



**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
Assistant Director of Space Design/DRES

Re: **Mayor's Office of Emergency Management
7 World Trade Center
New York, New York
Project # 96-13460**

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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Item	Delay (in days)	Responsibility	Remarks
I.	Schematic Design		
	Review Blocking Diagram	MOEM	
	Approval Blocking Diagram	MOEM	
	Submit Schematic Plans	SHCA	Incorporation of Radio room and fuel oil tanks issue.
	Review Schematic Plans	MOEM	
II.	Design Development	-	-
III.	Contract Documents		
	1 st review of dwgs.	7	DCAS/MOEM
			Lease gave 2 weeks instead of 1 week.
	Incorporation of comments	7	SHCA
			Lease gave 2 weeks instead of 1 week.
	2 nd review of dwg's	7	DCAS
			Original schedule did not allow for 2 nd review.
IV.	Bidding		
	Schedule gives 3 weeks from May 11 (dwg's approval)	21 ... (up to 22.98)	Lease gives different schedule. Mandatory work reductions have delayed this phase even further.

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