

Attachment 1 - Statement of Work for Audio Visual Systems Contractor

The Court of Appeal, Third Appellate District, located at the historical Stanley Mosk Library and Courts Building at 914 Capitol Mall, Sacramento, California, is undergoing renovation and is installing audiovisual (AV) components in one courtroom, two training rooms, and one conference room. Courtroom 100 requires new design and equipment for local sound reinforcement, assistive listening, broadcasting capabilities and streaming system. Meeting Room 500 requires new connectivity to components in Courtroom 100, in order for it to be used as an overflow viewing space. Training Room 402 does not have any existing AV components. Conference room 402A requires a new design and equipment for an integrated AV system. See room descriptions below for specific scope of work requirements.

The Contractor will:

1. Conduct a mandatory on-site walkthrough with court staff on **Tuesday, May 22 at 2pm PDT** to acquire requirements for design/build AV systems project. The site is located at **914 Capitol Mall, Sacramento, California 95814**. The building is a construction site; please wear appropriate attire/shoes for walkthrough construction areas. Hard hats and vests will be provided by the General Contractor. **Site contact for walkthrough will be Jennifer Willard, cell phone 415-572-6721.**
2. Create systems documentation and drawings for the systems signal and path routes in a format compatible with VidCad software.
3. Submit in writing results of the on-site walkthrough and the project requirements set forth by the court. **Specify appropriate equipment to complete the project outcome or suggest alternate system and/or equipment that will effectively interface and integrate system requirements.**
4. Provide a complete bid for the project to the court by **Wednesday, June 6, 2012 no later than 12pm PDT**. Failure to provide a complete equipment list and design may result in disqualification.
5. Provide all labor, materials, transportation and equipment to complete the furnishing, installation, assembly, set up and testing of the systems, along with equipment provided by the court, per the included list.
6. Provide installation services to take place at the following times:
October 1, 2012 and November 30, 2012.
7. Perform all work pursuant to a plan developed by the court.
8. Purchase, deliver, assemble, test, and modify audiovisual equipment as specified on the completed equipment list.

9. Furnish and install all necessary conduit, cabling, boxes, conversion, routing and switching equipment, and programming labor required for complete and fully operational systems.
10. Mark all cables, regardless of length, with permanent, non-handwritten number of letter cable markers within six inches of booth ends. There shall be no unmarked cables at any places in the system. Marking codes used on cables shall correspond to the codes shown on system drawings.
11. Warranty the entire system installation for a minimum of one year from the date of system acceptance by the court. Component warranties shall be honored for the term established by the manufacturer, if greater than one year.
12. All projectors and speakers are to be suspended from the building structure or attached to rated framing. It is the responsibility of the Contractor to provide a safe support system for the loudspeakers and projectors using rated hardware from the manufacturer. These suspension systems must be reviewed and approved by a licensed structural engineer.
13. Provide a designated supervisor present and in responsible charge on the project site during all phases of the installation and testing of the project.
14. Test audiovisual systems and demonstrate to the court that they are functioning effectively. The governing overall requirement is complete and functional systems.
15. Provide a project maintenance binder with all manufacturer specific operating and maintenance instructions manuals for each piece of equipment installed.
16. Provide two operator and maintenance training sessions on completed systems at reasonable convenience of the court during normal court business hours.
17. Under the warranty, return within the first 30 days after the systems have been turned over to the court for additional system configuration and fine-tuning.
18. Provide the source code for the control system to the court upon completion of project installation.

The court will:

1. Assign a project manager for the work of this project after the bid is awarded. The court's project manager for this work will be **Rodrigo Zamudio, CTS**.
2. Make the project work space available during regular business hours.
3. Coordinate with the Contractor to schedule the work space for the installation work.
4. Supervise and coordinate the work of the audiovisual systems contractor with the work of the project electrical contractor.

5. Provide the Contractor with updated project plans, schematic drawings, and a schedule of overall project dates.

ROOM SYSTEMS DESCRIPTION:

1. Courtroom 100 – Integrated AV System

Courtroom 100 requires a new design and installation of a complete AV system. This integration should include the following: local sound reinforcement, assistive listening, broadcasting capabilities, and IP streaming solution.

A digital audio recording system needs to be interfaced with AV components in order to provide recording\archiving capabilities; the court currently uses *For The Record* (FTR) and would like to keep that functionality. The system should be capable of capturing, annotating, playing back and managing the record of court proceedings.

A new multi-camera video production system needs to be included as part of the project. Due to the historic nature of the courtroom, the cameras and camera mounts/stands need to be removable.

The Contractor would be responsible for the following:

- a. Design and Installation
- b. AV Equipment
 - i. 7 flat boundary microphones installed at bench (with an appropriate polar patter and radio frequency interference shield)
 - ii. 1 flat boundary microphone installed at clerk station
 - iii. 1 flat boundary microphone installed on the at podium
 - iv. 2 flat boundary microphones installed at each attorney table on either side of the podium; mics should have an on/off button so they may be turned off when not in use.
 - v. 1 flat boundary microphone installed at bailiff station
 - vi. 2 wireless lavalier microphones
 - vii. Timer installed at bench (should include notification status and control such as Go, Warning, and Stop)
 - viii. Timer installed at podium (should include notification status such as Go, Warning, and Stop); control timer from bench
 - ix. Audion Mixer/DSP
 1. 16x16 mix minus system if needed
 - x. Loudspeakers (accommodate existing mounting) assigned to 4 zones; each zone should be individually controlled

- xi. Monitor speakers at each microphone location if needed
- xii. Control panel to be installed in bailiff's desk
- xiii. Audio Teleconference capabilities
- xiv. Assistive listening per ADA requirements
- c. Software
 - i. Control System programming
 - 1. Individual microphone mute/unmute capabilities
 - 2. Loudspeaker volume control for each zone
 - 3. Individual monitor speaker volume
 - 4. Teleconference control
- d. 3 PTZ Camera
 - i. HDSD/SDI
 - ii. 2 surface mounted, 1 mounted on tripod
- e. Integrated Camera Control
 - i. PTZ, Iris, Gain, Position presets
- f. 2 Custom Surface Mounts for Cameras
- g. Streaming Encoder (IP Video Solution) and Integration with Building-wide IP Network for Streaming
 - i. Split Screen Viewer
- h. Digital Video Production Switcher
 - i. Preview/Program Monitors
- i. Audio Mixer (For Broadcast Feed)
 - i. 12x2 channel minimum
- j. Connectivity for Media Access
 - i. Transmission method fiber?
- k. Cabling
- l. Training
- m. 2-yr Maintenance

2. Room 500– Connectivity with audio/video signal from Courtroom 100

Room 500 has an existing AV system with display/playback capabilities. The audio/video signal from Courtroom 100 needs to be routed to Room 500 in order to provide adequate overflow viewing space.

The Contractor would be responsible for the following:

- a. AV Equipment
- b. Integration with Existing Components for Purposes of Courtroom 100 Overflow
- c. Control Software Programming (if needed)
- d. Cabling
- e. Training

3. Training Room 402

Training Room 402 currently has no existing AV components. The Contractor would be responsible for the following:

- a. Installation of existing wall mount and display to be provided by the court
- b. Cabling and connectivity with satellite receiver

4. Conference Room 402A [OPTIONAL]

Conference Room 402A requires a new integrated AV system. Main components should include: local sound reinforcement, displaying/playback capabilities, connectivity with various sources.

Note: Conference Room 402A project would be optional for the court and should be reflected as such in the Contractor's proposal. The video conferencing equipment should be installed and all equipment integrated on one wall in the conference room.

The Contractor would be responsible for the following:

- a. Design and Installation
 - i. Installation and integration of existing components: videoconferencing codec, plasma displays, camera
- b. AV Equipment
 - i. Projector
 - ii. Projector screen
 - iii. Control system
 - iv. Loudspeakers
 - v. AV switcher
- c. Cabling
- d. Training

Criteria for Vendor Evaluation

Evaluation Criteria	Percentage
Quality of work plan	35
Experience on similar projects	20
Reasonableness of pricing	25
Compliance with solicitation requirements	10
Availability to meet project timeline/schedules	10

End of Statement of Work