Central Registry (12043-2) SG HQ planning: surveys: general transmittal letters and requests for materials

10 Jan., 1947
21 Oct., 1947

CLEAR.
AT 8104

S. 0427
Box 33
File 10

(RAG-1)
21 October 1949

Mr. Warren H. Gilman
Assistant Attorney General
State of New York
Albany 1, N. Y.

Dear Sir:

This will reply to your letter, dated 11 October 1949, in which you inquire:

1) whether title to the strip of land lying between Franklin D. Roosevelt Drive and Marginal Street was acquired by the United Nations, and

2) whether the deeds conveying title to the site have been filed in the office of the Secretary of State.

The answers to both questions are in the negative. I have not been able to ascertain from any responsible City official when title to the referred strip of land will be conveyed but it should not be very long now. When title to that strip is conveyed, all the deeds will be filed in the office of the Secretary of State.

Yours very truly,

Joseph B. Seif
Legal Consultant
October 11, 1949

Re: United Nations Permanent Headquarters

United Nations
405 East 42nd Street
New York, 17, N. Y.

Attention: Joseph B. Seif
Legal Consultant

Gentlemen:

In your letter of November 26, 1948 you advised that title to the strip of land lying between Franklin D. Roosevelt Drive and Marginal Street would be conveyed to the United Nations shortly after the date of your letter. You also stated that a survey was being prepared and would be forwarded to me as soon as it was completed.

May I inquire if you have taken title to the strip and if your survey was completed. I would also appreciate your advising me if you have as yet filed your deeds in the office of the Secretary of State.

Very truly yours

NATHANIEL L. GOLDSTEIN
Attorney General

By

WARREN H. GILMAN
Assistant Attorney General
Mr. J. Dawson,
United Nations Headquarters Planning Office,
405 East 42nd Street,
New York 17, N. Y.

Dear Sir:

Enclosed herewith for your information and record, is a copy of a letter and print forwarded to Moran-Proctor-Freeman & Mueser dated February 15, 1949, which is self-explanatory.

Very truly yours,

[Signature]

L.J. Cavagner, Chief Engineer.

LJC/JJF.

Enclos.
February 16, 1949

Mr. J. Dawson,
United Nations Headquarters Planning Office
405 East 42nd Street
New York, 17, N. Y.

Dear Sir:

Enclosed herewith for your information and record, is a copy of a letter and print forwarded to Moran-Proctor-Freeman & Mueser dated February 15, 1949, which is self-explanatory.

Very truly yours,

L. J. Cavagnet,
Chief Engineer.

LJC/JJF.

Encls.
November 29, 1948

United Nations Headquarters Planning Office
405 East 42nd Street
New York 17, New York

Attention: Mr. Joseph B. Seif

Gentlemen:

We are enclosing herewith a copy of the description prepared by the Borough President’s office of the strip of land, now in the bed of East River Drive, which is to be conveyed to United Nations by the City. This strip is adjacent to and contiguous with the easterly line of property now vested in U.N. as described in the several instruments furnished us on June 12, 1947 and shown on our drawing dated June 19, 1947, plus the addition of the southerly block between East 42nd and East 43rd Streets.

A different description was at one time prepared, which if used, might affect contiguity with your other holdings or else not carry over to the critical line, two feet west of the line of the drive as it is to be built. We have been assured that the proposed conveyance will be in the exact form as appears in the enclosed copy but with more than one description in existence careful comparison will be necessary to avoid accidental substitution.

Very truly yours,

S. P. Belcher
Technical Description of Property west of the Franklin D. Roosevelt Drive between East 42nd Street and East 48th Street to be conveyed to the United Nations.

Beginning at a point in the northerly line of East 42nd Street where this line intersects the westerly line of the former Marginal Street, Wharf or Place as shown on a map dated April 11, 1940 and approved by the Board of Estimate on October 10, 1940, said point being 402.65 feet easterly from the intersection of the northerly line of East 42nd Street with the easterly line of First Avenue as widened and shown on a map dated March 17, 1947 and approved by the Board of Estimate on June 26, 1947; thence northerly along said westerly line of former Marginal Street, Wharf or Place a distance of 261.23 feet to its intersection with the northerly line of former East 43rd Street; thence easterly along said northerly line of former East 43rd Street a distance of 10.01 feet; thence northerly along the westerly line of former Marginal Street, Wharf or Place a distance of 950.30 feet to a point of curvature on said line; thence northerly along a curve deflecting to the right of radius 2425.00, central angle 3°-36'-00" arc length 152.76 feet to a point of tangency; thence northerly and still along the westerly line of the former Marginal Street, Wharf or Place a distance of 114.36 feet to its intersection with the southerly line of East 48th Street as widened and shown on a map dated March 14, 1947 and approved by the Board of Estimate May 22, 1947; thence easterly along said southerly line of widened East 48th Street a distance of 15.78 feet to its intersection with a curve; thence southerly along a curve deflecting to the left of radius 5039.00 feet, central angle 2°-42'-49" arc length 238.65 feet to a point of tangency; said curve being 2.00 feet westerly from and parallel with the westerly line of the Franklin D. Roosevelt Drive as laid out on a map dated June 17, 1948 and approved by the Board of Estimate on September 23, 1948; thence southerly and continuing on a line 2.00 feet westerly from and parallel with the westerly line of Franklin D. Roosevelt Drive a distance of 1238.36 feet to an intersection with the northerly line of East 42nd Street; thence westerly along said northerly line of East 42nd Street a distance of 40.96 feet to the point of place of beginning.
November 17, 1948

Re: United Nations Permanent Headquarters

United Nations Headquarters
Planning Office,
405 E. 42 Street,
New York, N.Y.

Attention: Mr. Joseph B. Seif

Gentlemen:

On March 4, 1948, I advised you that the examination of the title to the property acquired or to be acquired by the United Nations for its permanent headquarters in the City of New York had been completed. This examination was limited to premises bounded as follows:

North by the south side of E. 48 Street as widened;
East by the west side of Marginal Street, Wharf or Place;
South by the north side of E. 42 Street, and
West by the east side of First Avenue as widened.

At that time, you were advised among other things as follows:

(1) The subway shaft on the north side of E. 42 Street was excluded from the property conveyed to the United Nations.

(2) The premises formerly used by the New York City Housing Authority located on E. 42 Street 70 feet east of First Avenue as widened, and being 100 feet x 100 feet 5 inches, was not owned in fee by the United Nations.

(3) The title to the strip of land between the west side of Franklin D. Roosevelt Drive and the east side of Marginal Street, Wharf or Place, was not in the United Nations.
(4) A survey for the premises for which the United Nations will ask a Cessation of Jurisdiction must be furnished to the Attorney General.

(5) Certified copies of all deeds to the United Nations must be filed in the Office of the Secretary of the State of New York and the Attorney General advised of such filing.

On April 19, a representative of this Office spoke to Mr. Seif in New York City and went into all the questions raised as above, and was advised that Items 2, 3, 4 and 5 in the above paragraph, would be taken care of and the Attorney General notified. On the same day, I spoke to Mr. Seif and advised him as to the kind of survey that must be furnished and the manner in which the certified copies of the deeds to the United Nations must be filed in the Office of the Secretary of State.

A letter dated April 20, 1948 containing a copy of a survey which had been used in a matter in which a Cessation of Jurisdiction was granted by the State of New York, was mailed to you with complete instructions as to the manner in which the survey must be prepared.

I have had nothing from your Office since the above letter and would appreciate it if you would give me the following information:

(a) Has the United Nations acquired title to the building and premises on E. 42 Street formerly owned by the New York City Housing Authority. (405 E. 42 Street)

(b) Has the United Nations acquired title to the strip of land between the west side of Franklin D. Roosevelt Drive and the east side of Marginal Street, Wharf or Place.

(c) Has the United Nations filed the deeds running to it in the Office of the Secretary of State of New York.

(d) Has a survey of the premises been made.

If a survey of this property has been made, will you kindly send me a copy as soon as possible.

Very truly yours,

NATHANIEL L. GOLDSMITH,
Attorney General

By: WARREN H. GILMAN
Assistant Attorney General
September 28th, 1948

Glenn E. Bennett, Executive Officer,
United Nations,
Headquarters Planning Office,
405 East 42nd Street,
New York 17, N. Y.

Dear Mr. Bennett:— Reference: 120-13-2/GEB

In compliance with your letter of September 27th, we are enclosing herewith six copies of the "Construction Survey System" booklet. It will be deeply appreciated if you will distribute these to the contracting firms engaged on this project.

Sincerely yours,

CONSTRUCTION SURVEY CO.

By C. Schak,
Managing Engineer

Encls.
27 September 1948

Dear Mr. Szmak:

Your letter of September 14th addressed to Mr. Warren R. Austin, Chairman, of the Permanent Headquarters Committee, has been referred to me.

I will be glad to circulate your booklet "Construction Survey System" among the firms under contract with us.

Yours sincerely,

Glenn E. Bennett
Executive Officer

Mr. G. Szmak
Managing Engineer
Construction Survey Company
101 Park Avenue
New York, N. Y.
MEMORANDUM:

TO: Mr. Patrick Bolten
   Corresponding Office
   UN Secretary-General's Office

FROM: Jeanne Singer
      Deputy Liaison Officer

Please forward to proper official.

This scheme is known in the trade as a Central Estimating Bureau. It is used by several of the substantial trades. It has its points but I don't see any use to us.
Warren R. Austin, Chairman,
United Nations Permanent Headquarters Comm.
Lake Success, L. I. N. Y.

Dear Sirs:—

Re:—Permanent Headquarters

The enclosed booklet outlining the "Construction Survey System" explains why and how you can save 15% or more on your construction purchases through keener competition and the elimination of waste.

Of course, you will not secure the benefit of lower prices unless you ask your architect or engineer to provide a Purchase Requisition with the plans and specifications, as the basis of bids and contracts, which will abolish speculation and the risk of buyer and seller. You may consult us freely.

Very truly yours,

Managing Engineer

Encl.
CONSTRUCTION SURVEY SYSTEM

REPORT OF PRACTICES
RECOMMENDED PROCEDURE

UTILITY

CONSTRUCTION SURVEYORS INSTITUTE
101 PARK AVENUE, NEW YORK 17, N.Y.

Second Edition modified to conform with 25 years of progress, issued March 1945 by the University of Economics Foundation.

Third Edition revised to date, issued June 1947 by the Construction Surveyors Institute, 101 Park Avenue, New York 17, N. Y.

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The objective of this Institute is to unite professional surveyors and their fellow associates for the scientific development of surveying. The aim is to improve the analysis, appraisal, attestation and supervision of construction; thereby bettering management practices generally for the purpose of:

(a) Providing surveyors an opportunity to render service under equal conditions and terms afforded other advanced professionals.

(b) Raising the standard of ethics, efficiency and economy of the industry.

(c) Improving industrial competition, cooperation and coordination.

(d) Increasing progress and stabilizing prosperity of the construction industry.

(e) Promoting social and individual economic welfare.

PREFACE

The purpose of this report is to:

(a) Acquaint buyer and seller with the wasteful estimating, bidding and contracting practices that prevail only in the building construction field.

(b) Offer positive means for eliminating and preventing waste, and thus increase industrial efficiency and economy.

(c) Recommend use of the construction analysis as a Purchase Requisition for decreasing costs and stabilizing construction prices, and thereby promote and insure greater progress and prosperity.

(d) Provide specific pertinent information concerning the surveyor's function, and the application of surveys.

DEFINITIONS

A Construction Survey is the quantity and quality analysis and appraisal of the physical parts in a structure, for determining, attesting and establishing its economic value.

A Construction Analysis is the descriptive material and labor assay of the parts or items in a structure.

A Construction Appraisal is the monetary estimate, evaluation or valuation of the parts or items in a structure.

A Purchase Requisition is the definite analytical record of parts or items required, submitted by the purchaser or buyer to a bidder or seller, as the basis of bids and contracts.

DESIGNATIONS

Buyer, also known as the Consumer, Investor and Owner, is anyone negotiating, transacting or contracting for the purchase of materials and labor or product in form of goods, commodities and services.
DESIGNATIONS

Seller, also known as the Distributor, Wholesaler, Retailer, Dealer and Merchant, is anyone negotiating, transacting or contracting for the sale of materials and labor or product.

Purchaser, also known as the Purchasing and Awarding Agent, is anyone contemplating the purchase of materials and labor or product, in charge of receiving proposals and awarding contracts when a bid is accepted by the buyer.

Bidder is anyone submitting a proposal quoting a price on materials and labor or product.

Contractee, also known as the Buyer, is anyone directly in agreement under contract for the purchase of materials and labor or product.

Contractor, also known as the Seller, is anyone directly in agreement under contract for the sale of materials and labor or product.

Surveyor, also known as Construction or Quantity Surveyor, Verificator, Quantity and Quality Analyst, Assayor, Estimator, Valuator, Appraiser, Statistician, Auditor, Attestor and Supervisor, is anyone engaged in tabulating, measuring, assaying, analyzing, estimating, evaluating, valuing, appraising, accounting, auditing, attesting and supervising work or production.

Designer, also known as Architect, Inventor, Synthesist, Architectural, Structural and Mechanical Engineer and Superintendent, is anyone engaged in the planning, illustrating, sculpturing, formulating, drafting, specifying, testing, inspecting, certifying and superintending work or production.

Constructor, also known as Builder, Manufacturer and Superattendant, is anyone engaged in expediting, directing, managing, transporting, dispatching, manufacturing and superattending work or production.

PREVAILING PRACTICE

To ascertain the cost of a project it is necessary to analyze the quantity and quality of each item involved and appraise its value. Under the system in vogue, this work is done by every general and sub-contractor permitted to bid. Consequently, there are as many different interpretations of the drawings and specifications, and varying quantity and quality analyses of the work, as there are bidders. This enormously wasteful duplication and resulting deficiency in preparation of estimates and bids greatly increases the construction cost.

Any variation between quantity and quality analysis prepared and used by the bidders destroys its effectiveness as the basis of price competition. Therefore, the result is a bidding contest in quantity and quality instead of price, and the economic objective of competition is not attained. Furthermore, as result of the system in vogue, there is very often disagreement and litigation.

RECOMMENDATIONS

The procedure recommended for preventing waste is assigning the preparation of the basic analysis to a professional construction surveyor. This analysis in form of a Purchase Requisition with or without an evaluation appraisal, should accompany the drawings and specifications as an integral part of the bidding and contract documents. The competition is thus confined to prices, and it may readily be extended with discretion to secure the most economical bid or price-value exchange.

TO INVESTORS, PURCHASERS AND BUYERS

It is easy to realize that the cost of surveying, designing and constructing must be paid for directly or indirectly in the price of all products. However, under the system in vogue the buyer pays for a multiplicity of analyses, estimates and bids without securing price competition.
RECOMMENDATIONS

Necessarily each bid must include an amount sufficient to cover the cost of preparing all proposals, successful and unsuccessful. Therefore, the overhead charge also includes estimating and bidding expenses on other projects than those directly under consideration. There is in addition the expense for a multiplicity of varying analyses prepared by the numerous bidders and sub-bidders, including needless alternate bids, misinterpretations, inconsistencies, overlapping items, errors, omissions and extras for speculative contingencies. The whole procedure is an orgy of waste.

The construction buyer should not be required to pay bidding expenses accruing from other projects, especially those which are never built. The successful bidder may by agreement assume the collective estimating expense of all bidders to avert the accumulation of indirect overhead from other projects. However, this does not prevent or lessen the wasteful duplication which increases cost. An alternative resorted to by bidders is buying and using an identical analysis. This entirely abolishes competition, by creating a monopoly through collusion, therefore increases the price.

A uniform professional analysis provided all bidders as a Purchase Requisition lowers building cost by improving and increasing the price competition and eliminating wasteful duplication. It establishes a definite quantity and quality price-base for all bids so that neither buyer nor seller need speculate on the scope and character of work involved. Thus, amounts added usually by bidders for indefinite items and unforeseeable contingencies and risks may be excluded, or else credited to the buyer if included in the Requisition, when not required.

Besides the extra value derived from better competition and elimination of expenditures resulting from deficiencies of the system in vogue, a saving of $150 or more on each $1,000 invested is possible simply by preventing the wasteful multiplicity of analyses prepared by bidders.

Congestion in bidding may be avoided through use of Purchase Requisitions whenever too many projects are on the market simultaneously. Thus, it averts inflation of prices due to a heavy demand for quotations. Bids may be taken on large volumes of work at short notice. Therefore, a wider competition is available to insure economy. It also facilitates faster progress and better control of the project, without haggling and bargaining.

TO ARCHITECTS, DESIGNERS AND ENGINEERS

So that all bidders shall be on an equal footing, and quotations on a uniform basis, a medium should be provided whereby the quantity and quality of items required will not be left to misinterpretation of the drawings and specifications, nor variable analyses of the bidders. It is therefore recommended that the construction buyer furnish a professionally prepared Purchase Requisition, either directly or through the cooperation of architect, designer or engineer, to each bidder.

Proposals should not be considered unless the bids are based on a Purchase Requisition submitted with drawings and specifications. It is further recommended that bidders return the Purchase Requisition with each item priced and extended. The total bid shall equal the amount of all items included in quotation.

When an appraisal is issued with the Purchase Requisition, bidders shall quote a plus or minus percentage rate on sum charge complementary to the evaluated unit price rates or sums indicated. The desired plus or minus charge is applicable to the items collectively or separately, as stipulated by the bidder, on forms provided.
RECOMMENDATIONS

Prices quoted in advance by seller or contractor facilitate auditing of payment requisitions and changes during construction. It also eliminates risk of excessive extra charges when competition is no longer available.

A preliminary survey is recommended for disclosing the cost of a project before bids are received. This conserves time and money during the preparation of drawings and specifications. Costly revisions and needless alternates may thus be avoided and the most economical final design developed without incurring unwarranted obligation to anyone for gratuitous and often misleading information. Surveys can be prepared accurately from sketches or tentative plans and outline specifications or verbal instructions.

TO CONTRACTORS, BUILDERS & CONSTRUCTORS

Before a proposal can be submitted for any project, the bidder must have a Purchase Requisition or analysis of the items involved. It is therefore obvious that under the system in vogue, when 3 to 30 or more bidders plus 30 to 300 or more sub-bidders are obliged to add overhead expenses for their separate analyses, the buyer is paying for a tremendously wasteful duplication of effort. This wasteful bidding overhead is 15% or more of the construction cost.

A professionally prepared Purchase Requisition places all bidders on par in the price competition at ro of the wasteful customary expense. Furthermore, the Purchase Requisition establishes a proper debit or credit on each item for the adjustment of additions and deductions. It also facilitates expediting of materials and labor, preparation of progress reports and monthly payment invoices.

When a Purchase Requisition is provided by the purchaser or buyer it speeds the preparation of estimates, bids, proposals and contracts. Consequently, larger volumes of work may be bid, awarded and executed in less time, and at lower cost without friction.

FUNCTION

The function of a surveyor is to:

1. Prepare preliminary and final measured and tabulated quantity and quality assays or analyses; estimated and evaluated valuations or appraisals; accounting and statistical audits or attestments; provide supervision, arbitration, testimony and consultation on contemplated, current or completed projects.

2. Prepare Purchase Requisitions, with or without evaluation appraisal as desired.

3. Provide Instructions to Bidders, reproduction of drawings, specifications and other complementary and supplementary Bidding and Contract Documents required for the proper prosecution and execution of a project. The cost and handling of much blueprint matter may thus be eliminated and bidding, contracting and constructing more efficiently and economically performed.

4. Audit the Contractors' Payment Invoices during progress and on completion of work.

5. Prepare analyses and appraisals covering modification of drawings and specifications, or changes in the work, and adjust plus and minus debits and credits.

6. Supervise the quantity and quality of construction requisitioned and installed for economic value in accordance with contract documents.

FACILITIES

Professional Construction quantity and quality Surveyors are established in the United States and throughout the world. Their proficiency toward maximum economy, in the interest of public welfare, is increasing continually with greater utilization. The surveyor prepares the basic documentary means of economical negotiation, transaction and contract. Research and over 150 years of practical operation and professional application have raised surveying to scientific level of the designing and constructing division of engineering.

THE FUNCTION of a surveyor is to:

1. Prepare preliminary and final measured and tabulated quantity and quality surveys or analyses; estimated and evaluated valuations or appraisals; accounting and statistical audits or attestments; provide supervision, arbitration, testimony and consultation on contemplated, current or completed projects.

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5. Prepare analyses and appraisals covering modification of drawings and specifications, or changes in the work, and adjust plus and minus debits and credits.

6. Supervise the quantity and quality of construction requisitioned and installed for economic value in accordance with contract documents.
APPLICATION

Surveys are essential for (1) attesting the economy of tentative plans and final designs (2) testing the completeness of bidding and contract documents (3) verifying the consistency and economy of general and sub-bids (4) Purchase Requisitions as the basis of bids and contracts (5) facilitating supervision, superintendence and superattendance (6) preparing contractors' estimates, bids and proposals (7) determining the material and time requirements of a project (8) expediting, directing and managing materials and labor (9) arbitration and testimonial evidence on disputed projects or work (10) permanent plant, equipment and property valuation records.

Construction Surveys and Purchase Requisitions are applicable to any size, grade, type and style of project or division of work. They are an economic necessity and may be utilized as follows:

(a) As the basis for comparison of bids. The survey thus insures fairness in competitive bidding to all concerned, no matter what form of contract is to be used.

(b) As the basis for fixed sum contracts. All plus and minus changes in quantity and quality of items are adjusted by the surveyor. The survey thus insures fairness in competition and price.

(c) As the basis of unit price contracts. Payment is made for the items installed in place, verified by the surveyor as the work progresses. The survey thus insures fairness in competition, quantity and quality of construction and price.

The work or project may be awarded as, (a) lump sum contract to lowest bidder, (b) fixed sum contract to selected bidder or (c) unit price contract to selected specialist bidders in each line of work; under the supervision of surveyor, superintendence of designer and superattendance of a construction manager, representing the Buyer, who in cooperation coordinate the work if awarded in separate contracts.

APPLICATION

Unit price bids may be negotiated, contracts transacted and awarded through use of Purchase Requisitions before drawings and specifications are available, in order to advance construction progress, without losing cost control.

STANDARDS

Uniform scientific tabulation, measurement and terminology facilitate the use of Construction Surveys and Purchase Requisitions anywhere regardless of local practices, customs and prices. The name of each item or part is in tabular form for quick review. The items are descriptive of material and labor required for the product. The net quantity of each item or part is recorded in square, linear or cubic feet and units, as it physically exists in the structure. Allowance for matching, waste, insurance, overhead and profit are to be included in the unit price for each item installed in place, complete with all related subsequent and consequent operations, unless otherwise specified or requisioned.

GUARANTEES

Guaranteeing the absolute accuracy of analysis is not recommended as it tends to induce an unwarranted increase in the quantity of each item in excess of actual requirements, and also unnecessarily increases the cost of its preparation. Nor is it essential to guarantee absolute accuracy of analysis when used as a Purchase Requisition subject to adjustment of plus and minus changes in quantity and quality at prices quoted in advance. The buyer and seller are thereby protected against variation in the quantity, quality and price.

Surveys may be verified and affirmed by preliminary assays, estimates and final analysis and appraisal certified by professional reputation. Purchase Requisitions definitely pre-
GUARANTEES

establish the requirements and thus automatically guarantee an economic exchange of value for price through free competition. Actually, only the Contractor can establish a final price. Under the system in vogue even this is not absolutely guaranteed without bonding.

The surveyor is responsible for reasonable and practical accuracy of a survey in accordance with drawings and specifications. The surveyor may be held liable for damages due to fraud and willful negligence, just as any other professional worker.

COMPENSATION

Surveys are available at a fixed price, percentage rate fee, hourly rate, or by subscription. A fixed sum price is recommended as preferable and can be quoted in advance. The percentage rate for a preliminary survey is \( \frac{1}{10} \) to \( \frac{1}{2} \% \) of the estimated value of items surveyed, depending on size, grade, type and style of project. The percentage rate for a final survey is \( \frac{1}{4} \) to \( 3\% \) of evaluation, depending on the scope and character of services required. When a percentage rate is used, the fee may also be computed on basis of the accepted bid or actual price. If the work is not awarded, the lowest authentic bid may be the basis of fee. Where alternates are required, the additional fee is based on combined evaluation of the items added and deducted. Modification of drawings and specifications or changes in construction requiring additions and deductions in quantity and quality of work justify an extra fee as specified for alternates.

The fee may be appropriated and paid directly to the surveyor, incorporated with designing or constructing fee, or prorated and charged against each bidder. The fee is payable whether a contract for the proposed work is awarded or not, but to one agency only. The direct payment method is recommended as most economical.

DELIVERY

Professional consultation and survey services are available before, during and after completion of project or work. Preliminary assays and estimates are prepared in 1 to 10 days. Final analyses, appraisals and Purchase Requisitions may be had in 3 to 30 days depending upon size, grade, type and style of project. Statistics, audits and supervision are usually simultaneous with design and construction.

ADVANCED METHOD

The construction survey system advocated is used universally in every country and industry as the most scientific, practical and economical means of purchasing goods, commodities and services. The Purchase Requisition Method insures the price stability of a fixed sum and the operating flexibility of a cost-plus contract without their disadvantages.

Principal benefits of the Purchase Requisition Method are:

- More economical bids through improved and increased competition in shorter bidding time without bargaining.
- Better economic control of project and adjustment of plus and minus changes through the pre-establishment of quantities, qualities and prices before awarding a contract.
- Elimination of manifold wasteful surveys and disputes resulting from deficiencies of an inadequate system.

CONCLUSION

Certainly, nobody would now advocate that each bidder on construction prepare a separate design as basis for a proposal and expect the result to be a comparable competitive bid. However, not so very long ago the builder drafted plans and formulated specifications simultaneously with construction work. When the project was completed, if any accounting was done at all, the cost was made known. This procedure was forerunner of the uncontrollable, unlimited
CONCLUSION

cost-plus percentage fee contract. Few buyers, if any, can afford the waste resulting from such practices. Yet the same or similar procedure is still followed, whenever competitive proposals are based on each bidder's analysis of the requirements, or when the buyer does not furnish a Purchase Requisition pre-establishing the quantity, quality and price of construction in advance.

Lacking advanced methods of surveying, designing and constructing by professional experts, wasteful practices were excusable in the past. Now that preliminary assays, estimates, final analyses, appraisals and Purchase Requisitions are available as a means of economic control, it is foolhardy not to use measures that will attest and insure the exchange and interchange of equal values.

Antiquated, outmoded, wornout, loose systems should be discarded. Wasteful methods and practices should be condemned and discontinued, as a matter of self-interest, in the promotion of public welfare. The wheels of progress cannot be obstructed by tradition. Necessity is the mother of invention; initiative is the father of progress.

APPENDIX

The following illustration is a sample analysis and appraisal form used as a Purchase Requisition, referred to in the text of this booklet.

The analysis Chart of Economic Occupations on the back cover indicates the functionally productive workers directly engaged in the Construction Industry, who are positively essential for efficient and economical production.
Bench marks set for use on United Nations job.

1. Square cut on south end of step of entrance to store at S.W. corner of 47th St. and 1st Ave. Cut is 13.5' south of 47th St. and 0.6' above sidewalk. Elev. 27.845.

2. T cut on stone column at south side of north entrance to #807 1st Ave. on west side of avenue 34' north of 45th St. Elev. 40.841

3. T cut on iron band on concrete base of brick and concrete building at N.W. corner of 44th St. and 1st Ave. Cut is at corner and 4.0' above sidewalk. Elev. 42.048

4. Square cut on north end of step of entrance to store #763 1st Ave. on west side of avenue 14' north of 43rd St. Elev. 38.678

5. X cut as found on 3 story brick at N.W. corner of 42nd St. and 1st Ave. Cut is at corner and 3.8' above sidewalk. Elev. 41.483

6. Square cut on top of concrete retaining wall around park at N.W. corner of 42nd St. and East River Drive. Elev. 15.784 (Disturbed 9-13-48)

7. Square cut on top of concrete retaining wall around park at S.W. corner of 43rd St. and East River Drive. Elev. 15.615 (Disturbed 9-13-48)

8. T cut on east face of concrete wall on west side of East River Drive 10' north of S.B.L. of 44th St. 4.6' above walk. Elev. 15.862

9. Two T cuts on east face of concrete wall on west side of East River Drive at S.B.L. of 45th St. Elev. 16.368

10. Square cut on west end of top step of steps from East River Drive to 46th St. 15' north of S.B.L. of 46th St. Elev. 16.606 (Disturbed 9-13-48)

11. Square cut on coping at bottom of above mentioned steps. Elev. 7.499

12. X cut as found on west side of iron column under west side of East River Drive 14' south of south curb of 47th St. Elev. 10.020

13. T cut on north west corner of one story brick on south side of 48th St. under East River Drive. Elev. 10.671

14. T cut on brick of 5 story brick at N.E. corner of 48th St. and 1st Ave. Cut is on 48th St. 5.3' east of 1st Ave. 4.3' above sidewalk. Elev. 23.395

City B.M. #515. Square cut on north end of granite step of entrance to 862 1st Ave. 39.2' north of N.B.L. of 48th St. 0.4' above sidewalk. Elev. 20.625

City B.M. #262. Bolt set in water table of building at south west corner of 46th St. and 1st Ave. 13.70' west of corner. Elev. 33.706

City B.M. #261. Center of horizontal line of T cut on east face of brick at corner of building at south east corner of 45th St. and 1st Ave. 4.90' above sidewalk. Elev. 40.525.
February 24, 1947

Mr. Wallace K. Harrison
Director of Planning
United Nations Headquarters
Room 2714
RKO Building
New York City, New York

Attention: Mr. Dudley

Gentlemen:

At the request of Mr. Bell we are forwarding herewith two (2) additional prints of the Utility Study at First Avenue in the vicinity of 46th Street.

Very truly yours,

ANDREWS & CLARK

By 

Harold A. Blauvelt

Encl:
April 13, 1948

United Nations
Headquarters
Site

United Nations
Headquarters Planning Office
405 East 42nd Street
New York 17, New York

Attention: Mr. Joseph B. Seif

Gentlemen:

Mr. Egan of this office will be in New York City at my New York office at 80 Centre Street on Monday, April 19, for the purpose of discussing the question of the survey which is to be prepared and submitted by you prior to the date that you request the cession of jurisdiction from the Governor of this State.

I would appreciate it if Mr. Seif could be present at my office at 10 a.m. of that day to discuss this matter with Mr. Egan.

Very truly yours,

NATHANIEL L. GOLDSTEIN
Attorney General

BY: WARREN H. GILMAN
Assistant
9 April 1948

Attorney General,
State of New York,
Department of Law,
50 Centre Street,
New York, N.Y.

Attention Mr. Warren H. Gilman

Dear Sir:

I am sending you herewith a plot-plan of the United Nations' site. Please advise me if it serves your purpose. If it does not, I shall have a survey prepared for you.

Very truly yours,

Joseph B. Seif
Mr. George Dudley  
United Nations  
Room 2714, Rockefeller Center  
Rockefeller Plaza  
New York City  

My dear Mr. Dudley:

As requested over the telephone this morning, I am transmitting herewith two white prints dated April 28, 1947, showing the location of vault and cellar areas along the easterly side of First Avenue between 42nd and 49th streets, both in the present street area, and the 30-foot strip inside the present easterly building line.

Very truly yours,

H. W. Levy  
Principal Asst. Engineer

APR 30 1947
10 February 1947

Mr. S. P. Belcher,
Earl B. Lovell - S. P. Belcher, Inc.,
141 Broadway,
New York 6, N. Y.

Dear Mr. Belcher:

This will acknowledge receipt of your letter of February 10, 1947 and the prints of the level survey of the streets around the United Nations site.

You will have received a contract from the United Nations covering all the work including this supplemental survey. If there is anything further, please let me know.

Sincerely,

George A. Dudley

HG
cc: G. H. Bennett
    B. M. O'Toole
Wallace K. Harrison, Director of Planning
1270 Avenue of the Americas
New York 20
New York

Attention: Mr. George Dudley

Gentlemen:

We are pleased to send you herewith two dozen white prints of our
Loeh survey of the blocks west of First Avenue, made in conformity
with our proposal of January 27, 1947.

On January 29th we received your telephoned instructions to proceed
with this work but have never received formal acceptance.
It might be well, for the record, to have your confirmation of this
order, when convenient.

Very truly yours,

S. P. Belcher
10 February 1947

Mr. S. P. Belcher,
Earl B. Lovell - S. P. Belcher, Inc.,
141 Broadway,
New York 6, N. Y.

Dear Mr. Belcher:

This will acknowledge receipt of your letter of February 10, 1947 and the prints of the level survey of the streets around the United Nations site.

You will have received a contract from the United Nations covering all the work including this supplemental survey. If there is anything further, please let me know.

Sincerely,

George A. Dudley

cc: G. E. Bennett
    E. W. O'Toole
3 February 1947

Mr. S. P. Belcher,
Earl B. Lovell—S. P. Belcher, Inc.,
141 Broadway,
New York, N. Y.

Dear Mr. Belcher:

This will acknowledge receipt of your letter of February 1 and the two dozen white prints of the preliminary part of the survey of the United Nations Permanent Headquarters site.

The additional copies which I requested in order to make the date promptly available to the various persons concerned can be considered an "extra".

Sincerely,

George A. Dudley

HG

cc: W. Abramovitz
    G. E. Bennett
    W. Wilson
May 6, 1947

UNITED NATIONS, Headquarters Planning Office
1270 Avenue of the Americas
New York 20

Attention: Mr. George Dudley

Gentlemen:

On March 12 we delivered to you twenty four prints of our topographic survey of the site of the United Nations Permanent Headquarters, complete except for the additions of the final dimensions and coordinates concerning which we wrote you on February 27 and March 4.

We have now added these data and the proposed new lines of First Avenue and East 48th Street in accordance with our recent conversations. We are sending you herewith the original tracings together with twenty four prints of the completed topographic survey.

As this completes all work contemplated in our agreement of February 10 we are enclosing our bill for the several items and for the prints made from time to time as work progressed, at the rate charged us by the printer. We will appreciate anything you may do in expediting its approval.

Very truly yours,

S. P. Belcher
February 27, 1947

UNITED NATIONS, Headquarters Planning Office
1270 Avenue of the Americas
New York 20
New York

Attention: Mr. George Dudley

Gentlemen:

We have completed our traverse of the street lines of the United Nations site and determined the physical size and angles of its legal boundaries.

Theoretically First Avenue is a straight line and all intersecting streets are supposed to be at right angles thereto, a condition rarely found by actual survey. In surveying this project we find an angle of about 0 degrees 01 minute and thirty seconds in the line of First Avenue and a corresponding angle in the westerly line of Marginal Street both occurring at 44th Street. Furthermore the bounding streets are not at exact right angles to the Avenue and the overall north and south length is about eight inches less than is set forth on the official maps.

For the purpose of this survey and for your convenience in both design and construction we have computed the dimensions of a figure, entirely within the established lines of the streets and avenues surrounding the site, with a continuous straight line along First Avenue and with lines on 43rd and 48th Streets at right angles thereto. A similar method was applied in making our surveys of Stuyvesant Town and Peter Cooper Village. It is true that this sacrifices some small slivers of land but it permits a simple system of right angle coordinates, all in the same quadrant with the consequent advantages in both layout and construction.

As this problem was informally discussed with you on January 13 and is a matter familiar to Mr. Holleran, we believe our plan will be satisfactory to you. To make the proposal clearer we are enclosing a sketch and would appreciate hearing from you at your early convenience either in approval or criticism.

Very truly yours,

S. P. Belcher
March 4, 1947

UNITED NATIONS, Headquarters Planning Office
1270 Avenue of the Americas
New York 20

Attention: Mr. George Dudley

Gentlemen:

We are enclosing a print of a second plan showing proposed boundaries of the United Nations site prepared to follow your suggestions of yesterday.

As no single straight line of Marginal Street is practical we have introduced an angle therein opposite 44th Street instead of following the line shown on our plan dated February 27th. That line if continued southward to 42nd Street would have made the frontage on that street about three inches less than the frontage to which you are entitled.

We believe that an extra angle in the line of Marginal Street is of less importance than the gain in land to be improved but await with interest your further instructions.

Very truly yours,

S. P. Belcher
13 March 1947

Mr. S.P. Belcher
111 Broadway
New York 6, N.Y.

Dear Mr. Belcher,

This will acknowledge receipt of your letter of March 12, and the enclosed twenty four prints.

We will furnish the final information on coordinates as soon as possible.

Would you let me know if further action is required by this office with the Borough President's Office in connection with the theoretical established grades which you spoke to me about some time ago.

Very truly yours,

G.A. Dudley
UNITED NATIONS, Headquarters Planning Office
1270 Avenue of the Americas
New York 20
New York

Attention: Mr. George Dudley

Gentlemen:

Our survey of the United Nations site is now complete except for the
addition of coordinates and dimensions and the location of boring holes,
if any which may have been started since the seventh of the month.
We are therefore enclosing twenty four prints of the tracing as it now
stands and request that one copy at least be sent to Mr. Meuser of
the firm of Moran, Proctor, Freeman and Meuser, 420 Lexington Avenue.

This survey, with the exceptions noted above is checked and verified and
in final form for delivery. We suggest that besides furnishing
us your determination of the coordinate system and information concerning
possible additional boring holes, you study the general form of title and
notes before the tracing is turned over to you as complete.

Very truly yours,

S. P. Belcher

March 12, 1947
March 21, 1947

United Nations Headquarters Planning Office
1270 Avenue of the Americas
New York 20

Attention: Mr. George Dudley

Gentlemen:

We are enclosing a print of a plan showing the positions, by coordinates, of the various boring holes which we have so far located. This plan was prepared at the request of Mr. Quinn of the office of Moran, Proctor, Freeman and Meuser. Other prints will be issued to you if you need them.

With respect to furnishing you with the theoretical grades of the streets surrounding this site we understand that this problem is under discussion between your office and the City and that it will be no part of our duties to add these elevations before completion of our work.

Very truly yours,

S. P. Belcher
24 February 1947

Mr. S. P. Belcher,
Earl B. Lovell-S.P. Belcher, Inc.,
141 Broadway,
New York, N. Y.

Dear Mr. Belcher:

I am returning herewith the title
to appear on the survey which you are making. This
is satisfactory without change.

Sincerely,

George A. Dudley

GADing
Attach.
February 19, 1947

UNITED NATIONS, Headquarters Planning Office
1270 Avenue of the Americas
New York 20

Attention: Mr. George Dudley

Gentlemen:

We are enclosing four white prints of a tentatively prepared title to appear on the survey which we are now making for you of the United Nations site.

If this form meets with your approval it will be added to our tracing in the space in the lower margin, below 42nd Street, centered, with notes of explanation on its left and legend and our certificate on its right.

We would appreciate the return of one of these prints with either your approval or your suggestion of any change, at your early convenience.

Very truly yours,

S. P. Belcher
3 February 1947

Mr. W. Earl Andrews,  
Andrews and Clark,  
1 East 57 Street,  
New York 22, N. Y.

Dear Mr. Andrews:

I attach one copy of the preliminary print issued to us by the surveyors of the United Nations site. I am sending a similar print to Col. Hogan's office.

The surveyors have been instructed to run "random profiles" one block from the site along each of the intersecting streets, as you requested.

If you wish additional prints, please let me know.

Sincerely,

George A. Dudley

HG
attachment
10 February 1947

Mr. James L. Edwards,
Edwards & Ejerth,
14 East 47 Street,
New York, N. Y.

Dear Mr. Edwards:

I am sending herewith a second print received from the surveyors for the United Nations site. It gives curb elevations for one block along each of the cross streets intersecting the site, as well as one block north and south on First Avenue.

Sincerely,

George A. Dudley

NG
attachment
10 February 1947

Mr. James Dawson,
Arsenal, Central Park,
New York, N. Y.

Dear Mr. Dawson:

I am sending herewith a second print received from the surveyors for the United Nations site. It gives curb elevations for one block along each of the cross streets intersecting the site, as well as one block north and south on First Avenue.

Sincerely,

George A. Dudley

HG
attachment
10 February 1947

Mr. William Mueser,
Moran, Proctor, Freeman & Mueser,
420 Lexington Avenue,
New York 17, N. Y.

Dear Mr. Mueser:

I am sending herewith a second print received from the surveyors for the United Nations site. It gives curb elevations for one block along each of the cross streets intersecting the site, as well as one block north and south on First Avenue.

Sincerely,

George A. Dudley

HC
attachment
10 February 1947

Mr. Emil H. Praeger,
Madigan-Hyland
28-04 41st Avenue,
Long Island City 1, N. Y.

Dear Mr. Praeger:

I am sending herewith a second
print received from the surveyors for the United
Nations site. It gives curb elevations for one
block along each of the cross streets intersecting
the site, as well as one block north and south on
First Avenue.

Sincerely,

George A. Dudley

RE
Attachment
10 February 1947

Col. John F. Hogan,
Parsons, Brinckerhoff, Hogan & MacDonald,
142 Maiden Lane,
New York 7, N. Y.

Dear Col. Hogan:

I am sending herewith a second
print received from the surveyors for the United
Nations site. It gives curb elevations for one
block along each of the cross streets intersecting
the site, as well as one block north and south on
First Avenue.

Sincerely,

George A. Dudley

HG
attachment
10 February 1947

Mr. Gilmore D. Clarke,
Clarke, Rapuano & Hollerman,
145 East 32 Street,
New York, N. Y.

Dear Mr. Clarke:

I am sending herewith a second
print received from the surveyors for the United
Nations site. It gives curb elevations for one
block along each of the cross streets intersecting
the site, as well as one block north and south on
First Avenue.

Sincerely,

George A. Dudley

Enclosure

attachment
10 February 1947

Mr. Ralph Walker,
Voorhees, Walker, Foley & Smith,
101 Park Avenue,
New York, N. Y.

Dear Mr. Walker:

I am sending herewith a second print received from the surveyors for the United Nations site. It gives curb elevations for one block along each of the cross streets intersecting the site, as well as one block north and south on First Avenue.

Sincerely,

George A. Dudley

BG attachment
10 February 1947

Mr. Louis Skidmore,
Skidmore, Owings & Merrill,
5 East 57 Street,
New York, N. Y.

Dear Mr. Skidmore:

I am sending herewith a second print received from the surveyors for the United Nations site. It gives curb elevations for one block along each of the cross streets intersecting the site, as well as one block north and south on First Avenue.

Sincerely,

George A. Dudley

[Attachment]
February 5, 1947

Mr. George A. Dudley
UN Headquarters Planning Office
1270 Avenue of the Americas
New York 20, N. Y.

Dear Mr. Dudley:

Thank you for your letter of the third, together with copy of preliminary print made by your surveyor for the United Nations site, giving curb elevations.

Sincerely,

Ralph Walker
February 4, 1947

Mr. George A. Dudley
United Nations
Headquarters Planning Office
1270 Avenue of the Americas
New York 20, N. Y.

Dear Mr. Dudley:

Thank you for your letter of the twenty-eighth, together with copy of study which accompanied it.

Sincerely

Ralph Walker
HEADQUARTERS PLANNING OFFICE
1270 Avenue of the Americas
New York 20, N.Y.

3 February 1947

Mr. E. P. Belcher,
Earl B. Lovell-E.P. Belcher, Inc.,
141 Broadway,
New York, N.Y.

Dear Mr. Belcher:

This will acknowledge receipt of your letter of February 2 and the two dozen white prints of the preliminary part of the survey of the United Nations Permanent Headquarters site.

The additional copies which I requested in order to make the data promptly available to the various persons concerned can be considered an "extra".

Sincerely,

George A. Dudley

cc: M. Abramovitz
    G. E. Bennett
    W. Wilson
February 1, 1947

Wallace K. Harrison, Director of Planning
630 Fifth Avenue
New York 20,
New York

Attention: Mr. George Dudley

Gentlemen:

We are pleased to send you herewith two dozen white prints of that part of our survey of the site of United Nations Permanent Headquarters which we agreed to furnish to you within two weeks after receiving your order to proceed with this survey.

Usually on projects of this character we have not been required to furnish more than three copies of the survey plan or map. We recognize that this United Nations project may require many additional copies of the plan for wide distribution to those concerned. We trust that the cost of making the extra copies which you may require will be allowed as an "extra" on our contract price.

Very truly yours,

S. P. Belcher
3 February 1947

Mr. Ralph Walker,
Voorhees, Walker, Foley and Smith,
101 Park Avenue,
New York, N.Y.

Dear Mr. Walker:

I attach one copy of the preliminary print issued to us by your surveyors for the United Nations site, giving curb elevations. If you wish additional prints, please let me know.

Sincerely,

George A. Dudley

RG
Attachment
HEADQUARTERS PLANNING OFFICE  
1270 Avenue of the Americas  
New York 20, N. Y.  

3 February 1947  

Mr. William H. Musser,  
Moran, Proctor, Freiman and Musser,  
420 Lexington Avenue,  
New York 17, N. Y.  

Dear Mr. Musser:  

I attach one copy of the preliminary print issued to us by our surveyors for the United Nations site, giving curb elevations. If you wish additional prints, please let me know.  

Sincerely,  

George A. Dudley  

HG  
Attachment
HEADQUARTERS PLANNING OFFICE
1270 Avenue of the Americas
New York 20, N. Y.

3 February 1947

Mr. James Dawson,
Arsenal,
Central Park,
New York, N. Y.

Dear Mr. Dawson:

I am sending you herewith one copy of the preliminary print issued to us by the surveyors and one print of the schedule of information desired through your New York City liaison, which we reviewed last Thursday. If you would like additional prints of either, please let me know.

Sincerely,

George A. Dudley

WG
Attachments
3 February 1947

Mr. Gilmore D. Clarke,
Clarke, Rapuano and Holloran,
145 East 32 Street,
New York, N. Y.

Dear Mr. Clarke:

I attach one copy of the preliminary print issued to us by our surveyors for the United Nations site, giving curb elevations. If you wish additional prints, please let me know.

Sincerely,

George A. Dudley

 attachment
3 February 1947

Mr. Louis Skidmore,
Skidmore, Owings and Merrill,
5 East 57 Street,
New York, N. Y.

Dear Mr. Skidmore:

I attach one copy of the preliminary print issued to us by our surveyors for the United Nations site, giving curb elevations. If you wish additional prints, please let me know.

Sincerely,

George A. Dudley

HG
Attachment
3 February 1947

Col. John P. Hogan,
Parsons, Brinckerhoff, Hogan & Macdonald,
142 Maiden Lane,
New York 7, N. Y.

Dear Col. Hogan:

I attach one copy of the preliminary print issued to us by the surveyors of the United Nations site. I am sending a similar print to Mr. Andrews' office.

The surveyors have been instructed to run "random profiles" one block from the site along each of the intersecting streets, as you requested.

If you wish additional prints, please let me know.

Sincerely,

George A. Dudley

Attachment
Mr. Wallace K. Harrison
46 Rockefeller Plaza
New York 20, New York

Dear Mr. Harrison:

This office congratulates UN on its choice of Director of Planning and wish you all success in the development of this important project.

In case your choice has not already been made we offer our services in the making of whatever surveys are needed both in the preparation of your plans and in the process of construction.

We have recently completed the damage maps, topographical and construction surveys and the street closing maps for such projects as Lincoln Houses, Stuyvesant Town, Riverton, Peter Cooper Village and Stephen Foster Houses, at the same time carrying on our regular and large practice of making surveys for architects, builders and title companies.

We wish to emphasize our experience in preparing the special types of surveys needed in condemnation proceedings and design and construction of housing projects and to assure you that we shall be pleased to give our best attention to any and all survey matters which you may commission us to do.

Very truly yours,

Earl B. Lovell - S. P. Belcher, Inc.

President