

# OUTLINE OF TYPICAL RFP / DESIGN PACKAGE COMPONENTS

This outline represents a comprehensive example of a complete AV design package for full design and bidding. Some components may be used for a design-build process minus the AV system drawings and specifications. Some project may require additional items.

## Administrative “Front End” Documents

- A. Invitation to Bid
- B. Request for Qualifications (RFQ)
- C. Bid Response Form
- D. General Conditions
  1. Project work conditions and terms
  2. Definitions of terminology
  3. Materials and workmanship
  4. Safety and accident prevention
  5. Permits, regulations and taxes
  6. Insurance
  7. Bond
  8. Overall quality control
  9. Submittals
  10. Substitutions schedule
  11. Changes in the scope of work
  12. Claims and corrections pertaining to the work
  13. Penalty clauses.
  14. Warranty
  15. Non-discrimination and affirmative action
  16. Contract termination options
  17. Arbitration
  18. Invoicing and payments
    - Terms and payments
    - Deposits and mobilization fees
    - Communications procedures
    - Progress payments.
    - Final payment
  19. Project Closeout
  20. Record Documents

## Architectural and Infrastructure Drawings

- A. Architectural Plans and Details
  1. Reference floor plans
  2. Reference ceiling plans
  3. Sections of major spaces
  4. AV device location and coordination floor and ceiling plans showing room-mounted device locations, rack layouts, seating layouts and critical dimensions.
  5. Millwork and furniture integration details for AV equipment
  6. Structural accommodations for AV equipment
- B. AV Electrical and Communications Floor, Wall and Ceiling Plans
  1. AV-related power outlets and junction boxes
  2. AV signal conduit risers and plans
  3. AV signal junction box, floor box and backbox location plans
  4. Voice/data, CATV, other related existing outlet locations

## AV Systems Drawings

- A. Title and index
- B. Legend of symbols
- C. Typical power, grounding and signal wiring details
- D. Floor and reflected ceiling plans showing device locations
5. System functional diagrams
6. Rack elevations
7. Custom plate and panel details
8. Miscellaneous details and elevations including
  - Large scale plans, such as equipment or control room plans
  - Architectural elevations showing AV devices, their location and their relationship to other items on the walls
  - Custom-enclosure or mounting details for projectors, microphones, loudspeakers, media players and others
  - Furniture integration details
  - Speaker aiming information
  - Any special circumstances or details that may be required for the installers to properly understand the design intent

## AV System Specifications

- A. System Description including excerpts from AV program report
- B. Control Systems Graphical User Interface (GUI) designs with detailed functional and/or button-by-button description
- C. Three-part CSI Specifications
  1. Part 1 — General
    - Project Description
    - Work Included
    - Alternates
    - Related Work by Others
    - Applicable Standards and Regulatory Requirements
    - Bidder Qualifications
      - CTS Holders on Staff?
    - Submittal Requirements
    - Special Conditions or Requirements
  2. Part 2 — Equipment
  3. Part 3 — Execution
    - Quality of Workmanship
    - Installation Standards
    - Adjustments and Testing
    - Testing, Commissioning and Proof of Performance Requirements
    - Requirements for Owner and User Training

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