



# County of San Mateo

## Inter-Departmental Correspondence

---

**Department:** PARKS

**File #:** 22-914

Board Meeting Date: 11/15/2022

---

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Nicholas J. Calderon, Parks Director  
**Subject:** Agreement with the San Mateo County Historical Association

### **RECOMMENDATION:**

Adopt a resolution authorizing:

- A) The President of the Board of Supervisors to execute an agreement with the San Mateo County Historical Association for the operation of: (i) the San Mateo County History Museum at the Old County Courthouse Building in the City of Redwood City; (ii) the Lathrop House located in the County Courthouse block in the City of Redwood City; and (iii) docent-led programs at the Woodside Store in the Town of Woodside and the Sanchez Adobe in the City of Pacifica; for the term of November 15, 2022 through June 30, 2025, and in an amount not to exceed \$695,450; and
- B) The waiver of the County's formal Request for Proposals (RFP) process to select the San Mateo County Historical Association; and
- C) The Parks Director, or the Parks Director's designee, to execute amendments to the Agreement to modify the County's maximum fiscal obligation by no more than \$25,000, and/or to modify the Agreement's terms and/or services, so long as the modified term(s) and/or services is/are within the current or revised fiscal provisions.

### **BACKGROUND:**

The San Mateo County Historical Association, a not-for-profit organization headquartered in the City of Redwood City, operates the San Mateo County History Museum, Woodside Store, and Sanchez Adobe pursuant to an Agreement with the County of San Mateo ("County"). The San Mateo County History Museum is accredited by the American Alliance of Museums and is housed in the historic and beautifully renovated Old County Courthouse Building in Downtown Redwood City. At the San Mateo County History Museum, Lathrop House, Sanchez Adobe, and Woodside Store, the San Mateo County Historical Association offers educational opportunities for the public to learn about the history of the County of San Mateo as well as provides a wide range of events and programs-such as tours,

lectures, discussions, and family programs-concerning the County of San Mateo's history.

**DISCUSSION:**

For many years, the County has contracted with the San Mateo County Historical Association for the operation of the San Mateo County History Museum and to operate and provide docent-led programs at the Woodside Store, Sanchez Adobe, and Lathrop House. The proposed agreement with the San Mateo County Historical Association will, among other things, keep the San Mateo County History Museum open to the public five days per week for a minimum of 30 hours per week; the Woodside Store open for at least 14 hours per week; the Sanchez Adobe site open for at least 20 hours per week; and the Lathrop House open for at least eight hours per week.

Significantly, the San Mateo County Historical Association is accredited by the American Alliance of Museums. Currently, fewer than five percent of museums in the United States hold this accreditation. It is therefore in the County's best interest to waive the Request for Proposals process and continue to contract with the San Mateo County Historical Association to provide services related to the operation of the County's historical sites, as the San Mateo County Historical Association is uniquely qualified to provide these services to the County.

**FISCAL IMPACT:**

The term of the agreement is November 15, 2022 through June 30, 2025, for an amount not to exceed \$695,450. The agreement, funded by Net County Cost, is included in the Parks Department's FY 2022-23 Adopted Budget and will be included in future budgets.