



**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*

**MEMORANDUM**

Date: June 22, 1998

To: Lori Fierstein  
Deputy Commissioner/DRES

From: Josep Dominguez *JD*  
Assistant Director of Space Design/DRES

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

*Josep - Keep  
updating  
for our  
records  
- Vii.*

The following is my explanation, phase by phase, of the circumstances which have caused this project to fall behind the Project Schedule dated November 14, 1997, issued by the Architect (SHCA) based on the information supplied to them by Leasing.

This schedule was unrealistic from its inception, it did not allow enough time for MOEM review/approvals for the Schematic Design phase, or for DCAS & MOEM review of Contract Documents, and Bidding Phases.

It also did not take into consideration the Port Authority cumbersome bureaucratic procedures.

Another factor to consider is that once the Lease was executed (March 26, 1998) a new schedule took precedence as dictated by the Lease, which sets different timeframes.

c: Richard Ramos, DRES \_\_\_\_\_  
Vinicius Castagnola, DRES \_\_\_\_\_

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*Richie: 6/24  
Please sign  
right away.*

*Harriet!  
Vinicius Hord*



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| Item                                                   | Delay<br>(in days)  | Responsibility | Remarks                                                                                                                 |
|--------------------------------------------------------|---------------------|----------------|-------------------------------------------------------------------------------------------------------------------------|
| I. Schematic Design                                    |                     |                |                                                                                                                         |
| Review Blocking Diagram                                | 7                   | MOEM           |                                                                                                                         |
| Approval Blocking Diagram                              | 4                   | MOEM           |                                                                                                                         |
| Submit Schematic Plans                                 | 7                   | SHCA           | Incorporation<br>of Radio room<br>and fuel oil<br>tanks issue.                                                          |
| Review Schematic Plans                                 | 3                   | MOEM           |                                                                                                                         |
| II. Design Development                                 | -                   | -              |                                                                                                                         |
| III. Contract Documents                                |                     |                |                                                                                                                         |
| 1 <sup>st</sup> review of dwgs.                        | 7                   | DCAS/MOEM      | Lease gave 2<br>weeks instead<br>of 1 week.                                                                             |
| Incorporation of comments                              | 7                   | SHCA           | Lease gave 2<br>weeks instead<br>of 1 week.                                                                             |
| 2 <sup>nd</sup> review of dwg's                        | 7                   | DCAS           | Original<br>schedule did<br>not allow for<br>2 <sup>nd</sup> review.                                                    |
| IV. Bidding                                            |                     |                |                                                                                                                         |
| Schedule gives 3 weeks<br>from May 11 (dwg's approval) | <del>21</del><br>31 | MOEM/DCAS      | Lease gives<br>different<br>schedule.<br>Mandatory<br>work<br>reductions<br>have delayed<br>this phase<br>even further. |
| <i>cost estimate<br/>approved July 02</i>              |                     |                |                                                                                                                         |

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Const. shall commence the later of:

- (5) B.D. after app'l of work cost
- the receipt of P.A. app'l of const.