

SWANKE HAYDEN CONNELL ARCHITECTS

295 Lafayette Street, New York, New York 10012
212 226 0696 Fax 212 219 0059

October 21, 1997

Mr. Joseph Ritorto
Senior Executive Vice President
Silverstein Properties, Inc.
521 Fifth Avenue, 31st Floor
New York, New York 10175

Re: Mayor's Office of Emergency Management (OEM)
Emergency Operations Center: 7 World Trade Center
"Proposal for Architectural and Engineering Design Services"
SHCA Project No. 5576A

Dear Mr. Ritorto:

Swanke Hayden Connell Architects (SHCA) is pleased to submit its proposal for its architectural and engineering design services in connection with the above referenced project. These services shall include the following unless specifically modified or by the attached consultant proposals:

Scope of Work

- Draft Silverstein Request for Proposal dated 07/24/97 (Refer to the hereto attached Fee Summary dated 10/21/97 for program areas).
 - OEM Program Summary dated 07/21/97.
 - OEM Space Design-Programming dated 08/18/97.
 - DCAS/DRES Standards contained in the Guide for Design Consultant (Rev. October, 1996).
1. Field verification of existing conditions based upon as-built architectural and engineering drawings and AutoCad drawing files provided by the Landlord.
 2. Attendance at Meetings.
 3. Preparation of Schematic Design, Design Development and Construction Documents including coordination of engineering drawings.
 4. Preparation of a complete Manifest List for all Furniture and Furniture System (NYC Requirements Contract loose furniture, casegoods and Herman Miller workstations excluding the custom millwork Operations Center workstations).
 5. Review of Bids.
 6. Assisting in the filing of Department of Building applications.
 7. Construction Administration (periodic field visits/meetings, shop drawing review and preparation of an initial punchlist and final punchlist.
 8. Sign-off of Controlled Inspection Forms and assist in the filing of the forms.

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9. Assist in the filing of the Certificate of Occupancy.
 10. Preparation of "As-Built" Drawings.

Services Not Included

- Programming Design Services (other than verification of the existing program).
- Security Design Services.
- Structural Engineering Design Services.
- Code Expediting/Code Consultant Services.
- Cost Estimating.
- Asbestos Abatement Inspections, Testing and other services in connection with asbestos abatement.
- Models & Renderings.
- Preparation of a Manifest List for purchase of equipment to be installed in this project.
- Periodic site visits and/or meetings during Construction Administration in excess of bi-weekly.
- Field Probes, Surveys & Testing Services.
- Architectural and Engineering Design Services required to upgrade the existing base building infrastructure to meet tenant program requirements unless specifically described herein or by the attached consultant proposals.
- Architectural and Engineering Design Services required for programmed Back-up Systems which are not on the same floor as the Operations Center (23rd Floor) unless specifically described herein or by the attached consultant proposals.

Compensation

1. SHCA will provide all the Professional Services outlined above for a lump sum fee of \$ 407,497 plus out-of-pocket expenses. Engineering design services for the Emergency Generator will be provided for a not-to-exceed fee of \$ 30,000 per the attached engineering proposal plus out-of-pocket expenses.
2. Out-of-pocket expenses to be billed at cost and shall include, and are limited to, a maximum amount of \$ 40,750 for the following items: blueprinting, CAD Plotting, copying, faxing and messenger services, etc. as deemed necessary. Out-of-pocket expenses to be billed at cost to a not-to-exceed maximum amount of \$ 3,000 for the Emergency Generator design services.
3. All Department of Building Filing Fees to be paid by Landlord.

The above noted fees and expenses shall be billed monthly on a percent complete basis to your attention. Should this proposal be acceptable to you, please indicate your acceptance by signing one of the enclosed copies and returning it to me.

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We appreciate the opportunity to submit this proposal to Silverstein Properties, Inc. SHCA looks forward to working with you and DCAS/DRES on this unique and challenging project.

Sincerely,

SWANKE HAYDEN CONNELL ARCHITECTS



Carl R. Meinhardt, FAIA
Principal

Accepted for Silverstein Properties, Inc.:

By: _____

Title: _____

Date: _____

cc: Mr. Richard J. Ramos - DCAS/DRES
Mr. Vinicius Castagnola-DCAS/DRES