



Reno-Tahoe Airport Authority (RTAA) Public Art Selection Process

The RTAA commissions new, site-specific public works of art by using a minimum of 1% of design and construction costs for capital improvement projects in public spaces from RTAA funds.

1. A Call for Artists may be an RFQ (Request for Qualifications) or RFP (Request for Proposals).
2. The RTAA Arts at the Airport program typically distributes an RFQ as the first phase of selecting qualified artist(s) for a project, but may issue an RFQ/RFP hybrid process.
3. Artists apply on CaFÉ - www.callforentry.org
 - a. There is a free platform for artists to create an account, upload portfolio materials, and get receive updates for Public Calls for Art
 - b. Upload application requirements including materials listed in the RFQ such as portfolio images, CV/resume, artist statement, and letter of interest, for RTAA review.
4. RTAA hosts Public Artist Infosessions (virtual or in-person) to share project overview and answer artists application questions. These sessions are recorded and posted online for view.
5. Submissions received by deadline are evaluated by the RTAA Art Project Team for meeting minimum qualifications, then moved to the Selection Panel for application review and scoring.
6. The Selection Panel, that includes members of the RTAA Art Advisory Committee (AAC), RTAA staff, and project advisory members, reviews qualified entries and selects a shortlist of semifinalists to participate in the RFP (Request for Proposals) phase of the project.
 - a. The semifinalists develop and present site-specific proposals which include sketches, models, etc.
7. The Selection Panel chooses a finalist proposal to recommend for contract, and an alternate.
8. The selected proposal is presented to the RTAA Board of Trustees for approval.
9. Once the Trustees approve the recommendation, a contract is developed for the selected artist.
10. Once under contract, the artist will work directly with RTAA project team members for coordination of fabrication, site details, paperwork, meetings, delivery, and installation.

The following are minimum qualification standards the RTAA uses to consider an artist for a Request for Qualifications or Request for Proposal:

1. **Artistic Excellence:** Works of art in the artist's portfolio are original, innovative, of exceptional quality and enduring value.
2. **Relevant Prior Experience:** The artist has created projects of a similar scale and budget and has experience coordinating with multiple stakeholders.
3. **Appropriateness to Site and Project:** Works of art in the portfolio indicate that the artist is likely to be sensitive to the social, economic, cultural, historical, and physical context of the site, either existing or planned.
4. **Low Maintenance & Durability:** Works of art in the artist's portfolio utilize materials and processes likely to contribute to the longevity of public works of art, especially for projects that will be located outdoors, or is willing to adopt such practices by collaborating with a partner with relevant specialized expertise.