

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS
RICHARD SHEPPARD ARNOLD UNITED STATES COURTHOUSE
600 West Capitol Avenue
Room A-149
Little Rock, Arkansas 72201-3325

TAMMY H. DOWNS
CLERK OF COURT

(501) 604-5300
FAX (501) 604-5325

January 17, 2023

To: Open market vendors

Re: A/V Discovery and Draft Design

To Whom It May Concern:

The United States District Court for the Eastern District of Arkansas is seeking proposals from vendors interested in providing design services for audio visual systems pursuant to the attached statement of requirements.

This project is located at the Richard Sheppard Arnold Courthouse, 500 West Capitol Avenue, Little Rock, Arkansas. Please refer to the Court's stated requirements which are attached. We request that you submit your firm's fixed-price fee proposal no later than **February 1, 2023**.

Please note that this project consists of three separate tasks, detailed in the attached request for proposal (RFP) and summarized here as follows:

1. Discovery and Draft Design
 - a. travel to Little Rock for site survey, deliver a discovery trip report
 - b. produce and provide a building infrastructure report
 - c. draft design
2. Final Design and Proposal Review
 - a. final design
 - b. professional services in contractor bids and selection
3. Installation and Acceptance Support
 - a. travel to Little Rock for a pre-installation project kick-off trip with installation contractor
 - b. travel to Little Rock for a substantial completion evaluation and management trip
 - c. travel to Little Rock for acceptance testing and consultation with Court staff

The Court will review all submissions and reserves the option to consider a Judiciary blanket purchase authorization in lieu of an open market procurement. Any award decision may be based upon a lowest price, technically acceptable basis. In order to be deemed technically acceptable, a firm must be able to complete all work in the stated period of performance. In addition, at the time of submission, firm must be able to meet the requirements in the RFP Section C.3.7 – Identification of Key Personnel of the contract. Proposals must contain certificate number and expiration date of certifications of key personnel.

Sincerely,

Lance Smith, Ordering Officer
U.S. District Court
Eastern District of Arkansas

**Proposal Worksheet for the U.S. District Court, Little Rock, Arkansas
Eastern District of Arkansas (ARED)**

1. **SHORT TITLE:** Discovery and Draft Design BPA Call
2. **DATE:** January 17, 2023
3. **PROJECT MANAGEMENT:**
 - 3A. The Ordering Officer is Lance Smith. The telephone number is (501) 604-5123.
 - 3B. The Contracting Officer's Representative (COR) is Amy Rice. The telephone number is (501) 604-5311.
4. **PROJECT BACKGROUND:**
 - 4A. The U.S. District Court for the Eastern District of Arkansas is housed in the Richard Sheppard Arnold United States Courthouse located at 500 West Capitol in Little Rock, Arkansas. The Court is planning to provide *electronic systems* in a renovated courtroom at this facility.
5. **SPECIFIC TASKS:**
 - 5A. The Statement of Work (SOW) required is defined under Section C.7.1 through C.7.5.7, inclusive, of the attached RFP.
6. **DELIVERABLES: 3**
 - 6A. The three deliverables required are defined under Section C.8 of this Contract. The quantity of hard-copies required for each deliverable are as follows:
 - i. 1st Deliverable: Two printed and one electronic copy e-mailed.
 - ii. 2nd Deliverable: Two printed and one electronic copy e-mailed.
 - iii. 3rd Deliverable: Two printed and one electronic copy e-mailed.
7. **No. OF AUTHORIZED TRIPS: 1**
 - 1A. The number of authorized trips to Little Rock, Arkansas, is one (1). The site survey trip will require a full day at the Little Rock courthouse. Presentation of the draft design as detailed in Section C 7.5.7 shall be conducted via video conference with deliverables shipped to the Court in advance.
8. **Period Of Performance**
 - 8A. The period of performance is estimated not to exceed 3 months from the start of the contract. Timing will be dependent upon Court schedule, and landlord and infrastructure project timelines. The Court is interested in conducting the site visit in February of 2023 and iteration of drafts within March 2023.

**PROPOSED PRICING FOR THE DELIVERABLE SHALL BE SUPPORTED
WITH AN EXCEL SPREADSHEET CONTAINING ALL PRICE ELEMENTS**

1. FIRM FIXED-PRICE SCHEDULE (to be completed by vendor):

8.A 1st Deliverable – RFP C.8.1 Discovery Trip and Site Survey Report

8.A.1	1 st Deliverable Labor	\$
8.A.2	Printing and Plotting	\$
8.A.3	Postage and Delivery	\$
8.A.4	Communications	\$
8.A.5	Rental Car, Gas, Taxi, Parking	\$
8.A.6	Per Diem	\$
8.A.7	Airfare	\$
8.A.8	Proposed Total Price	\$

8.B 2nd Deliverable – RFP C.8.2 Building Infrastructure Report

8.B.1	2 nd Deliverable Labor	\$
8.B.2	Printing and Plotting	\$
8.B.3	Postage and Delivery	\$
8.B.4	Communications	\$
8.B.5	Rental Car, Gas, Taxi, Parking	\$
8.B.6	Per Diem	\$
8.B.7	Airfare	\$
8.B.8	Proposed Total Price	\$

8.C 3rd Deliverable – RFP C.8.3 Draft Design

8.C.1	3 rd Deliverable Labor	\$
8.C.2	Printing and Plotting	\$
8.C.3	Postage and Delivery	\$
8.C.4	Communications	\$
8.C.5	Rental Car, Gas, Taxi, Parking	\$
8.C.6	Per Diem	\$

8.C.7	Airfare	\$
8.C.8	Proposed Total Price	\$
8.D	Authorizing Signature, Title	
8.E	Firm Proposal Date	
8.F	Total Price	\$

**Proposal Worksheet for the U.S. District Court, Little Rock, Arkansas
Eastern District of Arkansas (ARED)**

1. **SHORT TITLE:** Final Design and Proposal Review BPA Call
2. **DATE:** January 17, 2023
3. **PROJECT MANAGEMENT:**
 - 3A. The Ordering Officer is Lance Smith. The telephone number is (501) 604-5123.
 - 3B. The Contracting Officer's Representative (COR) is Amy Rice. The telephone number is (501) 604-5311.
4. **PROJECT BACKGROUND:**
 - 4A. The U.S. District Court for the Eastern District of Arkansas is housed in the Richard Sheppard Arnold United States Courthouse located at 500 West Capitol in Little Rock, Arkansas. The Court is planning to provide *electronic systems* in a renovated courtroom at this facility.
5. **SPECIFIC TASKS:**
 - 5A. The Statement of Work (SOW) required is defined under Section C.9.1 through C.9.2.2, inclusive, of this Contract.
6. **DELIVERABLES: 2**
 - 6.A The two deliverables required are defined under Section C.9.3 and C.9.4 of this Contract. The quantity of hard-copies required for each deliverable are as follows:
 - 1st Deliverable: Two printed and one electronic copy e-mailed.
 - 2nd Deliverable: Two printed and one electronic copy e-mailed.
7. **No. OF AUTHORIZED TRIPS: 0**
 - 7.A The number of authorized trips to Little Rock, Arkansas, is zero (0). Presentation of the final design and proposal review as detailed in Section C 9.3-9.4 shall be conducted via video conference with deliverables shipped to the Court in advance.
8. **Period Of Performance**
 - 8.A The period of performance shall be approximately 4 months or 120 days starting at contract award.

**PROPOSED PRICING FOR THE DELIVERABLE SHALL BE SUPPORTED
WITH AN EXCEL SPREADSHEET CONTAINING ALL PRICE ELEMENTS**

2. **FIRM FIXED-PRICE SCHEDULE (to be completed by vendor):**

8.A	1 st Deliverable – Final Design	
8.A.1	1 st Deliverable Labor	\$
8.A.2	Printing and Plotting	\$
8.A.3	Postage and Delivery	\$
8.A.4	Communications	\$
8.A.5	Rental Car, Gas, Taxi, Parking	\$
8.A.6	Per Diem	\$
8.A.7	Airfare	\$
8.A.8	Proposed Total Price	\$
8.B	2 nd Deliverable – Proposal Review	
8.B.1	2 nd Deliverable Labor	\$
8.B.2	Printing and Plotting	\$
8.B.3	Postage and Delivery	\$
8.B.4	Communications	\$
8.B.5	Rental Car, Gas, Taxi, Parking	\$
8.B.6	Per Diem	\$
8.B.7	Airfare	\$
8.B.8	Proposed Total Price	\$
8.C	Authorizing Signature, Title	
8.D	Firm Proposal Date	
8.E	Total Price	\$

**Proposal Worksheet for the U.S. District Court, Little Rock, Arkansas
Eastern District of Arkansas (ARED)**

1. **SHORT TITLE:** Installation and Acceptance Support BPA Call
2. **DATE:** January 17, 2023
3. **PROJECT MANAGEMENT:**
 - 3A. The Ordering Officer is Lance Smith. The telephone number is (501) 604-5123.
 - 3B. The Contracting Officer's Representative (COR) is Amy Rice. The telephone number is (501) 604-5311.
4. **PROJECT BACKGROUND:**
 - 4A. The U.S. District Court for the Eastern District of Arkansas is housed in the Richard Sheppard Arnold United States Courthouse located at 500 West Capitol in Little Rock, Arkansas. The Court is planning to provide *electronic systems* in a renovated courtroom at this facility.
5. **SPECIFIC TASKS:**
 - 5A. The Statement of Work (SOW) required is defined under Section C.10.1 through C.10.8, inclusive, of this Contract.
6. **DELIVERABLES: 3**
 - 6A. The three deliverables required are defined under Section C.10.4, C.10.6 and C.10.8 of this Contract. The quantity of hard-copies required for each deliverable are as follows:
 - i. 1st Deliverable: Two printed and one electronic copy e-mailed.
 - ii. 2nd Deliverable: Two printed and one electronic copy e-mailed.
 - iii. 3rd Deliverable: Two printed and one electronic copy e-mailed.
7. **No. OF AUTHORIZED TRIPS: 3**
 - 7A. The number of authorized trips to Little Rock, Arkansas is three (3). Trip details are noted as follows:
 - i. "Pre-Installation/Kick-Off trip" as described in section C.10.3-4 of the contract is expected to require two (2) days.
 - ii. "Substantial Completion trip" as described in section C.10.5-6 of the contract is expected to require two (2) days.
 - iii. "Acceptance" trip as described in section C.10.7-8 of the contract is expected to require two (2) days.
8. **Period Of Performance**
 - 8A. The period of performance shall conform to the installation schedule.

***PROPOSED PRICING FOR THE DELIVERABLE SHALL BE SUPPORTED
WITH AN EXCEL SPREADSHEET CONTAINING ALL PRICE ELEMENTS***

3. **FIRM FIXED-PRICE SCHEDULE (to be completed by vendor):**

8.A 1st Deliverable – Pre-installation kick-off trip, management, consultation

8.A.1	1 st Deliverable Labor	\$
8.A.2	Printing and Plotting	\$
8.A.3	Postage and Delivery	\$
8.A.4	Communications	\$
8.A.5	Rental Car, Gas, Taxi, Parking	\$
8.A.6	Per Diem	\$
8.A.7	Airfare	\$
8.A.8	Proposed Total Price	\$

8.B 2nd Deliverable – Substantial completion trip, management, consultation

8.B.1	2 nd Deliverable Labor	\$
8.B.2	Printing and Plotting	\$
8.B.3	Postage and Delivery	\$
8.B.4	Communications	\$
8.B.5	Rental Car, Gas, Taxi, Parking	\$
8.B.6	Per Diem	\$
8.B.7	Airfare	\$
8.B.8	Proposed Total Price	\$

8.C 3rd Deliverable – Acceptance testing trip, management, consultation

8.C.1	3 rd Deliverable Labor	\$
8.C.2	Printing and Plotting	\$
8.C.3	Postage and Delivery	\$
8.C.4	Communications	\$
8.C.5	Rental Car, Gas, Taxi, Parking	\$

8.C.6	Per Diem	\$
8.C.7	Airfare	\$
8.C.8	Proposed Total Price	\$
8.D	Authorizing Signature, Title	
8.E	Firm Proposal Date	
8.F	Total Price	\$

REQUEST FOR PROPOSAL

Section C - Descriptions/Specifications/Statement of Work

C.0 Statement of Work

C.1 – Mission – The United States District Court for the Eastern District of Arkansas (District Court) is the federal trial court of original jurisdiction for federal matters in the 41 counties inclusive of the Little Rock, Jonesboro, and Helena metro areas.

C.2 - Roles and Responsibilities - In matters of Courthouse Technology, the District Court administers and procures all services related to its space and facilities. The Administrative Office of the United States Courts (AO or AOUSC) provides technical, logistical, and funding support. The General Services Administration (GSA) is the building landlord at the Richard Sheppard Arnold United States Courthouse in Little Rock.

C.3 - Scope or Statement of Work (SOW)

C.3.1 – General - These requirements are for professional technology design services for evaluation, design, and installation support of courthouse technology electronic systems consistent with the attached Court's Stated Requirements document. Electronic systems include audio systems, integrated audio and video systems, video conferencing, and structured cabling systems that support voice/data systems. Work may include the design of other low voltage electronics systems. The work shall require, but not be limited to, knowledge of low voltage electronic systems and their component requirements, including building infrastructure (pathways, spaces, HVAC, grounding, power, etc), wiring and cabling for audio, video, and voice/data systems and equipment. It also includes the development of design and performance specifications and related drawings; the preparation of design and installation schedules; other reports as needed, the preparation of cost estimates; monitoring and reporting individual and overall project cost, schedule, and administrative data; and the review of all installation contractor submittals, including operations and maintenance manuals. The projects and related tasks may consist of conferences and interviews with appropriate court officials, field investigation and analysis of existing conditions, acoustical analysis and other studies, and cost and technical feasibility studies. The work shall include the evaluation of existing equipment and the feasibility of its integration or abandonment; proposing design strategies within known funding availability; preparation of government cost estimates for equipment and installation; the evaluation of installation proposals both by installation firms the Court will procure; responding to technical questions during the procurement cycle; reviewing requests and change orders; responding to Requests For Information (RFI); and preparation of performance evaluations and recommendations for government acceptance of installed systems or components for technical acceptance and completeness. It also requires the review of construction drawings for complex building renovations and new construction projects as prepared by the GSA and/or the GSA's project Architect/Engineer (A/E) and their consultants. The work requires close coordination with installation contractors, the GSA, other government agencies, and architects and engineers engaged in the design of new buildings, as well as Facilities Program Managers and Facilities Technology Managers within the AO, and technical and non-technical staff at the District Court.

C.3.2 - Design Standards - Designs prepared by the design contractor shall follow the provisions set forth in this agreement; in Infocomm standards; and guidelines established by the AOUSC.

C.3.2.1 - Designs for structured cabling systems (voice/data) shall follow ANSI/TIA 569 -D – Telecommunications Pathways and Spaces, ANSI/TIA 568 - C family of standards, and other BICSI standards as appropriate.

C.3.2.2 - For the purpose of this agreement, design specifications shall be formatted according to the current Construction Specification Institute (CSI) Master Format.

C.3.3 - Contracting Officer's Representative (COR). This individual shall be responsible for managing day-to-day RFP activities with the District Court staff, GSA, and design contractors.

C.3.4 - Court Visits - The design contractor shall be required to visit court facilities to meet with U.S. Judges and other court personnel to perform the work required under the RFP.

C.3.5 - Program Management - The design contractor shall provide all management, administrative, clerical and supervisory functions required for the effective and efficient performance of this agreement. The design contractor shall provide personnel who have experience on projects of similar size, scope, complexity, functionality, and experience with the design of the equipment and programming generally required under this agreement.

C.3.6 - Program Manager/Project Manager(s) - The design contractor shall appoint a program manager who shall be the design contractor's authorized representative for performance of all services

C.3.7 - Identification of Key Personnel - The design contractors' project managers are considered key personnel on individual BPA Calls as defined in the Key Personnel Clause 2-65 (Section H). Key personnel who work directly with courts and/or the AOUSC on the design, procurement, and installation of audio/visual systems shall have a current Infocomm CTS-D certification and a minimum of 5 years' experience within the past 7 years with federal and/or state courts. Key personnel who work directly with courts and/or the AOUSC on the design, procurement, and installation of structured cabling systems shall have a current Building Industry Consulting Service International (BICSI) Registered Communications Distribution Designer (RCDD) certification and a minimum of 5 years' experience within the past 7 years with federal and/or state courts.

C.3.8 - Staffing Plan - As part of this contract the design contractor shall submit a staffing plan which clarifies responsibilities for all tasks within a project, demonstrating the flow of work from first contact with the AO or court into the design contractor's office, defining responsibility for all aspects of the RFP from the proposal to the final product. Responsibilities shall be tied to specific individuals, or to a supervisor for that person. This is not a substitute for identification of Key Personnel. The design contractor's Staffing Plan shall be submitted as part of their proposal. Acceptance of the Staffing Plan shall be in accordance with Clause E.1.

C.3.9 - Electronic Transmission - All work products, proposals, reports, etc. are to be submitted to the District Court electronically. Requirements for hard copies shall still be met.

C.3.10 - Reports

C.3.10.1 - Status Reports. The design contractor shall submit a "Status Report" to the court point of contact (POC) by regular mail or electronic mail file attachment, due by the close of business (COB) no later than five days of the end of each month. The Status Report shall serve as a chronology of task order events and deliverables through continual updating and shall include the following information:

- Project city, state, name, and building location
- Building numbers assigned by GSA, if known
- Key contacts with address and telephone information
- Project schedule, including milestones such as deliverables produced to date and projected future deliverable dates
- A brief narrative noting significant past and current actions, infrastructure and actual installation information, problems or concerns, and required documents or other information, if any, needed by the design contractor to complete the remaining tasks.
- Status of project completion by deliverable.

C.3.11 - Access into Court Facilities

C.3.11.1 - Photographic Documentation/Equipment Access into Court Facilities - Digital photography shall be employed to the greatest possible extent as an effective tool in communication among all necessary parties, prior to and during design and during actual equipment installation. The design contractor must make a request to the court in writing and in advance of the planned visit so the contractor will be allowed entry with the necessary photographic equipment, including other imaging equipment that may be proposed for a design. A standardized memorandum containing a brief explanation of how and where any design contractor equipment brought to a court location shall be utilized, on which dates, and by whom shall be provided to the design contractor with each task. When completed for each specific task by the design contractor, the letter is to be mailed or faxed by the design contractor to the court so access provisions may be made well in advance of arrival at the site.

C.3.11.2 - Obtaining Clearances for Access into Court Facilities - Arrangements are to be made with the District Court for clearance for access into court facilities and the completion of all necessary documentation as directed.

C.3.12 - Deliverables

C.3.12.1 - Document Markings - Design documents and any other deliverables used in procuring future installation services are the property of the government and all such deliverables are to be indistinguishable from contractor to contractor, and are to be identified as solely court or AOUSC documents. The use of the AOUSC or court's seal or any other judicial symbol indicative of the project's ultimate user is permissible. However, the name, logo, or any other identifiable design contractor mark, character, or feature is not to be included within or on the deliverables at any time.

C.3.12.2 - Document Labeling - Due to the amount of "boilerplate" narrative, design component, or drawing details that are standardized and generally reused, the design contractor shall ensure that the title and language for each specific project are appropriate as indicated. The name of the Court, Circuit, District, city, town, etc. shall be correct for the given project and throughout its associated documentation and deliverables. During design, all drawings or specifications which are revised and resubmitted shall be noted as such, and standard drawing notations (e.g., a "cloud" around revised area and description of revision elsewhere on drawing) and text revision notes shall be made including a notation of the revision and date of revision on the drawings and other documents. All "Final" deliverables shall carry a "Final" date throughout. Any subsequent revised pages or drawings shall be treated as an Amendment to the Final - as opposed to being a "revision" - and shall be marked indicating what part of the text or drawing was changed, along with the appropriate date.

C.3.12.3 - Review of Deliverables and/or Rejection of Deliverables - Deliverables shall be provided as herein for review/acceptance in accordance with Clause E.1 - Acceptance Criteria

C.3.12.4 - Meeting Minutes - Meeting minutes shall be prepared by the design contractor following any trip to the court, and then distributed to the court POC and COR for review. Following receipt of any court comments, the design contractor shall make the necessary revisions and then distribute the minutes to all parties as directed by the court. This may include, but not be limited to, the AOUSC, the Circuit, the U.S. Marshals Service, the GSA, and/or the GSA's project AE. The design contractor shall also revise the design or installation schedules as appropriate and distribute the same accordingly.

C.3.12.5 - Required Electronic Formats - The design contractor shall be required to submit documentation and deliverables as defined within this agreement. Everything shall be submitted in an electronic format, and by electronic transmission, although some shall also be submitted in digital storage device and in hard-copy paper form if so required. The Judiciary uses specific software programs and the design contractor shall use the same products. Currently, they are as follows:

Microsoft Word 2010 or newer
Microsoft Excel 2010 or newer
Microsoft Power Point 2010 or newer
Microsoft Visio 2012 or newer
Microsoft Project 2013 or newer
AutoCAD Architecture 2013 or newer
Adobe Acrobat XI Standard or newer

C.3.12.6 - Definitions and Abbreviations

AOUSC or AO - Administrative Office of the U.S. Courts

RFP – Request for Proposal - The preliminary scope document which will merge into any contracting vehicle for procuring the services from the design.

CO - Contracting Officer - the person responsible for overseeing the provisions of this contract on behalf of the government.

COR - Contracting Officer's Representative: a person with knowledge of the technical nature of the design contractor's business serving as an advisor to the CO.

CSI - Construction Specifications Institute

FITB – Facilities Integration and Transformation Branch

GSA - General Services Administration

Installation Contractor - The Court-procured contractor that installs the equipment in accordance with the design contractor's plans.

POC – The District Court's point of contact

USMS - U.S. Marshals Service

C.4 - General Information - Specifications, Diagrams, and Design Drawings Specifications shall follow the current CSI Master Format for Electronics and Telecommunications.

C.4.1 - Correctness of drawings - Dimensions shall be provided on all drawings, or if not, noted as such, with a note to verify in the field. Some dimensioned drawings shall also be noted to verify in field for existing conditions. Drawings shall be noted if NOT TO SCALE.

C.4.2 - List of submittals/Review by Design contractor - The specifications shall note any drawings or other information from the installation contractor which must be submitted to the design contractor as a submittal for review and approval, such as for coordination of millwork details. If the drawing is not submitted, the design contractor must officially notify the installation contractor, copying the court. The design contractor shall review all millwork details prior to construction.

C.4.3 - Testing Requirements - Specifications shall include all requirements for testing upon installation, including cabling and wiring without equipment installation, and existing equipment to be reused or to be connected to new equipment, both before and after installation. The AOUSC may provide standardized testing procedures to be used.

C.4.4 – Furniture - Furniture that is specifically used in the courtroom and that is often integrated with equipment may be subject to budget limits and provided by others. The design contractor must factor these requirements into their design. The COR shall provide this information to the design contractor. Examples:

- Lectern (ADA type)
- Video Trolleys, Presentation and/or Media Carts
- Attorney Table

C.4.5 - Courtroom Appearance - All specified hardware, escutcheons, face plates, etc. that are to be exposed to view in courtrooms shall be specified with a black finish, or a finish color appropriate to suit the color of the existing millwork. The location of all speakers shall be specified and shown on the drawings by the design contractor. Additionally, the design contractor shall be responsible for providing adequate information to the government regarding the type and extent of any additional equipment and cabling as may be anticipated and necessary for the preparation of installation proposals and a successful installation.

C.4.6 – Connectors - All equipment specified shall have a universal, industry standard connector, such that if the item of equipment shall be replaced in the future by a similar item of equipment, but from a different manufacturer, there shall be no need to replace the system's wiring or connectors to accommodate the new item of equipment.

C.4.7 - Integrating Technology - The design contractor shall be conscious of costs and delays associated with integrating technology into the millwork of the existing courtrooms. There are a variety of economical solutions and recommendations. Some solutions to integrating solutions include:

- Modular raceways in knee space of benches • Access hatches in bench/jury raised floor
- Selection of components that are integral to each other
- Providing digital photos as part of design, to clarify existing conditions

C.4.8 - Courtroom Configuration – This will be a non-jury hearing room. See the Court’s Stated Requirements document for more details about room configuration.

C.5 - Standardized BPA Call Design Drawing Format for Audio and Video Projects - Each electronic systems component design specification for most TO projects at a minimum shall include the drawings identified herein:

C.5.1 - Audio Drawings.

- Audio Base (Floor) Plan
- Audio Reflected Ceiling Plan
- Audio Plan: Conduit riser diagrams.
- Audio Details: Loudspeaker mounting, rack/console mounting, etc.

C.5.2 - Electronic Media Drawings.

- Electronic media Base (Floor) Plan
- Electronic media Reflected Ceiling Plan
- Electronic media Plan
- Electronic media Plan: Building riser diagram.
- Electronic media Sectional Drawings: Projection, sight-lines, optimal viewing angles, etc.
- Electronic media Details: Projection screens, projector mounting, camera mounting, rack/console mounting, etc.

C.5.3 - System Diagrams.

- Audio Control Block Diagram
- Electronic media Control Block Diagram
- Audio and electronic media Details: Control panel.

C.5.4 - Equipment Data (also for A/E coordination of millwork details).

- Lecterns.
- Video Trolleys, Presentation Carts, and/or Media Carts.
- Attorney Tables.
- Assorted devices, including monitors for Judge's Bench, Witness Box, Jury Box, and Courtroom Deputy and Court Reporter's Stations.
- Side-bar microphones with pink noise, and Court Reporter listening enhancement.
- Video projector mounting.
- Spectator viewing.

C.5.5 - Miscellaneous Details.

- Plates and escutcheons.
- Power and grounding details, including safety grounding and audio grounding conventions.
- Camera enclosures, projector enclosures, Infrared emitter enclosures.
- Notes and Symbols.

C.6 – {Section reserved}

C.7 - Standardized Discovery & Draft Design for Audio and Video

C.7.1 - General - The "Discovery & Draft Design" BPA Call requires the design contractor to travel once to the specific court location on a mutually convenient date for a kick-off meeting and site survey. It is anticipated that only one design contractor employee shall conduct this trip. The trip shall enable the design contractor to evaluate the level of design effort and identify vital information needed for potential design solutions, including installation funding sources, at the onset of the effort. The design contractor shall meet with the court's team and other key staff to gain a thorough understanding of the needs of the court regarding existing and proposed electronic systems and/or components of the same.

C.7.2 - Objectives - The design contractor shall carefully consider the court's stated requirements and tailor a design to meet those stated requirements. The design contractor shall, however, share its experiences with other U.S. Court facilities to give the court a better understanding of possible alternative design solutions involving equipment and material selections. The design contractor shall address the overall design process, schedule, methodologies, implementation plans, budgeting information, and judicial policy issues related to the specific needs of the court; and identify any special considerations regarding the uniqueness and complexity of the overall project, including a list of the various drawings required for infrastructure provisions and a successful equipment installation. Based on the court's needs stated in the meeting and information gathered during the site survey the design contractor shall identify the optimal overall design criteria as well as any specialized requirements for each space, including individual courtroom(s), chambers, offices, and other judicial areas, as applicable. The design solution must not exceed the available funding however options may be used for additional desired features when there is a reasonable and realistic expectation that funding may become available. All proposed system designs, including those based on the study of cost tradeoffs and the technical feasibility to include the integration or abandonment of existing electronic equipment shall be in accordance with current policy and guidance.

C.7.3 - Site Survey - The Discovery & Draft Design site survey shall be comprehensive, and include extensive use of digital photography to record the existing conditions. The design contractor shall document all aspects of the

existing spaces under design consideration including taking detailed notes, recording rough field measurements, dimensions, adjacencies between spaces under design consideration, wire closet locations required for cable runs, and determine the adequacy of any existing building systems and/or infrastructure needed to support or be integrated into a completed design. As electronic systems or its component installations are occurring nationwide and there are differing labor situations from place to place, local union labor issues relative to the installation process must be identified, along with their impact on installation labor cost and the installation performance period at this stage, and made part of the project cost estimate and schedule.

C.7.4 - Infrastructure Requirements - Based on the site survey the design contractor shall identify the anticipated extent of the infrastructure required to support the planned design, if any. In some instances, existing infrastructures may be adequate. In existing courtrooms, the limitations of the existing conditions shall be taken into consideration, in that the design for the courtroom electronics shall minimize any need for extensive reconstruction of the courtroom.

C.7.5 - Draft Design - The design contractor shall develop the electronic systems design specifications and associated drawings. All proposed system designs, including those based on the study of cost tradeoffs and the technical feasibility to include the integration or abandonment of existing electronic equipment shall be based on current policy and guidance. If the design includes new equipment to be connected to existing equipment, the existing components shall be tested at time of design, and a provision shall be made for the equipment to be tested again by the installer, before the new equipment is connected. The design contractor shall submit copies of the draft design to the District Court for review. The draft design shall include training requirements, O&M (Operating and Maintenance) manuals, and all other deliverables for court review and agreement.

C.7.5.1 - Equipment Specifications. The design shall be structured to support the receipt and evaluation of firm fixed price installation proposals from interested installation contractors. Equipment specified in an electronics system design shall not be specified, furnished, and/or equipped with any proprietary components or interface/ connector. Any system or component identified by "brand name" shall also have "or equal" clearly noted in the specifications and/or drawings. If the design solution requires a proprietary item, approval must be received in advance from the AO Contracting Officer. The designer shall also include a certification/approval letter from the specific manufacturer that the system shall perform as documented in the design.

C.7.5.2 - Design Specifications - The design specifications shall be produced in compliance with the three-part format of the Construction Specifications Institute (CSI) Master Format. The overall designs must clearly be delineated between (1) audio systems and components and (2) electronic media systems and components. Designs shall also clearly separate audio equipment for courtrooms only and audio equipment elsewhere, i.e., in Jury Assembly, Grand Jury, etc. Designs for electronic media equipment shall also be separated in the same manner.

C.7.5.3 - Cost Estimates, Pricing Schedules, and Installation Schedules - A cost estimate for each system design is required, itemized by each component and material item required, and containing the number of units, a unit cost for materials, and a unit cost for labor. The cost estimate shall be provided on an Excel spreadsheet, which shall calculate so that multiples of unit costs are automatically calculated. The cost estimate spreadsheet is intended to be a list of recommended products with estimated line item costs. There shall be a separate line item for travel associated with the installation. There shall be a separate line item for any option. The pricing schedule shall duplicate the cost estimate with the line item cost left blank. The pricing schedule shall be in electronic format, on an Excel spreadsheet. This form shall automatically calculate. The itemized cost estimate shall be used when evaluating proposals in the pricing schedule format received from the installation contractors. The design contractor shall prepare an installation schedule as part of the design package, and state any assumptions as to the number of courtrooms that the court is to make available to the installer at one time, any combined travel on the part of the installer, and other phasing information. The design contractor shall be required to evaluate the installers' price in relation to the installation schedule. The design contractors shall be required to review all installation contractors'

submittals, including but not limited to, the installation schedule, the specification, the cost estimate spreadsheet, and the miscellaneous details necessary to determine their technical acceptance, responsiveness, and price reasonableness.

C.7.5.4 - Maintenance Costs - The design contractor shall include an annual maintenance cost estimate. The design contractor-prepared pricing schedule for purposes of requesting installation contractor proposals shall include a line item for annual maintenance of integrated electronic systems for up to four one-year periods following the expiration of the first-year warranty. For those awards made to the installers through the AO nationwide installation BPAs, the options may only include those years remaining on the installation agreement after the completion of the warranty year.

C.7.5.5 - Infrastructure Design Requirements - The electronic systems design ultimately produced by the design contractor may require building infrastructure to support the installation of the equipment components and overall system design. The design contractor shall submit a package of combined electronic infrastructure design requirements which details infrastructure requirements necessitated by the design. The infrastructure design(s) shall ensure that all empty conduit, junction boxes, raceways, power circuits, etc. necessary to easily install and operate the planned equipment, now and in the future, are provided and coordinated in the overall building design. This includes any architectural integration of the system(s) that may be required. This package shall be submitted in "final" with the draft design. Any equipment design revisions necessary between the production of the draft and final design reports shall use the infrastructure design submitted as part of the first deliverable.

C.7.5.6 - Infrastructure Costs - The design contractor is not required to estimate the cost of the infrastructure necessary to support their designs. The design contractor is required to assist the court or AO in the evaluation of infrastructure costs presented by the GSA.

C.7.5.7 - Presentation of the Draft Design - Following submission of the draft design, the design contractor shall travel once to the specific court location for a presentation of the draft design. It is anticipated that only one design contractor employee shall conduct this trip. The design contractor shall again meet with all key staff to discuss the proposed design and seek feedback and through this dialog develop and/or make any necessary revisions to successfully complete the design. The draft design presentation trip is part of the draft design deliverable.

C.8 – Discovery & Draft Design Deliverables

C.8.1 – Discovery Trip Deliverable – The designer shall provide a trip report consisting of meeting minutes that includes discussion points, findings, issues, conclusions, and action items.

C.8.2 -- Infrastructure Report Deliverable – The designer shall provide a building infrastructure report that will include recommendations for pathways and spaces to support A/V systems in courtrooms and other ancillary spaces. This report will be the basis of the infrastructure design.

C.8.3 – Draft Design Deliverable -- Based upon the requirements delineated in Section C.7, the design contractor shall submit a package of combined electronic infrastructure design requirements which details infrastructure requirements necessitated by the design and a draft design of the electronic systems specifications and associated drawings.

C.9 - Standardized Final Design and Proposal Review BPA Call for Audio and Video

C.9.1 - Final Design – The design contractor shall incorporate comments on the draft design provided by the court and/or AO into a final design. The contents, components, format, etc. of the final design report shall be similar to that of the draft design. If the final design specifies a manufacturer, the A/V designer shall provide a certification/approval letter from the manufacturer stating that the system design shall perform as specified.

C.9.2 – Proposal Review - The design contractor shall be responsible for reviewing proposals submitted from potential installers in response to the government's RFQ for a given design. Each proposal from a potential Installer shall be initially evaluated for (1) responsiveness to the solicitation and agreed-upon terms and conditions, (2) the ability to satisfy the requirements of the electronic systems design and the overall solicitation and, (3) price reasonableness. The design contractor shall ensure that proposed prices are accurate and reflect reasonable costs for equipment/services proposed and that mathematical calculations are correct. The AO and court shall consider as acceptable only those potential installer's proposals that are submitted in accordance with all requirements set forth or referenced in any given solicitation.

C.9.2.1 - Standards of Conduct - The design contractor shall avoid all conflicts of interest, including the appearance of a conflict of interest. Designs shall not be based on proprietary solutions and/or specify equipment or products in which the design firm, parent firm, or an affiliated firm has a financial interest during the system installation phase. The design contractor's standards of conduct shall conform to the generally acceptable standards of conduct applicable to all federal acquisitions. The design contractor shall be in possession of installation contractor's proprietary information and pricing and shall handle it appropriately.

C.9.2.2 - Pre-Award Communications - The design contractor shall avoid any direct contact with potential electronic systems installers or other installation contractors interested in performing any of the work resulting from the project designs or evaluations prior to installation agreement award. Prior to agreement award, any third-party inquiries shall be immediately directed to the COCP Level 3 CO. C.9.3 – Final Design Deliverable - Based upon the requirements delineated in Section C.7 and comments from the court and/or AO, the design contractor shall produce a final design of the electronic systems specifications and associated drawings.

C.9.4 -- Proposal Review Deliverable - The design contractor shall provide a report that addresses the selected audio/visual installation firm.

C.10 – Standardized Installation & Acceptance Support BPA Call for Audio/Video

C.10.1 – General - The installation support BPA Call requires the design contractor to assist the AO and/or court throughout the installation, completion, and acceptance testing. Duties consist of evaluating the infrastructure installed by the GSA. Additionally, the design contractor shall be responsible for verification of site conditions, identification of system deficiencies, and the final acceptance of the system. There are three trips associated with the Installation Support BPA Call: (1) a pre-installation and kick off trip, (2) a substantial completion trip, and (3) an acceptance/final closeout trip. However, courts have been encouraged to limit travel and to use video conferencing and digital records to communicate in lieu of travel. Travel is negotiable and may be limited by the court. Only one design contractor employee shall conduct each trip.

C.10.2 - Installation Schedule - The design contractor shall further develop the installation schedule prior to the government issuance of the task request to the installation contractors for the installation. The schedule shall indicate whether assumptions made in the proposal documents are valid as to phasing or if multiple trips shall be needed to complete the project. This schedule shall also note the installation contractor's performance periods - containing a reasonable range of dates rather than a specific date - for shop drawing submittals, manual productions, reviews, meetings, completion of the installation tasks, the substantial completion visit, etc. There shall also be identified a not-to-exceed final installation completion date. The installation schedule shall also indicate the requirement that the installation contractor submit the firm's testing plan ten (10) calendar days in advance of acceptance testing by the design contractor. The installation schedule shall be firm and shall allow potential installation contractors to commit to completing the work within the time frames established in the installation schedule. It shall identify the requirement that the installation contractor notify the design contractor if the installer is not ready for the substantial completion visit as scheduled. To not delay an installation pending the infrastructure completion, the District Court

may solicit installation proposals with the installation schedule indicating the confirmed infrastructure completion date. The District Court might not solicit proposals until a confirmed infrastructure completion date is received.

C.10.3 - Pre-Installation/Kick-Off Trip - The pre-installation trip requires the design contractor to travel once to the site for a meeting with the court, the equipment supplier and/or installation contractor, local GSA staff, and another key staff. The design contractor shall review the schedule developed during the site visit, actual field conditions, and the provided infrastructure to again resolve any apparent design and installation problems or concerns. The design contractor shall verify the planned responsibilities for all phases necessary for a complete installation including, but not limited to, cable pulls, terminations, mill work modifications, electrical connections and supply, carpet and finished surface disruption, trash removal, access provisions, testing procedures, and notifications.

C.10.4 - Deliverable - Pre-Installation/Kick-Off Trip - The deliverable associated with the pre-installation trip consists of a trip report that, at a minimum, will include the discussion points, any action items that came out of the meeting, and an installation schedule. The number of hard-copies required for each deliverable shall be indicated in the individual TO. The deliverable is to be submitted electronically, as well as in hard copies as indicated.

C.10.5 - Substantial Completion Trip - The design contractor shall travel once to the site to verify the site conditions while the installation contractor is still on-site, to review the installation, resolve any outstanding issues, and develop a punch-list of remaining work items to be completed. The substantial completion trip shall be made as close to the scheduled installation completion as practicable. "Substantially complete" means all the equipment has been delivered, installed, and operates as designed. The visit shall be planned per the schedule prepared by the design contractor and agreed to by the installation contractor. If there is a delay, the installation contractor shall notify the design contractor of the expected date of substantial completion. The design contractor shall remain at the court while the major punch list items are resolved to avoid the addition of items to the list which are warranty issues because court use of equipment prior to final acceptance shall cause the project to be considered substantially complete. Systems that are substantially complete and in use are considered under warranty and subject to the warranty terms and conditions for maintenance response times. The punch list process shall be ended at the time the equipment use commences and it shall reflect only the work that was not completed or otherwise identified on the punch list prior to the equipment going into use. All performance problems identified for the first time after the court begins to use the equipment shall be completed or repaired under the warranty and subject to the warranty terms and conditions. A written and graphic report shall be provided to the District Court documenting the specific processes, responsibilities, agreements, and schedule as well as any other parties attending.

C.10.6 – Substantial Completion Trip Deliverable - The deliverable associated with the substantial completion trip consists of a written report that includes all outstanding punch list items and the details as to how they will be resolved along with supportive schedules. The number of hard-copies required for each deliverable shall be indicated in the individual TO. The deliverable is to be submitted electronically, and on CD, as well as in hard copies as indicated.

C.10.7 - Acceptance Trip - The design contractor shall travel once to the site to attend the proof of performance test(s) required by the installation contract to ensure that all required installation contractor work is completed and that the systems perform as designed and specified. Now, all project installation submittals shall have been made and approved by the design contractor. Acceptance shall mark the final and complete step in the installation of the project.

C.10.8 – Acceptance Trip Deliverable - The deliverable for the Acceptance Trip shall consist of the items identified below. This deliverable shall include a written and graphic report and shall be provided to the District Court documenting the design contractor's recommendation for acceptance or rejection of the system(s) by the government and a performance evaluation of the installation contractor. The number of hard-copies required for this deliverable

shall be indicated in the individual TO. The deliverable is to be submitted electronically, and on CD, as well as in hard copies as indicated.

C.11 - Standardized Infrastructure Review for Structured Cabling Systems

C.11.1 – Infrastructure Review – The RCDD shall act as a technical advisor to the court, AOUSC, and/or GSA on infrastructure issues for new construction and renovation projects. The RCDD shall assist in the review and design of the building’s telecommunications infrastructure (pathways and spaces) as proposed by the General Services Administration’s A/E team. The RCDD shall evaluate the design of the telecommunications infrastructure to ensure that the design follows the TIA/EIA 569 - D Commercial Building Standard for Telecommunications Pathways & Spaces and meet’s any unique needs of the court(s). Subsequently, via teleconferencing, the RCDD shall provide support to help clarify any issues with the court, GSA, and any other appropriate parties.

C.11.2 - Infrastructure Review Deliverable - The deliverable associated with the infrastructure review shall be a report on any infrastructure deficiencies along with recommendations to remedy these deficiencies.

C.12 – Standardized Draft Cable Design for Structured Cabling

C.12.1 – Draft Cable Design - The Draft Design requires the design contractor to travel once to the specific court location on a mutually convenient date for a kick-off meeting and site survey. It is anticipated that only one design contractor employee shall conduct this trip. The RCDD shall produce a draft Statement of Work (SOW), based upon the court’s needs and within the current AO funding guidelines. The SOW shall be based upon the specifications as set forth in the current version of the ANSI/TIA/EIA 568 - C Commercial Building Telecommunications Cabling Standard. This SOW will be used as part of a court provided Request for Proposal (RFP) that will be issued to vendors for the procurement of a structured cabling system.

C.12.2 - Draft Cable Design Deliverable - The deliverable associated with the draft design shall be a set of drawings and specifications based upon TIA/EIA 568 – C family of standards for the acquisition of a structured cabling system. The structured cabling system is defined as all horizontal and vertical copper & fiber cabling; racks; patch panels; patch cords; jacks; faceplates; and any other necessary items to complete and provide building wide connectivity.

C.13 – Standardized Final Cable Design and Proposal Review for Structured Cabling

C.13.1 – Final Cable Design - The Final Cable Design BPA Call requires the design contractor to incorporate any comments/edits provided by the court and /or AOUSC on the draft design into a final design package. The RCDD shall produce a final draft Statement of Work (SOW), based upon the court’s needs and within the current AO funding guidelines. The SOW shall be based upon the specifications as set forth in the current version of the ANSI/TIA/EIA 568 - C Commercial Building Telecommunications Cabling Standard. This SOW will be used as part of a court provided Request for Proposal (RFP) that will be issued to vendors for the procurement of a structured cabling system.

C.13.2 – Proposal Review - The RCDD shall provide technical assistance to the Court on clarifications and assist in the evaluation of the Courthouse cabling proposal(s) and provide technical guidance, support, and recommendations to the court including BPAC award recommendation

C.13.2.1 - Standards of Conduct - The design contractor shall avoid all conflicts of interest, including the appearance of a conflict of interest. Designs shall not be based on proprietary solutions and/or specify equipment or products in which the design firm, parent firm, or an affiliated firm has a financial interest during the system installation phase. The design contractor's standards of conduct shall conform to the generally acceptable standards of conduct

applicable to all federal acquisitions. The design contractor shall be in possession of installation contractor's proprietary information and pricing and shall handle it appropriately.

C.13.2.2 - Pre-Award Communications - The design contractor shall avoid any direct contact with potential electronic systems installers or other installation contractors interested in performing any of the work resulting from the project designs or evaluations prior to installation contract award. Prior to award, any third-party inquiries shall be immediately directed to the District Court.

C.13.3 - Final Cable Design Deliverable - The deliverable associated with the final design shall be a set of drawings and specifications based upon court and/or AOUSC comments & edits and the TIA/EIA 568 – C family of standards.

C.13.4 – Proposal Review Deliverable -- For proposal review, the design contractor shall provide a report that addresses the selected cable contractor.

C .14 - Standardized Installation Support for Structured Cabling

C.14.1 – Pre-Installation/Kick-Off Trip - The pre-installation trip requires the design contractor to travel once to the site for a meeting with the court, the cable contractor, local GSA staff, and other key staff. The design contractor shall review the schedule developed during the site visit, actual field conditions, and the provided infrastructure to resolve any apparent design and installation problems or concerns. The design contractor shall verify the planned responsibilities for all phases necessary for a complete installation.

C.14.2 - Pre-Installation/Kick-Off Trip Deliverable - The deliverable associated with the pre-installation trip consists of a trip report that, at a minimum, will include the discussion points, any action items that came out of the meeting, and an installation schedule. The number of hard-copies required for each deliverable shall be indicated in the individual TO. The deliverable is to be submitted electronically, as well as in hard copies as indicated.

C.14.3 – Installation Site Visit - At the discretion of the government, the RCDD shall travel to the site to evaluate the progress of the installation of the structured cabling system. Issues, questions, or discrepancies need to be addressed with the cable contractor, while at the job site, and be successfully reconciled.

C.14.4 – Installation Site Visit Deliverable – The deliverable associated with the Installation Site Visit consists of a meeting report describing the cable installation progress, review findings, issues, conclusions, and recommendations.

C.14.5 – Substantial Completion Site Visit – At substantial completion of the cable installation and on a date, convenient to the Court, the RCDD shall travel to the site to evaluate the installation and to oversee the test and acceptance of the cable system. Issues, questions, or discrepancies need to be addressed with the vendor, while at the job site shall, and be successfully reconciled.

C.14.6 – Substantial Completion Site Visit Deliverable – The deliverable associated with the Substantial Completion Site Visit consists of a meeting report describing the cable installation progress, review findings, issues, conclusions, and recommendations.

Section D - Packaging and Marking

Clause(s) Incorporated By Reference, see Clause B-5

Clause	Title	Date
2-45	Packaging and Marking	AUG 2004

Section E - Inspection and Acceptance

Clause(s) Incorporated By Reference, see Clause B-5 ,

Clause	Title	Date
2-5B	Inspection of Services	APR 2013

E.1 Acceptance Criteria

All deliverables are subject to review and comment by the AO and or the Court and , in some cases that review will determine that a submission is unacceptable and must be corrected. The design contractor shall be responsible for the timeliness of submissions and the professional quality, technical accuracy, and coordination of all designs, drawings, specifications, and other services. The design contractor shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications or other services and resubmit the deliverables until accepted by the AO and or/Court.

Deliverables will be rejected if they lack adherence to the design schedule(s) or if the magnitude of errors or deficiencies in designs, drawings, specifications or other services exceed professionally accepted standards of care. Should multiple rejections occur, the Contracting Officer may require the design contractor to travel to the court, without additional compensation, for any on-site meeting needed to resolve those outstanding issues in a timely manner.

Final acceptance of all deliverables will occur when the deliverable is free of errors and/or deficiencies and meets the standard of care. The COR will notify the contractor upon final acceptance of a deliverable.

Section F - Deliveries or Performance

Clause(s) Incorporated By Reference, see Clause B-5

Clause	Title	Date
2-60	Stop-Work Order	JAN 2010
2-25A	Delivery Terms and Contractor's Responsibilities	JAN 2003
5-75	Suspensions and Delays	JAN 2003

F.1 Periods of Performance

See the District Court's Stated Requirements.

Section G - Contract Administration Data

Clause(s) Incorporated By Reference, see Clause B-5

Clause	Title	Date
7-5	Contracting Officer's Representative	APR 2013
7-1	Contract Administration	JAN 2003
7-125	Invoices	APR 2011

3-305 Payment by Electronic Funds Transfer-System for Award Management (SAM) Registration APR 2013

(a) Method of payment.

(1) All payments by the judiciary under this contract shall be made by electronic funds transfer (EFT), except as provided in paragraph (a)(2) of this clause.

(2) In the event the judiciary is unable to release one or more payments by EFT, the contractor agrees to either-

- (i) Accept payment by check or some other mutually agreeable method of payment; or
 - (ii) Request the judiciary to extend the payment due date until such time as the judiciary can make payment by EFT (but see paragraph (d) of this clause).
 - (b) Contractor's EFT information. The judiciary shall make payment to the contractor using the EFT information contained in the System for Award Management (SAM) database. In the event that the EFT information changes, the contractor shall be responsible for providing the updated information to the SAM database.
 - (c) Mechanisms for EFT payment. The judiciary will make payment by EFT through the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association. The rules governing Federal payments through the ACH are contained in 31 CFR Part 210.
 - (d) Suspension of payment. If the contractor's EFT information in the SAM database is incorrect, then the judiciary need not make payment to the contractor under this contract until correct EFT information is entered into the SAM database; and any invoice shall be deemed not to be a proper invoice.
 - (e) Liability for uncompleted or erroneous transfers.
 - (1) If an uncompleted or erroneous transfer occurs because the judiciary used the contractor's EFT information incorrectly, the judiciary remains responsible for-
 - (i) Making a correct payment; and
 - (ii) Recovering any erroneously directed funds.
 - (2) If an uncompleted or erroneous transfer occurs because the contractor's EFT information was incorrect, or was revised within 30 days of judiciary release of the EFT payment transaction instruction to the Federal Reserve System, and-
 - (i) If the funds are no longer under the control of the payment office, the judiciary is deemed to have made payment and the contractor is responsible for recovery of any erroneously directed funds; or
 - (ii) If the funds remain under the control of the payment office, the judiciary shall not make payment, and the provisions of paragraph (d) of this clause shall apply.
 - (f) EFT and assignment of claims. If the contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the contractor shall require as a condition of any such assignment, that the assignee shall register separately in the SAM database and shall be paid by EFT in accordance with the terms of this clause. Notwithstanding any other requirement of this contract, payment to an ultimate recipient other than the contractor, or a financial institution properly recognized under a proper assignment of claims, is not permitted. In all respects, the requirements of this clause shall apply to the assignee as if it were the contractor. EFT information that shows the ultimate recipient of the transfer to be other than the contractor, in the absence of a proper assignment of claims acceptable to the judiciary, is incorrect EFT information within the meaning of paragraph (d) of this clause.
 - (g) Liability for change of EFT information by financial agent. The judiciary is not liable for errors resulting from changes to EFT information made by the contractor's financial agent.
 - (h) Payment Information. The judiciary will not provide EFT payment information. Payment information may be obtained by registering as a payee vendor with the United States Department of the Treasury at <https://www.ipp.gov/>. Registered vendors may retrieve and/or review check stub advice each time an EFT payment is received. If the judiciary makes payment by check in accordance with paragraph (a) of this clause, the judiciary shall mail the check and any other payment information to the remittance address contained in the SAM database.
- (end)

Section H - Special Contract Requirements

Clause(s) Incorporated By Reference, see Clause B-5

Clause	Title	Date
1-1	Employment by the Government	JAN 2003
7-55	Contractor Use of Judiciary Networks	JUN 2014
7-45	Travel	APR 2013
7-50	Parking	APR 2013
2-65	Key Personnel	APR 2013

(a) Individuals identified below as key personnel and accepted for this contract are expected to remain dedicated to this contract. However, in the event that it becomes necessary for the contractor to replace any of the individuals designated as key personnel, the contractor shall request such substitutions in accordance with this clause.

Substitution of key personnel will be considered under the following circumstances only:

- (1) All substitutes shall have qualifications at least equal to those of the person being replaced.
- (2) All appointments of key personnel shall be approved in writing by the contracting officer, and no substitutions of such personnel shall be made without the advance written approval of the contracting officer.
- (3) Except as provided in paragraph (4) of this clause, at least 30 days (60 days if security clearance is required) in advance of the proposed substitution, all proposed substitutions of key personnel shall be submitted in writing to the contracting officer, including the information required in paragraph (5) of this provision.
- (4) The following identifies the requirements for situations where individuals proposed as key personnel become unavailable because of sudden illness, death or termination of employment. The contractor shall within 5 work days after the event, notify the contracting officer in writing of such unavailability. If the event happens after award, the contracting officer will determine if there is an immediate need for a temporary substitute and a continuing requirement for a permanent substitute for the key personnel position. The contracting officer will promptly inform the contractor of this determination. If the contracting officer specifies that a temporary substitute is required, the contractor shall as soon as is practical identify who will be performing the work as a temporary substitute. The temporary substitute will then start performance on a date mutually acceptable to the contracting officer and the contractor. Within 15 work days following the event, if the contracting officer specifies that a permanent substitute is required, the contractor shall submit, in writing, for the contracting officer's approval, the information required in (5) and (6) below, for a proposed permanent substitute for the unavailable individual. The approval process will be the same as (7) below.
- (5) Request for substitution of key personnel shall provide a detailed explanation of the circumstances necessitating substitution, a resume of the proposed substitute, and any other information requested by the contracting officer to make a determination as to the appropriateness of the proposed substitute's qualifications. All resumes shall be signed by the proposed substitute and his/her formal (per company accepted organizational chart) direct supervisor or higher authority.
- (6) As a minimum (or as otherwise specified in the solicitation), resumes shall include the following:
 - (a) name of person;
 - (b) functional responsibility;
 - (c) education (including, in reverse chronological order, colleges and/or technical schools attended (with dates), degree(s)/certification(s) received, major field(s) of study, and approximate number of total class hours);
 - (d) citizenship status;
 - (e) experience including, in reverse chronological order for up to ten years, area(s) or work in which a person is qualified, company and title of position, approximate starting and ending dates (month/year), concise descriptions of experience for each position held including specific experience related to the requirements of this contract; and
 - (f) certification that the information contained in the resume is correct and accurate (signature of key person and date signed, and signature of the supervisor or higher authority and date signed will be accepted as certification).
- (7) The contracting officer will promptly notify the contractor in writing of his/her approval or disapproval of all requests for substitution of key personnel. All disapprovals will require re-submission of another proposed substitution within 15 days by the contractor.

(END)

H.1 Cancellation Notice Either party (the government or the Audiovisual Design Contractor) may cancel this engagement by providing written notice. The cancellation will take effect as specified in the notice of cancellation but no later than 30 days after the other party received the notice of cancellation. BPA cancellation does not release the BPA contractor from the duty to continue performance on existing Calls or complete BPA Level reporting requirements (BPA Terms and Conditions). Ongoing calls continue in accordance with their own period of performance, even if the BPA is cancelled.

Section I - Contract Clauses

Clause(s) Incorporated By Reference, see Clause B-5

Clause	Title	Date
1-10	Gratuities or Gifts	JAN 2010
1-15	Disclosure of Contractor Information to the Public	AUG 2004
3-105	Audit and Records	APR 2011
3-120	Order of Precedence	JAN 2003
3-205	Protest after Award	JAN 2003
3-25	Protecting the Judiciary's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	JUN 2014
3-35	Covenant Against Contingent Fees	JAN 2003
3-40	Restrictions on Subcontractor Sales to the Judiciary	JUN 2014
3-45	Anti-Kickback Procedures	JUN 2012
3-50	Cancellation, Rescission, and Recovery of Funds for Illegal or Clause Title Date Improper Activity	JUN 2012
6-40	Federal, State, and Local Taxes	JAN 2003
7-110	Bankruptcy	JAN 2003
7-130	Interest (Prompt Payment)	JAN 2003
7-135	Payments	APR 2013
7-140	Discounts for Prompt Payment	JAN 2003
7-15	Observance of Regulations/Standards of Conduct	JAN 2003
7-150	Extras	JAN 2003
7-185	Changes	APR 2013
7-195	Excusable Delays	JAN 2003
7-20	Security Requirements	APR 2013
7-210	Payment for Emergency Closures	APR 2013
7-215	Notification of Ownership Changes	JAN 2003
7-220	Termination for Convenience of the Judiciary (Fixed Price)	JAN 2003
7-230	Termination for Default - Fixed-Price Products and Services	JAN 2003
7-235	Disputes	JAN 2003
7-25	Indemnification	AUG 2004
7-30	Public Use of the Name of the Federal Judiciary	JUN 2014
7-40	Judiciary-Contractor Relationships	JAN 2003
7-85	Examination of Records	JAN 2003
7-95	Contractor Inspection Requirements	JAN 2003
B-20	Computer Generated Forms	JAN 2003
5-30	Authorization and Consent	JAN 2003
7-100B	Limitation of Liability (Services)	JAN 2003

7-35	Disclosure or Use of Information	APR 2013
3-55	Price or Fee Adjustment for Illegal or Improper Activity	JUN 2012
4-25	Indefinite Quantity	APR 2013
1-5	Conflict of Interest	AUG 2004
7-65	Protection of Judiciary Buildings, Equipment, and Vegetation	APR 2013
7-175	Assignment of Claims	JAN 2003

B-5	Clauses Incorporated by Reference	OCT 2010
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This procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>. (END)

3-300	Registration in the System for Award Management (SAM)	APR 2013
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[End of RFP]

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF ARKANSAS
RICHARD SHEPPARD ARNOLD UNITED STATES COURTHOUSE
600 West Capitol Avenue
Room A-149
Little Rock, Arkansas 72201-3325

TAMMY H. DOWNS
CLERK OF COURT

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Court Stated Requirements

January 13, 2023

1. **Title for Requested Project:** Audio Visual – Era-Faithful Courtroom (B155) Remodel
2. **Location:** Courtroom B155 of the Richard Sheppard Arnold Courthouse (Old Post Office section of building)

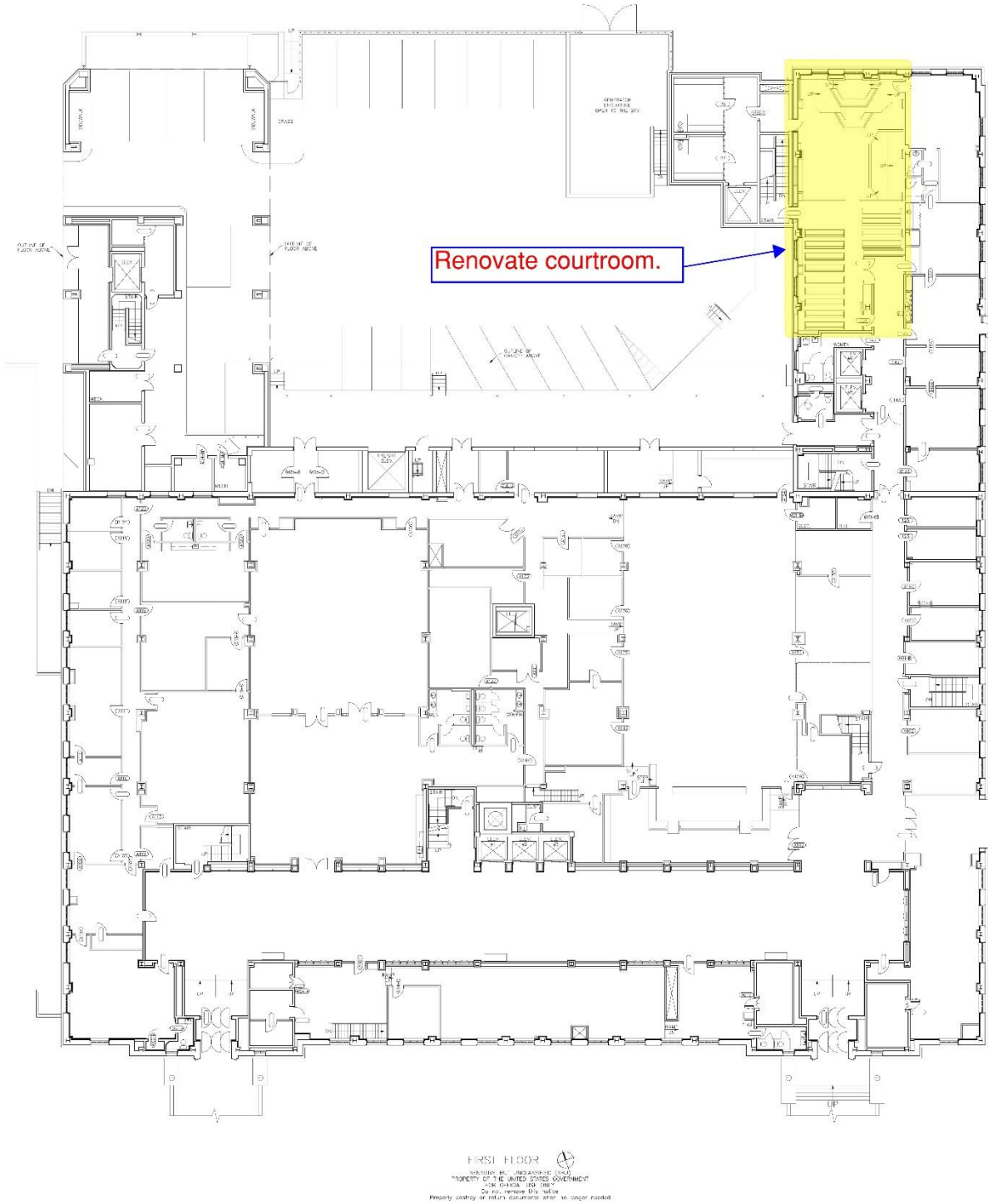
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3. **Points of Contact:**
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4. **Overarching Requirements:**
 - a. **Technology must have no profile as opposed to being low profile -** Because this space is being designed as a circa-1957, era-faithful courtroom, the Court seeks to make technology as unobtrusive as possible. For example, the Court expresses interest in use of wireless technologies to every extent possible, and where wireless is infeasible, all wiring should be concealed. The Court intends to recess floor boxes concealing them so that not even a border around the box is visible in the flooring.
 - b. **The most advanced technologies should be incorporated -** Because this courtroom will be used heavily in support of non-jury hearings and is envisioned as a high traffic, work-horse resource in furtherance of an active docket, the Court looks to use every technological tool available to support a high level of activity. For example, the Court envisions mobile pads for attorneys, high quality audio and video for remote participants, and cutting-edge control systems.

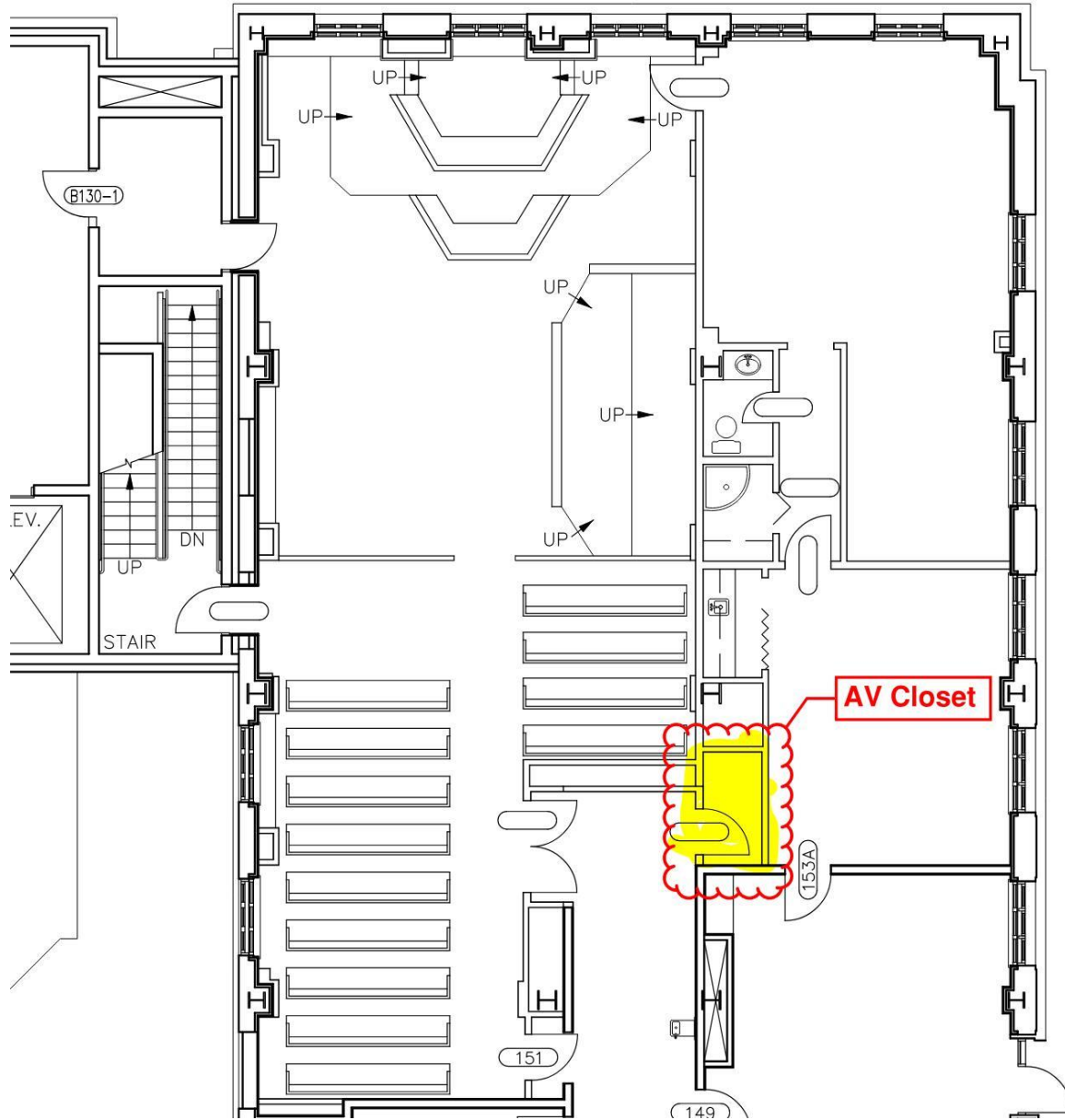
- c. **Sound quality without ambient noise is paramount** - The Court looks for guidance, best practices, and any binding specifications that may be proscribed by the U.S. Courts Design Guide or other applicable source regarding acceptable Noise Criterion (NC). The Court notes a recommendation of the American Institute of Architects in that institution’s AV/IT Infrastructure Guidelines for Courts document which requires an NC of 25 or less for mechanical system noise at “resting” state.
 - d. **Security** - All design considerations should detail technology security risks and provide guidance, best practices, and any binding policy considerations regarding mitigation of those risks.
5. **Detailed Requirements** (include, but are not limited to the following:)
- a. **Data access** – Data and network access will be wireless. Floorboxes and wired connections may be installed as a safety net solution, but are not the preferred primary network infrastructure.
 - b. **Audio** – Audio amplification of individuals who speak within the courtroom should leverage wireless microphones and technologies. The Court seeks guidance and recommendations regarding integration of wireless lapel microphones, highly attenuated ceiling array microphones, and other cutting edge options available. The Court envisions high-quality, overhead speakers which may be concealed from view. Additionally, the Court seeks newest and best technologies regarding audio echo cancellation and microphone isolation. Assistive listening and language interpretation technologies should be included in design.
 - c. **Video distribution** – The Court foresees the need to share electronic video evidence and contemplates the need for design options which might include wireless video distribution to handheld devices, cross-room projection to recessed screen(s), or other innovative methods. Where such video includes audio, distribution of the audio should be included within the design. The design should also detail source options to include which courtroom participant (Judge, staff, attorney, etc.) may generate the video stream and location options for input of video feed (clerk’s station, podium, attorney tables).
 - d. **Teleconference** – Assess current technologies and advise the Court as to the need for stand-alone teleconferencing or if alternate solutions may preclude this need. If needed, design an optional solution for remote telephonic integration into the courtroom audio system.
 - e. **Video conference** – The Court currently uses the Microsoft Teams solution for remote video participation in its other courtrooms. Consequently, the design should include integration of this technology and others like it with the courtroom’s audio and video distribution systems.
 - f. **Digital recording system** – The Court currently uses For The Record (FTR) Gold as its digital recording solution. Therefore, FTR and similar technologies should be integrated into the audio and video systems.
 - g. **Handheld tablets/devices** – As noted before, the Court envisions the use of handheld tablets and other devices to obviate the need for devices to be plugged into electrical outlets or otherwise tethered to hard-wired network connectivity while in use. The

- design needs to propose options for devices and should include advice regarding expectations for battery duration, estimates as to the term of equipment’s viable life-cycle, and cost projections for both purchase and ongoing maintenance. Annotation and other whiteboard technological options are requested as well.
- h. **Court reporting** – For those instances where the use of a certified court reporter are foreseeable, the design should include interface options for court-supplied reporting equipment to include stenotype machines and voicewriting or stenomask reporting. Real-time transcription viewer technologies should also be included.
 - i. **Closed circuit streaming** – The design should include options for closed circuit streaming out of the courtroom.
 - j. **Immersive and interactive educational display** – The Court looks for design ideas and best practices for creating an immersive and interactive educational display in the back portion of the courtroom to be used in community outreach and historical education during non-proceeding use. Please provide options and information regarding design styles, artifact presentation and display, and educational interactivity technologies.

6. Floor Plans:



AV Closet



Interactive Education Display

