



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 18-1008

Board Meeting Date: 11/6/2018

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

**To:** Honorable Board of Supervisors

**From:** Michael P. Callagy, County Manager  
Deborah Bazan, Director of the Project Development Unit

**Subject:** Lease Agreements with Mobile Modular Management Corporation

**RECOMMENDATION:**

Adopt a resolution authorizing the Director of the Project Development Unit (PDU) or his/her designee to execute lease agreements with Mobile Modular Management Corporation to provide office space and restrooms for a total amount not to exceed \$391,887.

**BACKGROUND:**

In January 2017, the County Manager's Office formed the Project Development Unit (PDU) to oversee and manage County ground-up construction projects. Since that time, the Board has directed the PDU staff to manage fourteen capital projects, including the Cordilleras Health System Replacement, the Health System Campus Upgrade, the County Office Building 3, the Parking Structure 2, the Skylonda Fire Station, the Animal Shelter Replacement, and the Lathrop House relocation.

**DISCUSSION:**

The PDU is currently managing fourteen capital projects. PDU works in a "Big Room" environment and collaborates closely with County departments, such as County Counsel and Building and Planning who have members embedded within PDU. PDU also uses its space to house retained project manager contractors and to host frequent meetings with architects, construction managers, permitting authorities, and others involved in PDU projects. As more projects come online and as the projects bring on more contractors, PDU requires additional conference room space and additional regular or hoteling office space. In addition, PDU will be sharing space with Public Safety Communications as they are beginning the complex job of replacing their Computer Aided Dispatch system. Public Safety Communications is also in need of space for their contractors to work and hold meetings.

PDU will be adding an additional 5,280 square feet that includes three conference rooms, three small meeting rooms or collaborative work spaces, one office, and approximately 30 additional work

spaces. Total cost includes delivery and set up, 36 months of rent, and dismantle and return for this space is \$240,196 (Delivery and set up \$53,494, Dismantle and Return \$25,414, and 3 years of rent \$161,288).

Work at the Medical Center begins in November 2018 and will displace the engineers from the Department of Public Works (DPW). Mobile Modular will be providing 960 square feet of office space for the DPW engineers as well as a separate trailer with restroom facilities as required by DPW. (Delivery and set up \$22,967, Dismantle and Return \$12,773, and 3 years of rent \$115,951).

PDU received pricing from Mobile Modular and Modern Building for all trailers. Design Space and Williams Scotsman also provided pricing for the DPW trailers. The PDU determined that Mobile Modular was able to provide the best overall pricing for the space and needs.

County Counsel has reviewed and approved the Resolution as to form.

Executing the agreement with Mobile Modular Management Corporation for the lease of the trailer complex contributes to the Shared Vision 2025 outcome of Collaborative Community by reducing the cost required to provide county office space.

**FISCAL IMPACT:**

PDU has included the cost of this additional work space in our FY 18/19 budget. San Mateo Medical Center has included the cost of the DPW trailers in their FY 18/19 budget.