
Request for Proposals: Boutique Concession Shop at Santa Fe Regional Airport

The **City of Santa Fe** is inviting applications from qualified operators to **lease and operate a boutique-style retail concession** inside the **Santa Fe Regional Airport (SAF)** terminal.

This is your chance to share **Santa Fe's creative spirit** with travelers from around the world — highlighting local art, craft, and culture.

- **Location:** Post-security, SAF Terminal
- **Space:** Approximately 190 sq ft
- **Lease Term:** 5 years, with two renewal options (based on performance)
- **Proposed Rent:** TBD
- **Concession Fee:** 12% of gross on-premise sales
- **Responsibilities:** Design and build-out, utilities, trash removal, and security badging fees

What We're Looking For

- Demonstrated retail or airport operations experience
- Administrative and financial capacity
- Local sourcing and artisan engagement
- A balanced mix of travel essentials and boutique merchandise

Key Dates

- Applications Open: October 15, 2025
- Site Visit & Pre-Proposal Meeting: October 29, 2025, 10:00 AM – 12:00 PM (SAF)
- Deadline for Questions: November 7, 2025
- Proposals Due: December 5, 2025, by 3:00 PM MST
- Evaluation Date: January 13, 2026
- Interviews (if held): January 21, 2026
- Clarification Interviews (if needed): January 28, 2026
- Award Notification (anticipated): February 4, 2026

Apply Now

Complete details and application form are available at:

 <https://form.jotform.com/252515065068052>

Contact Us

James Garduno, jdgarduno@santafenm.gov, 505-670-3232

Sebastian Gallegos, sfgallegos@santafenm.gov, 505-695-3538