MEMORANDUM

Date: 22 June 2023

To: Alameda Housing Authority

From: Ambrose Wong

Project: 1628 Webster Street
Poppy Place (Hawthorn Suites)

Re: Proposed Scope of Work for Tenant Improvements

Via: Email

The scope of work for the interior tenant improvements to change from R-1 use to R-2 use Affordable housing with supportive services includes:

- Adjust existing hotel management spaces to accommodate AHA needs
  - Spaces to include
    - Property Management office
    - Resident Services office with acoustical privacy
    - Small meeting room with acoustical privacy
    - Employee lounge
    - 2 office shells

- Community Amenities at interior
  - Community room and Webster Street entrance remains as is
  - Parking lot entry to shift out (as originally permitted) and programmed as Primary entrance
  - Change to DoorKing entry system at Primary entrance only
  - Add accessible residential mailboxes for 50 units with required parcel boxes (BoD is Salisbury #3710D-10)
  - Reuse existing unit numbering system to extent possible
  - Paint only as needed for patching/repair
  - Add Lobby message board for tenants
  - Reconfigure existing commercial laundry space into resident laundry room 5 w/d plus laundry folding table, no sink, fob entrance
  - Replace corridor carpeting with resilient flooring; add contrasting nosing on landings and treads to interior stairs
  - Add built-in, lockable computer stations in lobby
  - All community spaces are named not numbered
• Work within each of the 50 units to be
  ◦ Modify existing wet bar cabinet/counter in each unit into a Kitchenette
    ▪ Retain sink
    ▪ Add a 2 burner electric cooktop with auto shut-off device and exhaust to exterior (BoD is Summit CR2220B)
    ▪ Add Full height refrigerator (24’’) (BoD is Summit Appliance FF1112W)
  ◦ Replace carpeting with LVT resilient flooring from line of bathroom out to wall common with corridor (BoD is Mannington, City Hub at corridor and Mannington, Spacia Xpress in unit)
  ◦ Remove surface mounted headboard/nightstands and patch wall
  ◦ Paint only as needed for patching/repair
  ◦ Entry door lock to be changed from keycard to fob system
  ◦ Add small message board at exterior of each unit
• No structural upgrade is required
• Mechanical:
  ◦ Add kitchen range hood with exhaust to roof above proposed new cooktops in units. Add new 1-hour enclosed 3-1/4”x10” duct to roof adjacent to cooktops.
  ◦ Existing Amana PTACS in units visited are in good condition and can remain in place. Verify condition in field and replace PTACS only as required.
  ◦ Evaluate all (E) rooftop mechanical units for age and condition, replacing as needed
  ◦ Reconfigure supply and return air ducting for reconfigured office space
  ◦ Remove commercial washers and gas dryers. Replace with community coin-op washers and electric dryers per proposed scope. Provide new dryer exhaust ducts to exterior. Provide washer boxes and associated water and sewer piping for coin-op washers.
  ◦ Pending City of Alameda tests for determination, filtered fresh air supply fans may be required at first floor units.
• Plumbing:
  ◦ Verify existing fixtures condition in field and replace fixtures as required.
  ◦ Existing gas water heaters appear to be less than 5 years old and will remain.
  ◦ Remove commercial washers and gas dryers. Replace with community coin-op washers and electric dryers per proposed scope. Provide washer boxes and associated water and sewer piping for coin-op washers.
  ◦ Re-plumb existing commercial laundry space for coin-op laundry room with 5 washer/dryer pairs.
  ◦ Remove Spa and Guest Laundry equipment and utilities to prepare spaces for office use.
• Fire Protection
  ◦ The building has NFPA 13 coverage throughout. Only adjustments for reconfigured spaces are expected.
• Electrical
• Fire Alarm
  o System to be reviewed for adding audible and visual notification in the
    bedroom areas to meet the 75 dB at the pillow requirement. Strobes in the
    bathrooms of the communication units. Assume updated FA system.

• Low Voltage
  o Phone, Data, Internet, etc. to be developed to ensure internet access and
    phone in each room. Provide a single POC for each system service
    provider with home run for each unit.
  o Entry system may need to be added for tenant guest to call room
  o IT room modifications for Management needs

• Fire/Life Safety
  o Provide combo smoke/co detectors where gas is located in the building at
    existing hot water system. The units should be provided with 10-year life
    battery back-up smoke detectors.

• Elevator
  o No upgrade is required

• Exterior (minimal to no penetration of parking lot surface)
  o Property signage, change from “Hawthorn Suites” to “Poppy Studios”
  o Code upgrade for ADA/Exit signage
  o Long-term bicycle storage facilities (chainlink cage) in parking lot for up
    to 50 bikes
  o Short-term bicycle parking for 5 bikes
  o Parklet as resident outdoor open space
    ▪ Palletized decking above parking lot surface
  o Dog area separate from parklet around SE tree

• Additive Alternate
  o Remove existing laundry chute at south end utility room and patch &
    paint floor, walls and ceiling.

cc: Kathleen Mertz
Addendum 2 - Poppy Place - Narrative and Updated DD Level Drawings

31'-3"

G

5

6

A

2'-0"

(E) UNIT

223

3

4

219

222

221

(E) UNIT

RISER LOCATION

(E) FIRE SPRINKLER

7'-6"

9'-8"

F.E.C.

(E) UNIT

12'-11"

EXIT

CHUTE

(E) UNIT

2'-0"

(D) UNIT

208

ELEV.

210

207

209

205

211

202

F.E.C.

(E) UNIT

201

234

DN

N

7. REMOVE (E) KEY CARD LOCKSET @ ALL UNIT ENTRY DOORS

3. MOVE ITEMS NOTED FOR SALVAGE TO OWNER'S DESIGNATED STORAGE WITHIN 30 DAYS OF WEATHER AND RAISED ABOVE GROUND SURFACE, UON OWNER'S DESIGNATED STORAGE

5. COORDINATE DEMOLITION SCOPE W/ MEP/DRAWINGS FOR LOCATIONS OF (E) & (N) SYSTEM ELEMENTS

6. REFERRAL TO ARCHITECTURAL / GENERAL NOTES FOR ADDITIONAL DEMOLITION SPECIFIC REQUIREMENTS

7. REMOVE (E) KEY CARD LOCKSET @ ALL UNIT ENTRY DOORS

8. DEMO ALL HEADBOARDS FROM (E) HOTEL ROOMS

9. ADD ALTERNATE 1/2 DEMO (E) LAUNDRY CHUTE

KEY NOTES

1. REMOVE BATHROOM PARTITIONS, SALVAGE CARPETING, FIXTURES AND ACCESSORIES FOR REINSTALLATION IN RECONFIGURED BATHROOM

2. REMOVE (E) CARPETING DOWN TO SUB-FLOOR, SUBJECT TO COORDINATE ON LIMITS OF REMOVAL WITHIN EACH RESIDENTIAL UNIT

2. LIMIT OF (E) CARPET REMOVAL

4. REMOVE (E) VANITY CABINETRY, COUNTER TOPS AND CORRIDORS SIDE-WALL SAVAGE, (E) SHIN & FACET FOR REINSTALLATION IN (N) UNIT

5. REMOVE (E) SPA TUB FOR REPLACEMENT W/ ROLL-IN SHOWER STALL

6. REMOVE ALL ITEMS SHOWN DASHED OR NOTED FOR SALVAGE

7. REMOVE BATHROOM PARTITIONS; REINSTALLATION IN (N) COUNTER WITHIN EACH RESIDENTIAL UNIT

8. REMOVE (E) CARPETING DOWN TO SUB-FLOOR, Subject to RECONFIGURED BATHROOM

9. REMOVE (E) VANITY CABINETRY, AND CORRIDORS SIDE-WALL SAVAGE, (E) SHIN & FACET FOR REINSTALLATION IN (N) UNIT

PRICE

200.00

REVISION

DATE

DESCRIPTION

F: 415.391.9647

T: 415.391.9633

www.garavaglia.com

1628 WEBSTER STREET

ALAMEDA, CALIFORNIA

CONVERSION TO

AFFORDABLE HOUSING

SECOND FLOOR PLAN

EXISTING / DEMO

12'-8"

12'-8"

12'-11"

SHEET NOTES

1. PROTECT IN PLACE ALL EXISTING (E) ELEMENTS TO PREVENT DAMAGE TO ADJACENT AREAS DURING DEMOLITION

2. DEMOLISH AND REMOVE COMPLETE ITEMS SHOWN DASHED OR NOTED FOR DEMOLITION

3. MOVE ITEMS NOTED FOR SALVAGE TO OWNER'S DESIGNATED STORAGE WITHIN 30 DAYS OF WEATHER AND RAISED ABOVE GROUND SURFACE, UON OWNER'S DESIGNATED STORAGE

4. WALL FINISH NOTED FOR DEMOLITION TO BE REMOVED BACK TO FACE OF STUD, LOIN

5. COORDINATE DEMOLITION SCOPE W/ MEP/DRAWINGS FOR LOCATIONS OF (E) & (N) SYSTEM ELEMENTS

6. REFERRAL TO ARCHITECTURAL / GENERAL NOTES FOR ADDITIONAL DEMOLITION SPECIFIC REQUIREMENTS

7. REMOVE (E) KEY CARD LOCKSET @ ALL UNIT ENTRY DOORS

8. DEMO ALL HEADBOARDS FROM (E) HOTEL ROOMS

9. ADD ALTERNATE 1/2 DEMO (E) LAUNDRY CHUTE

KEY NOTES

1. REMOVE BATHROOM PARTITIONS, SALVAGE CARPETING, FIXTURES AND ACCESSORIES FOR REINSTALLATION IN RECONFIGURED BATHROOM

2. REMOVE (E) CARPETING DOWN TO SUB-FLOOR, SUBJECT TO COORDINATE ON LIMITS OF REMOVAL WITHIN EACH RESIDENTIAL UNIT

2. LIMIT OF (E) CARPET REMOVAL

4. REMOVE (E) VANITY CABINETRY, COUNTER TOPS AND CORRIDORS SIDE-WALL SAVAGE, (E) SHIN & FACET FOR REINSTALLATION IN (N) UNIT

5. REMOVE (E) SPA TUB FOR REPLACEMENT W/ ROLL-IN SHOWER STALL

6. REMOVE ALL ITEMS SHOWN DASHED OR NOTED FOR SALVAGE

7. REMOVE BATHROOM PARTITIONS; REINSTALLATION IN (N) COUNTER WITHIN EACH RESIDENTIAL UNIT

8. REMOVE (E) CARPETING DOWN TO SUB-FLOOR, SUBJECT TO RECONFIGURED BATHROOM

9. REMOVE (E) VANITY CABINETRY, AND CORRIDORS SIDE-WALL SAVAGE, (E) SHIN & FACET FOR REINSTALLATION IN (N) UNIT

PRICE

200.00

REVISION

DATE

DESCRIPTION

F: 415.391.9647

T: 415.391.9633

www.garavaglia.com

1628 WEBSTER STREET

ALAMEDA, CALIFORNIA

CONVERSION TO

AFFORDABLE HOUSING

SECOND FLOOR PLAN

EXISTING / DEMO
1. Protect in place all existing (E) elements to remain, to prevent damage of adjacent areas during demolition.

2. Demolish and remove complete items shown dashed or noted for demolition.

3. Move items noted for salvage to owner's designated storage areas. Cover during weather and raised above ground surface to use.

4. Wall finish noted for demolition to be removed back to face of stud, lion.

5. Coordinate demolition scope with MEP drawings for locations of (E) & (N) system elements.

6. Refer to architectural general notes for additional demolition specific requirements.

7. Remove (E) key card lockset at all unit entry doors.

8. Demo all headboards from (E) hotel rooms.

9. Add alternate #1: demo (E) laundry chute.

Key Notes:

1. Remove bathroom partitions; salvage cabinetry, fixtures and accessories for reinstallation in reconfigured bathroom.

2. Remove (E) carpeting down to subfloor for future proposed (E) coordinate on limits of removal within each residential unit.

3. Limit of (E) carpet removal.

4. Remove (E) wet bar cabinetry, and corridor side wing wall; salvage (E) sink & faucet for reinstallation in (N) counter not used.

7. Remove (E) key card lockset at all unit entry doors.

8. Demo all headboards from (E) hotel rooms.

9. Add alternate #1: demo (E) laundry chute.
Addendum 2 - Poppy Place - Narrative and Updated DD Level Drawings

KEY NOTES
1. PATCH WALLS FINISH TO MAINTAIN ORIGINAL 1 HR AND ACOUSTIC RATINGS
2. PATCH WALLS TO MAINTAIN ORIGINAL 1 HR AND ACOUSTIC RATINGS
3. PATCH WALLS TO MAINTAIN ORIGINAL 1 HR AND ACOUSTIC RATINGS
4. PATCH WALLS TO MAINTAIN ORIGINAL 1 HR AND ACOUSTIC RATINGS
5. PATCH WALLS TO MAINTAIN ORIGINAL 1 HR AND ACOUSTIC RATINGS
6. PATCH WALLS TO MAINTAIN ORIGINAL 1 HR AND ACOUSTIC RATINGS
7. PATCH WALLS TO MAINTAIN ORIGINAL 1 HR AND ACOUSTIC RATINGS
8. PATCH WALLS TO MAINTAIN ORIGINAL 1 HR AND ACOUSTIC RATINGS
9. PATCH WALLS TO MAINTAIN ORIGINAL 1 HR AND ACOUSTIC RATINGS
10. PATCH WALLS TO MAINTAIN ORIGINAL 1 HR AND ACOUSTIC RATINGS
11. PATCH WALLS TO MAINTAIN ORIGINAL 1 HR AND ACOUSTIC RATINGS
12. PATCH WALLS TO MAINTAIN ORIGINAL 1 HR AND ACOUSTIC RATINGS

SHEET NOTES
1. PROTECT IN PLACE ALL EXISTING (E) ELEMTENTS TO REMAIN TO PREVENT DAMAGE OF ADJACENT AREAS DURING CONSTRUCTION WORK
2. BUILD WALLS, DOORWAYS AND WINDOW OPENINGS AS LOCATED
3. REPAIR (E) INTERIOR WALL FINISHES TO MATCH EXISTING, V.O.
4. REPAIR (E) CEILING FINISHES, TO MATCH EXISTING, V.O.
5. COORDINATE PROPOSED SCOPE OF WORK WITH ENGINEERING DRAWINGS TO MATCH LOCATIONS OF BUILDING SYSTEM ELEMENTS
6. RESIDENTS LAUNDRY APPLIANCES TO BE PROVIDED BY SERVICE PROVIDER
7. REPLACE (E) CARD LOCKSETS IN KEY FOR LOCKETS
8. VERIFY OR PROVIDE ACOUSTIC TREATMENT AT MEETING ROOM & RESIDENT SERVICES ROOM
9. ADD ALTERNATE #1: PATCH FLOOR, CEILING, & WALL AT LOCATION OF REMOVED LAUNDRY UNIT TO MATCH ADJACENT MATERIAL & FINISH

MAIN FLOOR PLAN
CONVERSION TO AFFORDABLE HOUSING

1628 WEBSTER STREET
ALAMEDA, CALIFORNIA

CHECKED
AW
REVISION
SCALE
PREPARED
DATE
CHECKER
DATE
PROPRIETARY
2023

F: 415.391.9647
www.garavaglia.com
T: 415.391.9633
1. Protect in place all existing (E) elements to remain, to prevent damage of adjacent areas during construction work.
2. Build walls, and doorways as located.
3. Repair (E) interior wall finishes to match existing, (E).
4. Repair (E) ceiling finishes, to match existing, (E).
5. Coordinate proposed scope of work with engineering drawings for locations of building system elements.
6. Not used.
7. Replace (E) keycard locksets w/ key for locksets.
8. Verify or provide acoustic treatment at meeting room & resident services room.
9. Add alternate #1: patch floor, ceiling, & wall at location of removed laundry chute to match adjacent material & finish.

**Key Notes:**
- Patch (E) walls and ceiling to maintain (E) fire and acoustical rating.
- Install (N) cut resident flooring.
- Provide mechanically fastened metal flooring transition strip.
- Install new kitchenette counter over base cabinet w/ 18" H, and gusso 2 burner flat surface cooktop w/ storage cabinets above, and 36" refrigerator.
- Install (N) vent chase for ventilation hood ducting.
- Reconfigure bathroom to be fully accessible.
- Install new (N) closet.
- Install (N) roll-in shower stall.
- Add alternate #1: patch floor, ceiling, & wall at location of removed laundry chute to match adjacent material & finish.
Addendum 2 - Poppy Place - Narrative and Updated DD Level Drawings

Sheet Notes:
1. Protect in place all existing (E) elements to remain. To prevent damage of adjacent areas during construction work.
2. Coordinate proposed scope of work with engineer drawings for locations of (N) building system elements.
3. Prep & repaint exterior w/ 2 color scheme; colors to be selected.

Key Notes:
1. Remove (E) signage as noted.

Exterior Elevations
Existing

Scale: 1/8" = 1'-0"