



**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICE
DIVISION OF REAL ESTATE SERVICE**

MUNICIPAL BUILDING Room 2053S
NEW YORK, N.Y. 10007
(212) 669-3645 Fax (212) 669--2666

WILLIAM J. DIAMOND
Commissioner

LORI FIERSTEIN
Deputy Commissioner

November 25, 1997

Catherine T. Gilberti
Silverstein Properties
521 Fifth Avenue
New York, New York 10175

**Re: Mayor's Office of Emergency Management
7 World Trade Center
23rd Floor
New York, New York
Project # 96-1346**

Dear Ms. Gilberti:

We are in receipt of the proposals for Consultant Architect services submitted by you on October 23, 1997, for Swanke Hayden Connell Architects and their Sub-Consultants regarding the referenced space.

We hereby approve the Swanke Hayden Connell Consultant Team as the selected consultant team to perform all the necessary architectural and engineering services for this project as described in DRES "Guide for Design Consultant" revised October 1996. This selection has been established pursuant to a Scope of Services, Swanke Hayden Connell Architects proposal dated October 21, 1997, and their revised proposal of October 24, 1997, stating that the professional fees, based on the Scope of Services, shall be as follows:

A. Lump Sum Fees:

Professional Services Lump Sum Fee.....	\$ 385,497.00
Additional Lump Sum to Prepare Existing Condition Autocad Files.....	\$ 8,000.00

Total Lump Sum Fees.....	\$ 393,497.00
--------------------------	---------------

**Mayor's Office of Emergency Management
7 World Trade Center
23rd Floor
New York, New York
Project # 96-1346**

- 2 -

B. Not-To-Exceed Fees For:

1. Emergency Generator Design..... \$ 30,000.00
2. Controlled Inspection-Architectural.....\$ 10,000.00
3. Controlled Inspection-MEP.....\$ 12,000.00
4. Out of Pocket Expenses (Reimbursables)For:
 - a. Professional Services..... \$ 38,550.00
 - b. Autocad Files.....\$ 1,000.00
 - c. Controlled Inspections.....\$ 2,200.00
 - d. Emergency Generator.....\$ 3,000.00

Total Amount Not-To-Exceed Fees & Expenses.....\$ 96,750.00

Out of Pocket Expenses are to be billed at cost and are limited to the maximum amounts indicated for blueprinting, copying, faxing, overnight mailing, messenger services, etc., as deemed necessary by DRES. Other Not-To-Exceed Fees shall be billed as described in the attached proposals once authorized and approved by DRES.

Filing Fees to be billed at cost and paid by the Landlord.

All drawings and construction documents shall be submitted to DRES, in accordance with the project schedule.

Should you require any further clarification, please contact Vinicius Castagnola, Assistant Director at (212) 669-2217 or myself at (212) 669-8086.

Sincerely,



**Richard J. Ramos
Executive Director of Space Design/DRES**

Attachment

c: J. Kondrat, DRES
G. Pymonto, DRES
M. Mathew, DRES

c:\harriet\vinimoem.doc\hl

V. Castagnola, DRES 
V. Dominguez, DRES