



# Fountain Hall Rehabilitation & Restoration Project – Abatement, Site Clearance & Archival Preservation

## Procurement

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**RFP Number:** MBC-2025-FHR01

**RFP Project Title:** Fountain Hall Rehabilitation & Restoration Project – Abatement, Site Clearance & Archival Preservation

**Issuing by:** Office of Campus Operations | Office of Sponsored Programs Procurement Services

**Date of Issue:** November 19, 2025

**Proposal Due Date:** December 30, 2025, by 5:00 PM EST

**Procurement Model:** Project Construction

**Point of Contact:**

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### 1. Invitation

Morris Brown College (MBC) invites qualified, licensed, and insured contractors, architectural firms, and preservation specialists to submit proposals for the continued rehabilitation and restoration of Fountain (Stone) Hall, a National Register-listed historic structure on the campus of Morris Brown College in Atlanta, Georgia.

The College seeks firms and subject matter experts with demonstrated experience in the restoration of historic sites and historically significant content, including the preservation of architectural elements, historical artifacts, and cultural materials. Contractors must possess technical proficiency in working with historic masonry, woodwork, interior finishes, environmental abatement, and artifact preservation while ensuring compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

This solicitation covers three sequential project phases, each requiring distinct subject-matter expertise, separate procurement, and specialized methodologies aligned with historic preservation best practices and National Park Service (NPS) Historic Preservation Fund (HPF) guidelines.

**Bidders may submit a proposal for one or more phases.**

When submitting, the email subject line must clearly identify the phase(s) for which the firm is bidding.

Examples include:

- “RFP MBC-2025-FHR01 – Phase I Proposal – [Firm Name]”
- “RFP MBC-2025-FHR01 – Phase II & III Proposal – [Firm Name]”

This project is federally funded through the Historic Preservation Fund (HPF), administered by the National Park Service (NPS). All work performed must adhere to applicable federal, state, and local preservation, safety, and procurement regulations, as well as MBC’s internal procurement and compliance policies.

**Introduction**

Morris Brown College, a private, accredited HBCU, is advancing a comprehensive effort to preserve and rehabilitate Fountain Hall—an iconic structure of both historical and cultural importance. The project aligns with *The Resurgence: Reset and Ready 2024–2029 Strategic Plan*, under Strategic Priority 3 (*Infrastructure and Operations Modernization*) and Strategic Priority 5 (*Historic Preservation and Cultural Legacy*). And this RFP reflects the College’s continued commitment to transparency, fiscal integrity, and federal compliance.

All procurement activities shall conform to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

**1.1 RFP Timeline**

Task	Date
RFP Issued	November 19, 2025
Supplier’s Questions Submitted	November 19, 2025
Proposals Submission Deadline	December 30, 2025, by 5:00 PM EST
Evaluation and Assessment Period	January 6 – January 23, 2026
Award Notification	January 27, 2026
Anticipated Start Date	January 30, 2026
Phase III Completion Target	April 30, 2026

**2. Procurement Type**

This solicitation is classified as a Project Construction & Preservation Procurement governed by 2 CFR Part 200 Subpart D.

### 3. Scope of Work

Because Fountain Hall contains historic masonry, architectural features, cultural artifacts, fragile archival material, and areas of environmental risk, each phase must be completed in order and by qualified professionals.

#### **PHASE I: Hazardous Materials Survey & Abatement Assessment**

(Specialty: Environmental Hazard Assessment, Historic-Site Abatement Planning)

#### **Phase I Scope**

The selected firm shall:

1. Conduct a comprehensive hazardous materials survey, including but not limited to:
  - Asbestos-containing materials (ACM)
  - Lead-based paint (LBP)
  - Mold, mildew, biohazards
  - Other environmental contaminants identified in historic structures
2. Perform HPF-compliant testing and sampling, providing laboratory-verified results.
3. Document all areas requiring abatement, including:
  - Condition prioritization
  - Risk levels
  - Recommended containment and stabilization measures
4. Develop an Abatement Action Plan that includes:
  - Hazard maps
  - Required PPE and regulatory protocols
  - Abatement sequencing
  - Waste disposal procedures compliant with EPA/OSHA/NPS
  - Protections for historic features and artifacts
5. Submit a comprehensive written report to MBC for approval before any abatement, site clearance, or archival work can begin.

#### **Phase I Deliverables**

- Complete hazardous materials survey report
- Abatement recommendations & cost estimates
- Environmental test results & lab certifications
- NPS-compliant documentation and hazard maps
- Photos and documentation

**PHASE II: Site Clearance & Historic Material Preservation Pre-Processing**

(Specialty: Historic-site decontamination, artifact triage, architectural salvage)

Phase II cannot begin until Phase I documentation is approved by MBC and NPS, where applicable.

**Phase II Scope**

The selected firm shall:

1. Carry out abatement and environmental remediation consistent with Phase I assessment.
2. Execute controlled site clearance, including:
  - Removal of debris
  - Stabilization of exposed building elements
  - Safe extraction of salvageable architectural components
3. Identify, isolate, and protect all historical artifacts, documents, and cultural materials located onsite.
4. Determine items that can be:
  - Preserved
  - Decontaminated
  - Encapsulated
  - Disposed of (in accordance with NPS preservation ethics)
5. Prepare artifacts for Phase III archival processing, including:
  - Surface cleaning
  - Testing for contamination
  - Documentation
  - Temporary stabilization and packaging
6. Provide detailed photographic and written records of all items handled.

**Phase II Deliverables**

- Abatement and remediation compliance reports
- Artifact preservation triage inventory
- Detailed documentation of all removed items
- Site clearance certification

### **PHASE III: Archival Processing & Long-term Preservation of Historical Materials**

(Specialty: Archival Science, Conservation, Historical Records Preservation)

Phase III requires certified archivists, conservators, or institutions with documented experience handling fragile, contaminated, or historically sensitive materials.

#### **Phase III Scope**

The selected firm shall:

1. Conduct full archival processing of materials received from Phase II, including:
  - Item-level and collection-level cataloging
  - Condition assessment
  - Conservation treatment plans
2. Perform decontamination of historical materials, using approved conservation methods.
3. Digitize fragile documents, photos, and artifacts, when required, to preserve content and provide redundancy.
4. Provide archival-grade storage including:
  - Acid-free boxes
  - Buffered folders
  - Preservation sleeves
  - Environmental recommendations for long-term retention
5. Create a compliant Archival Preservation Report, including:
  - Complete inventory
  - Metadata records
  - Digitized files
  - Conservation documentation
6. Coordinate with MBC and regional repositories for permanent housing and custodial transfer, when necessary.

#### **Phase III Deliverables**

- Full archival inventory and metadata files
- Digitization outputs (PDF/TIFF, as appropriate)
- Conservation reports
- Archival grade packaged collections ready for long-term storage
- Final Archival Detailed Completion Report with Photographs

#### 4. Proposal Submission Requirements

Each proposal must include the following components:

1. Executive Summary – Overview of firm’s qualifications and proposed approach.
2. Detailed Technical Proposal – Scope of Work, methodology, timeline and compliance procedures relevant to the phase.
3. Itemized Budget – Organized by federal cost categories (Personnel, Fringe, Travel, Contractual, Supplies, Equipment, Construction, Other).
4. Proof of Licensure and Insurance.
5. Historic Preservation Experience – Three comparable projects with references, preferably under HPF, NPS, or SHPO oversight.

#### 5. Evaluation Criteria & Review Process

Evaluation Rubric (100 points total):

Criteria	Description	Weight
Project Understanding (Phase-specific)	Comprehension of preservation requirements and NPS compliance standards	25%
Technical Approach & Preservation Sensitivity	Quality, feasibility, and preservation sensitivity of proposed methodology	30%
Experience & Qualifications	Demonstrated success in similar HPF or historic rehabilitation projects	25%
Capacity & Timeliness	Ability to meet project deadlines and staffing plan adequacy	20%

##### Review Process:

A review panel comprising MBC administrators and subject matter experts will evaluate all submissions. The panel may request clarifications, conduct interviews, or require a site visit before final selection.

##### Submission Instructions

Submit proposals electronically in PDF format to:

[procurement@morrisbrown.edu](mailto:procurement@morrisbrown.edu)

Subject line: “RFP MBC-2025-FHR01 – Phase [I, II or III] Fountain Hall Rehabilitation – [Your Company Name]”

(Proposers bidding on multiple phases should list each.)

**Deadline:** December 30, 2025, by 5:00 PM EST.

Late submissions will not be accepted.

## 6. Terms & Conditions

- MBC reserves the right to accept or reject any or all proposals and to negotiate with selected vendors.
- All work must comply with NPS HPF guidelines, ADA, OSHA, EPA, and local building codes.
- Any change to scope or cost must be approved in writing by MBC and NPS before implementation.
- All materials must meet Build America, Buy America (BABA) standards and be accompanied by a Certificate of Compliance.
- The contractor shall maintain accurate accounting and supporting documentation under §200.302 Financial Management.
- A formal contract will be executed prior to project initiation.

*THE END*