

**THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES**

M E M O R A N D U M

Date: March 6, 1998

To: Liam Hanley
Management and Operations

From: Josep Dominguez 
Bureau of Space Design

Subject: **MOEM – 7 World Trade Center**

The Mayor's Office of Emergency Management monitors all emergency incidences within the 5 Boroughs that requires a multi-agency response.

New facility includes: Executive staff, Planning and Response Personnel, the Mayor's Suite, Emergency Operations Center, 24 hr Watch Command and Radio room, Press rooms, Public Information Unit/Training room, Bunk rooms and showers, Lounge room, LAN/WAN room, Conference rooms, and ancillary spaces. All this to be on the 23rd floor of the building.

In addition, a radio room needs to be constructed on the roof, as well as supports for miscellaneous antennas and dishes as this room does not exist at the present time. Back-up systems are necessary to guarantee the operation of the entire facility in cases of emergency, when the base building electrical systems fail to supply power to the MOEM's space. Back-ups include an emergency fuel oil tank and associated pumps to be located at the ground floor level; three emergency generators, one switch gear, a fuel oil tank, and a water tank, all to be located on the 7th floor of the 7 WTC building.

This project requires a maximum construction which includes a number of unusual elements, i.e., access flooring, bullet resistant partitions and glazing, special illumination, acoustic treatment of ceilings and walls, dedicated bathrooms, custom millwork, above standards finishes, specialized furniture, high tech audio visual equipment, and back-up mechanical equipment.

Enclosed you will find a copy of the preliminary cost estimate sent to OMB on February 11, 1998.

c: R. J. Ramos  V. Castagnola R. Groppe

c:lucy/jd/liam Hanley.doc