

Moorhead Memo

November 2002



THE VIEW FROM MY WINDOW

By Rick Murphy
Property Manager

RIGHT ON SCHEDULE I

The elevator renovation project for the William Moorhead Federal Building is moving along as expected. The renovation of the inter-office, high-rise cars and the main building freight are 100% completed. We hope you are pleased with the results. In addition, by November 15, 2002, cars number 4, 5, & 6 or one half of the low-rise cars will be completed. That means that none of the original Westinghouse elevators will be in operation by Thanksgiving. The project is targeted for completion shortly after the New Year.

The Greater Pittsburgh Federal Safety and Health Council held its quarterly meeting on September 17th. Surprisingly, A presentation on Child Safety and Internet Security drew little interest. Guest speakers from the Allegheny County Sheriff's office and the United States Postal Service provided an interesting and informative presentation.

Our next presentation will be on December 17th.

Moorhead Agency Representatives Help Keep Modernization Project Moving Forward

In the June edition of *Moorhead Memo*, we reported that GSA and the design firm Einhorn, Yafee & Prescott had completed 30% of the design work for Phases 1-3 of the modernization project (floors 12-25). Thanks to the dedicated efforts of Moorhead tenant agency representatives, we have progressed significantly since then, and are projecting the design work for floors 12-25 to be 70% complete on October 30, 2002.

In a meeting held August 20th, GSA provided Moorhead tenant agency representatives with a project overview and discussed project schedule, budget, move services, finishes, etc. Follow-up meetings were held that same week with individual agencies impacted in Phases 1-3 of the project. Tenant agency representatives were asked to review the latest construction documents and comment on furniture layouts, preliminary finishes, and wall partition types. We also discussed electrical, telecom, security, and hardware requirements for each agency. GSA would like to thank each agency representative for your time and attention in reviewing construction documents and discussing your requirements with us.

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RIGHT ON SCHEDULE II

The major renovation project scheduled for the Moorhead Federal Building is moving along as expected. In November the 70% review of the drawing and specification for the major building renovation will occur. Approximately October 31, 2002, the project will be publicly advertised in the Commerce Business Daily. We are anticipating a great deal of interest from the construction industry. On December 3, 2002, GSA will conduct a pre-proposal meeting with any interested contractors. Finally, in January GSA will hold a value-engineering meeting with the contractor and renovation team. Before you know we will be seeing and hearing the actual construction.

Time marches on

Can you believe it that I returned to the Moorhead Building better than a year ago? Since I assumed my duties on July 1, 2001, I have worked towards providing you quality customer service within fair and reasonable period. Some things we could not do for you, but you always receive our best effort to provide the things you request. Over the past year, I have had the pleasure of meeting most of you in the corridors or in some of your offices. The folks I have met make me feel very welcome. I will make every effort to visit each agency on a regular basis. I am always seeking your input on how to make the Moorhead a better place to work.



Squatters Beware

A little advice to all people in the building who occupy those "unauthorized" spaces that by this time next year we will likely to be in the process of demolition. Agencies affected by the upcoming project should begin to excess their extra "stuff" and remove their "stuff" out of those unoccupied rooms as soon as possible.

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Your dedication has helped keep this important project moving forward!

In early November, tenant agency representatives for those agencies impacted in Phases 1-3 of the project will be receiving 70% completed design documents for floors 12-25 for their review. They'll be meeting with our design team to discuss and comment on those documents in January 2003. With your continued cooperation, we're anticipating 95% design completion on Phases 1-3 in March 2003 and 100% completion on Phases 1-3 in May 2003. We'll then be ready to begin design work for Phases 4 & 5 in July 2003.

The project team is dedicated to delivering Moorhead building tenants with a superior modernization at the best value. Behind the scenes, the project team will participate in a Value Engineering Session scheduled for January 7-9, 2003, to ensure our continued delivery on this promise.

Physical evidence of this project will emerge in the Summer 2003, when we're projecting we'll begin swing space construction for this project. Moorhead tenant agency representatives can expect tenant improvement estimates and new occupancy agreements to follow shortly thereafter in December '03.

As you can see, we have a lot ahead of us! Please feel free to call GSA Project Manager Mike Ryer at 215-656-5769 with any questions you may have regarding this project. We look forward to continuing our successful partnership with you as we move through the next phase of modernization design.



Do you need to get the message out?

If so contact Doug Baker at 412-395-5887. He can put your information onto the lobby information computer monitor. Whether it be a bake sale, meeting or a special training session in one of GSA's conference rooms it can become part of the continuing slide presentation everyone sees as they pass through the building's security section.



Microwaves coming to the Cafeteria!!

Elevator Modernization Update

As some of you may remember, we reported to you in a previous edition of the “Moorhead Memo” that the interior cab finishes for Inter-Office elevator cars 13 through 16 was previously deliberately delayed in order to expedite the overall elevator modernization. By the time you are reading this, all four Inter-Office elevators (cars 13 through 16) should have been returned to public use completely refurbished with new stainless steel finishes as well as the “island” ceiling similar to the High & Low Rise elevators.

Some of you may have noticed the subtle differences in finishes between the High & Low Rise elevators and the Inter-Office elevators. The Inter-Office cars are sporting a “textured steel” look as opposed to the stone “theme” as seen in the High & Low rise cars.



Our goal with this design was to provide more durable finishes for the Inter-Office elevators, since these cars experience more wear and get more mileage than the High & Low rise cars. In addition, the Inter-Office elevator “finishes” took into consideration the future design theme for the Inter-Office Main Lobby area that will result from the upcoming building modernization project.

The freight elevator (car 17) has also been completely modernized, including the more rugged “rigidized stainless steel” material for the cab finishes, and was turned over for tenant use last month.

Our contractor has completed the modernization of Low Rise elevators (cars 4, 5, and 6).

The remaining Low Rise bank of elevators (cars 1, 2 and 3) have been removed from service. We are projecting the completion of cars 1, 2 and 3 by mid-February 2003. When cars 1, 2, and 3 are completed, this will effectively complete the entire Moorhead Building Elevator modernization project.

If you have any questions or concerns regarding the elevator modernization, please do not hesitate to contact GSA

Project Manager Keith Sim at 215-656-5779.

To Our GSA Fleet Customers

May the Spirit of the Holidays remind each of you of the strength and perseverance of our nation and its people.

We appreciate your business, and having you as our customer. We are looking forward to serving you in 2003.

Happy Holidays!



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PARKING IN THE GARAGE:

Please be aware of the parking assignments in the garage. All parking stalls are reserved for agencies that have lease agreements for parking with GSA, and these agencies are assigned specific stalls to park in. Recently, we have noticed cars being parked illegally in the garage; these cars can and will be towed at the owners/agencies expense if this continues to happen.

Thanks.