and all lawful orders, rules and regulations thereunder. Proposer further agrees that any subcontract or subcontractor providing work on the agreement will be similarly bound.

Title VI assurances. Proposer, for itself, its agents, employees, subcontractors, and successors, agrees to abide by and comply with all provisions and regulations of Title VI of the Civil Rights Act of 1964, and as said regulations and law may be amended. No person on the grounds of race, color, or national origin may be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination by Proposer, its agents, employees, subcontractors, and successors.

F. PROPOSER'S ACKNOWLEDGMENT

1. By submitting a proposal, the proposer acknowledges that all information contained in the proposal is accurate, and that it has carefully reviewed and satisfied itself as to the nature and location of the agreement, the technical, general, and local conditions to be encountered in the performance of any work involved in the agreement, the requirements of the agreement, and all other matters which may in any way affect performance or the cost thereof, and that SFRAA shall not be responsible for any errors or omissions on the part of the proposer in preparing the proposal.

2. The information supplied in response to this Request for Proposal will be used to evaluate the proposals.

3. Proposer's failure to supply information requested in this Request for Proposal may result in a determination by SFRAA that the proposal is non-responsive, and the SFRAA may, at its sole discretion, reject any non-responsive proposals.

4. Submission of a proposal indicates acceptance by the proposer of all of the terms and conditions contained in this Request for Proposal.

EXHIBIT A – AGREEMENT & SCOPE OF WORK

Attached Separately

EXHIBIT B – COST PROPOSAL

The Scope of services includes a security vehicle to be provided by the selected qualified proposer. Proposer may offer an alternative arrangement for consideration by the Airport. Any arrangement should be detailed in the proposal and the cost addition or reduction of such arrangement included as a separate line in the breakdown. Any costs associated with this option should be listed as a lump sum monthly cost adjustment.

Proposal Cost Submission Form					
Company Name:					
	Cost Breakdown				
	Year 1	Year 2	Year 3	Year 4	Year 5
MONTHLY SERVICE CHARGE	\$	\$	\$	\$	\$
Alternate vehicle option	-/+	-/+	-/+	-/+	-/+
TOTAL					
Hourly billable rate for other services					
Minimum hourly guard salary for other services					

EXHIBIT C –NON-COLLUSION AFFIDAVIT

The undersigned hereby declares that they are the only person(s), partnership, firm, or corporation interested in this proposal as principal; that it is made without any connection with any other person(s), partnership, firm, or corporation submitting a proposal for the same; and that no person acting or employed by the Sioux Falls Regional Airport Authority is directly or indirectly interested in this proposal or any anticipated profits which may be derived therefrom.

The undersigned hereby declares that they have read and understand all conditions outlined in this Request For Proposals, and that the proposal is made in accordance with the same.

Company Name: _____

Authorized Signature: _____

Date: _____

Printed Name and Title: _____

Company Address: _____

Email Address: _____

Phone Number: _____

Type of Organization (LLC, Partnership, etc.): _____

Federal Tax ID Number: _____

EXHIBIT D –STANDARD OPERATING PROCEDURES (POST ORDERS)

The SOPs are considered Sensitive Security Information. SOPs are Airport property and may not be shared, distributed, or otherwise disseminated to any individual, firm, company, or agency not authorized in writing by the Airport. Any individual receiving the information shall protect the material in a password protected format. Any printed copies shall be securely locked and shredded upon completion of this selection process.

Any proposer desiring to receive a copy of the material shall submit a request for the material to include:

Name

Title

Company

Contact phone

Email