

**MONTEREY PENINSULA REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING**

**DATE:** March 6, 2024  
**TO:** Board of Directors  
**FROM:** Jackie Nelson, Environmental Education Supervisor  
**REVIEWED BY:** Rafael Payan, General Manager  
**SUBJECT:** Approval to Request Proposals for EECO Mobile Office Building

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**SUMMARY:**

Environmental Education and Community Outreach (EECO) staff are experiencing a workspace deficiency within the Discovery Center, resulting in the need to create office and workspace in a new onsite location. Staff are seeking Board approval to release a Request for Proposals (RFP) for a mobile office trailer to expand the number of available workstations (**ATTACHMENT 1**).

**FISCAL IMPACT:**

\$120,000

**FUNDING SOURCE:**

Account 6810 – Palo Corona Improvements

**FUNDING BALANCE:**

\$349,700 as of the writing of this report.

**DISCUSSION:**

Monterey Peninsula Regional Park District (MPRPD) identified during the 2024 Strategic Planning process that staffing and office space are critical items. In addition to the current staffing level, increased demands are being placed on the Regional Park District members to increase interactions with the public at the centers, events, and on the trails while offering more educational and outreach programming which will require more staff.

For the past few years, staff have been researching options to reconfigure the Discovery Center space at Palo Corona Regional Park Discovery to accommodate staffing needs, Board meetings, educational activities, and programs. To best meet these requirements the District staff recommends that the Discovery Center be upgraded with audio visual equipment and technology with features for both in-person and virtual viewing to serve as a public and informational space for Board meetings, programs, conferences, and partnered events.

Environmental Education and Outreach (EECO) staff are experiencing a workspace deficiency within the Discovery Center, resulting in the need to create office and workspace in a new onsite location. This temporary space is to accommodate District EECO staff with meeting and workstations spaces. Staff propose to purchase an office trailer to serve as a workspace to address the needs of current staff and allow for some

expansion of staff resources at a cost-cutting rate. Similar to the success of the Operations and Maintenance Mobile Office Building this unit will be staged adjacent to the Rancho Canada Unit Maintenance Building and is intended to provide six workstations for EECO staff stationed at Palo Corona Regional Park, plus a meeting room that can accommodate 10 people.

Staff recommend soliciting proposals on the electronic solicitation site ProcureNow/OpenGov and returning to the Board with the selected proposal as early as the April 3, 2024, Board Meeting.

**RECOMMENDED ACTION:**

Staff respectfully recommends that the Board approve a Request for Proposals for purchase of a 12'x42' or 12'x44' Mobile Office Trailer to be placed at Palo Corona Regional Park - Rancho Canada Unit, substantially in the form presented, and to authorize staff to solicit proposals on ProcureNow/OpenGov, to be brought back to the Board for approval to purchase (**ATTACHMENT 1**).

**ATTACHMENTS:**

1. [RFP RCU Mobile Office \(EECO\)](#)