

Enhancement of Academic Facilities: Phase I & Phase II Renovations Procurement

643 M.L.K. Jr Dr NW, Atlanta, Georgia 30314
Phone: (404) 458-6085,

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RFP Number: MBC-2025-AFAC01

RFP Project Title: Enhancement of Academic Facilities: Phase I & Phase II Renovations

Issuing by: Office of Academic Affairs | Office of Sponsored Programs Procurement Services

Date of Issue: November 11, 2025

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

Procurement Model: Project Construction

Point of Contact:

Email: procurement@morrisbrown.edu | Phone: (404) 458-6085

1. Invitation

Morris Brown College (MBC) invites qualified, licensed, and insured contractors to submit proposals for the design, construction, and modernization of institutional facilities funded under the U.S. Department of Education Title III Part B Strengthening HBCUs Program.

This two-phase initiative will:

- Phase I: Design and construct a state-of-the-art academic classroom and collaborative lab supporting STEM and hybrid learning into one space.
- Phase II: Expand and modernize the student and Academic Affairs administrative area to enhance student services, faculty and staff workspaces, and institutional operations.

This initiative aligns with *The Resurgence: Reset and Ready 2024–2029 Strategic Plan*, emphasizing Academic Prominence and Infrastructure Modernization to enhance learning environments, foster innovation, and ensure long-term institutional sustainability.

Introduction

Morris Brown College, an accredited private institution in Atlanta, Georgia, is executing a campus-wide modernization strategy through its *Resurgence: Reset and Ready 2024–2029 Strategic Plan*. The

Enhancement of Academic Facilities project directly advances Strategic Priority 2 (Academic Prominence) and Strategic Priority 3 (Enhancement of Infrastructure and Operations).

This RFP represents MBC’s continued commitment to federal compliance, fiscal accountability, and transparent procurement. All procurement and contracting activities associated with this solicitation must comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

1.1 RFP Timeline

Task	Date
RFP Issued	November 11, 2025
Supplier’s Questions Submitted	November 11, 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

2. Procurement Type

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

3. Scope of Work

Phase I – Collaborative Classroom Construction

- **Assessment & Recommendations:** Conduct a comprehensive assessment of the dedicated space to evaluate existing conditions, structural integrity, mechanical and electrical systems, and capacity of technology. Provide subject-matter expertise and written recommendations on layout, materials, and feasibility for creating a multi-functional academic environment.
- **Architectural and Engineering Plans:** Develop ADA-compliant plans based on the assessment findings, ensuring flexibility for STEM instruction, hybrid learning, and community engagement.
- **Construction & Installation:** Construct and equip the facility with modern workstations, smart boards, and presentation systems. All work must comply with ADA, OSHA, fire safety, and environmental standards.

Phase II – Registrar and Academic Affairs Modernization

- **Assessment & Design Recommendations:** Evaluate existing department layouts, traffic flow, and technology usage to recommend enhancements for student access, staff work, collaboration, and efficiency zones.

- Renovation & Technology Integration: Redesign and expand spaces; install self-supporting kiosks, and collaborative faculty/student areas.

Contractor Responsibilities

1. Perform all assessment, design, construction, and installation activities for both phases.
2. Adhere to 2 CFR 200.318 – 200.327 Procurement Standards and applicable state and local codes.
3. Maintain accurate financial and supporting documentation under § 200.302 Financial Management.
4. Submit weekly progress and fiscal reports to MBC’s Project Team.
5. Provide warranty documentation and final inspection certificates upon completion.

Deliverables

- Written space assessment and recommendation report.
- Approved architectural and engineering plans.
- Completed construction and installation of equipment and supplies.
- Documentation verifying ADA and safety compliance.
- Final project and fiscal close-out walk-through and report.

4. Proposal Submission Requirements

Proposals must include:

1. Executive Summary (company overview & approach).
2. Detailed Scope of Work and Project Timeline.
3. Itemized Budget aligned with federal cost categories.
4. Proof of Licensure and Insurance.
5. Three references for similar federally funded projects.

5. Evaluation Criteria & Review Process

Evaluation Rubric (100 points total):

Criteria	Description	Weight
Project Understanding	Demonstrated comprehension of the project scope, deliverables, and federal compliance expectations	25%
Technical Approach	Quality, methodology, and feasibility of proposed construction plan, design process, and schedule	30%
Experience & Qualifications	Relevant performance history and capacity on comparable construction or renovation projects	25%
Capacity & Timeliness	Staffing plan, resource allocation, and ability to meet the accelerated phases and timeline	20%

Review Process:

A panel of internal stakeholders will evaluate and score each proposal according to the criteria above. Scores will be averaged, discussed during a consensus meeting, and final recommendations will be submitted to the Office of the President for contract award consideration.

Submission Instructions

Submit proposals electronically in PDF format to:

procurement@morrisbrown.edu

Subject line must read:

"RFP MBC-2025-AFAC01 – Enhancement of Academic Facilities – [Your Company Name]"

Late submissions will not be accepted.

6. Terms & Conditions

- Morris Brown College (MBC) reserves the right to accept or reject any proposal, in whole or in part, and to negotiate contract terms with the selected vendor.
- All contractors must comply with applicable federal, state, and local laws, including Equal Opportunity, Non-Discrimination, and ADA requirements.
- The selected vendor must execute a formal agreement prior to commencing work.
- Any modification to project scope, cost, or schedule must be submitted in writing and approved by MBC in advance.
- All materials, supplies, and equipment used in this project must meet applicable safety and quality standards and be new, not refurbished, unless otherwise approved in writing.
- All contractors and subcontractors must submit Build America, Buy America (BABA) Act Certification.

APPENDIX

Morris Brown College Budget Template

Budget Category	Description	Unit Cost	Quantity/ Hours	Total Cost	Notes/ Assessment Dependency
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	
		\$		\$	

Instructions For All Proposers:

All proposers are expected to carefully review and adhere to the following instructions to ensure full compliance with institutional and federal procurement requirements. Proposals that do not meet these standards may be deemed non-responsive and excluded from consideration.

1. Proposal Format & Submission
 - o All proposals must be submitted electronically in PDF format to:
procurement@morrisbrown.edu
Subject Line: *“RFP MBC-2025-AFAC01 – Enhancement of Academic Facilities – [Your Company Name]”*
 - o Submissions must be received no later than November 12, 2025, by 5:00 PM EST. Late submissions will not be accepted.
 - o Proposals must be organized in the following order:
 1. Cover Letter / Executive Summary
 2. Company Profile and Experience
 3. Project Understanding and Technical Approach
 4. Project Timeline and Milestones
 5. Budget and Cost Proposal (itemized)
 6. References (minimum of three comparable projects)
 7. Required Forms and Certifications
2. Required Forms and Certifications
 - o BABA Certification Form (Build America, Buy America Act Compliance).
 - o Vendor Certification & Conflict of Interest Statement.
 - o Proof of Licensure and Insurance (state, local, and professional).
3. Proposal Validity Period
 - o All proposals must remain valid for a minimum of 90 calendar days from the submission deadline to allow sufficient time for review and contract negotiations.
4. Cost Presentation

- All prices should be quoted in U.S. dollars and inclusive of all applicable taxes, fees, and delivery charges.
- 5. Site Visit
 - MBC requires a scheduled on-site walk-through of the project area prior to proposal and award to verify scope understanding and logistical feasibility.
- 6. Proposal Review and Evaluation
 - All proposals will be reviewed in accordance with the evaluation criteria established in this RFP.
 - MBC reserves the right to conduct reference checks, request additional documentation, or seek clarifications before final award.
- 7. Disqualification
 - Proposals may be disqualified for failure to:
 - Submit by the deadline.
 - Include all required documentation.
 - Meet mandatory compliance or certification requirements.
 - Demonstrate sufficient experience or technical capacity.

THE END