



STAFF REPORT

Meeting Type: Board of Directors
Title: Approve a Professional Services Agreement with Kitchell for Owners Representative Services for Work Facilities Concepts
From: Alex Anaya, Director of Engineering
Through: Ben Horenstein, General Manager
Meeting Date: December 16, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Approve a professional services agreement with Kitchell for Owners Representative Services to provide detailed technical evaluation and provide building concepts for the rehabilitation of the Administration and Corporation Yard buildings, in an amount not to exceed \$496,758 and authorize the General Manager to execute the agreement

SUMMARY: Staff solicited competitive proposals for Owner's Representative Services (ORS) from multiple firms that have experience in assisting government agencies in the evaluation and development of workplace buildings assessments for rehabilitation needs. The selected firm will support District staff through the development of building concepts for the Administration and Corporation Yard building as well as reviewing past condition assessments, conducting more technical assessments of the buildings to evaluate rehabilitation options and cost.

Staff recommends that the Board approve a professional services agreement with Kitchell for Owners Representative Services to provide detailed technical evaluations and provide building concepts for the rehabilitation of the Administration and Corporation Yard buildings, in an amount not to exceed \$496,758 and authorize the General Manager to execute the agreement.

DISCUSSION: The following discussion provides background on the District's Administration Building and Corporation Yard facilities, summarizes existing conditions and operational needs, and describes the scope and purpose of the proposed Owner's Representative Services. Together, these sections provide context for why early evaluation and conceptual planning is needed to inform future facility decisions.

District Facilities Background

The Marin Municipal Water District (District) was officially established in 1912 and was the first municipal water district in the State of California. Since inception, the District as an organization has grown across Marin County to its current service base. Over the past 113 years, the District has

occupied several locations including the prior administration building in San Rafael that was the District's administration building from 1924 to 1962. As the District's needs grew, so did its need for a new, larger office building to accommodate the work of staff. In the early 1960's, the District began construction of new facilities at the current location at Nellen Avenue. Completion of the Administration and Corporation Yard buildings occurred in 1962. An official inauguration ceremony was held and the District moved into its new headquarters at 220 Nellen Avenue.

Over the 63 years since the District moved into its new headquarters and corporation yard, similar to all the District infrastructure, these assets have aged. The District first recognized the need for an assessment of the administration building in 1988. The District hired Howard Johnson and Associates Architects in July of 1988 to evaluate the buildings structural, mechanical, electrical and workspace utilization and to provide recommendations on improvements. This assessment only focused on the Administration Building and did not evaluate the Corporation Yard facilities. In 2016, the District hired Kitchell to conduct a second evaluation of its facilities, which included the Corporation Yard, Warehouse as well as the Administration Building. This assessment provided a detailed report of deficiencies and needs at these sites. As recently as 2023, the District explored options of moving to a different building within its service area. After reviewing and evaluating various potential office sites, the District concluded that relocation would introduce operation inefficiencies due to reduced proximity between staff groups that must work in close coordination with Corporation Yard teams, given these constraints, the effort was discontinued.

Existing Facility Conditions and Code Considerations

Besides the installation of solar panels on the Administration Building and at the Corporation Yard around 2010, there have not been any improvements to the Administration Building or Corporation Yard facilities other than routine maintenance. All buildings were designed and constructed in the early 1960's and since then, there have been significant updates to applicable building code, including seismic, electrical and energy efficiency. Considering the issues with the buildings' age, building materials and lack of current code compliance, the District will need to evaluate options to rehabilitate these facilities and develop concepts and cost for consideration.

Operational and Public-Facing Space Needs

In addition to addressing age-related deficiencies and code compliance, the District's facilities no longer fully meet current operational and public-facing needs. The Administration Building has limited conference rooms to support work group meetings, trainings, collaboration and cross-departmental coordination. As part of this facilities evaluation effort, the District seeks to assess options for expanded and more flexible meeting spaces that better support day-to-day operations.

Additionally, the District's Emergency Operations Center (EOC) currently operates as a dual-purpose training room located within the Corporation Yard. While suitable for smaller incidents, this space is limited in size and functionality for managing a large-scale emergency response that requires many staff to co-locate for extended periods, potentially days or weeks. As part of this facilities evaluation effort, the District seeks to assess whether the Administration Building could accommodate a larger, purpose-designed EOC that better supports staffing, coordination, and technology needs during major emergencies, while also allowing the space to function flexibly for day-to-day meeting and training room needs when not activated as an EOC.

The existing Board room in the Administration Building can accommodate approximately 25 members of the public, after which overflow seating must be managed in adjacent hallways. The Board room is also located a significant distance from restroom facilities. Restrooms available to meeting attendees are located within employee work areas, and there is currently no restroom facility within the building that is conveniently accessible to the public. In addition, the Board room requires public entry through an obscure side entrance, creating accessibility and wayfinding challenges for Board meeting attendees. As part of this facilities evaluation effort, the District seeks to assess options for a more functional, accessible, and publicly oriented Board meeting space.

Owner's Representative Services and Project Scope

On September 22, 2025, the District issued a request for Qualifications for Owners Representative Services. On November 7, 2025, staff received two proposals that were evaluated by a District Review Committee and the Review Committee interviewed both firms on November 20, 2025. The firms were evaluated based on the following criteria: Firms Qualifications and Relevant Experience; Project Team and Key Personnel; Familiarity with National, State and Local Building Code; Approach to Project Delivery; Past Performance and References. After reviewing and evaluating the proposals, the Review Committee unanimously concluded that the proposal submitted by Kitchell provided the best qualifications, project team, familiarity with building code, approach to project delivery and performance.

These types of building evaluations are complex in nature and require the guidance of an experienced firm. Experienced firms can provide detailed building assessments and evaluate rehabilitation cost options as well as assist in developing building design concepts and provide guidance on project delivery options. Public agencies typically hire an Owners Representative firm to support and guide the design and construction process. The Owners Representative consists of licensed architects, structural, mechanical and electrical engineers as well as estimators and project managers able to assist agencies with the process of project development through the end of construction.

One of the tasks that will be done by the Owners Representative will be to evaluate the structural capacity of the administration building framing and column members as well as the foundation to determine what type of additional reinforcement may be required to build a second story to the existing building. This will also be important in developing conceptual options for a more functional and accessible Board room, expanded meeting room space of varying sizes to support day-to day collaboration and training needs, and a larger, flexible meeting space that could be configured to function as an Emergency Operation Center during emergencies.

Kitchell will be looking at what types of structural improvements will need to be completed to seismically reinforce the warehouse as well as anchorage for the shelves that store the materials in the warehouse. Evaluations, cost and concepts will be developed for each of the buildings so that the District understands what the costs to construct will be for budgeting purposes.

While the Owners Representatives will be providing fundamental elements for the prospective design, costs and concepts through this contract, they will not ultimately design or construct any of the potential building projects. Rather, the work performed pursuant to this contract will inform the future decision-making, including consideration of preferred project delivery methods such as design build or progressive design build, all of which would be subject to future Board approval. Once this first phase of work has been completed, staff will return at a future Board meeting to present the findings. It is

anticipated that staff would then be seeking authorization for a second phase of work that will provide project management services through design to completion of proposed construction projects for these District owned facilities.

District staff recommend that the Board approve a professional services agreement with Kitchell for owner's representative services in support of the Administration and Corporation Yard buildings rehabilitation. The professional services agreement will be for an amount not to exceed \$496,758. Funding to pay for this agreement will utilize funds from the Administration Building Switchgear project identified in the current two-year capital program.

ENVIRONMENTAL REVIEW: Not Applicable.

FISCAL IMPACT: The total cost of this agreement will not exceed \$496,758. Funding for this contract has been identified in the Capital Budget.

Budget:

Contract Amount:	\$496,758
Total Budget:	\$496,758
Budget Category:	A1A06 – Buildings and Grounds

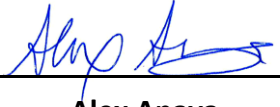

Contract Implementation:

Request for Proposals:	September 22, 2025
Proposals Received:	November 7, 2025
Est. Contract Award:	December 16, 2025

Phase One Task Description	Budget
Task A: Administration Building Evaluation: This task will conduct a seismic structural assessment and evaluate the existing building structural systems (steel beams, columns and building foundation), evaluate existing building site for building entrance location and parking lot circulation, develop concept space plan.	\$249,060
Task B: Warehouse Seismic Retrofit Evaluation: This task will complete a structural evaluation to identify and recommend building retrofit options and locations as well as evaluating material shelving units to identify and recommend proper anchorage and bracing to prevent overturning during earthquakes.	\$74,122
Task C: Water Quality Lab Conversion Evaluation: This task will document current lab uses and identify work areas that need to be incorporated into a redesign to determine an optimal consolidated work area along with any building system modification requirements and prepare layout options.	\$39,816
Task D: Project Delivery Options Analysis: This task will evaluate design build delivery options based on findings of each building and develop pros and cons to the various delivery methods to present to the District.	\$65,770
Task E: Feasibility Deliverables & Final Report: This task will develop the building concepts for the three locations as well as provide a review of regulatory codes that will need to be considered in the final design and prepare the final report with estimated costs.	\$65,990
Travel and Reimbursable Expenses:	\$2,000

Total Authorized Amount	\$496,758
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ATTACHMENT(S): None.

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Engineering	 Alex Anaya Engineering Director	 Ben Horenstein General Manager