

TECHNICAL DESCRIPTION

**RE: 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.

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.
- **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, through the following works:

1) Demolition, repairs, construction and installation works:

- installation of external sign;
- installation of 1 counter-wall at the entrance for TV System with related electrical connections;
- demolition and repair of existing walls and construction of *new wall partitions for new spaces*;
- new built-in furniture;

2) MEP (mechanical, electrical and fire sprinklers) for the new spaces:

- provision and *installation of lighting in the new offices*;
- *provision and installation of mechanical ventilation/ HVAC in the new offices*;
- installation and certification for sprinklers for fire suppression;

3) Permits, if required;

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.

The " Project" shall be carried out as follows:

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

1) Facade

Installation of an external sign to the side of the building, beside the secondary entrance including the necessary permits.

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

Construction of the "custom desk" for 4 workstations to be placed on the left of the entrance, according to the drawings attached (sizes: first side 13'-3"x2'-1', H 3'-7'; second size 9'-7"x2'8' H3'-6': in Dark Gray lacquered wood).

3) Counter wall (reference table in the drawings [A1.01](#))

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](#))

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](#))

Adjust the door and improve insulation.

LOWER FLOOR:

1) Corporate Offices (R- S) (reference table in the drawings [A3.01- A3.06](#)):

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.

2) 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:

Walls: all walls should be stud walls.

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.



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- 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

3) Corporate Office (R):

- a) n. 3 new outlets
- b) Install Light fixtures

4) Corporate Office (S):

- a) n. 3 new outlets
- b) Install Light fixtures

5) Mechanical room (BB):

Install new light fixture

6) 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

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.

FIRE SUPPRESSION SYSTEM

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

PERMITS



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The Contractor 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.

4. 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.

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	New Reception desk: Dark Gray lacquered wood	New partitions	214	SF	1



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	Lower Level	Ground Floor
Total Walls To Be Demolished (Square Feet)	244	
Total New Walls to Build (Drywall) (Square Feet)	322	294