REQUEST FOR PROPOSALS
THEATRE SOUND TREATMENT
CITY OF MAULDIN | MAULDIN CULTURAL CENTER
September 29, 2026

SUMMARY

The City of Mauldin is seeking proposals from qualified acoustical treatment contractors to provide, install, and optimize sound treatment within the Mauldin Cultural Center Auditorium. The project will include acoustical wall paneling in both the auditorium and backstage areas to improve sound quality for year-round performances and events. The goal is to reduce excessive reverberation and echo, improve speech intelligibility, and create a more balanced listening experience for audiences and performers during musicals, concerts, theatrical productions, and community events.

BACKGROUND

The Mauldin Cultural Center Auditorium serves as the home of the Mauldin Theatre Company and hosts a variety of performances and community events throughout the year, including musicals, plays, concerts, recitals, meetings, and special events.

Due to the acoustical characteristics of the space, excessive echo and reverberation can make dialogue difficult to understand and create challenges in achieving a balanced mix between performers, live musicians, and amplified sound. Productions often feature casts of up to 30 performers accompanied by live bands, making consistent sound reinforcement essential for both audiences and performers.

The City is seeking a long-term acoustical solution that enhances the performance environment while maintaining the aesthetic appearance and functionality of the theatre.

PROJECT DESCRIPTION

The selected contractor will be responsible for:

- Conducting an acoustical assessment of the auditorium and designated backstage areas.
- Providing recommendations for acoustical treatment based on the existing conditions and intended uses of the space.
- Furnishing and installing acoustical wall panels and any additional treatment necessary to achieve the desired acoustical improvements.
- Coordinating installation to minimize disruption to scheduled programming.
- Providing all necessary hardware, mounting systems, and installation materials.
- Ensuring all materials meet applicable fire, safety, and building code requirements.
- Providing product specifications, maintenance recommendations, and warranty information.

The project is expected to improve acoustical performance for a variety of performance needs including full-scale musicals, live concerts, dance recitals, educational events and public presentations. Productions may include casts of up to **30 performers**, live orchestras or bands, wireless microphones, and amplified sound systems. The proposed acoustical treatment should support these diverse performance needs while improving clarity and overall sound balance throughout the venue.

The budget for this project is **not to exceed $30,000**, including applicable taxes, permit fees, etc.

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. List of projects completed at similar venues.

3. Recommended acoustical solution & technical approach.

4. Estimated timeline for fabrication and installation.

5. Cost Proposal not to exceed $30,000.

EVALUATION CRITERIA

CRITERIA	POINTS
Company Qualifications & Experience with Acoustical Treatment	20
Proposed Acoustical Solution & Technical Approach	30
Project Timeline	10
Cost Proposal	30
Similar Projects	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.

INITIAL PROJECT TIMELINE

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

RFP Issuance	September 29, 2026
Deadline to submit all questions	October 5, 2026
Proposals due	October 8, 2026, at 11:00 AM
Notice of Award	October 13, 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*
Cindy Miller – Theatre Sound Treatment
5 E. Butler Street
Mail: P.O. Box 249
Mauldin, SC 29662

*Provide 3 hard copies if submitting in person or by mail

Electronic submissions:
Subject line: "RFP – Theatre Sound Treatment"
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.

Bid opening will take place at Mauldin City Hall Courtroom at 4pm on September 8, 2026.

Questions should be emailed to Kristofer Parker, Theatre Manager, at kparker@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.