

SWANKE HAYDEN CONNELL ARCHITECTS

Conference Report

Project Name and Address:	Client:
Mayor's Office of Emergency Management (OEM) 7 World Trade Center-23 rd Floor New York, New York	Silverstein Properties, Inc./ NYC DCAS/DRES
	Contractor:
	Ambassador Construction Co., Inc.
	Submitted By:
	Joseph J. Aliotta
Project No.	Date of Meeting
5576A	January 15, 1998
Project Director / Manager	Date Prepared
Meinhardt/Aliotta	January 19, 1998
This Conference Report, copies of which have been furnished to all interested parties as shown, sets forth an understanding of all comments and decisions made during this conversation. Our firm will proceed in reliance upon the decisions and statements set forth below. If there are any discrepancies or misunderstandings the parties are directed to bring them to our attention in writing (with copies to all parties who receive this Conference Report) within seven (7) days.	
Location of Meeting	
100 Church Street-20 th Floor	
Attended by: (Name, Title, Firm or Agency)	
OEM: J. Hauer (part time), S. Lifrieri (part time), D. Litvin, P. Ronan; DCAS/DRES: J. Kondrat, J. Dominguez; Silverstein (SPD): C. Giliberti, C. Chu; Ambassador (AC): J. Shafran., M. Schneider; Cosentini (CA): M. Maybaum; Shen Milson & Wilkie (SM&W): E. Schirmer, S. Emspak, W. Hanley, P. Stern; Cantor/Seinuk (C/S): A. Barron; SHCA: J. Aliotta, J. Vande Plasse	

ITEM	DESCRIPTION	ACTION
1.0	Purpose of Meeting	
1.1	SHCA summarizes the agenda as follows: a. Review of progress design development for the 23 rd Floor dated 01/15/98 specifically in response to OEM and Silverstein comments to the schematic design issued 12/12/97. b. Review of progress design development for the 7 th Floor dated 01/12/98 for the Emergency Generators and Water Storage Tank. c. Review of progress of Architectural, Structural, MEP, Telecommunications. Audio-Visual, Computer/LAN & Security design.	
2.0	Project Status/Schedule	
2.1	OEM approved the Schematic Design Issuance dated 12/12/97 (plans & project description) with comments.	
2.2	Silverstein provided their review & comments to the Schematic Design Issuance.	
2.3	SHCA is not in receipt of DCAS review & comments. DCAS to issue early week of 01/19/98 in order to incorporate comments into the D.D. issuance	DCAS
2.4	ETI provided their review comments to the S.D. issuance.	
2.5	Motorola approved the Watch Command schematic design layout with comments.	
2.6	SHCA is incorporating all comments received from the review of the Schematic Design 12/12/97 Issuance into the Design Development Issuance scheduled for 01/26/98 per the Project Schedule issued on 12/12/98.	SHCA

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ITEM	DESCRIPTION	ACTION
3.0	Architectural Design Progress	
3.1	SHCA reviewed plan revisions requested by OEM on the S.D. issuance which are reflected on the 01/15/98 progress D.D. plan presented. OEM approved layout shown	SHCA
3.2	OEM confirmed that local UPS battery packs will be utilized instead of a single UPS battery room. OEM/SM&W reported that the LAN Room will grow in size to take up the UPS program area. A pre-action sprinkler system closet will be required for the LAN Room. SHCA/CA to incorporate closet in layout.	SHCA/OEM/ SM&W & CA
3.3	OEM confirmed Press Room layout and floor elevations shown and approved by OEM on the S.D. issuance 12/12/98 is correct as shown.	
3.4	SHCA reported that Motorola has reviewed and approved the Watch Command Center room layout as shown on the 01/15/98 progress D.D. plan	
3.5	SHCA requested an updated equipment list for all equipment (i.e.-computers, printers, fax, copiers, radios, etc.). OEM to provide updated list and outs of equipment.	OEM
3.6	OEM presented a preliminary marked-up plan indicating the layout of 10 functional groups (PD, FD, etc.) at the 12/05/97 meeting. OEM agreed to issue and distribute this information by 12/08/97. Information has not issued to date.	
3.7	SHCA requested at the 12/05/97 meeting both Level 3 and DIAM security specifications for their use. OEM to provide.	OEM
	SHCA stated at the 12/05/97 meeting that the proposed OEM security consultant/vendor who will assist OEM to develop a detailed program, drawings and specifications, so that, the security work can be coordinated by the SHCA project team continues to need resolution. Per the 01/16/98 meeting with DCAS/SPI/OEM/SHCA, OEM will arrange for the consultant/vendor to meet and review required scope of security consultant services for this project. [No action to date.]	OEM
3.8	Per the SPI comments to the 12/12/97 S.D. plan, SHCA has revised partitions to minimize partitions tying directly into exterior window mullions. SHCA has resolved all conditions but two locations shown on the 01/15/98 plan. Upon review with AC, it appears a mutually agreed upon detail is feasible. [Upon field review of condition on 01/16/98, SHCA/AC confirmed that the exterior wall on this floor is exterior glazed not interior glazed and a partition tying directly to the mullion is not an issue.]	SHCA
3.9	SHCA stated that there were several outstanding coordination issue required to be discussed with SPI & AC (i.e.- Roof Radio Room, rooftop antennas (approx. 30) and microwave dishes (2), fuel oil tank location and coordination, etc.) SHCA/SPI/AC/CA/SM&W/DCAS agreed to meet on 01/16/98 to discuss these issues in a technical coordination meeting. SHCA reported that CA is studying the use of supplemental dry cooling towers on the 23 rd Floor as requested by SPI.	SHCA/SPI
3.10	SHCA reported that the 7 th Floor Partial Plan (01/12/98) with the emergency generator and water tank locations have been reviewed by C/S and is structurally feasible. SPI has approved this architectural layout. OEM/DCAS also reviewed and approved this layout.	

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4.0	Structural Design Progress	
4.1	SHCA requested formal approval of the C/S engineering design fees. DCAS approved the design fee. SHCA/SPI directed C/S to proceed with the design work. Formal written approval to follow by DCAS/SPI. C/S will proceed by verbal direction at this meeting.	DCAS/SPI
4.2	C/S confirmed that the design loads for the 7 th Floor Emergency Generator and Water Tank Rooms are structurally acceptable. The conceptual structural dunnage shown on the SHCA 7 th Floor Partial Plan sketch dated 01/12/98 is shown per SHCA/C/S coordination. AC noted that there was sufficient information to budget the structural work.	
4.3	SHCA will arrange a separate coordination meeting with C/S to review all the structural engineering issues regarding the rooftop Radio Room, Ground Floor Fuel Oil Tank support, slab penetrations (if any) for mechanical risers and equipment loads on the 23 rd Floor (safes, water bottle storage, etc.).	SHCA/C/S
5.0	MEP Design Progress	
5.1	SHCA/CA noted that CA is proceeding with analyzing the HVAC loads and design of air cooled cooling towers for the supplemental HVAC emergency system instead of the evaporative cooling towers proposed by CA at SPI's request.	CA
5.2	SHCA/CA requested a separate meeting with SPI/AC to review outstanding HVAC design issues. Meeting is scheduled for 01/16/98 a.m. Issues to be addressed are as follows: cooling tower design, fuel oil tank location and layout, rooftop radio room, capping fin tube enclosure piping within the 23 rd Floor Mechanical Room, shaft locations for vertical risers, base building electric & telecom. closet locations allowed for this tenant's use, etc.	SHCA/CA/SPI/AC
5.3	CA issued cuts of the emergency generators and switchgear to SPI/C/S/AC/SM&W	
5.4	OEM confirmed that they require approx. 1 ½ to 2 hours of UPS power should the emergency generators failed in order to provide orderly shut down of computer equipment and allow enough time to move the EOC operation to another site if necessary.	CA/SM&W

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ITEM	DESCRIPTION	ACTION
5.5	SM&W & CA require additional coordination for the type of power provided to computers from the emergency generators. SM&W requires K-rated generators.	SM&W/CA
5.6	SHCA noted acoustical concerns reviewed by SM&W regarding the testing and maintenance of the emergency generators. SFI stated that the landlord requires tenants to perform testing and maintenance on off-hours and weekends, therefore, properly designed wall partition and vibration isolation of the equipment/piping is sufficient. In the event of an emergency requiring the generators to operate, SFI noted that the surrounding tenants would unlikely be in their space. SHCA noted that it will distribute a SM&W memo regarding this issue. Based upon this SFI direction, SHCA/SM&W will proceed with the level of acoustical sound and vibration isolation	
6.0	Telecommunications Design Progress	
6.1	SM&W reported that separate OEM/SM&W meetings have been held to coordinate telecommunication design issues. Minutes of meetings have been issued.	
6.2	Motorola attended the 01/12/98 meeting to review the radio communication coordination needs. The meeting attendees visited 7 World Trade Center to review the proposed location of the Radio Room and coordination issues regarding cabling from this room to the north side of the building where the antennas are to be located.	
6.3	SM&W reported that OEM will issue a telecom plan by 01/16/98 with all proposed telecom locations. [Issued by e-mail as agreed on 01-16-98]	OEM
7.0	Audio-Visual Design Progress	
7.1	Most design and coordination issues require G. Hauer-OEM to be present. SHCA/SM&W will reschedule with OEM to review outstanding A-V issues.	SHCA/SM&W/ OEM
8.0	Computer/LAN Design Progress	
8.1	SHCA requested status of software selection. Information is required by SM&W in order to coordinate A-V and computer hardware/software interface. OEM reported final selection of software will occur shortly.	OEM
8.2	SHCA requested updated equipment lists, equipment cuts and equipment locations for all computer hardware, printers, radios & radio equipment, fax, copiers, etc. for the project team coordination as soon as possible.	OEM
8.3	SHCA requested final EOC desk equipment cuts in order to continue development of the desk design.	OEM
9.0	Security Design Issues	
9.1	SHCA reported that a 01/09/98 meeting was held with SPLDCAS/OEM/SHCA to review retaining a security consultant to assist OEM in developing their security design. SHCA agreed to assist OEM to review the security consultant design proposal and add this consultant to the SHCA project team. OEM to arrange a meeting the consultant. SHCA previously noted that input from this consultant is outstanding and needs to be incorporated into the budget pricing to be performed by AC.	

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ITEM	DESCRIPTION	ACTION
9.2	SPI noted that their security consultant/vendor has recently upgraded the base building security system and the OEM security system should be coordinated with base building. SHCA noted that security measures or procedures that require access to base building areas need to be coordinated (i.e. - Mayor's vehicle entering to the Loading Dock and providing a secure access from the Loading Dock to the service elevators).	
10.0	Architectural Design Presentations	
10.1	SHCA was to have presented preliminary lighting design, the reflected ceiling layout and materials/finishes to OEM. Due to G. Hauer's unavailability, this presentation has been rescheduled to 01/20/98 at SHCA's office.	SHCA/OEM/DCAS

cc: C. Meinhardt-SHCA
D. Recker-ETI

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