

## REQUEST FOR PROPOSALS (RFP)

Temporary Exhibitions/Cultural Displays<sup>1</sup>

Indianapolis International Airport

Indianapolis, Indiana

Deadline: Rolling

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### Summary of Opportunity

The IND Foundation, as agent for the Indianapolis Airport Authority (IAA) and with Blackburn Architects, Inc. as its designated representative, invites Indiana artists, cultural institutions and cultural groups to submit proposals for temporary exhibitions or displays in the H. Weir Cook Terminal, Indianapolis International Airport. This opportunity is for displays of art, history, culture or local interest to remain on display in the H. Weir Cook Terminal for periods ranging from six weeks to one year. All displays or exhibitions must be durable, low-maintenance and suitable in form, material and content for a mixed-ages audience that will include young children.

### About the IND Foundation

The IND Foundation is an independent, 501(c)(3) nonprofit organization with the mission to maintain the Airport Arts & Culture Program at Indianapolis International Airport. Blackburn Architects serves as the professional consultant to the IND Foundation.

*For the purposes of this document, "display author" refers to the individual, group or organization who is organizing and remains responsible for the display during the planning, on-view and removal periods.*

### Proposal Information

- **Proposals are considered on a rolling basis.** Proposals should be submitted a minimum of two months prior to the start of the desired display period; a period of one year prior is preferred.
- **Display period:** Displays may be on view a minimum of six weeks and a maximum of one year. If the display is associated with a specific, time-delimited event, the display period may be shorter as follows: the display shall be installed no earlier than two weeks prior to the event and shall be removed by the close of business on the second day following the event.
- **Display location:** Temporary displays may be placed in display cases or may be free-standing, depending upon the nature of the display and the desired impact upon the viewing public. Displays shall be mounted only in prearranged, authorized areas and may be placed in casework provided and maintained by the IAA, or the display author may be asked to provide casework, as appropriate to the nature of the display.
- **Display conditions:** Closed display cases provided by the IAA are securely locked but are not climate-, dust- or light-controlled. Please keep this in mind when determining display contents.

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<sup>1</sup> The policies and process outlined in this document are to be used for community-originated, static proposals only. Please contact the IND Foundation first if your project is a pre-curated traveling exhibition with a rental fee, if your project involves live performance(s), if you would like to propose a long-term temporary or permanent commissioned work of art, or if your project requires significant development time and/or a funding commitment from the IND Foundation. Different processes and policies are used to solicit, review, schedule and operate such projects.

**Questions?** Contact Julia Moore, Project Manager, at (317) 875-5500 x219 or by email, [jmoore@blackburnarchitects.com](mailto:jmoore@blackburnarchitects.com)

## Project Budget

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**Displays are to be mounted at the sole cost of the display author.** Cost items to be covered by the display author include, but are not limited to, artist honoraria or fees; labor and expenses of obtaining or preparing exhibit furnishings such as pedestals, stands or mounts; framing of artwork; designing and fabricating display signage and labels; insuring the display while it is on view, and installation, cleaning and removal of the display.

## Display Policies

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Displays are mounted entirely at the display author's own risk. For displays of extraordinary monetary value, the IAA reserves the right to request an itemized list of the value of each display item and/or a certificate of insurance citing the total value of the display contents.

After being accepted for display by the IAA, the display author shall, at least 30 days before the scheduled installation date, present the entirety of the proposed display contents (or photographic documentation thereof) to a designated IND Foundation representative for review for appropriateness and condition. The IND Foundation and/or IAA staff reserves the right to deny display of any item for any reason.

The display must include a professionally-designed and fabricated title card or vinyl text and a similarly-designed acknowledgements card indicating the individual or group represented. The responsibility for producing these items shall rest with the display author. The IND Foundation must approve all graphics and signage a minimum of 30 days prior to the scheduled installation date.

The production of a professional-looking handout or brochure is encouraged but is not required.

The display author is responsible for producing and/or gathering all display materials and bringing them to the airport for installation at a time designated by an IND Foundation representative. If installed in a display case, all materials in the case must be installed in the same installation session under the supervision of an IND Foundation representative. Display materials must be in good repair and able to withstand the rigors of public exhibition for the agreed-upon display period.

All display materials and furnishings, and the necessary tools, hardware and equipment to install the display must be provided by the display author. Major equipment such as pallet jacks, ladders, lifts and suction cups may be provided by the airport if available and upon prior arrangement with the IND Foundation.

Installation and removal of displays must take place between 9pm and 4am to avoid disturbing the flow of passengers during peak travel hours.

After installation of a display, the IND Foundation or the IAA may remove or request removal of part or all of the display prior to the end of the scheduled display period.

If the display is scheduled to be on view for a period of six weeks to four months, the IAA reserves the right to cancel the exhibit or display at any time should unforeseen conditions or situations arise.

If the display is scheduled to be on view for a period of four months or longer, after sixty days the display will be evaluated by the IND Foundation for continued display. This evaluation will be based on the condition of the display, the nature of the community's response to the display, and the need to utilize the space for other displays or purposes. The IND Foundation reserves the right to ask that the display be removed at any point after the initial sixty days and will allow a minimum of one week and a maximum of three weeks for the display author to comply.

The display author is responsible for responding within 36 hours to requests to clean the inside of any display case at any time during the scheduled display period and must coordinate with the IND Foundation's designated representative for a specific assigned time. Failure to respond to such requests will result in the display's removal before the end of the contracted display period. Depending upon the nature of the display, cleaning may take place during daytime operating hours or may be requested to take place after 9:00 p.m. to avoid disturbing the flow of passengers during peak travel hours. Display authors are responsible for bringing their own cleaning supplies.

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The removal of displays in casework at the end of a scheduled display period shall include a thorough cleaning of the interior of the case(s) used.

## **Eligibility**

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Responders to this RFP must be over 18 years of age and must have their primary residence or place of business in the state of Indiana. All other criteria being equal, preference will be granted to responders located in Central Indiana. The IND Foundation and the IAA value cultural diversity and encourage artists and organizations of varying backgrounds and experiences to submit proposals.

## **Artwork Criteria**

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Display requests will be evaluated on the basis of cultural or historic significance, community and/or regional interest, the ability of the IAA to display or properly care for the display while on the airport's premises, or other factors which may designate the display as desirable or not desirable. ***A proposed display that approaches a strictly commercial message without substantial educational or cultural content will be directed to the IAA's business development department for review as a sponsor-paid advertising opportunity.***

## **Site**

The display items must be placed only in areas designated by the IAA. Works that are fragile must be placed in display cases, either provided by the IAA or by the display author. Existing cases may be relocated if necessary to the concept for the display.

## **Medium**

Displays may incorporate any medium that is safe for a public area. The IND Foundation reserves the right to restrict certain media based on the nature of the project.

## **Theme and Content**

The theme and content are at the discretion of the display author. Artists may choose to incorporate a narrative theme of local interest or may elect to present a proposal consistent with his/her past thematic interests, aesthetics and style providing it is appropriate to the nature of a public location. Approaches taken may range widely as well: thought-provoking, informative, surprising or humorous projects are just a few of the possibilities.

## **Subject Matter Restrictions**

Artwork placed in airports must take into consideration the sensitivities of the majority of the traveling public and common fears about air travel. The nude human figure or sexually suggestive imagery is not acceptable subject matter. Also unacceptable are images or the suggestion of images such as aircraft crashing; aircraft wreckage, fire or flames; dead bodies or coffins; bombs, guns, masked figures, knives, box cutters, or any other images or statements that in the public's perception could relate to the terrorist attacks of September 11, 2001; blood or gore; and hurricanes, tornadoes, blizzards or any other weather phenomenon that, in the public's perception, could negatively affect the safety of air travel. Electioneering, partisan or other political statements are not appropriate, nor are commercial messages or images that could be perceived by the public as a commercial message. Images or statements that may be interpreted by the public as promoting a specific, identifiable religion or spiritual tradition are not appropriate unless it is in the context of documenting historic or contemporary landmark structures or individuals, or referencing well-known works of art of a religious nature. Finally, statements or images that, in the opinion of the IND Foundation or the IAA, may offend potential viewers if placed in a public setting such as an airport are not appropriate.

## **Design Notes**

- (a) Artwork not placed in a protective case is subject to climbing, handling, smelling or tasting by members of the public if it is within their reach. The presence of children should be assumed and the attendant risks to that

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passenger group taken into consideration. It is the display author's responsibility to ensure the safety of the display and the public by using durable, non-toxic materials and by conforming to ADA regulations regarding accessibility and projecting elements.

- (b) The design of the display or artwork should discourage climbing.
- (c) The lower 24" of ground-adjacent items not in protective cases is subject to bumping by strollers, wheeled suitcases, baggage carts and maintenance equipment—the design of the display must take this possibility into consideration.
- (d) Proposed displays must be low-maintenance.

## Selection Criteria

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Proposals submitted under this RFP will be evaluated on the following criteria, listed in order of priority:

- ♦ *Artistic Merit:* the aesthetics, concept, content, craftsmanship and approach of the display and the desirability of the display for the context of the Indianapolis International Airport, the City of Indianapolis and the state of Indiana.
- ♦ *Feasibility:* the technical feasibility of the display within the terminal context
- ♦ *Process:* the likelihood of a smooth and pleasant collaboration between the display author(s) and the airport staff

## Selection Process

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The IND Foundation will review all submitted proposals and will recommend projects to the IAA for display.

## Submission Requirements

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The display author's name and preferred contact information (phone number or email) must appear on each item. Items should be submitted in the order listed.

- A. Fill out the attached **Display Request Form** as your proposal cover sheet. (required for all submissions)
- B. If the display author is a working visual artist proposing to display his/her own work, or the proposal is to display work by visual artists, please submit the following for each proposed artist:
  - **Current artist's resume or narrative biography.** This is not exceed two typed pages
  - **Artist's statement.** This statement should describe the general approach and past work. Please do not exceed one typed page for this statement.
  - **Images of past work.** A minimum of four, but not more than ten, digital images of representative work completed within the last five years must be submitted. *Do not submit slides or photographs.* Images must be in JPEG format only, "high" or "fine" quality with image size approximately 5" x 7" or 7" x 5", and the file size not to exceed 2 MB per image. You may alter the PPI (pixels per inch) setting to obtain the proper file size; do not reduce to less than 72 ppi. Please do not submit PowerPoint slides or presentations, PDF documents or images embedded in a word processing document. Image files should be numbered with the last name of the artist or team member and the number of the slide, e.g. "Smith-01". Please submit all images on one CD.
  - **References.** Please list three professional references including complete contact information (name, address, telephone number and email if available).
- C. If the display author is a museum, gallery or nonprofit arts and culture organization, please submit the following:
  - A selection of **printed materials** or other documentation of past activities, with an emphasis on previous displays or exhibitions. Digital images of installed exhibitions are preferred.
- D. If the display author is a community group, please submit the following:

- A selection of **printed materials** or other documentation of past activities, with an emphasis on previous displays or exhibitions. Images of installed displays are preferred.
  - A list of **active members of the group** or, if the group is a formal non-profit organization, a list of the Board of Directors or officers, as applicable, of the group
- E. Submit information about the proposed display as follows: (required for all submissions)
- **Narrative description of the display.** This should include the tentative title for the exhibition or display, a description of the theme, issue, content or concept; a discussion of the materials, finishes, size, techniques, electrical requirements if applicable; and anticipated method(s) of fabrication and installation of the display. This description is not to exceed five (5) typed, single-spaced pages.
  - **Visual documentation of the contents of the proposed display, if available.** This should be submitted digitally if possible in the same format and on the same CD as the images of past work referenced under "B" above; photographs are acceptable if digital images are not feasible. If no visual documentation is available at this time, please describe the nature of the proposed display items in the narrative statement.
- F. Submit a general discussion of the **maintenance needs** of the display, not to exceed one page. (required for all submissions)

## Submission Instructions

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Submit one hard copy of text materials and one disk with submission materials in JPEG (images) and PDF (documents) format. Please direct your submission to:

Julia Muney Moore, Public Art Administrator  
Blackburn Architects, Inc.  
3388 Founders Rd.  
Indianapolis, IN 46268

All materials submitted will become the property of the IND Foundation and will not be returned.

## Notices and Disclaimers

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Be advised that materials contained in submissions responsive to this request are subject to the Indiana Public Records Act, IC 5-14-3 [et. seq.](#) Potential display authors claiming a statutory exception to disclosure of information under the Act must place all such information in a separate sealed envelope, clearly marked "Confidential" and must indicate on the outside of the envelope that confidential materials are included and specify which statutory exception provision applies. IAA reserves the right to make its own determination of confidentiality. If the IAA does not agree that the information designated as confidential should be withheld from public access under the Act, it will so advise the artist. The IAA expects that submissions in response to this request will contain sufficient non-restricted data to permit the review to proceed without delay for consideration of extensive claims of confidentiality. A claim of confidentiality which is strictly limited to the time period of the procurement action will not be a cause for rejection. Overly burdensome claims for exemptions from public access may cause the IAA to view the submission with disfavor.

The IND Foundation, IAA and Blackburn Architects, Inc. will make every effort to ensure the safe handling of submitted materials; however, neither organization will be responsible for loss or damage. Neither the IND Foundation, IAA nor any person creates any obligation, expressed or implied, by issuance of this announcement or by receipt and consideration of any responses. The IND Foundation and IAA reserve the right to reject any finalist or to terminate the selection process at any time for any reason without prior notice. In the unlikely case of insufficient qualified applications received the IND Foundation reserves the right, as its best interests may appear, to directly solicit proposals and may pay a fee for proposals so solicited. Submission of materials to this process constitutes agreement to all applicable rules and guidelines. All decisions made during the selection process are final, with disputes subject to review by the Board of Directors of the IAA.

**IMAGES OF PREVIOUS DISPLAYS:**



# DISPLAY REQUEST FORM and DISPLAY PROPOSAL COVER SHEET

Please type or print. Editable copies of this form are available upon request.

For the purposes of this document, "display author" refers to the individual, group or organization producing and responsible for the display during the planning, on-view and removal periods.

**DISPLAY AUTHOR CONTACT NAME:** \_\_\_\_\_

**DISPLAY AUTHOR ORGANIZATION (if applicable):** \_\_\_\_\_

**DISPLAY AUTHOR CONTACT INFORMATION:**

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

Website URL: \_\_\_\_\_

## DESIRED DISPLAY PERIOD:

Number of weeks: \_\_\_\_\_

Preferred installation date: \_\_\_\_\_

Preferred removal date: \_\_\_\_\_

Is this period tied to a specific time-delimited event? Yes No (circle one)

If yes, please briefly explain: \_\_\_\_\_

## DESIRED DISPLAY LOCATION:

\_\_\_\_ Ticket Hall display case(s) north

\_\_\_\_ Ticket Hall display case(s) south

\_\_\_\_ Reconfigure Ticket Hall display case(s) and move to \_\_\_\_\_

\_\_\_\_ Concourse B connector built-in display case

\_\_\_\_ Concourse A (no case required) Location(s): \_\_\_\_\_

\_\_\_\_ Concourse B (no case required) Location(s): \_\_\_\_\_

\_\_\_\_ Civic Plaza (no case required) Approximate square footage: \_\_\_\_\_

\_\_\_\_ Other (please identify) \_\_\_\_\_

By submitting this display proposal I/we agree to adhere to all the policies and procedures that have been or will be disclosed to me/us by representatives of the IND Foundation and/or the Indianapolis Airport Authority (IAA). I/we understand that if I/we am/are selected to realize this proposal, all displays are installed at my/our own risk and expense, and I/we agree to release and hold harmless the IAA and the IND Foundation for any and all damage to the displayed items and for any injuries to IAA personnel or property during the installation period(s), removal period(s), while on display, and during maintenance visits. I/we also agree to indemnify the IAA and the IND Foundation for any damage or injuries to third parties caused by the display; such indemnification shall not be limited by any insurance policies I/we may hold. Any damages that I or my representatives may cause to IAA premises or property shall be my/our responsibility to repair or replace at my/our own expense.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**FOUNDATION USE ONLY:** \_\_\_\_\_ Date received \_\_\_\_\_ Date reviewed \_\_\_\_\_ Disposition (Accept, Deny, Hold)

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