



**REQUEST FOR QUALIFICATIONS
CITYWIDE SIGNAGE REPLACEMENT PROJECT
CITY OF MAULDIN
FEBRUARY 20, 2026**

SUMMARY

The City of Mauldin is seeking a qualified sign company to design, fabricate and install new physical signage throughout the City limits. This project involves removing existing assets and replacing them with new units featuring the updated City of Mauldin logo adhering to brand standards. The successful contractor will be required to complete the work in compliance with all applicable local, state, and federal laws and regulations.

BACKGROUND

In 2025, the City of Mauldin launched a comprehensive rebranding initiative to better reflect its rapid transformation and growth. While the previous brand served the City for over a decade, it no longer captured the energy of recent milestones like BridgeWay Station and the future Swamp Rabbit Trail. As the City evolves, we are transitioning to a visual identity that matches this momentum. A primary objective of this brand rollout is replacing high-visibility signage to unify the City’s brand and improve the navigational experience for the community.

PROJECT DESCRIPTION

The City of Mauldin is seeking a sign partner to collaborate on all phases of the planning, design and installation process of new high-visibility signage throughout the City. Following the official brand launch on April 9, 2026, the City will initiate a systematic signage replacement process. This project will follow a phased implementation strategy, prioritizing specific signage categories in a structured rollout.

SCOPE OF WORK

The Scope of Work is designed to guide vendors in preparing their qualifications by detailing the critical aspects of the project. All interested parties are encouraged to review the full scope thoroughly before submitting their qualifications to ensure alignment with the requirements and project goals.

The selected vendor will be responsible for the survey, design, fabrication, and installation of the following sign categories:

Sign Category	Description	Current Quantity
City Limit Signs	Reflective aluminum signs at primary/secondary entry points.	3+
Wayfinding	Pole-mounted, aluminum directional signs for parks, entertainment, and public facilities. To include a new, eye-catching design incorporating upgraded black aluminum poles, bases and finials.	11



Sign Category	Description	Current Quantity
Monument Signs – City Boundary Welcome Signs	High-profile stone/masonry or faux-stone entry structures. May include structural redesign of existing City entry monuments on highways & main roads (current structures include both foam and masonry).	6
Monument Signs - City Facilities	Update signage on existing monument structures at Mauldin Cultural Center, Mauldin Sports Center and Mauldin Senior Center. Current sign materials vary.	4
Building Signs	Various internal and external building signage. Includes updates at City Hall and other public buildings.	Varies
Park Signage	Update existing signage conditions at the City’s five public parks. Current signage styles/materials vary and include post-and-panel, aluminum pole-mounted, and monument signage.	5+

- **Site Audit:** Verify dimensions and mounting conditions for all current signs. Current signage locations will be provided by City of Mauldin.
- **Removal & Disposal:** Removal and disposal of existing signage to be replaced.
- **Design:** Creation of new City welcome monument signage, design of eye-catching wayfinding signage with pdf design guide for future use, and design of all additional signage types. All signage must adhere to the official logo treatments, typography and color schemes outlined in the City Brand Guide.
- **Fabrication:** Fabrication of all new signage to abide by local, state or federal regulations.
- **Installation:** Professional installation including any necessary masonry, electrical (for illuminated signs), and permitting. All signs must meet local and state zoning ordinances and Manual on Uniform Traffic Control Devices (MUTCD) standards where applicable.

Signage quantities listed above are subject to change based on identifying potential new sign locations and needs.

CONTRACTOR QUALIFICATIONS

All bidders must meet the following minimum qualifications:

- **Business License:** The contractor must hold (or obtain upon award) a valid business license to operate in the City of Mauldin.



- **Insurance:** The contractor must provide proof of general liability insurance, with minimum coverage amounts of \$1,000,000 per occurrence and bonded.
- **Workers' Compensation Insurance:** The contractor must also provide proof of worker's compensation insurance as required by South Carolina State law. The City does not provide worker's compensation insurance for Contractor or Contractor's employees.
- **Subcontractors:** Any subcontractors used for this contract must have the same requirements as listed above and disclose to the City.

SUBMITTAL INSTRUCTIONS

All submissions should include the following information and any additional information necessary to summarize the overall qualifications of the company:

1. Cover letter that includes the name, address and telephone number of the company and primary contact.
2. Qualifications and experience to include:
 - a. Company background and experience providing the products and services.
 - b. Portfolio to include examples of previous municipal or large-scale campus rebranding projects.
 - c. Qualifications of the company's staff to be assigned to this project and any subcontractor and/or suppliers.
3. Similar project references including names, phone numbers and email address of contact persons.
4. Recommended project approach and timeline based on the provided information of a phased rollout and experience with similar projects.
5. Recommended preliminary budget.

EVALUATION CRITERIA

CRITERIA	POINTS
Company Qualifications/Experience	40
Clarity & completeness of the proposal <ul style="list-style-type: none"> • Extent to which the instructions in the RFQ were followed. • Accuracy in reflecting the project's assumptions & requirements 	20
Project Approach	20
Recommended Preliminary Budget	10
Company References	10
TOTAL	100

A committee of City staff will review, score and rank all proposals and make a recommendation to the City Administrator for consideration. The top-ranked proposals may be selected for an interview with the evaluation committee and City Administrator. Final selection will be at the discretion of either City Council or City Administrator.





INITIAL PROJECT TIMELINE

The following tentative schedule is anticipated for selection, contract negotiations and contract award.

RFQ Issuance	February 20, 2026
Deadline to submit all questions	March 6, 2026
Proposals due	March 11, 2026, at 4:00 PM
Notice of Award	March 25, 2026
Project Start Date	Immediately following Notice of Award

SUBMISSION OF PROPOSALS

All proposals should be addressed and submitted via the following methods:

By Mail or In-Person:

City of Mauldin
Cindy Miller - City Signage Project
5 E. Butler Street
Mail: P.O. Box 249
Mauldin, SC 29662

Electronic submissions:

Subject line: "RFQ - City Signage Project"
Cindy Miller
cmiller@mauldincitysc.com

It is the company's sole responsibility to ensure submissions are received by the City prior to the closing date and time. Proposals received after the closing date and time may not be accepted or considered.

Questions should be emailed to Gina McAtee, Special Projects Manager, at gmcaatee@mauldincitysc.com.

General Terms and Conditions

- The City of Mauldin reserves the right to reject any or all proposals and to make awards in the best interest of the City.
- To be eligible for consideration, proposals must comply with the laws of the State of South Carolina and the Procurement Policy of the City of Mauldin, South Carolina.
- Proposals submitted remain valid without change for the duration of the contract period unless otherwise stipulated in the proposal.