



Harini Krishnan, 1st District
Robin Rodricks, 2nd District
Laura McHugh, 3rd District
Richard Rojo, 3rd District
Edward P. Sweeney, 4th District

Jeanne Heise, 4th District
Samaruddin Stewart, 5th District
Pauline Fong, 5th District

County Manager's Office
400 County Center
Redwood City, CA 94063
(650) 599-1005
www.smcgov.org/smcac



Special Meeting of the Arts Commission
Friday, March 15, 2019 — 1:00 p.m. to 2:00 p.m.
Board of Supervisors Conference Room
400 County Center, Redwood City CA 94063

AGENDA

1. Roll Call

2. Agenda Amendments

3. Action Item

Commissioners Pauling Fong & Edward Sweeney

1. Approve the Arts Commission RFP ad hoc committee's recommendation of contracting with ArtsMarket for Strategic Plan Consultant services.
2. Approve posting of Request for Proposals for
 - County Galleries Curator
 - Commission Administrator

4. Adjournment

Next Arts Commission Meeting:
Commission OnBoarding:
WEDNESDAY, April 3, 2019
11:30 am – 3:30 pm
Location to be determined



MEMORANDUM

TO: San Mateo County Arts Commissioners

FROM: Ad Hoc Committee for RFP Strategic Plan Consultant

RE: Agenda Item 3.1 – Special Arts Commission Meeting, March 15, 2019

DATE: March 11, 2019

RECOMMENDATION:

Approve the Arts Commission RFP ad hoc committee's recommendation of ArtsMarket for consultant services for long-term strategic cultural plan, and submission of contract to Board of Supervisors for approval.

BACKGROUND:

As discussed at the Commission's January 9, 2019 closed session meeting, it was determined to develop a new long-term strategic cultural plan and to hire a consultant to provide strategic plan development/process services. An ad hoc committee to select a consultant was created consisting of Commissioners Edward Sweeney, Pauline Fong, and Robin Rodricks, and Commission Manager Amisha Motipara.

Commissioner's Fong and Rodricks and Manager Motipara developed and posted an RFP for the consultant; two proposals were received in response. The ad hoc committee reviewed and discussed the proposals via conference call on February 28; in-depth interviews were conducted (Skype and conference call) on March 5 and 6.

DISCUSSION:

We have interviewed the two firms - Arts Market and Arts Orange County – who provided proposals to help SMCAC and the County craft our Vision and Strategic Plan for arts and culture in San Mateo County.

We found both candidates to be highly capable; after review, interview and discussion we unanimously concur that ArtsMarket is the best qualified to help coordinate this work. Our top reasons for recommending Arts Market:

1. More in-depth knowledge, wide-range of experience, and savvy, practical expertise.

2. Understanding of tools and methodologies needed to undertake work.
(Interviews, focus studies, surveys, metrics, etc.)
3. More inspirational and aspirational in their written proposal and verbal communications to help us inspire and lead the County in arts and culture.
4. Previous knowledge of County-Arts Commission structure and background.

After the Commission selects the consultant, the contract for consultant services will be produced by County staff and then placed on the consent agenda of an April Board of Supervisors regular meeting, currently schedule for April 9 or April 23, 2019. Once approved by the Board of Supervisors, work on the new strategic cultural plan will commence.

The ad hoc committee is confident in this recommendation as one that will ensure a successful outcome of the planning process with goals and action plans to further the work of the Commission and growth of arts and culture in our County.

FISCAL IMPACT:

- NTE: \$35,000
- County Manager is paying \$25,000 towards the cost of the consultant
- Cost can be split between 2019 and 2020 fiscal years, as ArtsMarket invoices monthly.



MEMORANDUM

TO: San Mateo County Arts Commissioners

FROM: Ad Hoc Committee for RFP Strategic Plan Consultant

RE: Agenda Item 3.2 – Special Arts Commission Meeting, March 15, 2019

DATE: March 11, 2019

RECOMMENDATION:

Approve posting of Requests for Proposals for

1. County Galleries Curator
2. Commission Manager

BACKGROUND:

County Galleries Curator:

The County Galleries Curator (with Boris Koodrin) contract ends on June 30, 2019; after 3 consecutive automatic renewals, the County requires the posting of an RFP to avoid cronyism and promote contract opportunities

Commission Manager:

Commission Manager contract (with Amisha Motipara) ends on June 30, 2019. As we are beginning a strategic cultural planning process, it is the perfect time to review and update Manager tasks and responsibilities to align with the needs of the new strategic plan.

DISCUSSION:

- The Chair will review and update the scopes of work with 1 to 2 other Commissioners and County staff
- County staff will have the final RFP publically posted; the contract opportunity will be distributed through County Communication and Commission networks (Facebook, personal networks, LinkedIn, etc.)
- Commissioners and a County staff person will interview and recommend a candidate for each position.

FISCAL IMPACT:

While the Commission budget for 2020 has not yet been drafted, the Chair estimates the contracts will not likely exceed the hourly rate for the 2019 contracts. The final budget proposal will be presented by Chair and Co-Chair for approval/vote at the May 15, 2019 meeting.