SUSSEX COUNTY COURTHOUSE

Circuit Courtroom Audiovisual System Upgrade

Generalized Scope of Work

PROJECT INTENT Modernize courtroom presentation, conferencing, audio, accessibility, and control capabilities while supporting a reliable and intuitive judicial workflow.

1. Project Overview

The audiovisual integrator shall provide the labor, coordination, equipment, programming, testing, documentation, and training required to upgrade the Circuit Courtroom audiovisual system in accordance with the approved final design. **The upgraded system is intended to improve evidence presentation, courtroom audibility, remote-participant connectivity, accessibility, and day-to-day ease of operation.**

This scope describes the functional design concept and anticipated enhancements. Final equipment selections, quantities, reuse decisions, mounting conditions, network requirements, and connection details shall be confirmed during engineering and field verification.

2. General Scope of Services

- Perform a pre-installation site review to verify existing conditions, pathways, power, network availability, rack capacity, mounting provisions, and equipment designated for reuse.
- Safely de-install audiovisual equipment identified for replacement and turn removed items over to the Owner for storage, reuse, or disposal.
- Reuse and reintegrate suitable existing infrastructure where practical and where confirmed compatible with the final design.
- Provide and install the new audiovisual components, cabling, terminations, labeling, configuration, and accessories required for a complete operational system.
- Provide system programming, commissioning, testing, user training, and closeout documentation.

3. Audiovisual Upgrade Concept

3.1 Digital Evidence and Content Presentation

- Provide a flexible digital video distribution platform capable of routing approved courtroom sources to selected displays and operator positions.
- Support presentation sources such as the Judge's computer, courtroom computer, lectern laptop connection, Attorney's desks, and conferencing system, subject to the final design.
- Provide upgraded commercial-grade displays at appropriate courtroom viewing locations to improve visibility of evidence, remote participants, and other approved content.
- Provide a presentation interface at the lectern or attorney's desk for local viewing and interaction with displayed materials.
- Integrate existing display mounts or other presentation components when they are serviceable, compatible, and approved for reuse.

3.2 Video Conferencing and Remote Proceedings

- Provide an integrated video conferencing capability for remote hearings, arraignments, interviews, or administrative collaboration.

- Provide high-definition courtroom camera coverage using remotely controllable camera technology suitable for judicial proceedings.
- Allow approved courtroom audio and video resources to be presented to remote participants while maintaining local courtroom presentation functions.
- Provide a computer-based web-conferencing interface where required, allowing authorized users to conduct meetings through supported software platforms from a designated courtroom computer.

3.3 Courtroom Audio and Microphones

- Upgrade and configure courtroom audio processing to support clear speech reinforcement and consistent coverage throughout the room.
- Provide wired and/or wireless microphones at identified positions such as the bench, witness stand, lectern, clerk station, counsel tables, or other required locations.
- Provide amplification and loudspeaker integration suited to the courtroom. Existing loudspeakers may be retained when testing confirms acceptable condition and compatibility.
- Apply audio processing for microphone mixing, gain structure, echo control, and conferencing integration as required by the final design.

3.5 Assisted Listening and Accessibility

- Provide an assisted-listening solution with a quantity of receivers and accessories established during final design.
- Configure the system to deliver clear program audio to users requiring listening assistance.
- Coordinate final placement, signage, charging, and storage provisions with the Owner.

3.6 Centralized Control and User Interface

- Provide a centralized control system with intuitive touchscreen interfaces at approved operator locations.
- Program the user interface to simplify common functions, including system power, source selection, display routing, camera control, conferencing, audio level adjustment, and system status.
- Organize controls around courtroom operating modes so users can quickly prepare the room for local proceedings, evidence presentation, or remote sessions.
- Limit advanced functions to authorized users where appropriate and provide clear feedback to reduce operator error.

3.7 Network, Equipment Rack, and Infrastructure

- Provide managed network switching and related infrastructure dedicated to audiovisual transport and control where required by the selected architecture.
- Integrate new equipment into an existing rack when capacity, ventilation, power, grounding, and physical condition are acceptable; otherwise, identify required rack modifications during final engineering.
- Provide orderly cable management, permanent labeling, and serviceable equipment installation consistent with professional audiovisual practices.
- Coordinate Owner-provided network connections, addressing, security requirements, and remote-platform access with the Owner's information technology representatives.

4. Functional Enhancements

- Improved visibility of digital evidence and remote participants across the courtroom.
- More flexible routing of courtroom sources to selected displays without manual cable changes.
- Clearer speech reinforcement and more consistent microphone performance for judges, witnesses, attorneys, clerks, and other participants.

- Support for remote and hybrid proceedings using integrated cameras, audio, and conferencing connections.
- Faster setup and simpler operation through purpose-built touchscreen controls and courtroom operating modes.
- Improved accessibility through assisted-listening support.
- Greater system serviceability through centralized equipment, managed distribution, labeling, and documented configuration.
- A scalable platform that can accommodate reasonable future source, display, or workflow changes, subject to final system capacity.

5. Programming, Testing, and Commissioning

- Develop custom control-system programming and user interfaces based on the approved courtroom workflow.
- Configure video routing, display operation, camera presets, audio processing, conferencing integration, and control functions.
- Test each source, destination, microphone, loudspeaker zone, camera, conferencing path, control function, and assisted-listening receiver included in the final system.
- Validate system performance under representative operating conditions and correct deficiencies identified during commissioning.
- Conduct an acceptance review with designated Owner representatives.

6. Training and Closeout

- Provide formal operational training for designated courtroom, facilities, and technical personnel.
- Cover normal startup and shutdown, source selection, evidence presentation, conferencing, camera operation, audio adjustment, assisted-listening operation, and basic troubleshooting.
- Provide final system documentation, including user guidance, equipment information, cable labeling records, programming backups, and as-built information appropriate to the completed installation.

7. Owner Responsibilities

- Provide timely access to the courtroom, equipment spaces, and related building areas.
- Identify equipment to be retained, reused, stored, or disposed of.
- Provide required electrical service, network connectivity, credentials, firewall changes, and conferencing accounts unless specifically included in the final proposal.
- Provide furniture, millwork modifications, patching, painting, hazardous-material remediation, permits, and construction services unless specifically included.
- Coordinate courtroom schedules, security requirements, and escorts as applicable.
- Designate representatives for workflow review, training, and final acceptance.

8. Assumptions and Clarifications

- This is a generalized functional scope. Specific manufacturers, model numbers, quantities, and final connection details will be established in the approved design and bill of materials.
- Any existing equipment proposed for reuse is subject to inspection, compatibility verification, and functional testing.
- Work outside normal business hours, temporary courtroom systems, extensive building modifications, abatement, and repair of concealed conditions are excluded unless specifically stated in the final proposal.
- Changes requested after approval of the final design may require a written change order.

- Final audiovisual performance depends on suitable room acoustics, electrical service, network performance, and Owner-provided services.

Estimated Cost:

This figure represents the preliminary budgetary cost for the proposed solution and is subject to refinement based on the final system design and findings from the on-site survey and assessment.

The full audiovisual (A/V) integration for the Circuit Court courtroom is estimated at approximately **$85,000**

SUSSEX COUNTY COURTHOUSE

General District Courtroom Audiovisual System Upgrade

Budget-Conscious Generalized Scope of Work

PROJECT INTENT Provide reliable courtroom audio, video presentation, and basic routing functions through a simplified, budget-conscious design that reduces control-system complexity while maintaining practical day-to-day operation.

10. General District Courtroom - Project Overview

The audiovisual integrator shall provide the labor, coordination, equipment, installation, configuration, testing, documentation, and training required to upgrade the General District Courtroom audiovisual system in accordance with the approved final design.

This courtroom solution shall be based on the same general objectives as the Circuit Courtroom upgrade, but shall use a simplified and more cost-effective system architecture. The design shall prioritize dependable audio reinforcement, straightforward video presentation, basic source and display routing, and ease of operation without a sophisticated centralized control platform or extensively customized touchscreen interface.

11. Simplified System Design Approach

- Use conventional audiovisual switching, distribution, and control methods appropriate for the number of required sources and displays.
- Provide direct source selection and routing through equipment front panels, compact button controls, display controls, or other straightforward user interfaces selected during final design.
- Minimize custom programming and specialized control hardware while preserving the essential functions required for normal courtroom proceedings.
- Favor standardized, serviceable components that can be operated and supported without extensive user training.
- Allow limited automated functions, such as display power or source switching, only where they can be implemented economically and reliably.

12. Audiovisual Upgrade Concept

12.1 Video Presentation and Basic Routing

- Provide commercial-grade display devices at approved courtroom viewing locations for evidence, computer content, remote participants, and other authorized material.
- Provide a simplified video switching and distribution system capable of routing the required courtroom sources to one or more designated displays.
- Support practical presentation sources such as a courtroom computer, Judge's computer, lectern laptop connection, as established by the final design.
- Reuse compatible display mounts, cabling pathways, rack space, and other existing infrastructure when verified as suitable.

12.3 Courtroom Audio and Microphones

- Provide or configure audio processing, amplification, and loudspeaker connections to support clear speech reinforcement throughout the courtroom.

- Provide wired and/or wireless microphones at the bench, witness stand, clerk station, lectern, counsel tables, or other designated positions as required by the final design.
- Provide basic microphone mixing, gain structure, feedback management, and conferencing audio integration appropriate to the selected system architecture.
- Retain suitable existing loudspeakers or other audio components when inspection and testing confirm acceptable condition and compatibility.
- Provide simple user-accessible audio level controls where required, while protecting critical system settings from unintended adjustment.

12.5 Assisted Listening and Accessibility

- Provide an assisted-listening system where required, with the final receiver quantity and accessories established during design.
- Connect the assisted-listening system to the appropriate courtroom audio feed and verify intelligibility during commissioning.
- Coordinate receiver storage, charging, signage, and distribution procedures with the Owner.

12.6 User Operation

- Provide a simplified operating method based on clearly labeled buttons, source selectors, equipment controls, or limited-function interfaces.
- Arrange controls so routine functions such as system startup, display power, source selection, presentation routing, conferencing connection, and audio adjustment can be performed with minimal steps.
- Provide concise user instructions identifying the normal operating sequence and basic troubleshooting steps.
- Advanced room-mode automation, custom graphical interfaces, centralized system monitoring, and extensive control-system programming are not included unless specifically added to the final design.

12.7 Equipment Rack, Cabling, and Infrastructure

- Install the new audiovisual equipment in an existing or modified equipment rack where capacity, ventilation, grounding, and power are suitable.
- Provide required signal cabling, terminations, adapters, extenders, distribution components, and accessories for a complete operating system.
- Provide permanent cable and equipment labeling and maintain serviceable cable management practices.
- Coordinate required electrical, data network, and conferencing account provisions with the Owner.

13. General District Courtroom Functional Enhancements

- Improved courtroom visibility for evidence, computer content, and remote participants.
- Clearer and more consistent speech reinforcement for courtroom participants.
- Basic routing among the required presentation sources and displays without the cost and complexity of an advanced control platform.
- Improved accessibility through assisted-listening support where included.
- A serviceable design using standardized components and documented signal paths.

14. Programming, Configuration, and Commissioning

- Configure the video switching, display operation, audio processing, microphone levels, conferencing interface, and any included basic control functions.
- Provide only the programming necessary for the selected simplified control devices and required system interoperability.

- Test each source, display, microphone, loudspeaker zone, assisted-listening connection, and user control included in the final design.
- Validate system operation under representative courtroom conditions and correct deficiencies identified during commissioning.
- Conduct an acceptance review with designated Owner representatives.

15. Training and Closeout

- Provide operational training for designated courtroom, facilities, and technical personnel.
- Demonstrate system startup and shutdown, source selection, evidence presentation, microphone use, audio adjustment, and basic troubleshooting.
- Provide final equipment information, simplified operating instructions, cable labeling records, configuration backups where applicable, and as-built documentation appropriate to the completed installation.

16. General District Courtroom Assumptions and Clarifications

- The design intent is to provide essential courtroom audiovisual functions at a reduced system cost and complexity compared with the Circuit Courtroom solution.
- A sophisticated centralized control processor, extensive custom touchscreen programming, advanced room-mode automation, and comprehensive system monitoring are excluded unless specifically identified in the final proposal.
- Final manufacturers, model numbers, quantities, routing capacity, camera functions, and control methods will be established by the approved design and bill of materials.
- Existing equipment and infrastructure proposed for reuse remain subject to inspection, compatibility verification, and functional testing.
- Owner responsibilities and general project exclusions stated elsewhere in this document shall also apply to the General District Courtroom unless modified in the final proposal.

Estimated Cost:

This figure represents the preliminary budgetary cost for the proposed solution and is subject to refinement based on the final system design and findings from the on-site survey and assessment.

The full audiovisual (A/V) integration for the General District courtroom is estimated at approximately **$45,000**