



582 MARKET ST. SUITE 1800
SAN FRANCISCO, CA 94104

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F: 415.391.9647

www.garavaglia.com

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

- New power for unit cooktops and appliance circuits. Additional distribution panels with increased number of breaker spaces for the cooktops and appliances. Route to new panel on roof, estimate 1" conduit up to roof along sleepers to new for each wing.
- Accessible units need to have switches and outlets reset at required heights
- Update breakers to AFCI that feed the rooms for improved safety.
- Additional sub-panels required for Kitchenettes
- Kitchenettes to have 2 new GFCI protected circuits
- Update Exiting signage / lighting for current code requirements for reconfigured spaces
- Fire Alarm
 - 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
 - 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.
 - Entry system may need to be added for tenant guest to call room
 - IT room modifications for Management needs
- Fire/Life Safety
 - 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
 - No upgrade is required
- Exterior (minimal to no penetration of parking lot surface)
 - Property signage, change from "Hawthorn Suites" to "Poppy Studios"
 - Code upgrade for ADA/Exit signage
 - Long-term bicycle storage facilities (chainlink cage) in parking lot for up to 50 bikes
 - Short-term bicycle parking for 5 bikes
 - Parklet as resident outdoor open space
 - Palletized decking above parking lot surface
 - Dog area separate from parklet around SE tree
- Additive Alternate
 - Remove existing laundry chute at south end utility room and patch & paint floor, walls and ceiling.

cc: Kathleen Mertz

file: 000-Architecture-NAS:2023024 - Alameda Housing Authority Scope 2-Webster
St:Correspondence:230622-Poppy-Scope of Work Narrative.docx

SHEET NOTES

1. PROPERTY LINES, EXISTING STRUCTURE LOCATION, SITE FEATURES, ARE BASED ON ORIGINAL PERMITTED AND BUILT CONDITIONS.
2. SETBACKS SHOWN ARE PER BUILT CONDITIONS
3. PARKING SPACE LAYOUT SHOWN ARE (E)



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1628 WEBSTER STREET

ALAMEDA, CALIFORNIA

CONVERSION TO
AFFORDABLE HOUSING

KEY NOTES

- 1 (E) BUILDING
- 2 (E) DRIVEWAY
- 3 (E) CURB CUT
- 4 (E) DRIVE AISLE TO REMAIN
- 5 (E) DRIVE AISLE TO BE ABANDONED
- 6 (N) 4'x2' OVAL GALVANIZED WATER TROUGH PLANTERS (5 EACH ROW) @ 8'-0" o.c., CENTERED BETWEEN CURBS, TYP.
- 7 3 (N) INVERTED U BIKE RACKS w/ SPACING CAN CLEARANCE PER CITY BICYCLE FACILITY DESIGN STANDARDS
- 8 (N) CHAINLINK LONG TERM BIKE PARKING ENCLOSURE, w/ MIN. INTERIOR CLEAR DIMENSIONS BASED ON CITY BICYCLE FACILITY DESIGN STANDARDS
- 9 15 (N) INVERTED U BIKE RACKS TO ACCOMMODATE 30 BIKES IN DIAGONAL LAYOUT w/ SPACING AND CLEARANCE PER CITY BICYCLE FACILITY DESIGN STANDARDS
- 10 (E) ACCESSIBLE PATH OF TRAVEL
- 11 (E) PARKING SPACE TO BE USED AS PART OF RESIDENT OPEN SPACE
- 12 (N) STAKED 2x6 PTDF PERIMETER CURB w/ 4" OF PEA GRAVEL & WEED CLOTH AROUND (E) TREE

SITE PLAN

EXISTING

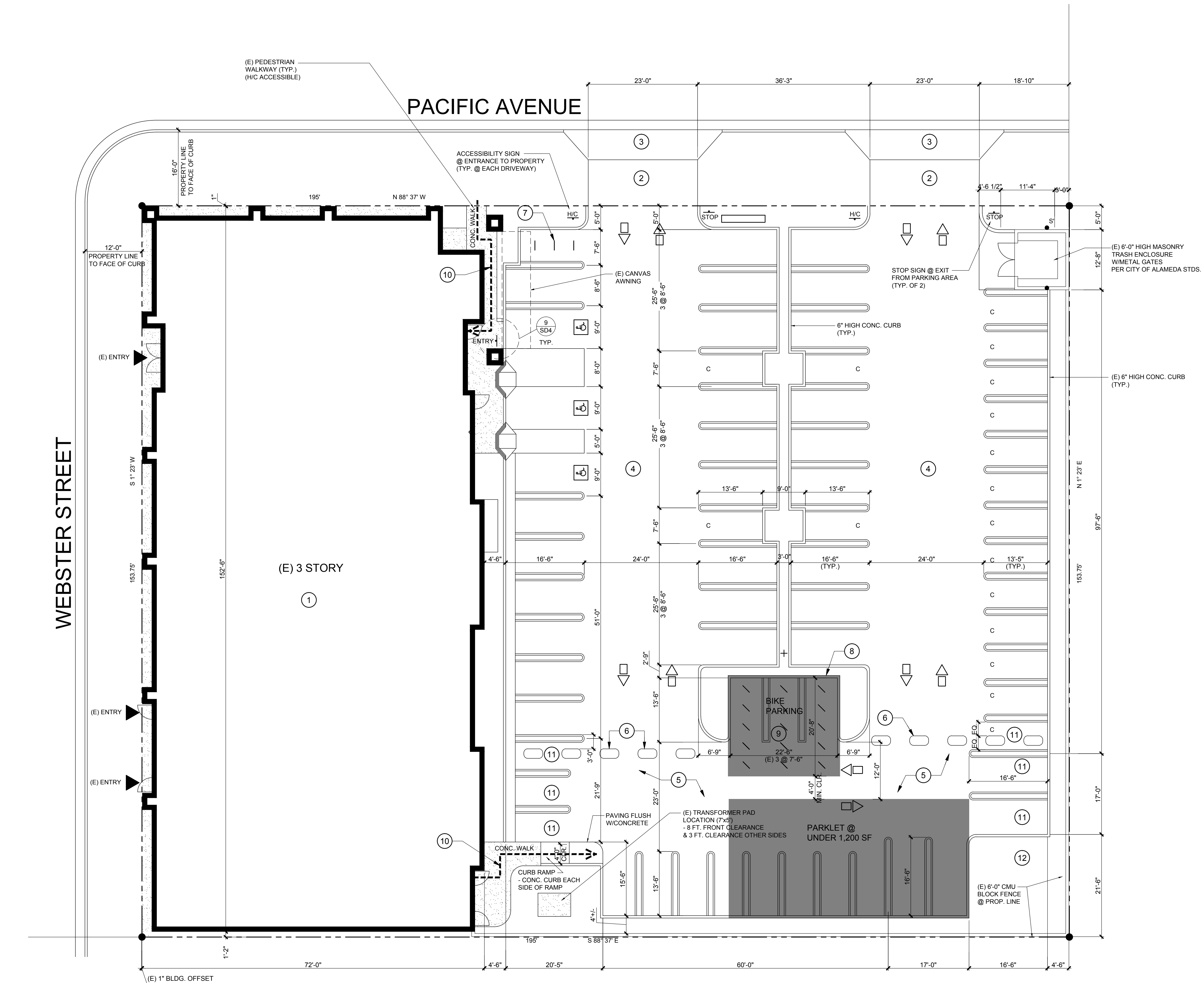
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19 JUN 2023	REF FOR CONSTRUCTION	

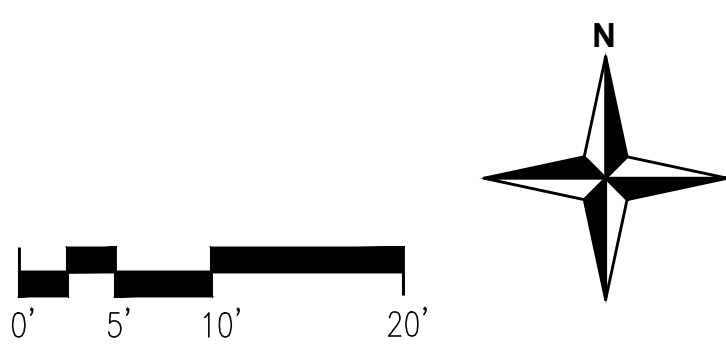
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1 SITE PLAN
SCALE: 1" = 10'-0"



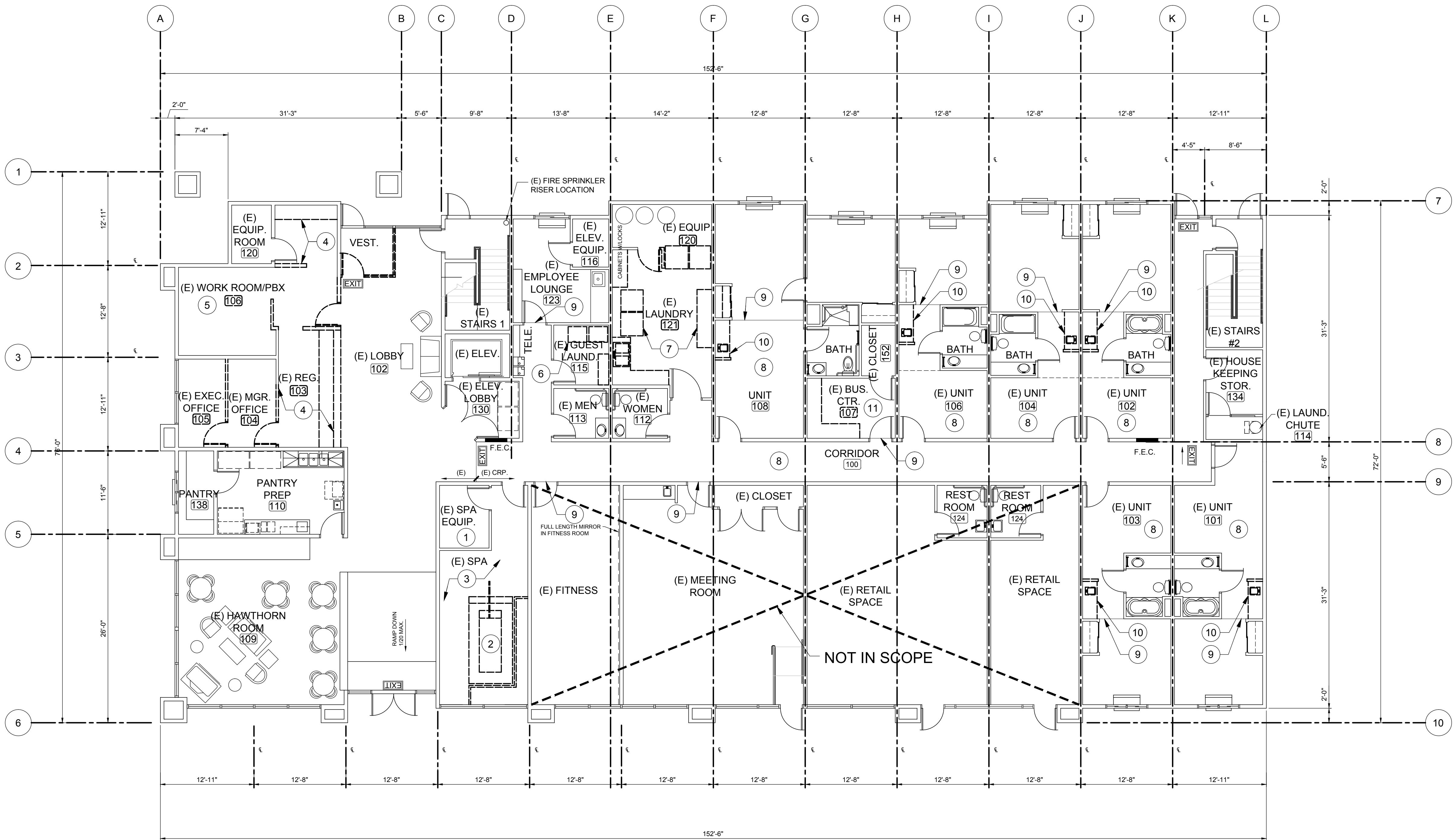
SHEET NOTES

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 LOCATION, PROTECTED FROM WEATHER AND RAISED ABOVE GROUND SURFACE, UON
4. WALL FINISH NOTED FOR DEMOLITION TO BE REMOVED BACK TO FACE OF STUD, UON
5. COORDINATE DEMOLITION SCOPE W/ MEPDRAWINGS FOR LOCATIONS OF (E) & (N)SYSTEM ELEMENTS
6. REFER 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: DEMO (E) LAUNDRY CHUTE



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- 2 (E) SPA TO BE REMOVED COMPLETE W/ ALL LINES TO EQUIPMENT REMOVED
- 3 (E) SPA TILE FLOORING, BASE AND WAINSCOT TO BE REMOVED BACK TO FACE OF GYP BD.
- 4 REMOVE COMPLETE ALL PARTITIONS & CABINETRY; MAINTAIN PRIMARY CEILING GRID AND ACOUSTIC TILES; SALVAGE ALL DOORS FOR REUSE IN RECONFIGURED OFFICE SPACE;
- 5 PROTECT (E) PBX SYSTEM AND COORDINATE W/ OWNER ON ALL (E) LOW VOLTAGE SYSTEMS
- 6 REMOVE (E) GUEST LAUNDRY EQUIPMENT W/ ALL UTILITIES SAFED OUT AND PIPING CAPPED OFF BEHIND WALL FINISH / BELOW FLOOR.
- 7 REMOVE (E) COMMERCIAL LAUNDRY EQUIPMENT & ACCESSORIES W/ ALL UTILITIES SAFED OUT AND PIPING CAPPED OFF BEHIND WALL FINISH / BELOW FLOOR.
- 8 REMOVE (E) CARPETING DOWN TO SUBFLOOR; SEE PROPOSED TO COORDINATE ON LIMITS OF REMOVAL WITHIN EACH RESIDENTIAL UNIT
- 9 LIMIT OF (E) CARPET REMOVAL
- 10 REMOVE (E) WET BAR CABINETRY, SINK & FAUCET AND CORRIDOR SIDE WING WALL; RETAIN ELECTRICAL, SUPPLY & DRAIN CONNECTIONS
- 11 REMOVE ALL (E) CABINETRY, LEAVING ALL SYSTEMS IN PLACE; REMOVE AND SALVAGE (E) ENTRY DOOR

MAIN FLOOR PLAN
EXISTING/DEMO

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1 MAIN FLOOR PLAN
SCALE: 1/8" = 1'-0"



SHEET NOTES

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2. DEMOLISH AND REMOVE COMPLETE, ITEMS SHOWN DASHED OR NOTED FOR DEMOLITION
3. MOVE ITEMS NOTED FOR SALVAGE TO OWNER'S DESIGNATED STORAGE LOCATION, PROTECTED FROM WEATHER AND RAISED ABOVE GROUND SURFACE, UON
4. WALL FINISH NOTED FOR DEMOLITION TO BE REMOVED BACK TO FACE OF STUD, UON
5. COORDINATE DEMOLITION SCOPE W/ 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 @ ALL UNIT ENTRY DOORS
8. DEMO ALL HEADBOARDS FROM (E) HOTEL ROOMS
9. ADD ALTERNATE #1: DEMO (E) LAUNDRY CHUTE



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CONVERSION TO
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KEY NOTES

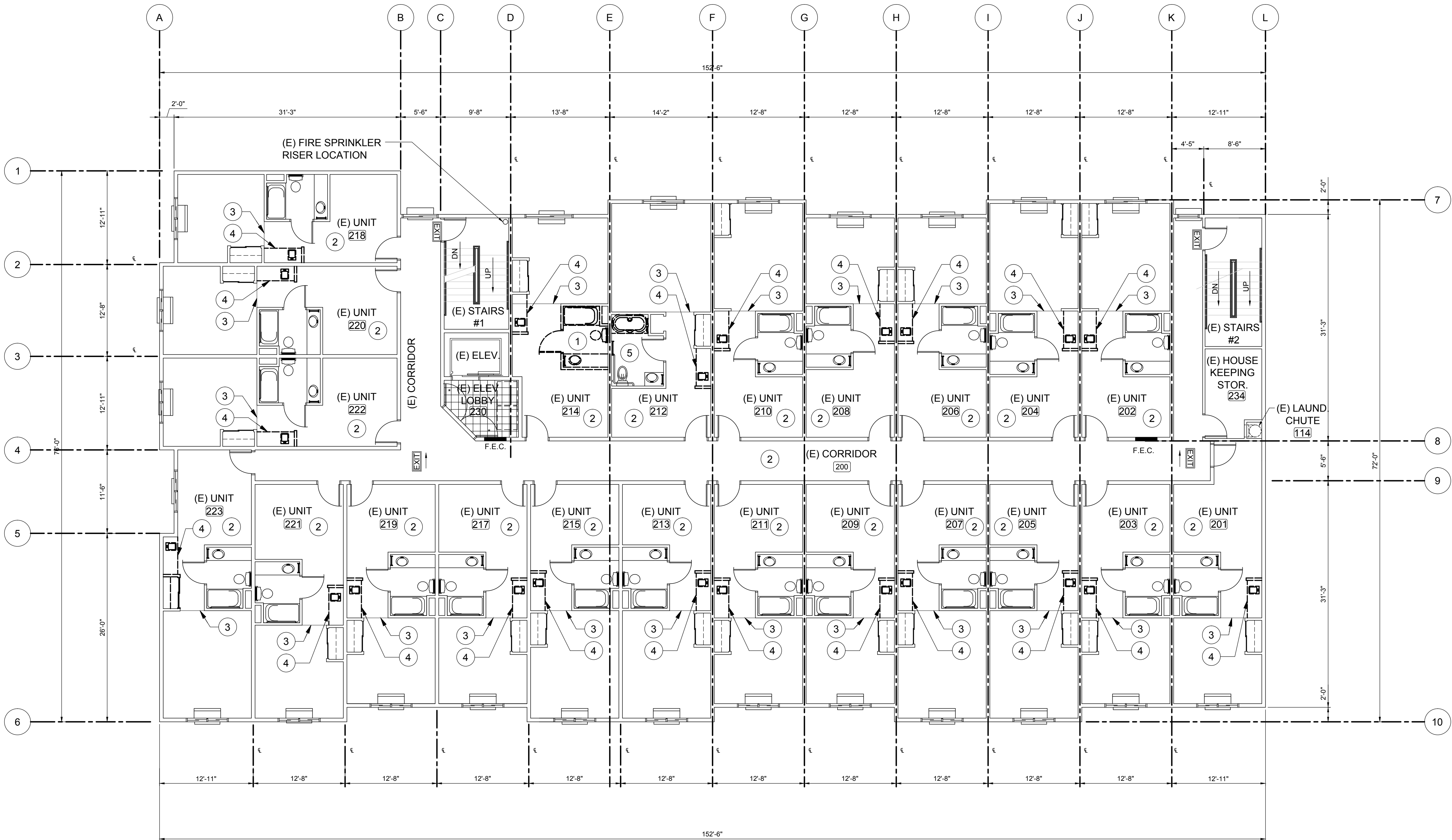
- 1 REMOVE BATHROOM PARTITIONS; SALVAGE CABINETRY, FIXTURES AND ACCESSORIES FOR REINSTALLATION IN RECONFIGURED BATHROOM;
- 2 REMOVE (E) CARPETING DOWN TO SUBFLOOR; SEE PROPOSED TO COORDINATE ON LIMITS OF REMOVAL WITHIN EACH RESIDENTIAL UNIT
- 3 LIMIT OF (E) CARPET REMOVAL
- 4 REMOVE (E) WET BAR CABINETRY, AND CORRIDOR SIDE WING WALL; SALVAGE (E) SINK & FAUCET FOR REINSTALLATION IN (N) COUNTER
- 5 REMOVE (E) SPA TUB FOR REPLACEMENT W/ ROLL-IN SHOWER STALL

SECOND FLOOR PLAN
EXISTING/DEMO

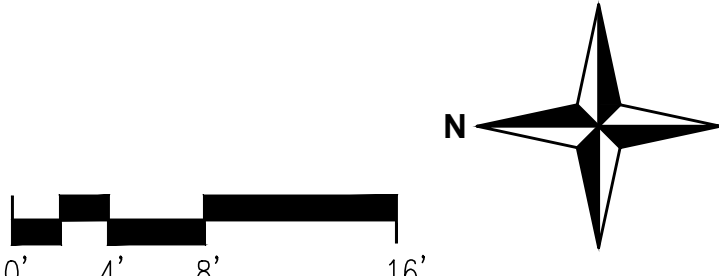
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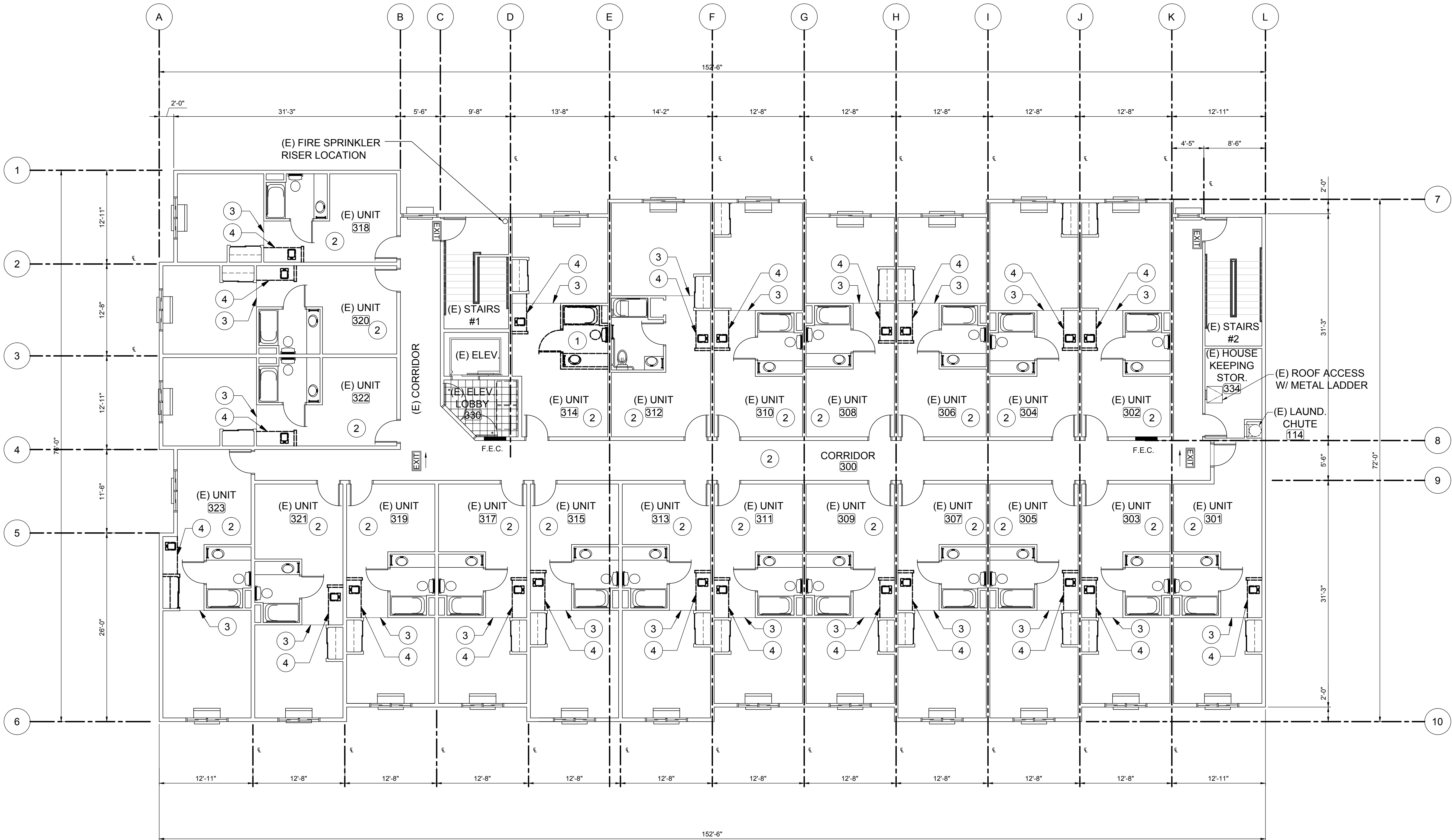
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- 2 REMOVE (E) CARPETING DOWN TO SUBFLOOR; SEE PROPOSED TO COORDINATE ON LIMITS OF REMOVAL WITHIN EACH RESIDENTIAL UNIT
- 3 LIMIT OF (E) CARPET REMOVAL
- 4 REMOVE (E) WET BAR CABINETRY, AND CORRIDOR SIDE WING WALL; SALVAGE (E) SINK & FAUCET FOR REINSTALLATION IN (N) COUNTER
- 5 NOT USED

THIRD FLOOR PLAN
EXISTING/DEMO

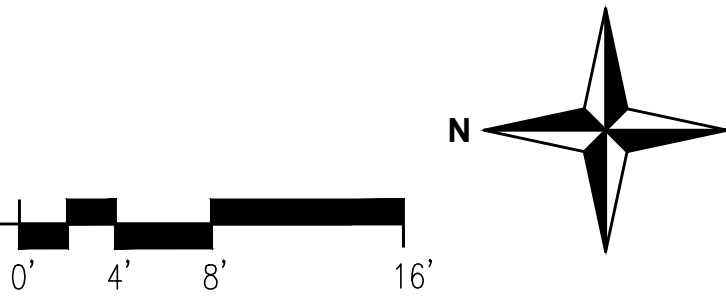
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1 THIRD FLOOR PLAN
SCALE: 1/8" = 1'-0"



SHEET NOTES

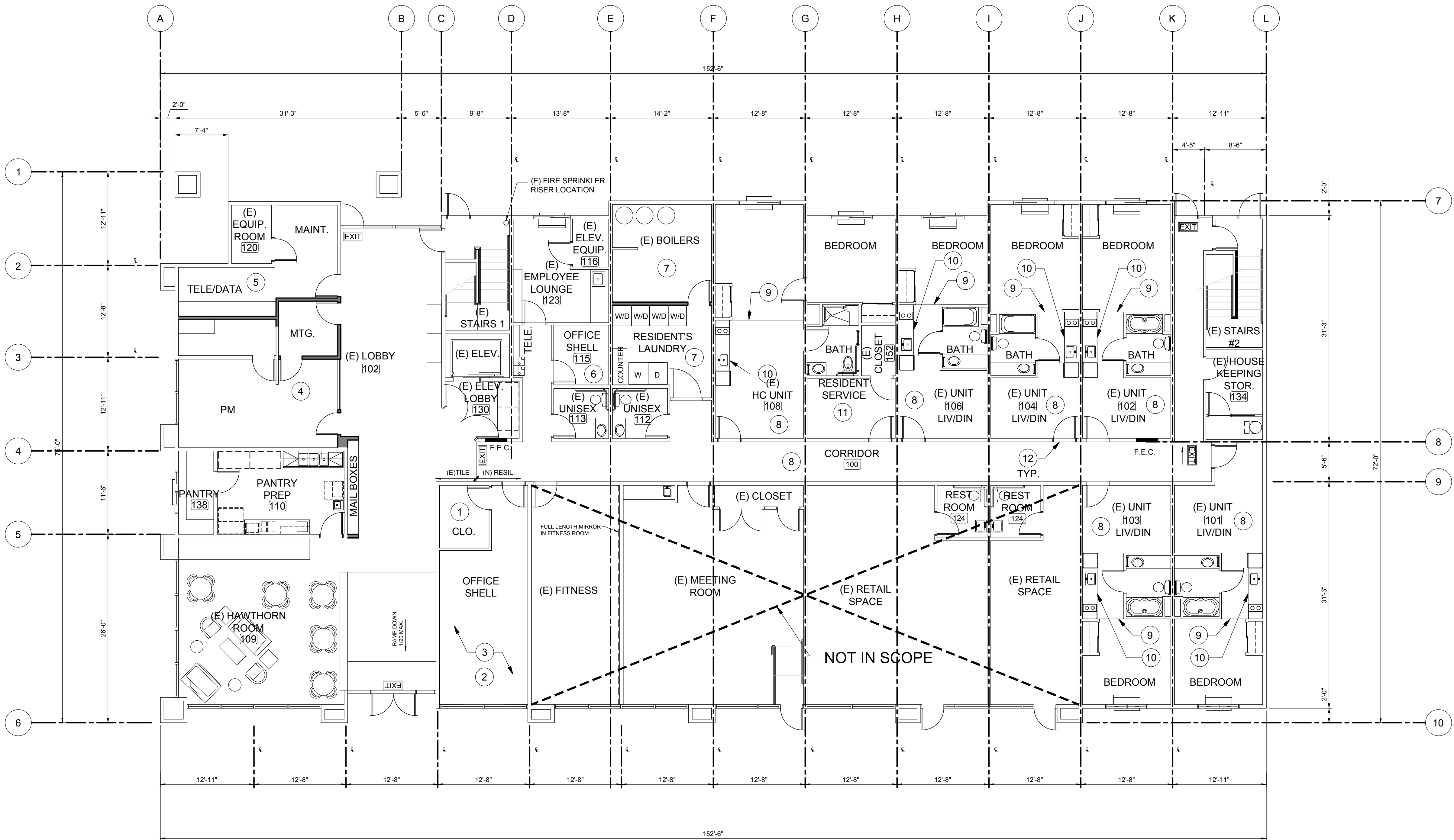
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2. BUILD WALLS, DOORWAYS AND WINDOW OPENINGS AS LOCATED
3. REPAIR (E) INTERIOR WALL FINISHES TO MATCH EXISTING, UON
4. REPAIR (E) CEILING FINISHES, TO MATCH EXISTING, UON
5. COORDINATE PROPOSED SCOPE OF WORK W/ ENGINEERING DRAWINGS FOR LOCATIONS OF BUILDING SYSTEM ELEMENTS
6. RESIDENT'S LAUNDRY APPLIANCES TO BE PROVIDED BY SERVICE PROVIDER
7. REPLACE (E) KEYCARD LOCKSETS W/ KEY FOB 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



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KEY NOTES

1. PATCH WALL FINISH TO MAINTAIN ORIGINAL 1-HR AND ACOUSTIC RATINGS
2. FILL VOID OF REMOVED SPA AND INSTALL (N) CONC FLOOR SLAB TO MATCH AND ALIGN WITH ADJACENT (E)
3. (N) MEETING ROOM WALLS AND CEILING FINISH TO BE INSTALLED FOR ACOUSTIC PRIVACY
4. INSTALL (N) PARTITIONS TO MATCH 1-HR AND ACOUSTIC RATING OF (E)
5. COORDINATE W/ OWNER FOR WORK ON LOW VOLTAGE SYSTEMS
6. PATCH AND PAINT (E) WALLS TO MAINTAIN (E) 1-HR AND ACOUSTIC RATING
7. PATCH (E) WALLS AND CEILING TO MAINTAIN (E) 1-HR AND ACOUSTIC RATING;
8. INSTALL (N) LVT RESILIENT FLOORING
9. PROVIDE MECHANICALLY FASTENED METAL TRANSITION STRIP
10. INSTALL NEW KITCHENETTE COUNTER OVER BASE CABINET w/ SALVAGED SINK & FAUCET, AND ELEC 2 BURNER FLAT SURFACE COOKTOP w/ STORAGE CABINETS ABOVE, AND 24" REFRIGERATOR
11. PATCH WALLS TO MAINTAIN ORIGINAL 1-HR AND ACOUSTIC RATINGS; REPLACE (E) DOOR W/ (N) RATED DOOR WITH UPPER VISION PANEL
12. (N) THRESHOLD & SWEEP TO CLOSE GAP BELOW (E) DOOR

MAIN FLOOR PLAN
PROPOSED

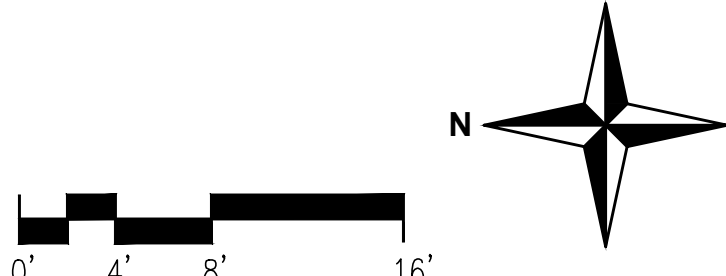
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SHEET NOTES

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3. REPAIR (E) INTERIOR WALL FINISHES TO MATCH EXISTING, UON
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6. NOT USED
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- 5 INSTALL (N) VENT CHASE FOR VENTILATION HOOD DUCTING
- 6 RECONFIGURE BATHROOM TO BE FULLY ACCESSIBLE
- 7 (N) THRESHOLD & SWEEP TO CLOSE GAP BELOW (E) DOOR
- 8 INSTALL (N) CLOSET
- 9 INSTALL (N) ROLL-IN SHOWER STALL

SECOND FLOOR PLAN

PROPOSED

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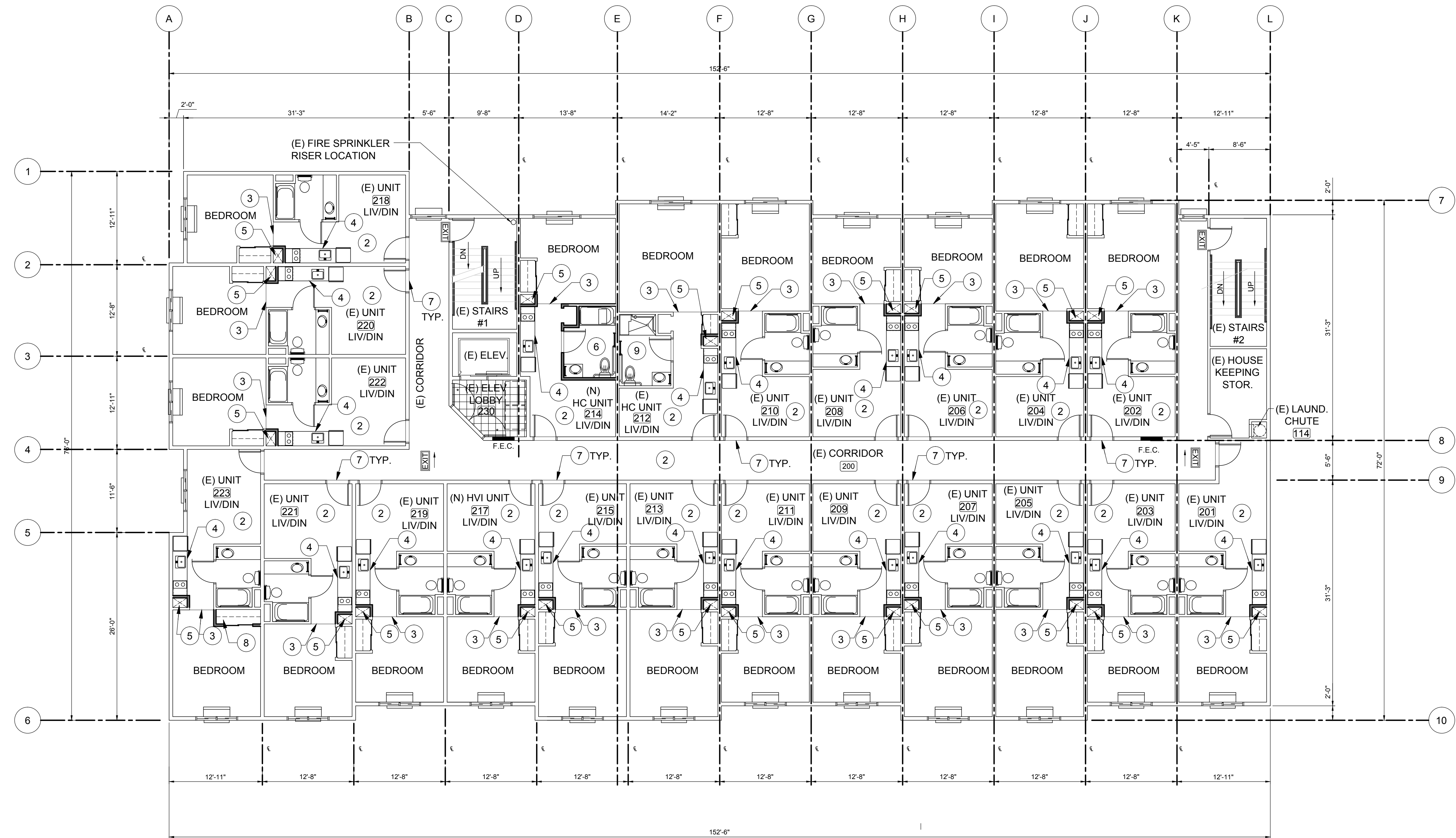
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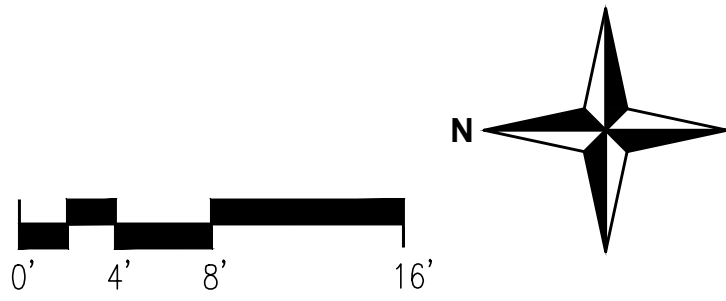
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- 9 NOT USED

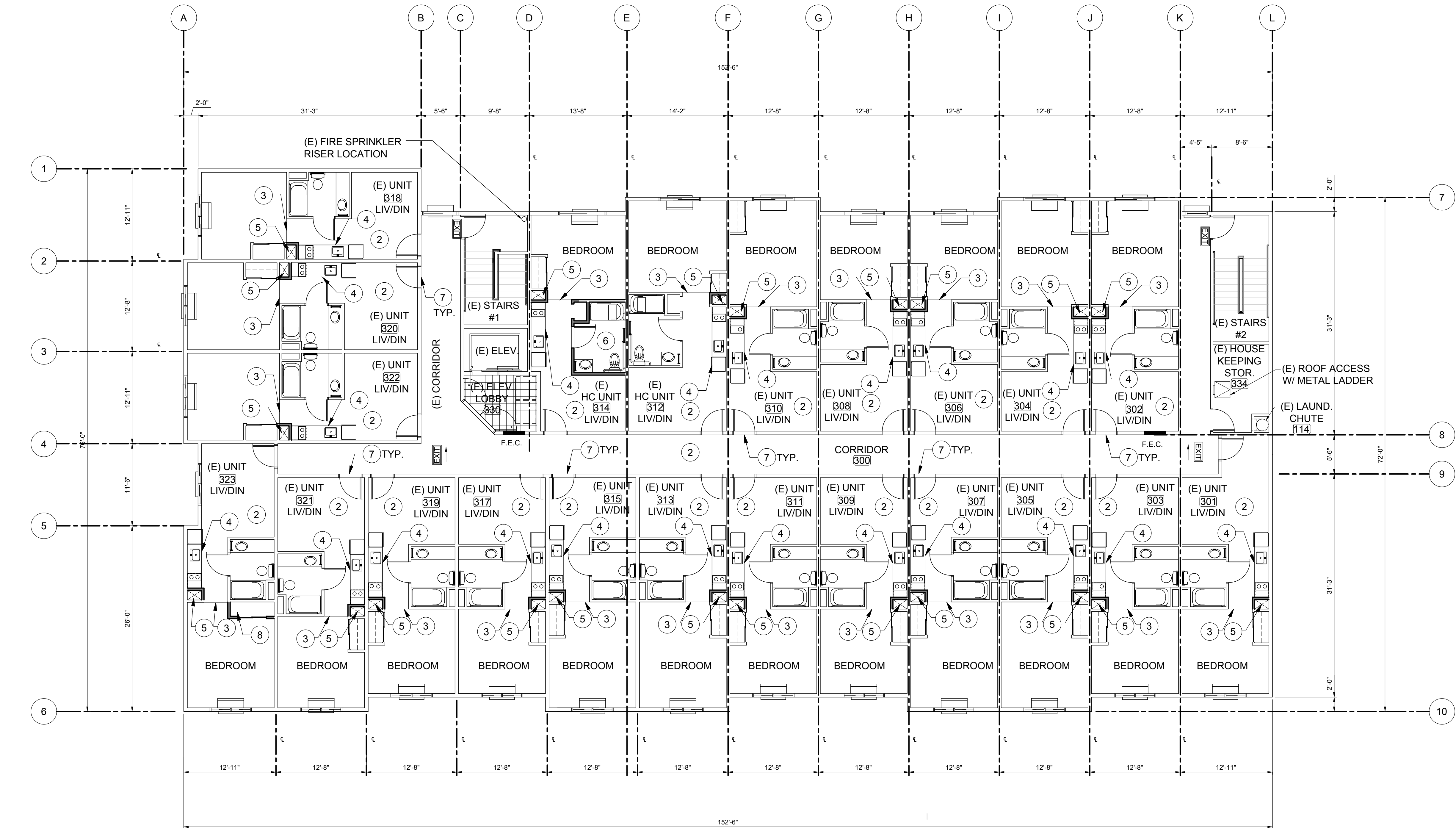
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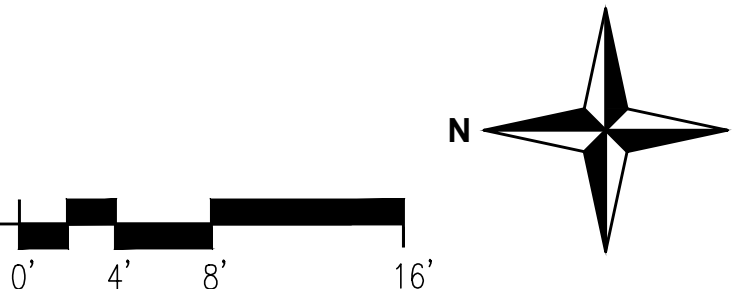
SHEET NO.

A-2.13

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1 THIRD FLOOR PLAN
SCALE: 1/8" = 1'-0"





1

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

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 W/ ENGINEERING DRAWINGS FOR LOCATIONS OF (N) BUILDING SYSTEM ELEMENTS.
3. PREP & REPAINT EXTERIOR W/ 2 COLOR SCHEME; COLORS TO BE SELECTED



CONVERSION TO AFFORDABLE HOUSING

① REMOVE (E) SIGNAGE AS NOTED

EXISTING

PROJ. NO. 2023-024
SCALE 3/32"=1'-0"
DATE 17 MAR 2023
PHASE DD
DRAWN HA
CHECKED AW

NO.	DATE	REVISION
	19 JUN 2023	RFP FOR CONSTRUCTION

A-3.01

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