

Request for Proposal (RFP) for Acoustical Improvement Services at the Upper Darby High School Auditorium

Pre-Proposal Meeting	Tuesday 3/10/26, 10 AM via Google Meet
Site Visit (Upon Request):	Wednesday 3/11 - Thursday 3/12/26 until 12 PM
Questions Due:	Thursday 3/12/26 until 12 PM
Proposal Submittal Due:	Friday 3/13/26, 12 PM
Point of Contact:	Maureen Williams, Supervisor of Procurement mawilliams@upperdarbysd.org , Please email to request the 3/10/26 Google Meet link.

Upper Darby High School Auditorium – Acoustical Improvement Services

1. Background

Upper Darby High School has an amphitheater-style auditorium seating more than 1,500 audience members. The space recently underwent a two-phase renovation totaling approximately \$4 million.

- **Phase I:** Sound, lighting, and rigging upgrades
- **Phase II:** Architectural improvements, including seating, finishes, flooring, and painting

The District is proud of the renovated space. However, performers and audience members report that sound in the auditorium is overly reflective and “bouncy,” affecting clarity and listening quality.

2. Purpose

The purpose of this RFP is to select a qualified firm to improve the auditorium’s acoustics. The District seeks practical, tested solutions implemented through a **trial-and-error approach**, with adjustments based on in-space performance and feedback.

All work must be completed and approved **no later than August 7, 2026**.

3. Scope of Services

The selected firm will provide services that may include, but are not limited to:

1. Review of existing conditions, including:
 - Prior acoustical reports
 - As-built drawings
 - Current sound system specifications

2. On-site evaluation of current acoustical performance.
3. Development and testing of acoustical improvement strategies, which may include:
 - Temporary or permanent sound-absorbing or diffusive treatments
 - Adjustments to placement, materials, or configuration
 - Iterative testing and refinement based on results
4. Installation of recommended solutions, including materials and labor.
5. Coordination with District staff throughout testing and implementation.
6. Final recommendations and documentation of installed solutions.

4. Proposal Requirements

Proposals must include the following:

A. Firm Qualifications

- Experience working in large auditoriums (1,000+ seats preferred)
- Experience resolving excessive reverberation or sound reflectivity issues
- Description of similar projects completed within the last five years

B. Approach

- Description of the firm's proposed trial-and-error methodology
- How testing, evaluation, and adjustments will be conducted
- Proposed timeline to achieve completion by August 7, 2026

C. Cost Proposal

- A not-to-exceed cost covering:
 - Technical consulting
 - Materials
 - Labor
 - Any other direct or indirect costs
- The proposal must include billing methodologies.

D. Portfolio

- Examples of recent, comparable projects
- Brief description of challenges addressed and outcomes achieved

5. Proposed Schedule

The proposer is to provide proposed schedule based on the following parameters.

Performance schedule in the high school schedule will be provided and the space during the performance will be available for testing.

- Anticipated Award: **April 14, 2026**
- Project Completion Deadline: **August 7, 2026**

7. Appendix

The District will provide the following documents as an appendix to this RFP:

1. Sound, Lighting, and Rigging Equipment Specifications
2. AVL Section and AVL RCP
3. AVL Drawing
4. High School Auditorium Acoustical Report_2023-2-27
5. High School Auditorium Acoustical Report_2025-8-1
6. High School Auditorium Conformed Set – Specifications
7. High School Auditorium Conformed Set – Drawings
8. High School Auditorium Renovation Summary