

Bi-weekly

OEM at 7 World Trade Center

DCAS and OEM met with the landlord, Silverstein Properties, and its preferred architect, Swanke Hayden Connell, on August 19th to review the scope of work in order for the architect to submit a fee proposal to the landlord. Also in attendance was EIS, a systems consultant selected by OEM to assist the architect in the design of the Emergency Operations Center. We anticipate the architect to be engaged by the landlord and to commence preliminary design work by the end of August.

DCAS and the Law Department also met with the landlord and its attorney on August 21st to review the most recent draft lease document prepared earlier this month. Very few major issues remain. The schedule for completion remains (a) submission of the "Notice of Intent to Acquire" in November and approval by the City Planning Commission and City Council in late December, (b) a Real Property Public Hearing for approval of the business terms in early January with lease execution immediately thereafter and (c) construction of the office space by the end of March 1998 with construction of the EOC by the end of May.

Courts at 141 Livingston Street

DCAS has had several discussions with the landlord and the landlord's agent over the last few weeks regarding the landlord's most recent demand (included in the most recent July 31st draft lease) that the City have the right to cancel the lease in whole only, not in part. Previously the City had the right to cancel in part. Since the long term plan is to move these two Courts, Housing and Civil, to two separate locations, ideally the City needs to be able to cancel in part. If we can only cancel in whole, we will need to coordinate the moves of these two Courts to minimize the possibility of rent being paid on vacate space. This demand remains non-negotiable and a "deal breaker" from the landlord's perspective. The landlord feels if one Court vacates before the other, the vacated space cannot be marketed successfully to other tenants. It appears that we will need to agree to this demand to finalize the lease in the near future. If we agree to this provision now, the lease could be finalized and presented to a real property hearing for approval in October.

AMBASSADOR CONSTRUCTION CO., INC

**MINUTES OF CONSULTANT'S MEETING #3**

Mayor's Office of Emergency Management
7 World Trade Center

August 4, 1998

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3. RFI STATUS

- Reviewed minutes of 7/28/98.
- Ambassador submitted RFI's 6 thru 12 (see Swanke's response attached)
- HVAC question on hurricane wall still outstanding (see Swanke's response attached)

4. CHANGE ORDER STATUS

- C.O. #1: New drywall detail at duct interfered - Ambassador to look at pricing
- C.O. #2: Stainless steel pan - Rejected

5. GENERAL COMMENTS

- Reviewed minutes of 7/28/98.
- SPI and DCAS requested that R.B. Samuels be present next week to discuss metering.
- Swanke advised that they need overall dimensions of OEM room. Ambassador to supply.
- DCAS stated that radio equipment at roof may change affecting room layout. Ambassador to hold until next meeting.

NEXT MEETING TO BE HELD ON TUESDAY, AUGUST 11, 1998 AT 11:00AM
PLEASE BE PROMPT

JJK:ag

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