



## TRUCKEE TAHOE AIRPORT DISTRICT

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### Request for Proposals (RFP) Vendor/Art Coordinator for “Art at the Airport” Program

**About the District** The Truckee Tahoe Airport is an FAA designated public General Aviation Airport. It is situated in Martis Valley approximately two miles southeast of Truckee, California and seven miles north of Lake Tahoe. The Airport straddles both Nevada and Placer County lines and is managed by the Truckee Tahoe Airport District, a bi-county Special District. Founded in 1958, the 425 square mile Truckee Tahoe Airport District (TTAD) was formed by a vote of the people. The Truckee Tahoe Airport serves private and charter aircraft, but offers no scheduled commercial flights. The airport experiences up to 40,000 flight operations per year. Like Interstate 80 and the Union Pacific Railroad, the Airport is a part of the Federal Transportation System. The Airport is funded by local airport commercial enterprises, building and hangar leases, local property tax, and grant funding through both State and Federal governments. The District is home to 45,000 full time residents and over 100,000 peak period visitors

**I. Introduction** The Truckee Tahoe Airport District (TTAD/District) invites qualified vendors to submit proposals for the management of its "Art at the Airport" program. This program aims to showcase local and regional artists' work in mixed media, including photography, watercolors, acrylics, and more. The selected vendor/art coordinator will be responsible for curating and managing art installations on the terminal building's walls, which change quarterly (4 times per year). The contract term will be for a period of three (3) years.

**II. Scope of Work** The selected vendor/art coordinator shall be responsible for the following:

- 1. Art Selection and Curation:** a. Curate and select 20-30 art pieces each season featuring the work of 1-4 local/regional artists in an eclectic mix or coordinated theme. b. Ensure a diverse selection of art forms and media, including but not limited to photography, watercolors, acrylics, and mixed media. c. Coordinate with artists to ensure timely delivery and installation of artwork. d. TTAD would like to see local youth STEAM/art programs displayed on occasion. e. TTAD is open to hosting displayed artist speaker events. f. Displays must be appropriate for a diverse public audience and be family friendly.
- 2. Art Installation:** a. Safely and professionally install and maintain the artwork on the terminal building walls. b. Installation and removal shall occur in the early morning or evening hours when the terminal building sees less public traffic c. Ensure proper labeling of each art piece, including the artist's name and artwork details.
- 3. Art Sales:** a. Make artwork available for sale to airport visitors. b. Coordinate all sales transactions and payments between TTAD and the artist. c. The airport will charge a 20% commission fee on any artwork sold while on airport property.
- 4. Liability Insurance:** a. Provide proof of liability insurance with the Truckee Tahoe Airport District named as an additional insured with a minimum \$1,000,000 coverage.
- 5. Art Rotation:** a. Coordinate the removal and replacement of artwork at the end of each quarter. b. Ensure that artwork is securely stored and protected during rotation periods.

### **III. Proposal Submission** Interested vendors are requested to submit the following documents:

1. **Vendor Information:** Provide a brief overview of you, or your company, including contact information.
2. **Experience:** Detail your experience in managing similar art programs, including examples of past projects.
3. **Curatorial Approach:** Describe your approach to curating and selecting artwork for the program.
4. **Installation Plan:** Outline your plan for safe and professional art installation.
5. **Sales Strategy:** Explain your strategy for promoting and facilitating art sales.
6. **Liability Insurance:** Provide confirmation of the ability to obtain liability insurance, with the Truckee Tahoe Airport District being named as an additional insured within 30 days of the award.
7. **References:** Include at least three (3) professional references from local clients you have worked with in the past.

### **IV. Compensation**

Submitted proposals should state a required annual fee for services provided. The selected vendor/Art Coordinator will provide TTAD with an invoice quarterly after each new show is hung. The TTAD 2023 Art at the Airport program budget was approximately \$10,000 for the year.

### **V. Submission Deadline**

All proposals must be submitted by: **5:00 pm Friday, November 17, 2023**

Sealed proposals can be: Submitted in person, mailed, or emailed to:

**Truckee Tahoe Airport District** 10356 Truckee Airport Rd. Truckee, CA 96161, or emailed to [marc.lamb@truckeetahoeairport.com](mailto:marc.lamb@truckeetahoeairport.com).

**VI. Selection Process** The Truckee Tahoe Airport District will evaluate all proposals based on the following criteria:

1. Experience and qualifications of the vendor.
2. Curatorial approach and artistic diversity.
3. Installation and maintenance plan.
4. Sales strategy and commission structure.
5. Cost proposal.
6. References.

This RFP is designed to provide fair and equal access to qualified local parties who wish to offer services to the District. The Truckee Tahoe Airport District reserves the right to reject any or all proposals and to award the contract to the vendor that best meets the needs of the airport.

TTAD will notify all respondents of its selection decision by 5:00 pm Friday, Dec 15, 2023.

**VII. Contract Terms** The selected vendor will enter into a signed contract with the Truckee Tahoe Airport District for a period of three (3) years, with the option to renew upon mutual agreement.

The new Vendor/Art Coordinator would be expected to hang their first show on Wednesday, January 17, 2024.

For questions or further information, please contact Marc Lamb, Aviation and Community Services Manager at [marc.lamb@truckeeahoeairport.com](mailto:marc.lamb@truckeeahoeairport.com) or (530) 587-4119 x 126

Thank you for your interest in the “Art at the Airport” program. We look forward to receiving your proposals.