

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

DATE: April 5, 2023
TO: Board of Directors
FROM: Caine Camarillo, Supervising Ranger
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Approval to Solicit Proposals for Palo Corona Regional Park
Ranger Station Mobile Office

SUMMARY:

MPPRPD staff is currently occupying all extant workstations within the MPPRPD Admin office building, located at the District's headquarters at Palo Corona Regional Park. Staff is seeking Board approval to request proposals on a mobile office trailer to expand the number of available workstations, specifically for Ranger staff.

FISCAL IMPACT:

\$90,000

FUNDING SOURCE:

Account 6810 – Palo Corona Improvements

FUNDING BALANCE:

\$189,286.50 as of the writing of this report.

DISCUSSION:

MPPRPD staff recently relinquished use of the former snack shack building as office space to Wedgewood's repurposed use as a "groom's room", per the recently approved lease agreement with Z Golf (dba Wedgewood). This has created a workspace deficiency within the MPPRPD Admin office, resulting in the need to expand office space to accommodate on-site staff, meetings, and workstations. As the design development phase of Project A is currently on hold, staff are proposing a temporary office trailer to serve as a temporary home for current and future Ranger staff. This temporary office building will be staged near the Rancho Canada Unit Maintenance Building and be capable of providing four additional workstations for Ranger staff stationed at Palo Corona Regional Park.

Staff recommends soliciting proposals on the electronic solicitation site ProcureNow/OpenGov and returning to the Board with the selected proposal as early as the May 3, 2023 Board Meeting.

RECOMMENDED ACTION:

Staff respectfully recommends that the Board approve a Request for Proposals for purchase of a 10'x40' Mobile Office Trailer, to be placed at Palo Corona Regional Park - Rancho Canada Unit, and authorize staff to solicit proposals on ProcureNow/OpenGov, to be brought back to the Board for approval to purchase.