

DESIGN & INTEGRATION - COMPREHENSIVE PLAN

As a full-service audiovisual integrator and systems design firm for over ten years, Design & Integration, Inc. possesses more than simply the fundamental knowledge of A/V and control systems. DI understands not only how to design, build and install state-of-the-art, cost-effective systems, but also how people interact with this technology. From our aesthetically pleasing, custom-programmed touchpanels to the cleanliness and seamlessness of our installations, DI is committed to the success of your investment by ensuring that your system delivers successful communications, rather than headaches, every time it is used.

DI is an engineering-based organization. This means that systems design is treated from the perspective of true integration, reliability, and functionality, rather than compromising quality simply to cut costs. All of our engineers have earned degrees and continually receive training on all aspects of audiovisual systems design and are committed to a rigid set of in-house engineering standards that must be upheld to ensure that every system that has the DI logo on it, no matter how large or small, is the pinnacle of quality and reliability. While different projects may vary contractually, Design & Integration (DI) typically follows the following schedule:

PROPOSAL REVIEW/SUBMITTAL:

Every proposal that is produced by DI must undergo a rigorous in-house system of checks and balances, based on the concept of peer review. By ensuring that the smallest of details are attended to before the proposal is in your hands, DI guarantees an efficient and cost-effective project and work flow. DI proposals are not “estimates”; they are realistic and responsible reflections of the work to be done.

CONTRACT START:

At the onset of our contract we officially assign a **project manager** and **project engineer** to handle the efficient and timely installation of your project. Our project manager is responsible for the execution of the contract. This includes interfacing with the client, general contractor, and other trades, constructing a project schedule, scheduling work flow, developing task lists, tracking burn times, and ensuring that we meet our contractual obligations on time and on budget. Our often repeated project management mantra is “Issues, Items, Task List and Inventory Control”. A weekly project status report submitted to upper management reviews each of these areas in addition to tracking labor burn times and completion deadlines. We use Microsoft Project to

develop and follow a comprehensive project schedule. By selecting the right personnel and working with you to schedule the installation, our project managers ensure your system will be installed correctly the first time, on time. While more than one engineer may work together to complete an engineering submittal package, our project engineer is the sole individual responsible for the engineering package. It is also the project engineer's responsibility to approve the equipment list before purchasing commences, and to assist in developing a purchasing schedule. Most contracts require our initial drawing package to be approved prior to purchasing. The project engineer is available to the client throughout the course of the project to answer any technical questions that may arise.

PROCUREMENT:

Upon acceptance of our initial issue, we will begin equipment procurement. Typically we try to procure equipment to arrive as needed. For example, we'll procure first for the fabrication of the equipment racks and field wiring, and then move onto rigging components, external plates, speakers, displays, monitors, and stand alone items. In our procurement process we identify long lead items so that we order everything in timely fashion.

FABRICATION:

Fabrication of equipment racks begins when the project manager confirms receipt of all the necessary components. While the project manager schedules the fabrication period, our fabricators work under the direct supervision of our project engineer. Upon completion racks are thoroughly tested in-house and then packed for transport to the job site so that potential issues are identified before time is spent on-site.

PRE-WIRE & RIGGING:

Often starting around the same time as fabrication (or shortly after), field pre-wire and rigging will commence. This part of the installation work is usually done before the building is "dust free" and while other trades are still on-site. Pre-wire constitutes installation of all low voltage wires that are external to our equipment racks. Rigging refers to any mechanical fastening required of DI as part of our contract scope.

EXTERNAL TERMINATIONS & RACK TERMINATIONS:

Commensurate with the time the building is becoming "dust free", DI will start to schedule delivery of the fabricated equipment racks, while at the same time beginning our external terminations. External terminations refer to wiring

terminations that are external to our equipment racks. Once the racks arrive on-site and are put in place, we set our technicians to the task of tying in field wires and completing rack-to-rack terminations.

TEST & TUNE:

As a part of system commissioning policy, our project engineer will come to the project site and perform all required testing procedures. This includes all set up of software based systems, continuity testing, functionality, performance testing, and system calibration. At his satisfaction, DI will submit for final acceptance.

FINAL ACCEPTANCE, TRAINING, & AS-BUILT DOCUMENTATION:

As the contract nears completion, DI will provide all necessary personal required for final acceptance and training. Training for your staff will be conducted by one of DI's qualified personnel and the depth will be commensurate with that which is stated in each individual contract. As part of Design & Integration's commitment to "going green", we will also deliver our paperless as-built documentation in .pdf format at or around this same period.

SUBCONTRACTING:

In the event that work requested by the Park Service within the contract falls outside of our area of expertise, we will partner with an experienced firm to provide the services in a timely manner. In most cases, we will partner with companies that we have worked with closely in the past, or companies with high name recognition within their industry, to ensure that our clients will receive the highest level of service and support, at the best possible value.

This partnership will be predicated upon an ancillary contract between Design & Integration and the subcontractor, and all necessary construction clauses from the original contract will flow-down to subcontractors, as necessary.

DI is prepared, staffed, technically competent, and ready to accept the responsibility of a Category I or II contract. Thanks to our convenient location close to Washington DC, Harper's Ferry, Philadelphia, and Northern Virginia, and our ability to efficiently manage our resources, DI is able to swiftly meet your needs as they arise. Our experience with handling single contracts of over \$1,000,000 as well as IDIQ and other open-ended contracts worth up to \$2,000,000 annually provides us with the financial, technical, and human resources necessary to effectively manage your projects within the framework of a Category I or II contract.

Please refer to our Past Performance statement, Samples of Work, and references for examples of prior contracts.