

10/17/97

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220 Fifth Avenue
New York, New York 10001-7708
212 685 9344
FAX 212 679 2201

Mr. Joseph Aliotta
SWANKE HAYDEN CONNELL ARCHITECTS
295 Lafayette Street
New York, NY 10012

Project Scope:

New York City - NYC Office of Emergency Management
Herman Miller Action Office Series 2

Approximately 25 Work Stations

SYSTEMS DESIGN DOCUMENTATION (SDD) SERVICES:

INFORMATION SUBMITTED BY ARCHITECT/DESIGNER:

SWANKE HAYDEN CONNELL ARCHITECTS to submit drawings to BFI detailing all necessary information relative to panels, hardware and components, including all colors, fabrics and finishes. Panel plans to indicate electrical power entry locations and receptacle designations. Typical workstation drawings must indicate all Herman Miller components by complete product number.

CAD (AutoCAD .dwg and .dxf file) files and hard copy drawings to be issued complete by **SWANKE HAYDEN CONNELL ARCHITECTS** at one time. All phasing must be indicated on the drawings to prepare manifests accordingly.

REVIEW OF INFORMATION RECEIVED:

BFI will review all information submitted by **SWANKE HAYDEN CONNELL ARCHITECTS** relative to the following:

- Correct use of product as per Herman Miller planning guide.
- Correct product numbers for typical work stations.
- Correct electrical/power entry usage.
- Suitability to develop accurate written manifest.

Any information received by BFI which is deemed insufficient, inaccurate or presents usage of the product not in accordance with Herman Miller's appropriate Planning Guide will be returned for correction, clarification or re-design.

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AVAILABLE SDD SERVICES:**BASIC SERVICE:**

SDD Basic Service includes the generation of dimensioned 1/4" scale work station Cluster drawings and elevations, if necessary. Final work station manifests itemizing part numbers, quantities, descriptions and applied finishes will be issued to **SWANKE HAYDEN CONNELL ARCHITECTS** upon approval of BFI drawings issued. BFI is solely responsible for the accuracy of product counts, product numbers and finish applications of the final manifests produced.

CLUSTER LAYOUT:

Cluster Layout is the application of work station clusters to the CAD generated floor plans supplied by **SWANKE HAYDEN CONNELL ARCHITECTS**. Dimension control is monitored and non-allowable conditions are noted for correction by **SWANKE HAYDEN CONNELL ARCHITECTS**. **SWANKE HAYDEN CONNELL ARCHITECTS** is solely responsible for the content and dimensional accuracy of the CAD drawings provided.

The fee for SDD services (Basic Service and Cluster Layout) shall be \$1,215.00.

PROCESS

The following SDD process will be performed on a floor-by-floor basis:

1. Upon acceptance of design information received, BFI will then produce and issue Progress Cluster Drawings to **SWANKE HAYDEN CONNELL ARCHITECTS**. **SWANKE HAYDEN CONNELL ARCHITECTS** will review Progress Cluster Drawings for proper interpretation of the intended design. **SWANKE HAYDEN CONNELL ARCHITECTS** is responsible to indicate all changes, corrections and/or additions and return to BFI for subsequent updates. Updated Cluster Drawings will be issued to **SWANKE HAYDEN CONNELL ARCHITECTS** for sign-off.
2. Upon receipt of approved Cluster Drawings, BFI will generate final manifests. Cluster Layout will be performed if optioned.
3. **SWANKE HAYDEN CONNELL ARCHITECTS** is responsible to submit to Carl Shaw, Special Projects Division of BFI, all final manifests for the development of final pricing. Special Projects Division will prepare final pricing in the format as requested by the City of New York, including quantity, catalog number, description, unit price, extension, and installation as per the equipment list supplied.

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TIME FRAMES:

The duration for each service is based upon a typical floor of between 75 and 100 work stations and does not include the review process by **SWANKE HAYDEN CONNELL ARCHITECTS** as outlined above. Actual time may vary depending upon actual floor station counts and length of review process.

SDD Basic Services	2 - 3 Business Days
SDD Cluster Layout	1 - 2 Business Days

Acceleration of this time frame is available through overtime performance of required tasks. An up-charge of 50% will be assessed to the standard fee structure.

RETAINER

A retainer equaling 50% of the entire scope of work to be performed is required before work will commence. Pro-forma invoicing per floor will be issued with the retainer being pro-rated. Individual floor manifests will be issued to **SWANKE HAYDEN CONNELL ARCHITECTS COD.**

NOTE:

BFI will not be responsible for errors in the designer's intent. We will note obvious omissions that are necessary for the completion of the manifest and bring them to the attention of the designer. BFI will confirm manufacturer's intended use of product. Our preparation of the manifest will relate directly to the furniture as coded on the submitted plans.

BFI is not responsible for the accuracy of architectural dimensions in the space or shown on the floor plans provided to us to prepare the manifests. Any deficiencies in the width of aisles or due to field conditions is the responsibility of **SWANKE HAYDEN CONNELL ARCHITECTS.**

ADDITIONAL SERVICES (AS REQUIRED):

The making of major revisions in drawings, specifications or other documents when such is inconsistent with approvals or instructions previously given and are due to causes beyond the control of BFI, can be provided at an additional fee.

For additional services, a fee of \$50.00 per affected work station will be assessed. Client approval required prior to commencement.

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REIMBURSABLE EXPENSES:

Actual expenditures made in the interest of the client and the project shall be reimbursed at cost. These include transportation when traveling in connection with the project (at \$.29 per mile plus additional tolls if any) and the expense of reproduction of drawings and specifications.

This proposal will be considered accepted and approved when signed by an authorized officer of the firm based on the services described herein. Please return a signed copy to our office with your retainer.

SWANKE HAYDEN CONNELL ARCHITECTS

Accepted and Approved

Authorized Signature

Title

Date

BFI



Ronald Cocuzza

10.17.17

Date

Senior Vice President

(212) 685-8344 Ext. 101