

A/V Services Explained

GENERAL

As independent consultants, ADG provides recommendations and designs to meet project needs, budget, and function. ADG has no financial ties to any manufacturer or installation firm.

Always sensitive to budget concerns, ADG prides itself on providing practical solutions using products and concepts that blend with the project. Design coordination is timely, tracking with the project design team, thereby eliminating negative engineering.

ADG strives to provide A/V systems that are second to none in detail, completeness, and technical accuracy. This results in the following benefits:

- realistic competitive bids from the contracting community
- no excessive cost overruns
- minimal Architect/Owner interaction during the installation
- efficient installation

Energy is focused on the design phase of the project to mitigate potential problems before they arise during construction. Contractors install A/V systems from the drawings produced by ADG - there is no need for the contractor to re-engineer the system.

ADG commissioning is thorough, not simply a walk-through, but a series of technical tests and system setup ensuring the Owner has received the systems per the design documents. ADG creates the punch list and follows each item through to completion. Commissioning provides valuable information to allow for continual improvements and refinements to each and every subsequent design.

ADG becomes immersed in the project, allowing the Owner and Architect to focus on other aspects of the project.

PHASES

The majority of A/V systems design occurs during the traditional CD phase of a project. The following lists the services provided as they relate to the architectural phases.

Schematic Design

- Initial kick-off meeting with the Architect and Owner
- Initial sizing/location of major components such as projection screens, video projectors, equipment racks, loudspeakers, control booth, etc.
- Sketch system signal flow diagrams
- Conceptualize each system
- Prepare systems cost estimates
- Create A/V system narrative describing function of each system including budgetary cost estimate
- Initial coordination of AC power requirements
- Initial coordination of cooling requirements
- Initial coordination of lighting
- Initial coordination of ambient light
- Initial coordination of IT-related interconnections
- Set up CAD drawings, title block, etc.
- In house review
- Release SD narrative and drawings

A/V Services Explained (continued)

Design Development

- Review project SD drawings for any conflicts with A/V systems
- Coordination with the design team regarding:
 - physical location/size of components
 - floor boxes
 - interface with furniture
 - lectern sizing/appearance
 - videoconferencing cameras
 - viewing angles
 - control system features and functions
- Ongoing coordination of items noted in SD phase
- Initial conduit outlet box layout
- Initial conduit sizing/routing
- Initial coordination for control system panel locations
- Coordination of ceiling layout/materials related to ceiling-mounted projectors and loudspeakers
- Wireless microphone antennae locations
- Assistive listening system antenna location
- In-house review
- Release conduit and other drawings at end of DD phase

Construction Documents

- Review project DD drawings for any conflicts
- Review of ongoing architectural background updates and verification of any A/V system conflicts
- Finalize all coordination relating to items above
- Finalize conduit layout
- Create signal flow diagrams
- Create equipment rack elevations
- Create panel and plate layouts
- Detail lectern physical parameters
- Create room elevations showing screens, projectors, loudspeakers, etc.
- Create specifications
- Create a 3D drawing showing loudspeaker clusters (where appropriate)
- Detail control booth millwork and A/V equipment
- In-house review
- Release CD documents
- Review project CD drawing package for any A/V conflicts
- Create a list of recommended A/V contractors, contact each, share with Architect

Construction Administration (including Commissioning)

- Coordinate/prepare any necessary addendum items
- Review contractor bids
- Provide contractor recommendation
- Assist with any VE exercises
- Review submittals and shop drawings
- Coordinate as the installation progresses (answer questions, etc.)
- Update drawings to reflect construction variances
- Travel to project site at completion of A/V systems installation for initial commissioning



A/V Services Explained (continued)

- Detailed systems examination and set up
- Ensure contractor complies with system design documents
- Preparation of List of Deficiencies (punch list)
- Travel to project site on at least one additional occasion to verify completion of punch list items and to finalize any systems that were not fully installed
- Provide verbal on-site Owner instruction
- Review the Operation/Maintenance manuals to ensure all required information has been included (including software, drawings, and associated programming files)
- Ship manuals to Architect
- Close out project