



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 10/7/2025

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

Supervisory District(s): Countywide

Title:

Contract for Moving and Coordination Services for the new Public Health Lab and Coroner's Office Project

Recommended Action:

Delegate authority to the Director of Sonoma County Public Infrastructure (SPI) to execute a Professional Services Agreement with Visions Management International Corporation (dba Visions Management), for moving and coordination services associated with the Public Health Lab and Coroner's Office project, in the amount of \$647,880 and authorize a contingency up to 15% (\$97,182) for a total, not to exceed contract amount of \$745,062, with a term ending December 31, 2027, in form approved by County Counsel.

Executive Summary:

The Public Health Lab and Coroner's Office project (Project) requires move management planning, relocation, and equipment qualification services for County-owned lab equipment located in the existing Public Health Lab. The existing lab equipment must be relocated to the new facility and qualified in carefully planned phases to ensure continuity of lab operations during the transition. Procuring a qualified vendor with a proven history of successful performance on large lab move projects is critical to maintaining uninterrupted public health laboratory services.

This item requests authority for the Director of SPI to execute a Professional Services Agreement and associated documents with Visions Management to provide these specialized services. Visions Management has demonstrated expertise in complex laboratory relocation projects, including coordination with construction schedules, sequencing of moves to minimize downtime, and qualification of sensitive scientific equipment to meet operational and regulatory requirements.

Discussion:

The Public Health Lab and Coroner's Office Project faces an aggressive timeline as the County must vacate their current facilities by the end of 2026 due to the Chanate Property lease expiration.

Relocating highly specialized laboratory equipment from the existing Public Health Lab to the new facility is a complex undertaking requiring careful planning and execution to ensure uninterrupted laboratory operations. The scope of work includes comprehensive move management planning, phased relocation of sensitive scientific instruments, equipment de-installation and re-installation, and post-move qualification to verify that all systems and equipment are functioning to required specifications. This work will need to be sequenced to

align with construction schedules and facility readiness milestones, ensuring continuity of essential public health services during the transition.

The technical nature of this relocation requires expertise in handling high-value laboratory instrumentation, coordination across multiple stakeholder groups, and strict adherence to regulatory and safety requirements.

On May 21, 2025, a Request for Proposals (RFP) to provide moving and coordination services for the Project was advertised on the County Supplier Portal. In addition to the public posting, the County notified nine known providers of move services to ensure broad awareness of the opportunity.

The initial response to this outreach was strong, with ten individuals attending the mandatory pre-bid meeting at the existing Public Health Lab. However, despite this turnout, only one proposal was ultimately submitted. That proposal was from Visions Management, an established move management firm with a proven record in large-scale laboratory relocations for public agencies and research institutions. Their experience includes the logistics, coordination, and technical oversight necessary to minimize downtime, mitigate risks, and meet aggressive project deadlines.

Based on the demonstrated qualifications of Visions Management, SPI is recommending the Board delegate authority to execute this contract

The relocation effort will be managed through a detailed project plan covering scheduling, inventory validation, equipment fit-up, and stakeholder communication. Visions will coordinate with specialty vendors, environmental health & safety, IT, and lab users to ensure equipment and materials (including BSL-3, chemicals, and cold storage) are safely decommissioned, transported, and recommissioned. The work includes developing a day-one readiness plan, conducting site assessments, validating equipment inventories, managing drawings and fit-up, coordinating vendor services, and tracking budget and schedule. During the move, Visions will provide onsite supervision, signage, and daily updates, while post-move support will address punch lists, calibration, and user issues. The project will close out with a final walkthrough, reconciled budget, documentation, and a debrief.

Strategic Plan:

N/A

Racial Equity:

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

No

Prior Board Actions:

March 18, 2025: New Public Health Lab & Coroner’s Office Facility – Award of Purchase Order for Security Systems Services

September 24, 2024: New Public Health Lab & Coroner’s Office Facility – Approve Water Utility Easement and Award Consulting Contract for Structural Testing and Special Inspection

June 4, 2024: New Public Health Lab & Coroner’s Office Facility – Award of Construction Manager At Risk Contract

May 21, 2024: Receive project status on the New Public Health Lab and Coroner’s Office Capital Improvement Project

January 30, 2024: Board appropriated \$27,196,960 (\$7,817,000 in ARPA funding approved 12/14/21; \$9,759,460 in 20-21 year end savings approved 12/14/21; \$4,440,500 from General Fund (GF) Chanate set aside approved 12/14/21; \$1,152,319 in 23-24 capital project discretionary GF; \$4,027,681 in FY23-24 ARPA funding).

November 28, 2023: Board approved \$1,167,240 California Department of Public Health ARPA funds for design and construction efforts.

FY 2023-24: Capital Projects Budget appropriated \$1,124,327 from General fund including \$500,280 from closed capital projects and \$624,047 in FY 2023-24 new General fund.

June 12, 2023: Board approved budget appropriated to Capital Project Adopted Budget in the amount of \$5,778,100 for the proposed new Public Health and Morgue; and delegated authority to the Director of the Department of Public Infrastructure to execute a standard professional services agreement with COAR Design Group for architectural design services for the Public Health Lab and Morgue project, for \$1,775,000, and subject to a 10% contingency for a total not to exceed amount of \$1,952,500.

FY 2021-22: Capital Projects Budget appropriated \$183,000 in ARPA funding, site analysis and acceptance of initial business plans for Public Health and Morgue. Capital Projects Adopted Budget appropriated \$200,000 in funding for new PHL/ Morgue Bridging Documents.

December 14, 2021: Board approved, but did not appropriate, an \$8 million allocation of ARPA grant funding and directed \$10.2 million in Chanate Demolition set aside and \$9.76 million FY 20-21 year end savings for constructing a combined Public Health Lab and Morgue facility.

November 16, 2021: Board approved sale of Chanate campus.

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	\$132,337	\$612,725	
Additional Appropriation Requested			
Total Expenditures	\$132,337	\$612,725	
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance	\$132,337	\$612,725	

General Fund Contingencies			
Total Sources	\$132,337	\$612,725	

Narrative Explanation of Fiscal Impacts:

Appropriations for this contract are available in the FY 2025-26 Public Health Lab/Morgue Capital Project (23041-40805000) Adopted Budget. In addition, appropriations for the balance of this contract will be programmed into the FY 2026-27 Public Health Lab/Morgue Capital Project Recommended Budget. To date, the General Fund has contributed \$33,913,135 for this project and those funds will be used for this contract.

The American Rescue Plan Act (ARPA) has contributed \$13,194,921 for this project. The total project budget is \$47,108,056. Of the total project budget, roughly \$44,000,000 has been encumbered, and roughly \$15,000,000 of the encumbrances has been spent.

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

Draft Professional Services Agreement

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

None.