

SWANKE HAYDEN CONNELL ARCHITECTS

Conversation Memorandum

Project Name and Address:

Mayor's Office of Emergency Management
7 World Trade Center
New York, NY 10048

Client:

Silverstein Properties

Contractor:

Ambassador Construction Co.

Submitted By:

Joshua J. Ginsburg

Project No.

5576A

Date of Conversation

01 - 30 - 98

Project Director / Manager

Joseph Aliotta

Date Prepared

02 - 02 - 98

This Conversation Memo, copies of which have been furnished in 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 Conversation Memo) within seven (7) days.

Conversation with: (Name, Title, Firm or Agency)

Martin Schneider, Vice President, Ambassador Construction Co., Inc.

Purpose of Conversation**Clarification of Materials and Finishes for Budget Pricing**

The following Materials and Finishes were clarified for the purposes of pricing for the Mayor's Office of Emergency Management at 7 World Trade Center:

- **Glass Doors:** The double doors entering Reception; the double doors entering the Mayor's Office / Suite; the two single doors leaving Reception; the single door east of the EOC before entering the Mayor/ Commissioner's Suite area;
- • **Wood Veneer Doors:** The double doors entering the Mayor's Conference Room; the double doors entering the Mayor's/ Commissioner's Suite area; all single doors within the Mayor/ Commissioner's Suite area unless otherwise noted.
- **Wood Veneer Base:** The Mayor's Conference Room
- **Painted Wood Base:** The Mayor's Office; the Elevator Lobby and Reception.
- **Stone Floor:** \$30 / Sq.Ft. shall be used to estimate the cost of a Stone Pattern in the Elevator Lobby.
- **Marlite Faux Wood Panels (Class A rating):** 65% coverage of walls in Elevator Lobby; South wall of Reception (East and West of Reception Desk); North and South walls of the EOC (Located full height of wall in between A/V Enclosures); the Mayor's Office (North wall behind sofa bed)
- **Fabric Wrapped Panels:** The Mayor's Conference Room (East and South Walls); the Mayor's Office (East Wall); the Commissioner's Conference Room (South Wall); the PIU/ Training Room (North and East Walls).
- **Fabric (Direct Glue & Fabric Wrapped Panels):** \$25 / Sq.Ft. shall be used to estimate the cost of the Fabric for the Direct Glue as well as the Panels. The direct glue fabric will be located in the following places: The Corridors / Gallery entering the Mayor's and Commissioner's Suites.
- **Specialty Paint:** Bollen Paint # 95-36 shall be used for the pricing of the Specialty paint. This paint will be located in the corridor outside the EOC, Press Room, and Mayor's Conference Room (Entire North Wall of Corridor).

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Conversation Memo
Martin Schneider
09/18/98
Page 2

- **Amiran Non-Reflective Glass:** The Non-Reflective Glass will be located in the vision walls from the Press Room, Watch Command, and Mayor's Conference Room looking into the EOC.
- **A/V Enclosures in the EOC:** The A/V Enclosures in the EOC will be created from a custom, metal perforated, removable panel system painted with a metallic paint finish such as Bollen # FX - 99 Steel Blue, or the pricing equivalent.
- **Frosted Glass:** Bendheim # AAW - 191 shall be used for pricing of the glass within the ACME system in the Office Front Walls (18" Glass sidelight, and Transom above).
- **ACME Metallic Paint Finish:** Assume (2) metallic paint colors for each ACME Metal and Glass wall System used in this project

cc: Joseph Aliotta (SHCA)
John Vande Plasse (SHCA)
Juan Mejia (SHCA)

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