



acoustical systems, inc.

Program Management Alternatives

Option #1 – Single Source Turnkey Services

Acoustical Systems, Inc. can offer single source turnkey services that include responsibility for every phase of the project from initial engineering and design, bid package management (development, circulation, and review), vendor selection, purchase of system components, fabrication oversight, scheduling, and installation services to ensure the proper system specifications are implemented.

Option #2 – Program Management

Should the owner prefer to manage the material procurement and installation services internally, Acoustical Systems, Inc. can provide program management services to ensure the proper project specifications are met at all phases of the project. A brief description of the Program Management duties follow:

1. Responsibilities

The program manager will coordinate all interior and exterior activities, submit progress reports as requested, and be responsible for the successful completion of the noise control compliance program.

2. Duties:

- a. Review concept drawings with production and maintenance personnel.
- b. Prepare the necessary construction drawings for all acoustical fabrication.
- c. Review construction drawings with project manager to determine what, if any, production ramifications may result.
- d. Make any necessary modifications resulting from the production, maintenance, and project manager input.
- e. Determine, along with maintenance personnel, what materials and hardware will be fabricated in- house.
- f. Secure final written approval of the construction drawings from production personnel.
- g. Procure competitive bids on all materials that will be supplied by outside vendors and update ASI contract price if necessary.
- h. Along with the purchasing department, select the supplier and provide the necessary delivery information to maintenance for installation scheduling.
- i. Review approval drawings with the vendor prior to any fabrication.
- j. Assist vendor's installation supervisor to insure a complete material installation.
- k. Qualify the noise reduction achieved after installation has been completed and present a final report to all parties.