

## TECHNICAL DESCRIPTION

**ADAPTATION WORKS  
FOR THE ITALIAN INNOVATION AND CULTURE HUB - INNOVIT  
710 SANSOME ST SAN FRANCISCO (CA), 94111**

### **1. GENERAL INFORMATION**

The Italian Trade Agency - Los Angeles Office (ITA) is planning adaptation works for the ITALIAN INNOVATION AND CULTURE HUB - INNOV.IT, located at 710 Sansome St. 94111, San Francisco (CA).



710 Sansome Street is a four-story brick and timber building located in the historic Jackson Square, known as the oldest commercial neighborhood in San Francisco. This magnificent building was originally built in 1907 and it was recently renovated in 2013 by well-known brick and timber developer Rob Birmingham, including a restoration of the exterior facade. The building boasts a large glass atrium, glass floors and staircases which create an environment conducive to creativity.

From September 2021 the building is hosting the new **Italian Innovation & Culture Hub - INNOV.IT** promoted by the Italian Consulate in San Francisco, through the Italian Trade Agency Los Angeles Office and the Italian Cultural Institute San Francisco.



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The Italian Innovation and Culture Center - INNOV.IT is located on the ground and lower level of the building in 710 Sansome Street, for a total of 11,900 square feet.

The building has two entrances: the main entrance is located at street level on Sansome Street, while the secondary entrance is located on Jackson Place.

The overall space is approximately allocated as follows:

- **The ground level** accommodates the social and event spaces (reception, lounge, event, and exhibition area). The mezzanine level, accessible from the ground level, includes offices and a meeting room.
- **The lower level** is mostly dedicated to start-up co-working areas, meeting rooms/classrooms, and corporate offices.

## **2. SCOPE OF THE WORK**

The scope of work is to adapt the internal building to the needs of the new Italian Innovation and Culture Center - INNOV.IT and will include the following building works, MEP (mechanical, electrical and fire sprinkler systems) and permits, if required:

- 1) *installation of external sign;*
- 2) *installation of 1 counter-wall at the entrance for TV System with related electrical connections;*
- 3) *demolition and repairs of existing selected walls*
- 4) *provision and installation of new partitions for existing and new offices and meeting rooms*
- 5) *provision and installation of lighting in the new offices and meeting rooms;*
- 6) *provision and installation of mechanical ventilation/ HVAC in the new offices and meeting rooms;*
- 7) *installation and certification for sprinklers for fire suppression;*

This document contains the technical information for requesting the renovation job to be done in the innovation center.

## **3. PROJECT LAYOUT AND GUIDELINES**

Please note that the plan's metric distribution of the building could not be modified, the project must respect the dimensions, materials and specifications provided in this document.

Pictures are attached to the bid documentation (Annex 3) only as reference of the materials to be used for the new partitions to be installed (structures, frames, lights, glass, etc.)

The " Project" shall be carried out as follows:

**GROUND FLOOR:** *(reference table in the drawings [A1.01](#))*

### **1) Facade - Installation of external sign (reference table in the [A3.10](#))**

An additional sign will be added to the side of the building beside the secondary entrance, for which you are requested to quote the assembly and necessary permits.

**2) Entry Lobby** (reference table in the drawings [A1.01](#))

Add recessed walk off mat at the entry. This will be located on the inside of the main entry

**3) Entrance Lobby - Counter wall** (reference table in the drawings [A3.08](#))

It is requested to quote both the following alternative options:

- a) Complete counter wall where to hang a TV of size 100" or a led wall with a mounting bracket.
- b) Provide a ceiling mounting bracket to support a tv of size 100".

**4) Event space - Floor next to back staircase:**(reference table in the drawings [A1.01](#) and [A3.10](#))

Fill in the hole in the floor to isolate the meeting room below, the means and method by contractor.

Should be able to support 100 pounds (weight of a planter)

**5) Secondary Entrance:**(reference table in the drawings [A1.01](#) and [A3.10](#) )

Fill in holes around the door and improve insulation.

**6) ITA Office (CC):** (reference table in the drawings [A1.01](#) and [A3.06](#))

Provision and Installation of glass partitions to partially close the space and make an office with 2 workstations.

**LOWER FLOOR:**

**1) Meeting Rooms (O - P):** (reference table in the drawings [A3.04](#))

Provision and installation of glass partitions, with doors in the area underneath the stairways, to host two new meeting rooms as per the attached drawings and measurements. The door frames and handles should be similar or the same as the existing frames and handles .

**2) Meeting Rooms (M - N )** (reference table in the drawings [A3.01](#) - [A3.02](#) - [A3.03](#)):

The large area will be divided in 2 meeting rooms, according to these two alternative solutions, which is requested to quote both:

- A) Separate the space from the hallway with provision and installation of a large, fixed, glass wall with a metal frame and with two doors at either end. Inside, a movable wall system (3 panels – sliding door system) will be installed in the center for an eventual division of the space into two meeting rooms.

or

- B) Separate the space from the hallway with provision and installation of a large, movable, glass wall (4 panels for side) with metal frame and another movable wall system (3 panels) in the center to divide the space into two meeting rooms.



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**3) Corporate Offices (R- S)** (reference table in the drawings [A3.01- A3.05](#)):

The work requires:

- the demolition of the walls in the left area;
- build new partitions to create n.2 new offices S - R;

The office elevation facing the hallway should have the same finishes as the existing doors: wood door. The walls dividing them will be drywall and a satin steel frame will be for the glass.

**4) Mechanical room (BB)** (reference table in the drawings [A1.01 - A3.05](#)):

The door of the mechanical room will be removed. A new door will be installed adjacent to Corporate office "R". The door should be wood to match existing offices "T" and "U".

**IMPORTANT:**

- a) **Glass Partitions:** all glass partitions should be 3/8" glass and match existing partitions. All hardware should match existing hardware in satin nickel finish.
- b) **Walls:** all walls should be stud walls.

**4. ELECTRICAL REQUIREMENTS** (reference table in the drawings [A2.00](#))

The scope of work include:

- Necessary electrical plugs, outlets, and equipment for appliances, to properly function in each new partition.
- New overhead track lighting and new outlet locations will be installed throughout the three floors.
- Revise existing electrical system, if needed

**Please note that all electrical outlets will match existing outlets and will be 4 quad power outlets**

Contractor to provide the following:

**GROUND FLOOR**

**1) Main Entrance**

The front door will be made electrically operable.

**2) Entrance Lobby**

Counterwall Connections for the TV system

**LOWER LEVEL**

**1) Meeting Room (N)**

Conduit to Middle of Wall for Mounted TV Meeting Rooms

**2) Meeting s Room (O-P)**

Conduit to Middle of Wall for Mounted TV Meeting Rooms



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**3) Corporate Office (R):**

- a) n. 3 new outlets
- b) Install Light fixtures (same as meeting room U)

**4) Corporate Office (S):**

- a) n. 3 new outlets
- b) Install Light fixtures (same as meeting room U)

**5) ITA Office (CC)**

Install new light fixture

**6) Mechanical room (BB):**

Install new light fixture

**7) Exterior**

- a) Electricity at the main entrance door: add electrical power as needed to make door operable automatically
- b) Add spot lighting for flags over the front door of the building.
- c) Add wired lighting for building signage (front and side)
- d) Add light fixtures at secondary entrance

**5. MECHANICAL REQUIREMENTS**

- 1) Provide mechanical ventilation for new rooms. HVAC will be extended to serve all new enclosed spaces according to the Executive Project.
- 2) Revise existing sprinklers as needed.

**6. FIRE SUPPRESSION SYSTEM**

- 1) Provide sprinklers for new spaces
- 2) Revise existing sprinklers s needed

**7. PERMITS**

Contractors shall file for and secure, at contractors' expense, all required Permits from the City of San Francisco to conduct the Work of this Contract. All permits are to remain in effect until receipt of a permanent Certificate of Occupancy for the Work of this Contract.

**8. GENERAL SERVICES**

The appointed Contractor should provide the following:

- a. **Produce all documents** requested by the Law to in order to obtain permits for the construction, fire proofing certificate, electric plan for lighting and power supply;
- b. **Define the timeline of the work** based on the date of completion of the work and delivery as stated in the tender, to be executed at the signing of the contract to be shared to coordinate the work, while allowing the offices to remain open to the public.

- c. Any additional elements and small variations requested by the Italian Trade Agency to make the stand attractive and functional.

**Important:** All requested work should be performed professionally and with careful attention to all outlines stated herein and in the additional attachments to the Offer Request, since no further costs will be recognized for any possible negligence of the Appointed Contractor in the presentation of the Offer.

**9. IN ADDITION, PLEASE QUOTE SEPARATELY:**

**GROUND FLOOR**

**1) Receptionist area** (reference table in the drawings [A3.09](#) )

Construction of the "custom desk" on the left of the entrance, according to the drawings attached (size and materials detailed). It needs to accommodate 4 workstations

**2) Secondary Reception:** (reference table in the drawings [A1.01 and A3.10](#))

Construction of a "custom desk", according to the drawings attached.

**MEZZANINE FLOOR:**

**Archive IIC (G)** (reference table in the drawings [A3.07](#))

The area will be closed to use as an "Archive" . The walls will be made of glass on the two sides of the lower level and a wall partition for the other sides. This space will be closed with a door.

### TECHNICAL SPECIFICATIONS

#	Description of work	Group	Quantity	Unit	Amount
1	Remove existing walls (Offices S/R)	Demolition	214	SF	1
2	Install new gypsum partition (Offices S/R)	New partitions	188	SF	1
3	Install new steel and glass partitions with doors (Offices S/R)	New partitions	234	SF	1
4	Install new gypsum heading (Offices S/R)	New partitions	57	SF	1
5	Install new heading and tracks (Meeting Room M-N, overhead)	New partitions	79	SF	1
6	Install new folding divider wall (Meeting Room M-N)	New partitions	213	SF	1
7a	Install new folding divider wall (Meeting Room M-N op. B, frontage)	New partitions	486	SF	1
7b	Install new steel and glass partitions with two doors (Meeting Room M-N op. A, frontage)	New partitions	456	SF	1
8	Install new steel and glass partition with door (Meeting Room O/P, underneath stair)	New partitions	429	SF	2
9	Install new gypsum partitions (Meeting Room O/P, Underneath stair)	New partitions	60	SF	1

Material Take of for Meeting Room M and N - Total - Option A					
Type	Description	Location	Length	Material	Area (SF)
4	SLIDING DOOR IN GLASS PARTITION + SLANTED GLASS	MEETING ROOM O-P	9' - 5"	GLASS	172
4	SLIDING DOOR IN GLASS PARTITION + SLANTED GLASS	MEETING ROOM O-P	9' - 5"	GLASS	172
2	GLAZED WALL + 2 DOORS	MEETING ROOM M-N	27' - 6"	GLASS	456
					<b>800</b>
4	SLIDING DOOR IN GLASS PARTITION + SLANTED GLASS	MEETING ROOM O-P	9' - 5"	METAL FRAME	43
4	SLIDING DOOR IN GLASS PARTITION + SLANTED GLASS	MEETING ROOM O-P	9' - 5"	METAL FRAME	43
2	GLAZED WALL + 2 DOORS	MEETING ROOM M-N	27' - 6"	METAL FRAME	17
					<b>103</b>
1	MOVABLE WALL - 3 PANELS	MEETING ROOM M-N	12' - 2"	MOVABLE WALL	<b>213</b>
6	GYPSUM WALL	MEETING ROOM O-P	3' - 11"	GYPSUM	30
					<b>30</b>
1	GYPSUM WALL	MEETING ROOM M-N	13' - 5"	GYPSUM	24
2	GYPSUM WALL	MEETING ROOM M-N	27' - 6"	GYPSUM	55
					<b>79</b>



<b>Material Take of for Meeting Room M and N - Total - Option B</b>					
<b>Type</b>	<b>Description</b>	<b>Location</b>	<b>Length</b>	<b>Material</b>	<b>Area (SF)</b>
4	SLIDING DOOR IN GLASS PARTITION + SLANTED GLASS	MEETING ROOM O-P	9' - 5"	GLASS	172
4	SLIDING DOOR IN GLASS PARTITION + SLANTED GLASS	MEETING ROOM O-P	9' - 5"	GLASS	172
					<b>344</b>
4	SLIDING DOOR IN GLASS PARTITION + SLANTED GLASS	MEETING ROOM O-P	9' - 5"	METAL FRAME	43
4	SLIDING DOOR IN GLASS PARTITION + SLANTED GLASS	MEETING ROOM O-P	9' - 5"	METAL FRAME	43
					<b>86</b>
3	MOVABLE WALL - 4 PANELS	MEETING ROOM N	13' - 9"	MOVABLE WALL	243
3	MOVABLE WALL - 4 PANELS	MEETING ROOM M	13' - 9"	MOVABLE WALL	243
1	MOVABLE WALL - 3 PANELS	MEETING ROOM M-N	12' - 2"	MOVABLE WALL	213
					<b>699</b>
3	GYPSUM WALL	MEETING ROOM M	27' - 6"	GYPSUM	54
1	GYPSUM WALL	MEETING ROOM M-N	13' - 5 1/2"	GYPSUM	24
6	GYPSUM WALL	MEETING ROOM O-P	3' - 11"	GYPSUM	30
					<b>108</b>



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	Lower Level	Ground Floor	Mezzanine
<b>Total Walls To Be Demolished (Square Feet)</b>	244		162
<b>Total New Walls to Build (Drywall) (Square Feet)</b>	322	294	86
<b>Total New Glass Partitions (Square Feet)</b>	OP A: 929 / OP B: 473	198	305
<b>Total New Movable Wall Partitions (Square Feet)</b>	OP A: 213 / OP B: 699		