

## **Audio & Video Consultants Responsibilities and Resources**

**The following is a list of the things a good consultant brings to a project that eases the problems, costs, hiccups, and general anxiety on projects that they are involved in:**

### **Comprehensive Design**

- Research and define what the venue and system's potential needs and challenges are.
- Clarify the client's program objectives to ensure that what is specified is relevant to, and fully supports program needs, both current and future.
- Where loudspeakers are an integral portion of the project, a CAD based acoustical model should be created to simulate different brand, model, and system design approaches.
- Have the qualifications to analyze and interpret the various sets of data that come out the evaluations of the venue, acoustical modeling, and products and establish their similarities or differences, and overall net worth.
- Be completely aware of the inconsistency of manufacturer's specifications that can be misleading and lead to inaccurate interpretation, subsequently making comparisons at times, impossible.
- Quantify a budget that is appropriate and based on accumulated knowledge of similar venues.
- Establish realistic budgets, to forestall surprises.
- Will define the acceptable level of quality of components with venue designers &/or operators, be it either "Chevy" or "Cadillac" stature?

### **Pre Qualified Bidders**

- Deems what contractors are capable of working as part of the team, to make the project a success.
- Has reviewed numerous projects to verify the competency and consistency of past projects performed by the bidder, large and small.
- Is aware of what the bidders current workload is and staff capabilities to know that they can finish it on time.
- Will have considered all the financial positions of bidders and verified their bonding qualifications, financial stability, as well as their relationships with the suppliers of specified products.

### **Equipment**

- Has complete knowledge of everything available in the marketplace - past, present and future, its technical capabilities and performance aspects, as well as the various products position and reputation in the market.
- Is aware or whether or not a product is a good long-term value or whether it is susceptible to quality control problems.

- Knows whether manufacturers are merging, going out of business, have an engineering staff that is leaving, or whether they are developing products that are new and innovative devices with future compatibility advantages or problems.
- Can identify the level of support, from both the installer and the distributor, that is offered with the product.

### **Project Management**

- Will be completely adept at various electrical, structural, emergency service codes to avoid conflicts between trades and possible delays & liabilities.
- Takes the responsibility to clarify every last connector and wire, and insuring it is professional grade and installed to safe & accepted industry standards.
- Can orchestrate completion schedules as well as referee between unions and sub trades, and define who is responsible for what, and hold them to their commitments.
- Has the ability to write an 'airtight' tender document that all bidders have an equal chance of successfully winning, while meeting the intent and need of the client.
- Includes details such as personnel listings, certificates of qualifications, add/deduct unit pricing, allotted labor hours and programming time.
- Preparation and distribution of bid documents in conjunction with associated legal and financial departments.
- Preparation, notification, and orchestration of bidders site inspection plus documenting all written and verbal inquiries and responses.
- Familiarity with construction business assists client's personnel to manage projects successfully. Often the person in charge of a capital project has never done one before and is doing it IN ADDITION to their regular duties.
- Has the commitment and ability to preserve the original design criteria as all bidders will request substitutes. Will consider every substitute submission, evaluate the new product's merits and suitability, establish the substitution's effect on the overall design, and recognize the motive of the request prior to acceptance.

### **Accountability**

- Quickly answer and document every inquiry from bidders during the process, as well as possibly issuing any addendum's clarifying the official changes to the specification.
- Will dedicate all the time needed to ensure that every aspect of the submitted bids for completeness, documenting any omissions.
- Review all the submission's technical shop drawings (as acceptance is legally binding).
- Will identify and recommend the best contractor for the project from all submitted bids that come in within 10% of each other. This also entails making the big decision of who not only who offers the best value, but will who will do the best job.
- Will oversee the awarded contractor's inevitable requests for various changes and substitutions, and once authorized by the consultant, issue change orders to document the process.

### **Commissioning**

- Will own and can operate the necessary advanced test equipment to verify that the system requested is what was installed both electronically and acoustically.
- Can verify that every possible connector and wire is installed, wired correctly, is quiet, and is labeled to match shop drawings.
- Co-develop and test all dsp based equipment design files and software as well as addressing security issues for system access.

- Aim and equalize all speaker systems, which is a combination of alchemy, sorcery, and nuclear physics.

### **Insight**

- Will ensure that prior to the release of the final holdback payments to the installer, all operation manuals have been submitted and are complete.
- Make sure that all the facility operators have been trained, tested, and if necessary, certified.
- A great consultant will take the opportunity to spend additional time in explaining the attributes and benefits of the systems to Sales and Marketing personnel so that they can incorporate it into their client presentations (where necessary).
- Coordinate all the insurance/warranty details including any extended or special issues that as the consultant, have been negotiated on the client's behalf where appropriate.
- Will make sure to address all issues relating to CSA Approval, Ontario Hydro, or other local certifications, as well as emergency EVAC/ Fire Marshall issues.
- Develop complete documentation for all the technical staff identifying names, email addresses, and emergency phone numbers for every possible tech, sales manager and supplier involved, so that there is access to service and support at the fastest means possible.
- Has from the very beginning approached the project with a 3, 5 or 7 year system/facility/artist evolution in mind to create a complete, yet expandable design concept.

This list may seem large and complicated, and if so, then it should have impressed upon you how complicated a task you could be undertaking. If you tried to manage the implementation of an Audio &/or Video system without the assistance of a trained and experienced expert who is truly working FOR you and your organization then you are truly rolling the dice with your money and facility integrity.

Do not underestimate how advantageous it can be to have a good consultant working for you on Audio/Video projects.

Now you will like a list of accomplished consultants in your area, so contact:

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### **Contact Distribution**

38 Thornmount Drive Unit 1  
Scarborough Ont, M1B 5P2  
Phone 416-287-1144 Fax 416-287-1204  
Email [info@contactdistribution.com](mailto:info@contactdistribution.com)