

***First Judicial District of Pennsylvania's ("FJD")  
Request for Proposal ("RFP")  
For  
City Hall Courtroom Sound Systems  
Dated October 13, 2016***

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***VENDOR'S QUESTIONS AND ANSWERS ("Q&A")***  
<http://courts.phila.gov>

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**NOTWITHSTANDING ANY/ALL STATEMENTS HEREIN, PLEASE BE ADVISED THAT THE DEADLINE FOR THE ABOVE REFERENCED RFP IS FRIDAY, FEBRUARY 10, 2017 BY 3:00 P.M. ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN IN FULL FORCE AND EFFECT.**

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- Q1.** Can you verify the site address for the work on this project?  
Philadelphia City Hall, Broad & Market Streets (aka 1401 Market Street), Philadelphia, PA 19107.
- Q2.** Is there a project identification number?  
No.
- Q3.** Is there parking on site for work van(s) during work hours?  
Yes, temporary parking may be available for loading and unloading purposes, pending approval from the Mayor's office.
- Q4.** Are there any architectural floor and/or ceiling plans/diagrams?  
Presently there is some electric in every courtroom for the existing sound system. We do not have any detailed electrical plans; therefore, the selected vendor should come in and assess the electrical availability. Existing diagrams entitled, the City Hall Occupancy and City Hall Existing Space Plans, were provided to the vendors during the walk-through on Saturday, December 3, 2016.
- Q5.** There was mention of the possibility of waiving the requirement for physical copies of the Proposal. Would it be acceptable to submit Proposal(s) via email?  
No. Due to the expected complexity of the proposals and file-size firewall limitations, the FJD maintains its requirement for hard copies. Digital files may accompany physical copies, but it is highly likely that only physical copies will be used when evaluating proposals.
- Q6.** Will the selected vendor be required to pull a permit for the installation of the sound systems?  
Yes. The selected vendor will be required to obtain a permit for the installation.
- Q7.** What submittals will be required at project completion?  
The customary submittals covering the entire scope of the installation will be required upon completion. The submittals must verify that the correct materials, products, and quantities have been properly installed.

- Q8.** We are unable to identify Courtroom 483 on either map provided, City Hall Occupancy Plan – Fourth Floor and/or Existing Space Plan – City Hall, so please identify the location for 483?  
Regrettably, the plan does not show Room 483; however, room 483 is located on the fourth floor on the Northwest quadrant of City Hall.
- Q9.** Will the FJD provide a secure storage room during installation?  
No. The FJD will not provide a secure storage room and the selected vendor will be responsible for safeguarding all equipment and materials.
- Q10.** Will there be any areas allocated for trash disposal or will there be a dumpster on site?  
Trash removal will be the responsibility of the vendor during the installation. The FJD cannot provide a dumpster due to time restrictions adverse to the expected duration of the project. It is recommended that the selected vendor unpack products and materials at an off-site location to minimize waste accumulation.
- Q11.** Is there a bid bond required for this project, and if so, in what amount and what form?  
Not at this time, however, the FJD reserves the right to do so.
- Q12.** Will progress billings be permitted?  
Yes, this will be discussed during contract negotiations; however, the FJD is willing to entertain progress billings.
- Q13.** What is the FJD's budget for this project?  
While the FJD does have a budget in mind, that figure is withheld from the potential vendors so that each proposal can be evaluated accordingly. FJD Procurement recommends that vendors focus more on the quality of the proposal than on the financials.
- Q14.** What are the insurance requirements for the selected vendor?  
Typical Insurance Requirements are as follows:

Contractor shall, at its sole cost and expense, procure and maintain in full force and effect, covering the performance of the services required under this Agreement, the types and minimum limits of insurance specified below. All insurance shall be procured from reputable insurers authorized to do business in the Commonwealth of Pennsylvania and acceptable to the FJD. All insurance required herein, except the Professional Liability insurance, shall be written on an "occurrence" basis and not a "claims-made" basis. In no event shall work be performed until the required evidence of insurance has been furnished. If Contractor fails to obtain or maintain the required insurance, the FJD shall have the right to treat such failure as a breach of contract and to exercise all appropriate rights and remedies. The insurance shall provide for at least thirty (30) days prior written notice to be given to the FJD in the event coverage is materially changed, cancelled or non-renewed. The FJD, its officers, employees and agents, are to be named as additional insureds on the General Liability Insurance policy. Also, an endorsement is required stating that the coverage afforded the FJD, its officers, employees and agents, as additional insureds will be primary to any coverage available:

- a. WORKERS COMPENSATION / EMPLOYER LIABILITY
  - i. Workers Compensation: Statutory limits
  - ii. Employer Liability: \$250,000 each  
Accident-Bodily Injury by Accident:  
\$250,000 Each Employer-Bodily Injury by Disease, and;  
\$500,000 Policy Limit-Bodily Injury by Disease.
  - iii. Other States insurance including Pennsylvania

- b. **GENERAL LIABILITY INSURANCE**
  - i. Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability; \$1,000,000 personal and advertising injury; \$2,000,000 general aggregate and \$1,000,000 aggregate for products and completed operations.
  - ii. Coverage: Premises operations; blanket contractual Liability; personal injury liability (employee exclusion deleted); products and completed operations; independent contractors; employees and volunteers as additional insureds; cross liability; and broad form property damage (including completed operations).
- c. **AUTOMOBILE LIABILITY**
  - i. Limit of Liability; \$1,000,000 per occurrence Combined single limit for bodily injury (including death) and property damage liability.
  - ii. Coverage: Owned, non-owned and hired vehicles.
- d. **PROFESSIONAL LIABILITY INSURANCE**
  - i. Limit of Liability: \$1,000,000 with a deductible not to exceed \$10,000.
  - ii. Coverage: Errors and omissions including liability assumed under contract.
  - iii. Coverage for occurrences happening during the performance of the services required under this Agreement shall be maintained in full force and effect under the policy or "tail" coverage for a period of at least two (2) years after completion of the services

Certificates of insurance evidencing the required coverage shall be submitted to the FJD. Under no circumstances shall Contractor actually begin work (or continue work) without providing the required evidence of insurance immediately upon execution of this Agreement. The insurance requirements set forth herein are not intended, and shall not be construed, to modify, limit or reduce the indemnifications made in this Agreement to the limits of the policies of insurance required to be maintained by Contractor hereunder.

**Q15.** Regarding Labor, will the selected vendor be required to provide Union, Non-Union or prevailing wage labor? If Prevailing Wage is the determined standard, what are the "Prevailing Rates" for this project, such as Electricians, low voltage, A/V, and carpenters and will the project be registered with the PA Department of Labor?

Unionized personnel will be required. Although the RFP document states that the FJD does not require unionized personnel so long as employees are compensated at the current prevailing wage, City Hall is a building owned and operated by the City of Philadelphia. Accordingly, the City's policies control so unionized labor will be required. No, the project will not be registered with the PA Department of Labor.

**Q16.** Will certified payrolls be required?  
Not at this time, but the FJD reserves the right to request certified payrolls to maintain compliance with Labor requirements.

**Q17.** What is the anticipated installation schedule and completion deadline?  
The project installation schedule and completion deadlines are contingent upon the proposal timelines, the selection process, and the execution of a formal Agreement. However, the FJD aims to commence installation by or before Monday, March 6, 2017.

**Q18.** What days/ hours will we be able to work? Weekdays, weekends, days, or evenings?  
The FJD desires that work be completed during the following hours: M-F 7:00AM – 7:00PM.

**Q19.** Is the selected vendor allowed to use subcontractors on this project, and if so, do those subcontractors need to be identified in the proposal(s)?

Yes. Subcontractors are permitted and, pursuant to the terms of the RFP, must be identified in the proposal(s). The selected vendor will be responsible for guiding, directing, and supervising the work of all subcontractors.

**Q20.** What is the Vendor's responsibility as it relates to the removal/disposal of existing cable, conduit, and equipment?

Notwithstanding Question and Answer #10 above, the selected vendor may be responsible for removal/disposal of existing cable, conduit, and equipment that is determined obsolete. Please detail removal/disposal costs within your proposal.

**Q21.** What is the Vendor's responsibility as it relates to the repair, painting, and alteration of project-related drywall/surface damage?

The selected vendor may be responsible for the repair, painting, and alteration of project related drywall and surface damage. As stated above, subcontractors are permitted for this work, and matching paint colors shall be provided as needed. Please detail these costs within your proposal.

**Q22.** Can existing reinforcement be used to mount new speakers on the courtroom walls? What would the Vendor's responsibility be if/when this reinforcement needs to be modified or removed?

No, existing brackets and mounts cannot be re-used, however, the use of any existing fortification upgrades may be included in proposals.

**Q23.** As existing wall mounted devices are removed, i.e. speakers, infrared transmitters, etc., whose responsibility will be to patch, paint, repair etc. the abandoned area?

See Q21 above.

**Q24.** Are any parts or components of the newly installed system required to be painted by the sound vendor?

See Q21 above.

**Q25.** If "wiremold" is utilized to conceal cable, will the selected vendor be required to paint the installed wiremold?

See Q21 above.

**Q26.** Are any courtrooms or specific areas going to be renovated, repaired, patched, or painted by others, at the same time and, outside the scope of this project?

No. There are no other courtroom renovation projects scheduled at this time.

**Q27.** Will there be any physical renovations or modifications by FJD to the permanent furniture, ceilings, carpeting, or flooring in any of the courtrooms? If so, which rooms and what renovations?

No. There are no other courtroom renovation projects scheduled at this time.

**Q28.** Will the selected vendor be required to remove all existing audio components such as rack speakers, wires, microphones, etc.? If so, will the vendor transport the removed equipment to a specific location?

Notwithstanding Question and Answer #10 above, the selected vendor may be responsible for removal/disposal of all existing cable, conduit, and related equipment deemed unfit for use. Please state your fee for this service within your proposal.

**Q29.** Since several pieces of equipment will likely have network monitoring capability, which will help support firmware updates offered from the manufacturers, will the FJD be providing 120 volt power, Telco, and Data / Internet network drops to each rack location?

Currently, there are power, telecom, and data/internet drops at many of the rack locations. If any additional wiring upgrades are deemed necessary, with permission from the City of Philadelphia, the vendor may be asked to complete this work. Please provide costs for these improvements.

**Q30.** Do any of the rooms require electrical upgrades to accommodate the new system? If yes, whose responsibility is this work?

See Q4 above; each room has electrical, however, it will be the vendor's responsibility to determine whether there is adequate electrical supply to support the new system(s).

**Q31.** What level of access would the selected vendor have to the ceiling in the Ceremonial Courtroom? There is accessibility above the ceiling of the Ceremonial Courtroom (Room 653), and the vendor will have access.

**Q32.** If pathways can be run underneath carpet, would we be allowed to pick up and re install the carpet? Or can the carpet be cut to add ultra-thin cable covers to the surface? Yes, running pathways beneath carpet is acceptable, if the process is adequately detailed in the proposal(s). However, carpet should not be cut.

**Q33.** Will proposed alternate solutions, which differ from those requested in the RFP, remain property of vendor or, pursuant to F.1, become property of FJD? If information in a proposal is deemed proprietary, please explicitly identify it as such, submit with a seal, and it will remain confidential. However, although the physical proposal remains property of the FJD, it will be designated as confidential work product, which means it will not be reproduced or distributed and will never be made available to the public.

**Q34.** Does each courtroom have its own secure network Wi-Fi or is there a common Wi-Fi for the building? Will the FJD provide Wi-Fi if required for sound system controls? No. The FJD does not have a common Wi-Fi network in City Hall and there are no secure Wi-Fi networks in the courtrooms. The FJD will consider supplying Wi-Fi capability, but ultimately the selected vendor will be responsible for providing connectivity to their equipment.

**Q35.** Can you provide a chart of wireless frequencies being used in building and nearby that would affect new microphone, hearing impaired, and control panels? No. The FJD does not have a chart of the wireless frequencies being used throughout City Hall, or nearby, that would affect new control panels. The selected vendor will be required to conduct such analysis and testing as needed.

**Q36.** Is there any Infrastructure information including floor box locations and conduit information for mic and rack connectivity? No.

**Q37.** Is there information on any new furniture not already listed? No.

**Q38.** Which courtroom benches will need more than one microphone and how many in each room will be required? Courtrooms 243, 253, and 653 need 4 microphones installed on the bench, and all other courtrooms require 1 microphone on the bench.

**Q39.** Regarding Section B. Scope of Task, a. Judge's Benches, item 3, which reads "There is to be one speaker provided/installed under the desktop. A volume control is to be provided." Does the court want a speaker with a built-in volume control, or, a separate volume control located at the judge's bench?

A master volume control is to be installed at the bench so each Judge may control volume levels of all microphones. There is no need for a built-in volume control in the speaker itself.

- Q40.** Regarding Section B. Scope of Task, h. Audio Rack, item 5, which reads, “Control of the device will be through the Judge’s touchscreen control system”, will these touchscreens be required at all judge’s desk locations?  
**Yes. A master volume control touchscreen will be necessary in each courtroom.**
- Q41.** Regarding Section B. Scope of Task, a. Judge’s Benches, item 4, which reads, “install one system mute button (white noise). This will (*turn*) off all audio through all mics and speakers....” Does this mean to "provide a master system mute button"? Is this button in addition to the system control through the touch panel at the Judge's bench?  
**This should be a feature in the touch screen option for a mute button creating white noise.**
- Q42.** Regarding Section B. Scope of Task, b. Witness Desks, item 2, which reads “Provide and/or install one head-worn microphone for language interpretations”, does the witness wear this microphone in addition to speaking into the gooseneck microphone? If not, when and how is this microphone used?  
**Yes, the witness will wear this microphone, and the witness will also speak into the gooseneck microphone. See Provision G of the RFP, General Courtroom; an additional wireless microphone should be provided for the interpreter.**
- Q43.** Regarding Section B. Scope of Task, c. Jury Boxes, item 3, which reads “Provide and/or install one stereo audio jack for the hearing impaired to use when needed.” Where is this to be mounted?  
**Upon further consideration, the FJD desires to use a two-channel wireless system, which renders a jack unnecessary. Accordingly, said provision is hereby modified to read: Provide and/or install a two channel wireless solution for the hearing impaired to use when needed.**
- Q44.** Regarding Section B. Scope of Task, c. Jury Boxes, item 2, which reads “Provide and/or install four 6” flush mount speakers . . . in the front Jury Box rail”, since the front rails are not “boxed-in”, and therefore do not have any depth or cavity, will the court accept surface mount speakers similar to those currently mounted and/or would alternative mounting locations within the box be a possibility?  
**Yes. Surface mounted speakers located in the front of the jury box will be acceptable.**
- Q45.** Regarding Section B. Scope of Task, d. Attorney Tables, item 4, which reads “Provide and/or install one stereo audio jack for the hearing impaired to use when needed.” Where is this to be mounted?  
**See Q43 above.**
- Q46.** Regarding Section B. Scope of Task, d. Attorney Tables, item 3, which reads “Provide and/or install additional wireless microphone unit(s) with push-to-mute features to be used by additional Attorney(s).” Will this be a handheld style wireless microphone, or a bodypack style wireless microphone?  
**All courtrooms will require 4 wireless lapel microphones for Attorneys (1 for the plaintiff & 1 for the defendant table & 2 spares). The wireless microphones should have multiple frequency capabilities so that they can be re-allocated to other courtrooms if needed**
- Q47.** During the site survey it was indicated that certain rooms may require more than one wireless mic per Attorney Table. Which room(s) will require additional wireless microphone systems, and how many for each room?  
**See Q46 above.**
- Q48.** Regarding Section B. Scope of Task, e. Podiums, item 1, which reads “Provide and/or install one microphone with shock mount at each podium”, does the court want a wired microphone on each podium? If so, where does the court want the microphone input jack receptacle to be located and installed per room, and which rooms will require such? If a wireless microphone is preferred, which

type? (I.e. flat omni-boundary style mounted to podium, handheld style with microphone clip holder and fixed flange mounted to podium, etc.).

All podiums should be wireless, while the witness stands can be wired or wireless so please propose both options. The FJD prefers to use gooseneck style podium microphones.

- Q49.** Regarding Section B. Scope of Task, e. Podiums, item 2, which reads “Provide and/or install one stereo audio jack for the hearing impaired to use when needed.” Where should this jack be located, or does the court prefer to have selected vendor provide a wireless headset (i.e. such as used with wireless ADA compliant hearing assistance and interpretative system)?  
**See Q43 above.**
- Q50.** Regarding Section B. Scope of Task, g. General Courtroom, item 1: Does the court want one, two-channel wireless ADA hearing assistance and interpretation system, thus providing two channels of hearing assistance, or a two, two-channel wireless system, thus providing four total channels of hearing assistance?  
**The FJD desires one, two-channel wireless system providing two total channels for hearing assistance.**
- Q51.** Regarding Section B. Scope of Task, g. General Courtroom, item 2, since there were several varieties of podiums in the various courtrooms, of which some would accommodate either a hardwired or mounted wireless mic, while others would not, will the court accept a wireless microphone with a portable mic stand and horizontal extension boom for use at all podiums?  
**Yes. Wireless application suggestions are acceptable and encouraged.**
- Q52.** Regarding Section B. Scope of Task, g. General Courtroom, item 3: Will an alternate speaker be considered by the court for installation in the courtroom/gallery?  
**Yes. Proposed solutions for speakers of sound quality appropriate for the space, other than those specified, are acceptable and encouraged.**
- Q53.** Regarding Section B. Scope of Task, h. Audio Rack, item 1, which reads “Provide and/or install one 44-unit electronic equipment rack”, does the rack have to be 44-unit (which is 77”+ inches tall excluding casters) or would the FJD consider a smaller rack? If so, will cooling fans still be required?  
**A shorter or smaller rack is acceptable, and cooling fans are required unless deemed completely unnecessary.**
- Q54.** Regarding Section B. Scope of Task, h. Audio Rack, item 3, this feature requested is typically Implemented by the automatic mic mixing as part of the DSP(Digital Signal Processor), will that be acceptable?  
**The FJD desires the capability to manually adjust the microphone levels rather than rely on automatic mixing.**
- Q55.** Regarding Section B. Scope of Task, h. Audio Rack, item 5, how will an echo-cancelling device be used in the typical courtroom system design?  
**After further consideration by the FJD, please disregard this language, as most modern equipment includes this feature. All products proposed should include integrated echo-cancellation.**
- Q56.** If all existing microphone input jack receptacles and boxes are to be removed and replaced with new units, then is the existing location acceptable for the placement of the new receptacles and boxes?  
**Yes.**
- Q57.** Is each courtroom required to have telephone/audio integration? If so, it is POTS or VoIP and will the FJD provide the POTS or VoIP connection(s) to the equipment rack location  
**Yes. The system is currently set up as POTS (plain old telephone system) so connections must be compatible with such. If network or electrical upgrades are required to accommodate the new**

system, the selected vendor will be responsible for facilitating those improvements. As stated above, subcontractors are permitted for such work.

58. Is the FJD considering engaging with a consultant level architectural/engineering team to perform an acoustics test in the rooms, which might help mitigate the challenges and difficulties associated with each individual space?

No, the FJD will not be engaging with a consultant level architectural/engineering team. If a prospective vendor desires to consult an engineer, please provide this cost within your proposal.

Q58. If we determine that some equipment has additional use and longer life, may we use it in lieu of replacing units with new items from specifications, so long as we outline it in our proposals as repurposed and cover it with our warranty?

Yes, such suggestions are encouraged and will be considered so long as it is covered under the vendor's warranty. Please provide your warranty period. Also, please propose maintenance and service fees for one, two and three-year periods.

Q59. What is expected to be included in the ongoing service and support requirement?

The FJD desires that proposals include multi-year service and support options as detailed in Q59 and the related costs associated with each. Please propose one, two and three year options.

*~End~*