



STAFF REPORT

Meeting Type: Board of Directors

Title: Approve a Professional Services Agreement with Carollo Engineering, Inc. for Design Engineering Services for Water Treatment Plant Projects

From: Alex, Anaya, Director of Engineering

Through: Ben Horenstein, General Manager

Meeting Date: October 21, 2025

TYPE OF ITEM: X Approve Review and Comment

RECOMMENDATION: Approve a professional services agreement with Carollo Engineering, Inc. for design engineering services in support of the Capital Improvement Program for water treatment plant projects, in an amount not to exceed \$750,000 and authorize the General Manager to execute the agreement

SUMMARY: Staff solicited competitive proposals from multiple engineering firms for design engineering services related to water treatment plant projects, in support of the District's Capital Improvement Program. The contract will ensure that the District can efficiently complete the identified projects at District treatment plants, as they typically require a multidisciplinary team of engineers to complete.

Staff recommends that the Board approve as a professional services agreement with Carollo Engineering, Inc. for engineering services related to water treatment plant projects in support of the Capital Improvement Program in an amount not to exceed \$750,000 and authorize the General Manager to execute the agreement.

DISCUSSION: The District operates three potable water treatment facilities—Bon Tempe (built in the 1959), San Geronimo (built in 1961), and Ignacio (built in 1975)—collectively treating both locally sourced watershed water and imported supply from Sonoma County to serve approximately 191,000 customers across southern and central Marin County . These plants are approximately 50 to 70 years old, requiring replacement and upgrades to critical water treatment components. To sustain reliable operations and address emerging needs—such as improved chemical storage systems, liquid ammonium sulfate storage tank installations, and automated valve upgrades—a specialized, multidisciplinary engineering consulting firm is needed to develop detailed design needed in support of the capital program. These projects align with the District's long-term capital and operational priorities.

District staff solicited proposals for design engineering services, in support of various treatment plant projects. Under this proposed agreement, the consultant will support the District by preparing process evaluations, designing treatment system upgrades, and facility improvements to enhance reliability and resiliency at the District's three water treatment plants, ensuring efficient completion of project designs for construction in line with the District's Capital Improvement Program.

On July 24, 2025, the District released a competitive solicitation for proposals for design engineering services from various engineering firms. On August 29, 2025, District staff received two proposals that were evaluated by a District Review Committee according to criteria outlined in the Request for Qualifications. The Review Committee, consisting of District Staff, compared and evaluated the proposals submitted by each firm. The proposals were evaluated using the following criteria: Firm Qualifications and Relevant Experience, Project Team, Local and Regulatory Familiarity, Approach to Design Services, and Past Performance and References.

After reviewing and evaluating the proposals, the Review Committee unanimously concluded that the proposal submitted by Carollo Engineering, Inc. provided the best qualifications for treatment plant rehabilitation projects, project team, local regulatory familiarity, and references. District staff recommends the Board of Directors approve a contract with Carollo Engineering, Inc. for design engineering services for the design of the chemical storage tanks at the San Geronimo Treatment Plant, Liquid Ammonium Sulfate conversion at Bon Tempe and San Geronimo Treatment Plant in support of the Capital Improvement Program.

The proposed agreement will include a baseline not to exceed limit of \$750,000. Encumbering funds for this work is not required for the contract, as work performed will be funded by specific project fund centers identified in the District's adopted budget, as these services are utilized.

Budget:

Contract Amount:	\$750,000
Total Budget:	\$750,000
Budget Category:	A1A04 – Treatment Facilities

Contract Implementation:

Request for Proposals:	July 24, 2025
Proposals Received:	August 29, 2025
Est. Contract Award:	October 21, 2025

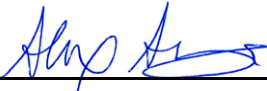
ENVIRONMENTAL REVIEW: Not Applicable.

FISCAL IMPACT: The total maximum expenditures under the proposed agreement will not exceed \$750,000. Funding for specific projects will be provided as needed from current Capital and Operations budgets as such services are utilized.

ATTACHMENT(S): None.

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
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Engineering



Alex Anaya
Engineering Director



Ben Horenstein
General Manager