



## **SYSTEM DESIGN PACKAGE**

Prepared by Mike Godlove

EXCLUSIVELY FOR

Benjamin Middle School

## Thanks for allowing us to help with your project!

Sweetwater is more than just a retailer; we are a dedicated partner in bringing your audio, video, and lighting (AVL) vision to life. Since our humble beginnings in 1979 as a mobile recording studio in a VW bus, our company's core philosophy has remained the same: "Do the right thing" for our customers, our employees, and our community.

This commitment to uncommon service and unparalleled expertise has made us a leader in the industry, and it's the foundation of our professional design and installation services.

## Your Path to a Seamless System: Our Integrated Approach

Designing, building, and installing a new AVL system can be complex, but Sweetwater's team of experts makes it simple! We combine our deep industry knowledge with a customer-centric approach to deliver a solution that is perfectly tailored to your needs.

- **Custom Solutions:** We partner with you from day one to understand your goals and design a custom AVL system that fits your space, purpose, and budget
- **Access to Top Brands:** As a leading music and pro audio retailer, we offer an unmatched selection of gear from the world's most respected brands. Our expertise ensures you get the right components for your project.
- **Expert Design & Installation:** Our certified team of designers and installers ensures your system is planned and integrated to the highest industry standards, providing reliable performance and a professional finish.
- **The Sweetwater Difference:** Our commitment to "doing the right thing" means we're with you every step of the way, providing personalized support, a dedicated Sales Engineer, and flexible financing options to ensure your project's success.

By choosing Sweetwater, you get more than just a system; you get a partner who is passionate about music and technology, dedicated to your success, and committed to building a lasting relationship with you. We're looking forward to helping out!

## PROJECT OVERVIEW

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### PROJECT SUMMARY

Sweetwater will provide a new audio reinforcement system meant to handle day to day use as well as special events requiring a more advance setup.

A stereo pair of column array loudspeakers will be mounted outside of the proscenium opening and provide coverage to the gym floor and bleacher area. During a normal day one can connect a wired microphone or a bluetooth music device to a wall plate which contains volume controls for simple use.

When additional microphones are needed, a new digital mixing console can be brought out and connected to a wall panel on the rear wall of the gymnasium. This console will connect to 16 wireless microphones channels to which can be used for presentations, shows, or larger events.

Additionally, two 2-gang wall plates will be installed on the stage to connect two new floor stage monitors.

### PROFESSIONAL SERVICES TO BE PERFORMED

- Installation of the attached list of equipment
- Professional commissioning and programming
- System turnover and training
- 90-day labor guarantee
- Sweetwater's 2-year equipment warranty

### SCOPE OF WORK

#### SUBCONTRACTORS SCOPE OF WORK:

- \* Remove existing loudspeakers located on the proscenium wall. Leave hanging loudspeakers in the space.
- \* Install main left and right loudspeakers located on either side of the stages proscenium opening using included wall mounts. Subcontractor to provide fasteners to mount
- \* Provide, pull, and terminate 14AWG speaker cabling from loudspeakers to amplifier rack located on stage. May reuse existing cabling if found

## PROJECT OVERVIEW

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acceptable.

- \* Removed existing equipment from equipment rack and turnover to client
- \* Remove existing equipment rack from wall.
- \* Install new 24RU wall mounted equipment rack to wall. Provide backing if needed to secure rack to wall
- \* Install new equipment into rack as noted on equipment list including:  
Wireless microphone receivers and antenna distribution, amplifier, digital stage box, drawers and brush panels, power conditioner and vertical strip, digital signal processor
- \* Scan area and program wireless microphones with appropriate frequencies and store microphones within rack drawers
- \* Install remote wireless microphone antennas on stage using provided mounts
- \* Provide backbox and install 1-gang surface mounted wall panel on gymnasium wall opposite the stage to be used to plug in the new digital mixing console.
- \* Provide, pull, and terminate Cat5e shielded cable to run from the 1-gang console panel to the digital stage box in the main rack. Include wiremold for all surface mounted vertical runs or horizontal runs within reach
- \* Provide backbox and install 2-gang Atlas 3-in-1 mixer plate on the wall close to the stage. Confirm location with owner.
- \* Provide, pull, and terminate Cat cable to run from the 2-gang panel to the main rack. Include wiremold for all surface mounted vertical runs or horizontal runs within reach
- \* Test, tune, and commission speaker system
- \* Setup digital mixing console to work with stage box and provide initial preset
- \* Provide 1 hour training on setup of the system

Client is checking if they have a lift and whether the floor is to be covered to run the cables. For now, assume they do not have a list and include in our cost.

## PROJECT OVERVIEW

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## PROJECT SCHEDULE

### PHASE 1: PROJECT KICKOFF & FINAL DESIGN



This is where we officially begin! After you approve this proposal, we'll schedule a formal Project Kickoff Meeting with your team and ours. In this phase, our design team will create the final, highly-detailed system drawings (think blueprints for your new system). We'll review these with you to confirm every speaker placement, screen location, and control panel before a single piece of equipment is ordered.

### PHASE 2: OFF-SITE PREPARATION



This is our 'prep-and-test' phase. To minimize disruption and time in your building, our technicians will assemble and pre-configure the 'brains' of your system—the main equipment racks—at our own facility. We build, wire, and test as much as possible off-site. Your Project Team will provide you with updates as the equipment arrives and is prepared for install.

### PHASE 3: ON-SITE INSTALLATION



This is when the vision comes to life. Your Project Manager will coordinate all on-site scheduling with you in advance. Our certified installation team will arrive to run all necessary cabling and professionally install your new speakers, displays, lighting, and equipment. We are guests in your space and will be professional, courteous, and will keep our work areas clean and safe.

### PHASE 4: SYSTEM POWER-UP & TEAM TRAINING



Once installed, our expert technicians will 'power up' and meticulously fine-tune the entire system. This critical step, often called 'commissioning,' is where we program the audio for perfect clarity, dial in the lighting, and make the controls simple and intuitive for your team.

A great system is only great if you can use it. We will schedule dedicated, hands-on training sessions for your staff and volunteers, ensuring everyone feels confident and empowered to use the new tools.

### PHASE 5: PROJECT HANDOVER & ONGOING PARTNERSHIP



Our project isn't finished until you are 100% satisfied. We'll conduct a final walkthrough with you to review the entire system and sign off on the project. Our partnership doesn't end here! Your new system is fully backed by our workmanship warranty and our dedicated support team.

## POST-INSTALLATION

### POST-INSTALLATION SERVICES

We understand that installation is just the first step. Even if you have qualified professionals or volunteers on hand to install your new systems, they will only live up to their full potential if properly tuned and optimized and if the users and operators are properly trained. Even then, electronic systems require regular maintenance and inspection to ensure that they will continue to function properly for years to come.

### COMMISSIONING SERVICES

After the installation, qualified staff will arrive on-site to verify that the systems are properly installed, that all terminations are done correctly, and that all equipment is running as it should. At this point, our commissioning personnel will optimize the systems for proper operation, ensuring that your systems will provide the intended results. Commissioning services include:

- Properly setting audio system gain structure
- Tuning all loudspeaker systems
- Setting wireless system RF settings
- Setting audio limiters for proper protection of system components
- Setting video system resolution, refresh rate, and EDID settings
- Calibrating video display devices for proper color representation and system contrast
- Programming and setting up lighting system controls
- Addressing, aiming and focusing lighting fixtures to meet lighting design goals

### TRAINING

Did you know that the number one cause of “system failure” is not actually faulty equipment, but inadequate system training or unfamiliarity with the equipment being operated? Once your new systems are installed and optimized, we can offer a customized training package targeted to the specific technical expertise of your end users. In some cases, we can even offer effective training remotely! Let us help you get the most out of your new equipment!

## FINANCIALS & TIMELINE

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### FINANCIAL SUMMARY

Equipment & Shipping	\$ 39,123.90
Labor & Materials	\$ 25,000.00
Design Services	\$ 1,600.00
Project Management	\$ 640.00
<b>TOTAL (PRE-TAX):</b>	<b>\$ 66,363.90</b>

### PAYMENT SCHEDULE

Option 1: Full payment upon contract signing - **\$ 66,363.90**

Option 2: Full equipment payment and 60% labor payment upon contract signing

- Payment 1 (equipment, freight, 60% labor): **\$ 55,467.90**
- Payment 2 (40% labor remainder): **\$ 10,896.00**

*NOTE: Net 30 payment terms are available for eligible institutions.*

## ASSUMPTIONS & UNDERSTANDINGS

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### INSTALLATION EXCLUSIONS

- \* Ceiling modifications
- \* Ceiling tile replacement or repair, including T-bar refinishing
- \* All conduits, high voltage wiring panels, breakers, relays, boxes, receptacles, etc.
- \* Concrete saw cutting and/or core drilling
- \* Fireproofing for wall, ceiling, roof, and floor penetrations
- \* Millwork and furniture alterations
- \* Testing owner-furnished cabling, network, or equipment
- \* Painting and patching
- \* Permits and parking logistics, unless specified
- \* Structural engineering required to determine structural integrity, strength, and rigidity of the building

### CLIENT RESPONSIBILITIES

- \* Acquiring necessary permits and passes
- \* High voltage (if necessary) provided by others
- \* Adequate parking throughout duration of installation
- \* Access to areas included in the scope of this installation for duration of project
- \* Safe storage of equipment until time of installation
- \* Removal of existing equipment unless otherwise stated
- \* Structural vibration issues

### INSTALLER RESPONSIBILITIES

- \* Provide bulk wiring and terminations (XLR, TRS, Cat5/6, etc.) as needed
- \* Provide rigging, hardware, and additional materials required for installation according to SOW
- \* Provide consumables required for installation according to SOW
- \* Coordinate shipping and freight fees associated with the above services/materials
- \* Pre-fabricate equipment according to SOW unless otherwise stated
- \* Label of all cabling associated with the installation

## ASSUMPTIONS & UNDERSTANDINGS

- \* Secure lift rental or scaffolding if required
- \* Commission and test all equipment in the scope of installation
- \* Provide training and final system turn-over to client
- \* Deliver regular updates to Sweetwater Project Manager as listed in MSA

## SWEETWATER RESPONSIBILITIES

- \* Supply equipment listed in BOM / Sweetwater quote
- \* Provide interconnect cabling (inter-rack XLR, BNC, etc.)
- \* Provide any additional equipment needs discovered during quote phase, such as...
- \* Power distribution and sequencing
- \* Rack accessories and peripherals
- \* Provide full engineering drawings, wire diagrams, and project documentation for install
- \* Coordinate project management and coordination

## ASSUMPTIONS

- \* Adequate ceiling space for infrastructure support hardware
- \* Client-furnished equipment is functional, operational, and compatible
- \* Connection to facility's LAN if necessary for equipment operation
- \* Installer may place equipment orders as necessary to meet deadlines and avoid cost increases
- \* Cable pathways are unobstructed
- \* Continuous work schedule during business hours
- \* Prompt client feedback on documents
- \* Adherence to change control process

## ADDITIONAL NOTES

- \* Changes found on site during installation may impact the price of the system solution or service
- \* Client to handle external modifications; costs excluded from this proposal
- \* Equipment racks should be located in an enclosed, accessible space with dedicated 24/7 cooling systems
- \* Schedule deviations affecting installers may lead to change orders
- \* Current supply chain challenges may affect material costs; transparency will

## ASSUMPTIONS & UNDERSTANDINGS

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be maintained

*By accepting this proposal, Client grants Sweetwater permission to use project photos and press materials for marketing and promotional purposes. If you wish to restrict project marketing, please notify Sweetwater before acceptance.*

*Sweetwater reserves the right to have a lien placed on the facility for the purpose of assuring payment. Lien to be released after final payment is received.*

***By signing below, we intend to proceed with this above proposal***

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**Signature**

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**Name**

## ADDITIONAL INFORMATION

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### Meet Your Expert Project Team!

A successful project requires dedicated experts working together. Here are the partners who will guide you through every step of your project, from the first idea to the final walkthrough.

#### **Mike Godlove, YOUR SALES ENGINEER (THE PROJECT CONCIERGE)**

Think of your Sales Engineer as your primary guide and main point of contact. They'll kick off the project, introduce you to the team, and be your dedicated partner from start to finish. They also manage all project quotes and invoicing, ensuring a smooth and clear process for you.

#### **Corey Elliott, YOUR PROJECT COORDINATOR (THE PROJECT HUB)**

Our Project Coordinator is the "glue" that connects all the pieces of your project. They work closely with your Sales Engineer to translate technical concepts, prepare detailed proposals and contracts for your review, and ensure you're always aware of your project's status.

#### **Cameron Pauls, YOUR PROJECT MANAGER (THE ON-SITE LEAD)**

Your Project Manager is in charge of all on-site logistics and installation crews. They manage all communication with our certified installers, schedule the on-site work, and ensure the team has everything they need to get the job done right and on time.

#### **Kevin Watson, YOUR DESIGNER (THE SYSTEM ARCHITECT)**

Our Designer is the technical architect of your new system. Their primary role is to create the detailed equipment lists, system drawings, and technical plans that bring your vision to life. They meticulously review every aspect of the design to ensure your system is powerful, efficient, and perfectly suited to your space.

#### **YOUR INSTALLATION TEAM (THE HANDS-ON EXPERTS)**

Our certified installers are the hands-on experts who bring your project from paper to reality. They are responsible for all site preparation, professional installation, and final cleanup. You can expect them to be professional, courteous, and respectful of the space as they work to complete your project to perfection.

#### **NEED ADDITIONAL HELP? OUR SUPPORT TEAM IS A PHONE CALL AWAY 7 DAYS A WEEK!**

**Sweetwater**<sup>®</sup>

(800) 222-4700 | [Sweetwater.com](http://Sweetwater.com)