



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 10/15/2024

To: Board of Supervisors

Department or Agency Name(s): Sonoma County Public Infrastructure

Staff Name and Phone Number: Johannes J. Hoevertsz, 707-565-2550

Vote Requirement: Majority

Supervisorial District(s): Fourth District

Title:

Animal Services Facility Improvements - Award Design Phase

Recommended Action:

Award the design services contract for the Animal Services Facility Improvements project to COAR Design Group, in the amount of \$292,665; authorize a 10% contingency, in the amount of \$67,935; and authorize the Director of Public Infrastructure to execute said design services contract and any related, required contract instruments, in form approved by County Counsel.

Executive Summary:

After a temporary halt due to the COVID-19 pandemic, the Department of Health Services (DHS) and Sonoma County Public Infrastructure (SPI) renewed efforts in 2023 to implement necessary upgrades to the Animal Services' administration and kennel buildings. The proposed improvements include expanding the administration building, reconfiguring offices and public spaces, adding outdoor storage, and upgrading the kennel building's HVAC system and animal holding areas to enhance operations and comfort.

COAR Design Group was selected through a competitive proposal process to provide design services for the project. The Board is requested to approve the award of the design services contract to COAR Design Group in the amount of \$292,665, with an additional 10% contingency of \$67,935. The total estimated project cost is \$4 million, with design work beginning in October 2024 and construction expected to be completed by December 2026.

Discussion:

Sonoma County Animal Services serves the public in the care and well-being of animals, both domestic and livestock, throughout the unincorporated areas of Sonoma County and the City of Santa Rosa by protecting the health and safety of people and animals; investigating and prosecuting animal cruelty, abuse and neglect; educating the public about responsible domestic animal ownership; reducing pet overpopulation through Spay/Neuter programs; providing a safe environment for animals in need; and by placing adoptable animals into caring homes.

After halting planning and assessment efforts associated with facility improvements during the COVID-19 pandemic, the Department of Health Services (DHS) and Sonoma County Public Infrastructure (SPI) revived

efforts to determine cost-effective options for critically needed operational and infrastructure improvements for the Animal Services site in 2023. After several meetings with multiple stakeholders to evaluate the proposals, SPI and DHS are recommending awarding a design contract to COAR Design Group for the following facility improvements:

- Expansion of the building footprint for the Administration building and exterior improvements in order to create a welcoming lobby space for clients, visitors, and staff to meet and greet clients and to accommodate the growth of administration staff by adding private offices.
- Interior improvements of the Administration building to improve operations include soundproofing walls, adding storage space and meeting rooms, reconfiguring office areas and public lobby/intake areas, and expanding laboratory/exam spaces. Entrance improvements include landscaping improvements, glass walls to show animals, a cat obstacle course, sitting areas, and furniture.
- Prefabricated barn-style outdoor storage dedicated to cleaning equipment such as foam guns, mops, and other types of implements, items used for events either in-house or off-site, such as containers, popup tents, animal emergency and disaster equipment, and supplies.
- Essential improvements to the kennel building and outdoor areas to enhance efficiency and optimize the use of space for storage and the animals' outdoor play areas. The proposed improvements will involve creating smaller holding areas to reduce stress when potential adopters enter, as well as upgrading the HVAC system for better climate control within the kennel.

Staff estimates the total cost of the improvements to be \$4 million, which is expected to cover all key aspects of the project, including design, construction, permitting, and necessary contingencies. The staff estimate includes accounting for any potential challenges or unforeseen costs that may arise throughout the process. Funding for the improvements has not been identified; DHS' Operations Manager will submit a request for funds in the Capital Improvement Plan FY 25-26, which is currently managed by the Senior Capital Projects Manager, and will be incorporated in the full list for consideration by the Board.

Identifying the resources to perform the rehabilitation work has been a challenge thus far. Although Animal Services is a part of the Department of Health Services, many of the funds with positive balances are not available for this work because the housing, caring, and feeding of animals are not part of the usual scope of services of public health or behavioral health. Capital rehab of the facility would not be an allowable cost. There is a positive balance in the Animal Services donation fund of around \$1 million which can provide a small portion of funding for the expected \$4 million cost of the rehab. In addition, there are some unspent funds left from earlier rehab allocations by the Board of around \$575,000.

To close the remaining balance of projected costs, the Department will continue to scan the environment for available grant for animal welfare of capital improvements, but many private foundations will not fund Government activity. In addition, the program is examining whether a fundraising consultant can develop a capital campaign that supports these efforts and builds off the good will in the community towards animals and animal services. This work will be led by a team in the Sonoma County Animal Services group and overseen by the Operations Manager. DHS's intention is to come before the Board with a finance plan after the design phase is complete in October of 2025 and before the award of a construction contract in January of

2026.

Recognizing the need for the facility to remain operational during the construction period, the design and construction work will be divided into two phases. Phase 1 will focus on improvements to the administration building, while Phase 2 will address upgrades to the kennel building and outdoor areas. This phased approach allows staff to arrange temporary workspaces outside the administration building if needed during its construction.

To facilitate the preparation of the design documents required for permitting, a Task Order was issued on July 15, 2024, to the Master Services Agreement list of architecture firms. This Task Order invited qualified firms to submit proposals for the project. In response, five respected firms-Axia, COAR Design Group, HGA, William Duff Architects, and Interactive Resources-submitted comprehensive proposals, each outlining their approach to meeting the project's unique challenges and requirements.

An Evaluation Panel was formed to review these proposals, consisting of representatives from the County's Capital Projects and Animal Services departments. After a thorough evaluation process, the panel determined that COAR Design Group is the most qualified and received the highest ranking in the proposal review. This decision was based on their comprehensive approach, relevant experience, and alignment with the project's requirements. Their strategy includes providing Architectural, Civil, Structural, Mechanical, Plumbing, Electrical, and Cost Estimating services to ensure the successful completion of the design. Additionally, they will validate the budget, laying the groundwork for the next funding request to complete Phase 2 and begin construction on Phase 1.

Contingent on establishing a capital project financing plan, below is the proposed project timeline:

- October 2024 - Procuring design consultant
- October 2025 - Design phase completion
- December 2026 - Complete plan check & obtain permit
- January 2026 - Bidding & Construction Award
- February 2026 - Construction Kick Off
- December 2026 - Construction close-out
- February 2027 - Move-in / Occupancy

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

June 10, 2024: Department of Health Services presented an update on the Animal Services Facility Rehabilitation Plan.

June 10, 2024: Sonoma County Animal Services Facility Rehabilitation Plan Update

October 17, 2023: Department of Health Services and Sonoma County Public Infrastructure presented the Animal Services Facility Needs Assessment Report to the Board of Supervisors.

September 12, 2023: Board of Supervisors authorized contingency set aside to FY 23-24 adopted budget in the amount of \$173,862, including \$54,071 to support Animal Services.

May 17, 2022: Board of Supervisors accepted a report on Animal Services organizational placement and recommendations to keep Animal Services within Department of Health Services and add Animal Services Director.

October 6, 2015: Board of Supervisors directed General Services to approve Animal Services facility design funds in the amount of \$175,000.

August 21, 2012: Board of Supervisors received a report from DHS titled *Sonoma County Animal Care and Control Services Governance Model Review and Best Practices*; reaffirmed the transfer of Animal Services to DHS; directed DHS to work with cities, partners, and other interested organizations to develop a local governance model; directed DHS to implement best practices; authorized DHS to work with County Counsel and CAO to identify financial resources to develop a proposed governance model; and directed DHS to identify financial and other resources needed to implement best practices.

September 28, 2010: Board of Supervisors approved report on Budgetary and Operational Impacts of moving Animal Control to the Department of Health Services.

FISCAL SUMMARY

Expenditures	FY 24-25 Adopted	FY 25-26 Projected	FY 26-27 Projected
Budgeted Expenses	\$292,665 □		
Additional Appropriation Requested			
Total Expenditures	\$292,665 □		
Funding Sources			
General Fund/WA GF	\$292,665 □		
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	\$292,665 □		

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Narrative Explanation of Fiscal Impacts:

Funding and appropriations for this project were included in the FY24-25 Capital Improvement Plan and funded through the General Fund (23022-40803100).

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

Attachment 1-Task Order

Attachment 2-Proposal

Related Items "On File" with the Clerk of the Board:

None