

**MEMORANDUM**

Date 24 February 2003  
GA Project Name Atlas Shops  
GA Project Number 200303.00  
Client Project Number  
To REW  
From RAH

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**Subject: Scope of Work: DOB Questions, SD and DD Questions and Task Matrix**

If any item is allowed to remain open between phases additional arch fee may be required if changes to latter documents are required to accommodate the work.

Task No	Task	Priority 1 - 10	SD	DD	CD
0	Assumptions: Non combustible, fire rated solid steel structural shapes (no trusses), concrete deck, built up roof with gravel or pavers, slate roofs, metal roofs, masonry, stone or thick stucco exteriors, opening protectives used on any windows too close to adjacent buildings (except perhaps by meat packing alley, where wire glass aesthetic might well work). Max. possible building areas except in reused buildings where existing walls will become divisions if it aids / cuts costs / increases safety, everything sprinklered, full fire alarm / smoke detector system, hydrants on property?? on private streets?? or added at city streets at entrances to private streets?..				
1	DOB research	1	X		
2	DOB: Apply DOB requirements to project that relate to layout, take up space, min dims, like stairs, halls, window area, duct sizes, separate duct systems that might require additional clg space or riser space, etc.	3	X		

Please notify the writer with any questions or comments regarding the above within 7 days of receipt. Otherwise it will stand as mutually understood and agreed as written.

3	Also ADA, NYS energy code, (though not called out for in contract). However, NO ZONING. This is spelled out in contract as not being our problem.	5		X	
4	DOB: Apply all DOB requirements	5		X	
5	For MEP, can toilets be deferred, maybe show roughing and fixture count for future installation.	10		X	
	Public assembly uses of town square or other group performance areas like the alley in the meat packing area. Should one or several schemes be filed and pre approved to save them the problem of filing seperately for each performance / fair, etc. (like we file the thing at Union Park every year???). Restaurants and public spaces with movable seating often file several layouts to give them flexibility without filing seperately all the time.				
6	Plot and print all docs, all, review all docs to become familiar with everything client has done	Done			
7	Assign Sr Jr / Jr Arch to Daycare building to familiarize themselves with that piece of project, with daycare issues, daycare design, contact clients daycare expert	I	X		
8	At some time the owner may wish to determine if the local councilperson and other elected officials support this project, if they do, and I don't know why they wouldn't support growth in their districts, it might be useful at some point to use their political leverage to push items at the DOB. Though you want to play this card carefully, and not piss off the DOB.	10			
9	Allowable area increases if more than 25% of the perimeter is on "frontage space", meaning street or something else the DOB considers equivalent to a city street, like a private street maybe. We need to get it confirmed that our interior streets are considered "frontage space". If the private roads are "frontage" space then do they have to meet the requirements of a public street, construction, sidewalks, street lighting, will buildings fronting on these have to meet requirements of buildings on public streets (like projections)? Need DOB ruling on these items.	I	X		

10	The existing tall building, 8 is it?, will have a tiny "frontage" at best, facing the highway bridge, if this is even allowed by the DOB. The "street" or "alley" or "plaza", that is being created by roofing over the existing street there (what are we calling that area?) is unlikely to be considered frontage space as the FD can't get equipment into it. Similar problem with the rear of the building overlooking the loading docks. This area is certain to be secured with a locked fence so I don't know if the DOB / FD will consider the rear, overlooking frontage either since depending how it's locked, the FD won't have access to.	2	X		
11	I think I said it before, but we need to get a determination from the DOB if all buildings must be brought up to code because of the cost of our work (in excess of the cost of replacing the current buildings). Even the work within, on, or attached to each building will probably be greater than 50% the cost of the existing building. The buildings that are there aren't worth just all much.	1	X		
12	The access points, the private roads will be quite busy, provisions should be made for traffic control, such as walk / don't walk signs. I don't know if the city will provide these to either side of each of the three roads into the site. The might provide traffic signals, but I don't know about the pedestrian signs. I can't think of ever seeing private drives with public walk signs.	5	X		
13	OK, the childerns play deck, unless you can figure out how to ban the little tykes from playing with balls, has to be fenced over, in, around. I'm going to strongly suggest that the owner be talked out of traditional NYC prison play deck. I blew a half million or more putting one on a Bronx Hospital, and despite all the money and effort, when you cage someone, it feels like prison. Instead, and perhaps in keeping with the "older time" or industrial motif of the complex, maybe a glassed in play deck (with plastic glazing, or wire covered glazing, lots of windows that can open, glazed roof, and a big 'ol air handler capable of 100% outside air use, with a rapid air change, maybe enough to cool the place on a sunny day with just outside air when it's 60 or below. Slap a pollen filter on the intake and you've got a	8		X	

	pretty good climate for NYC kids, who suffer from the highest asthma rates in the country due to the particulates in the air. As a plus it would also be usable all year long, especially if we kick a little heat in. However, I would not suggest heating it when the temps in the 20's, just too much heating required and it's not that many days. If it's got to be "outside", maybe a wrought iron confectionary that harkens back to the "early" industrial age. Enough said.				
14	Regarding the buildings resting on columns going through the garage. It is possible to build a garage with 2 hour or lower ratings. I believe, really and truly that to rest a building on 2 hr protected columns in a parking garage is fool hardy. The columns under the buildings should be 4 hr rated, unless they are enclosed in a two hour rated wall (such as around the elevator cores). The logic for this I think is two fold, if the garage goes up, you don't just want to allow time for evacuation (which is really all fire ratings are good for), you really don't want it to collapse at all. If it collapses you'll lose the buildings and garage. Losing the garage is tough, losing the buildings too would be a disaster. Secondly, how long do you think a fire could burn in the garage before someone would think to evacuate the buildings above. Now maybe when the alarms sound the entire complex evacuates, I don't know at this point. Does the owner want to vacate everything whenever a welder sets off an alarm in just one area of one building. I'd think not and I'd think the code will not require this either.	3	X	X	
15	By the way, separation between the parking and our elevator lobbies at the garage level is 3 HOURS!! I don't know what can be done at this early point in the evaluation to get around having 3 hr doors, which will not be very pretty looking. Think there might be something under parking garages that will allow 2 hours. However, I still think the fire ratings for the garage may want to be upgraded to ensure survival of the buildings above in case of garage fire. Interesting, if escalators are allowed, you can have escalators without enclosures (if not used as exit). Maybe this is a way around enclosing the stairs from the garage, make them convenience stairs, not exit stairs. Not sure about this. Would still need rated exit stairs. Then again, given the depth and unlikelyhood the stairs will	4	X		

	be used, enclose them and put a pretty exposed elevator next to each rising into the same "greenhouse" enclosure as the stair, the stair can then be opened on top to the greenhouse.				
16	Question as to what the exterior balconies are classified exit wise, corridor, exit passage, horizontal exit (specifically balcony) or what. Would like to consider them corridors, most flexible, or as exterior open space considered remote from building, which might be possible if framed such that they stay up even if building goes down. Would need two exterior stairs, remotely located to attempt this interpretation.	I	X		
17	Assign Sr Jr maybe with drafting help to do a generic 1 inch scale section through typical wall (building 6, which is the one being concentrated on, having the most common elements, and needed first by model builder), also typical arch bay. 1 inch scale so details as small as an inch will appear as discrete lines, though it looks like we are moving to details with 1/2 inch dimensions). I think this will focus the discussion, give TA something to sketch on, speed up comprehension, get decisions made.	I	X		
18	Ditto but 1/8" elevations. Ditto all buildings.	I	X		
19	Pin down schedule mileposts When what buildings start SD, DD, CD, and when they have to be done. Bid, CA, Completion. Contact DOB consultant and factor in processing time for submittals. Demolition if we are doing this. Lighting if we are doing this. Fed. Ex. info if we are doing this. etc.	I	X		
20	DOB consultant. How will filing work. One huge set? Each building separate? Will one reviewer be assigned? Do we need to request this ahead of time? Lead times on approvals. What submissions does he see. Self certification is not an option.	I	X		
21	Contract: TA asked FEG about this, I see a failed email going around about a contract, is this being attended to by FEG or admin staff.	Done			

22	Recent docs by TA: Introduce Chris???? from TA's office to our ftp site and how to do it. Assign this task to jr.	1	X		
23	Obtain zoning, soils, and survey (make sure it's the survey everyone's working from, if not alert client that one survey needs to be selected / performed for everyone to work from.	1	X		
24	All wall sections, one for each type of exterior wall and major interior walls at public spaces	8	X	X	
25	Building massing, outside building dimensions and locations	3	X		
26	All building elevations other than building 6	5	X		
27	Gross building sf's	1	X		
28	Identify additional haz mats for testing	5	X		
29	Estimates at each phase, 50% CD too.	NA	NA	NA	NA
30	Use groups and where located in plan within 75 % accuracy	3	X		
31	Demising walls	4	X	X	
32	Core locations	5	X		
33	Core dimensions	5	X	X	
34	Materials for typical section and elevation with 90% reliability of sticking with it	6	X		
35	All materials, 90% of all materials	9		X	
36	Mockup wall samples for materials Should be during SD to avoid redoing work if rejected full scale. Mockup could be done in building 1. Could then be used to install sample lights, etc. in DD and CD phases.	10			
37	Tenant accommodations. My take is to come up with some general costs for general tenant accommodations (like remove a column, 2 consecutive, 3, 4, lets' not get insane. Move a demising partition. Install more public toilets in lieu of tenants toilets. Separate HVAC system (maybe they want to be open all night when building system down, something like that). Include eng / arch fee to make change sliding to phase of project. These can be used in rental discussions. In the meantime we can speed up SD, DD, CD by not theorizing. Cost should be minimal for tenant considering rental costs.	5			

	<p>In lieu of this, draw no demising until tenant found or client makes specific decision. We can't demise the buildings twice, or more, or debate space allocations. We can give generic info or demise the space, not both as part of the basic work.</p> <p>It's obvious discussion of this can suck up lots of time, and will no doubt change as prospective tenants change.</p>				
38	Full dimensions (see also massing)	9			X
39	Entrances, locations, sizes, vestibules, atrium, etc.	5	X		
40	Coordination with abutting structures, alignment, orientation, clearances, free space for trucks and vehicles, construction materials and assemblies to carry from one to the other, joining materials, slip joints, covering materials for joints, etc.	7	X	X	
41	Lighting, fixture types, locations, costs	9		X	X
42	Signage	9		X	X
43	<p>Signage wall / screen on 80<sup>th</sup> street side. Try to keep this a separate item physically that can be tacked on later, bid later, built later, whatever. At meetings It should be discussed and worked on after other items have been worked on. The rest of the project is more important. Maybe allow for a power panel on this side and maybe stub outs from structure??? I don't know</p>	9		X	X
44	<p>Development of architectural outline specifications or itemized lists and brief form identification of significant architectural materials, systems and equipment, including their criteria and quality standards</p> <p>Coordination of similar activities of other disciplines</p> <p>Production of design manual including design criteria and outline specifications or materials lists.</p>	8		X	
45	MEP viability, and reason they see that stuff won't work	5	X		
46	Are site services adequate, okay or,	5	X		

	confirm we can get service.				
47	MEP rooms	6	X		
48	System types	6	X		
49	Any obvious conflicts with plans and sections with proposed system types	6	X		
50	Main run requirements, shafts, ceiling heights	7	X	X	
51	Approximate equipment sizes and capacities Preliminary equipment layouts Required space for equipment Required chases and clearances Acoustical and vibration control Visual impacts Energy conservation measures.	6	X		
52	Distribution system requirements	7	X	X	
53	Criteria for lighting, electrical and communications systems Approximate sizes and capacities of major components Preliminary equipment layouts Required space for equipment Required chases and clearances.	9		X	
54	Structural loads / requirements	7		X	
55	Structural systems	6	X		
56	Structural conflicts with layout / sections / MEP requirements	5	X		
57	Structural system and dimensions  Final structural design criteria  Foundation design criteria  Preliminary sizing of major structural components  Critical coordination clearances  Outline specifications or materials lists.	7		8	