



## ADDENDUM IV

**DATE:** July 25, 2023

**TO:** ALL PROSPECTIVE BIDDERS

**FROM:** Edward Tulenko, Senior Buyer

**RE: ADDENDUM IV, "RFP #01122 VIDEO CONFERENCING SYSTEM FOR THE WESTERN JUDICIAL CIRCUIT COURT"**

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**Pursuant to RFP #01122 VIDEO CONFERENCING SYSTEM FOR THE WESTERN JUDICIAL CIRCUIT COURT"**

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**the following information is provided:**

**1. QUESTION:** Could you please provide complete architectural drawings including, floor plans, reflected ceiling plans, elevations, electrical and infrastructure drawings for all 13 rooms?

**ANSWER:** Available drawings/floor plans, etc. can be accessed at the following link. As noted in the mandatory pre-conference – all detailed info may not be available.

[https://athensclarkecounty0-my.sharepoint.com/:f:/g/personal/christy\\_bailey\\_accgov\\_com/Eg6ooyYqXuBEgORPOySxSMYB3nzbGV1XhMmIi-2KQpWMQ](https://athensclarkecounty0-my.sharepoint.com/:f:/g/personal/christy_bailey_accgov_com/Eg6ooyYqXuBEgORPOySxSMYB3nzbGV1XhMmIi-2KQpWMQ)

**2. QUESTION:** Could you please provide complete AV drawings including floor plan, equipment component wiring and rack elevations for all 13 rooms?

**ANSWER:** Available drawings/floor plans, etc. can be accessed at the following link. As noted in the mandatory pre-conference – all detailed info may not be available.

[https://athensclarkecounty0-my.sharepoint.com/:f:/g/personal/christy\\_bailey\\_accgov\\_com/Eg6ooyYqXuBEgORPOySxSMYB3nzbGV1XhMmIi-2KQpWMQ](https://athensclarkecounty0-my.sharepoint.com/:f:/g/personal/christy_bailey_accgov_com/Eg6ooyYqXuBEgORPOySxSMYB3nzbGV1XhMmIi-2KQpWMQ)

**3. QUESTION:** Could you please provide an AV equipment list for all 13 (12 since one is all new) rooms?

**ANSWER:** Available drawings/floor plans, etc. can be accessed at the following link. As noted in the mandatory pre-conference – all detailed info may not be available.

[https://athensclarkecounty0-my.sharepoint.com/:f:/g/personal/christy\\_bailey\\_accgov\\_com/Eg6ooyYqXuBEgORPOySxSMYB3nzbGV1XhMmIi-2KQpWMQ](https://athensclarkecounty0-my.sharepoint.com/:f:/g/personal/christy_bailey_accgov_com/Eg6ooyYqXuBEgORPOySxSMYB3nzbGV1XhMmIi-2KQpWMQ)

**4. QUESTION:** Could you please tell us your preferred conferencing platform? Multiple platforms could create a good bit of extra complexity for the system and control for the end user. If Zoom conferencing is desirable, that is a good choice.

**ANSWER:** Webex or Microsoft Teams are the preferred conferencing platforms, but the systems needs to be agnostic as the judges do occasionally have to use a different platform when connecting to an outside agency.

**5. QUESTION:** Could you please provide a list of known bugs/pain points for each room that may need to be corrected before deploying conferencing?

**ANSWER:** The 3 Superior Court courtrooms tried to have annotation systems installed last year, but it caused the current system to fail, so the annotation had to be taken out. The new system, at least for the 3 Superior Court courtrooms, would need to have annotation capabilities.

Remote parties are not able to view physical evidence or exhibits presented during the proceeding via the hovercam. It can only be viewed by parties inside the courtroom.

Another pain point is that we don't have local support. When there is an issue that arises and requires onsite maintenance, we sometimes have to wait several days before the problems is resolved. This is very disruptive to our court process.

Webex crashes a lot.

The current system does not stay on default setting and requires users to reboot the system frequently.

**6. QUESTION:** How old are the existing AV systems?

**ANSWER:** Installation was completed in March 2019. The initial video conferencing system worked exclusively with Starleaf. We had a replacement system installed last September due to Starleaf, the video conferencing platform, filing for bankruptcy. As a workaround to keep the systems operating, the vendor for the current system installed a replacement system which has not worked as smoothly and requires frequent maintenance.

**7. QUESTION:** Could you please provide the Crestron control and GUI code (uncompiled)?

**ANSWER:** Athens Clarke County does not have uncompiled source code.

**8. QUESTION:** Could you provide the list of integrators who are bidding?

**ANSWER:** Unknown. Bids are due August 1.

**9. QUESTION:** If budget becomes a constraint to do the entire project, which rooms would you prioritize over the others?

**ANSWER:** We are expecting an all inclusive bid.

**10. QUESTION:** Does this work need to be completed afterhours?

**ANSWER:** Work will need to be completed afterhours or on weekends for Athens-Clarke. Oconee County is more flexible and may be able to pause court during the week.

**11. QUESTION:** Is the county prepared for a court room to be down for 2-4 weeks (each) at a time?

**ANSWER:** NO. For Clarke County, we are not able to stop court for any extended period of time. Installation would need to be arranged to take place afterhours or on weekends, which is what we did during the last video conferencing systems installation back in 2018. Oconee County has more flexibility and may be able to make arrangements to pause court for a few days.

**13. QUESTION:** Does your system currently meet the new requirements for audio/visual capture of all participants of court proceedings? (note that all participants should be included in audio archival and video with audio archival).

**ANSWER:** There are some limitations with the current video conferencing system, such as that the current cameras do not adequately allow participants to observe each other's demeanor and nonverbal communications. For the courtrooms that have systems, the cameras are positioned in such a way that they are fixed.

One requirement that is not currently met is the ability for remote parties to be able to view physical evidence or exhibits presented during the proceeding via the hovercam. It can only be viewed by parties inside the courtroom.

**14. QUESTION:** Do you need to broadcast a public hearing/meeting on the internet on YouTube or Facebook Live for public viewing from the courtrooms? If so which ones?

**ANSWER:** Yes, some judges do like to broadcast court hearings to YouTube. In the past, doing this was too difficult for judges to set up due to the existing system set-up. Would be interested in a more streamlined and user-friendly way to broadcast to YouTube. This would be helpful when courtrooms are at capacity as when there is a high-profile case.

**15. QUESTION:** Do you have a court reporter audio jack in each court?

**ANSWER:** All the audio is fed to the court reporter's computer and they have a wire that comes up to the court reporter desk to plug the stenomask in that is part of that system.

**16. QUESTION:** Do you have or need a press box output for any or all courts? Do you need to add them?

**ANSWER:** As of right now, we do not have the need for a press box output since we don't run into the need to provide audio for those such as New Channels/Press Conferences. However, I do believe this could be useful and potentially having a smaller press box output such as 12 port wouldn't be a bad idea.

**17. QUESTION:** Do you want the proposed system design to provide a theoretical 7+ year more life expectancy based on our past expertise in AV systems? (The lowest price is not always the best value over time.)

**ANSWER:** Only to the extent that the systems are usable and compatible with upgrades and not obsolete. We are currently in the site selection process for a new Judicial Center. Although unlikely, we could be looking at a new potential site in 3 years at the very earliest. This would be a phased approach, so some administrative office and courtrooms would remain at the current courthouse.

**18. QUESTION:** Exactly how many court room systems and jail systems are required?

**ANSWER:**

Athens-Clarke County:

- Superior Court, Courtroom 1 (2nd Floor)
- Superior Court, Courtroom 2 (2nd Floor)
- Superior Court Courtroom 3 (5th Floor)
- State Court Courtroom 4 (4th Floor) – This is technically a smaller hearing room, not a courtroom.
- State Court Courtroom 5 (5th Floor)
- Municipal Court Courtroom (1st Floor)
- Grand Jury Room – to be used as a back-up courtroom/hearing room (LOWEST PRIORITY)
- Athens-Clarke County Jail -- ONLY IF NEEDED FOR COMPATIBILITY WITH SYSTEM UPGRADES.

Oconee County:

- 3 Courtrooms
- Oconee County Jail (1 INTERVIEW ROOM)

**19. QUESTION:** Could you provide detailed requirements for the capture system:

**ANSWER:** Our current capture system (for Clarke County) integrates a number of multiple camera angles of the courtroom along with live audio from all microphones (unmuted) within the courtroom. As for hardware specification, I am unable to provide that. Ideally, the system shall be designed to capture the Judge, prosecutor, defense/inmate.

**20. QUESTION:** What is your process for recording audio only and video/audio for documentation and record keeping archiving?

**ANSWER:** Audio recording capability is provided through the court reporter software (DECA), an existing system that does not need to be replaced. The courtroom audio will need to connect to this system. The video system will need a capture/record option that can be used on an “as needed” basis. This will be a special purpose feature that will be used on a limited basis and does

not require a video storage and management system such as would be required if the court proceeding itself were being stored and recorded.

**21. QUESTION:** Does the video conference system need to be a fixed codec based system or a software based system such as Teams?

**ANSWER:** The system needs to be agnostic. The courts need the ability to use Teams, Zoom, Webex, etc.

**22. QUESTION:** What is the available band-width for video conferencing on your current network?

**ANSWER:** The existing network bandwidth is substantial and should be sufficient. The system should use the ACC network to access the internet as needed. A completely independent network is not advisable or practical.

**23. QUESTION:** Are the electronic signature pads actually required for the jail systems?

**ANSWER:** It is not required that this is integrated into the audio/video system; this can be handled through case management software. If your system has the capability, please indicate that in your proposal.

**24. QUESTION:** Could you provide detailed requirements for the “annotate over video” system?

**ANSWER:** As far as this question relates to the annotation system, annotation is to be used primarily for trials during evidence presentation. The Witness and Attorney should be able to view and mark on an exhibit on the screen which can then be displayed on the courtroom monitors for others to view.

**25. QUESTION:** What is the preferred format for audio recording?

**ANSWER:** Audio recording capability is provided through the court reporter software (DECA), an existing system that does not need to be replaced. The courtroom audio will need to connect to this system. The video system will need a capture/record option that can be used on an “as needed” basis. This will be a special purpose feature that will be used on a limited basis and does not require a video storage and management system such as would be required if the court proceeding itself were being stored and recorded.

**25. QUESTION:** Could you provide detailed requirements for “web interface capabilities”?

**ANSWER:** The system should be a secure, self-contained system. If the system has the capability to add other network video conferencing participants in a secure manner, this will be considered an option.

26. **QUESTION:** Are there any specific design requirements around Uniform Superior Court Rule 9?

**ANSWER:** See Order on Uniform Superior Court Rule 9 relating to virtual court proceedings.

27. **QUESTION:** How portable does the system need to be? Like an AV cart? Or do you need the ability to walk around and talk with it?

**ANSWER:** The system should be a self-contained rolling system in a single unit.

29. **QUESTION:** Are there PC workstations provided in each courtroom for peripheral device connection? Or are you looking for us to provide these PC's?

**ANSWER:** For Clarke County, each courtroom/jail already has a designated Laptop or Desktop which will run WebEx Meetings as well as any input/output requirements. We will need to include PC's for Oconee County.

30. **QUESTION:** Can you provide more detail on what existing audio equipment is in each courtroom? And will you please provide connectivity and wiring diagrams for each courtroom as well?

**ANSWER:** Additional site visits may be necessary to look at the existing equipment. Each courtroom is different, and we would expect the vendor to provide a cost estimate in the proposal and be prepared to articulate options so that the preferences of judges, lawyers, and staff are incorporated into the design. Follow-up tours may be arranged with the selected vendor.

31. **QUESTION:** What do you need the touch screen to do? Just annotation? Or type and search in Google?

**ANSWER:** As far as this question relates to the annotation system, annotation is to be used primarily for trials during evidence presentation. The Witness and Attorney should be able to view and mark on an exhibit on the screen.

32. **QUESTION:** Do you just want to see meeting content? Or does this screen need to display remote video participants for the judge to access and readily see?

**ANSWER:** Need the ability to display remote video participants. In our courtrooms, the Judge's have a touch panel that allows them to select between a variety of Video Output Devices such as Evidence Display, Document Camera, Judges Laptop Hosting Meeting, Counsel Tables, etc. We will need displayed the live WebEx Meeting including all users (Judges Laptop Video output), as well as having the ability to switch between other Video Outputs to make those the current display content.

33. **QUESTION:** On Page 17 under "System Needs" point 1. Says that "Videoconferencing capabilities at the Jail (2 locations) and 2 Courthouses (up to 10 courtrooms/hearing

rooms).” However, later in the document, under Courtroom Information Display on Page 19 you have a list of Courtrooms and the Jails --- which by our count is 11 Courtrooms, not 10 .... For the purposes of the RFP, How many Courtrooms and which courtrooms will require Video Conferencing?

**ANSWER:**

Athens-Clarke County:

- Superior Court, Courtroom 1 (2nd Floor)
- Superior Court, Courtroom 2 (2nd Floor)
- Superior Court Courtroom 3 (5th Floor)
- State Court Courtroom 4 (4th Floor) – This is technically a smaller hearing room, not a courtroom.
- State Court Courtroom 5 (5th Floor)
- Municipal Court Courtroom (1st Floor)
- Grand Jury Room – to be used as a back-up courtroom/hearing room (LOWEST PRIORITY)
- Athens-Clarke County Jail -- ONLY IF NEEDED FOR COMPATIBILTYY WITH SYSTEM UPGRADES.

Oconee County:

- 3 Courtrooms
- Oconee County Jail (1 INTERVIEW ROOM)

**34. QUESTION:** “Jail side of the system shall utilize one (1) portable system in the main hearing room, and one (1) desktop or wall mounted systems in a conference room, total of up to four (4) systems on jail side (3 in Clarke and 1 in Oconee). “ This Statement seems a little bit ambiguous --- It asks for 1 Portable System and 1 Desktop or Wall mounted system in a conference room for a total of 3 in Athens and 1 in Oconee .... It seems like you are asking for 1 Portable System and 1 installed System in Athens for a total of 2 in Athens and 1 in Oconee? Can you confirm the totals?

**ANSWER:** Oconee county will need 1 installed system. The number and type of systems for Clarke county will depend on if it is necessary to install a system on the jail-side that is compatible with the courtroom upgrades.

**OTHER IMPORTANT INFORMATION:**

Questions and Answers are hereby added to and become a part of **RFP #01122 VIDEO CONFERENCING SYSTEM FOR THE WESTERN JUDICIAL CIRCUIT COURT**”. This Addendum modifies and forms a part of the Quote Documents. All other terms and conditions remain unchanged.

Inquiries regarding proposals should be made to Ed Tulenko, Senior Buyer, in writing to [accbids@accgov.com](mailto:accbids@accgov.com). Technical questions may be directed to Elisa Zarate, Athens-Clarke County Court Administrator at (762) 400-6101 or email: [elisa.zarate@accgov.com](mailto:elisa.zarate@accgov.com).

The Unified Government of Athens-Clarke County reserves the right to reject any and all proposals, to waive any technicalities or irregularities and to award the proposal based on the highest and best interest of the Unified Government of Athens-Clarke County.