

Request for Proposal (RFP)
Design, Procurement, and Installation of Office Workstations

Issue Date: August 7, 2026

Proposal Due Date: September 11, 2026

Contact Person: Liz Ronston

Email: eronston@cbf.org

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**Introduction**

The Chesapeake Bay Foundation (CBF) invites qualified vendors to submit proposals for the design, supply, delivery, and installation of new office workstations and meeting room furniture for our new office space located at 707 E. Franklin Street, Richmond, Virginia.

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Project Scope

The selected vendor shall provide a turnkey solution including, but not limited to, the following:

Assessment and Design

- Provide space planning consultation.
- Conduct site visit and take measurements of new office space.
- Develop workstation design and layout concepts.
- Provide renderings.
- Recommend furniture configurations and finishes. This will include a mix of individual workstations, benching systems, conference rooms, and meeting rooms, except for chairs.
- Ensure compliance with applicable ADA and workplace safety requirements.

Furniture and Equipment

Provide and install office workstation components, including:

- Height-adjustable desks (preferred).
- Conference and meeting room furniture (not including chairs).
- Privacy panels/dividers.
- Monitor arms.
- Cable management solutions.
- Power and data access systems.
- Storage units, as applicable.

Installation Services

- Project management.
- Delivery coordination.
- Assembly and installation.
- Cleanup and debris removal.
- Final inspection and acceptance walkthrough.
- These services must be completed by December 31, 2026.

Optional Services

- Old furniture relocation and disposal.
- Warranty and maintenance services.

Project Requirements

Functional Requirements

The proposed solution should:

- Support approximately 16 employees, with a combination of individual workstations, shared workstations, and/or benching systems.
- Plan for one 12-person conference room and one smaller 4-person workroom.
- Optimize available office space.
- Provide flexibility for future growth and reconfiguration.
- Incorporate ergonomic best practices.

Design Requirements

The workstation system should include:

- Modern and professional appearance.
- Durable commercial-grade materials.
- Consistent finish and color palette.
- Low-maintenance surfaces.
- Sustainable and environmentally responsible options.

Technical Requirements

Vendors should provide:

- Product specifications.
- Material samples, if requested.
- Weight capacities and dimensions.
- Electrical and data integration details.
- Warranty information.

Deliverables

The successful vendor shall provide:

1. Design concepts and layouts.
2. Detailed furniture specifications.
3. Project schedule.
4. Installation plan.
5. Warranty documentation.
6. Final completed installation.

Project Timeline

Milestone	Date
RFP Issued	8/6/26
Proposal Submission Deadline	9/11/26
Vendor Selection	9/18/26
Contract Award	9/30/26
Project Start	10/1/26
Installation Completion	12/31/26

Proposal Requirements

Proposals should include the following sections:

Technical Approach

- Design methodology
- Product recommendations
- Installation strategy
- Quality assurance process

Project Team

- Project manager
- Designers

Project Schedule

Detailed timeline identifying major milestones.

Cost Proposal

Provide itemized pricing including:

- Design services
- Furniture and equipment
- Delivery charges
- Installation labor
- Disposal/removal services
- Optional services
- Taxes and fees

References

Contact information for at least three comparable projects completed within the last five years.

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### **Insurance Requirements**

The selected vendor shall maintain, at a minimum:

- Commercial General Liability Insurance
- Workers' Compensation Insurance
- Automobile Liability Insurance
- Professional Liability Insurance (if applicable)

Proof of insurance shall be provided before contract execution.

### **Submission Instructions**

Proposals shall be submitted electronically in PDF format by 9/11/26 to:

**Contact Name:** Liz Ronston

**Email:** [eronston@cbf.org](mailto:eronston@cbf.org)

AutoCAD file of the office space is available upon request. Email [eronston@cbf.org](mailto:eronston@cbf.org) to request it.

## PARTITION LEGEND:

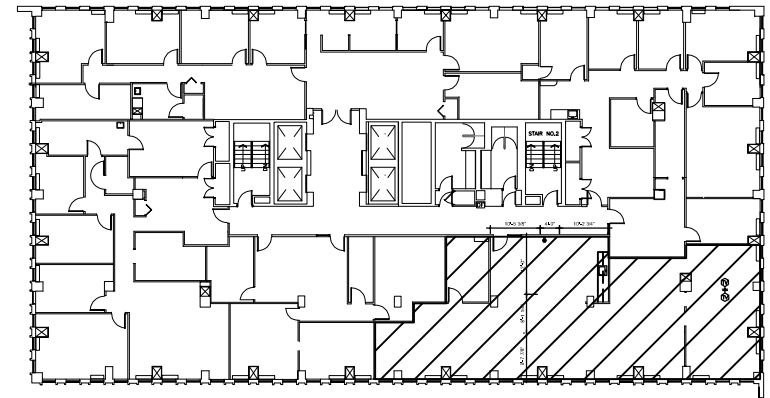
EXISTING CONSTRUCTION

NEW CONSTRUCTION

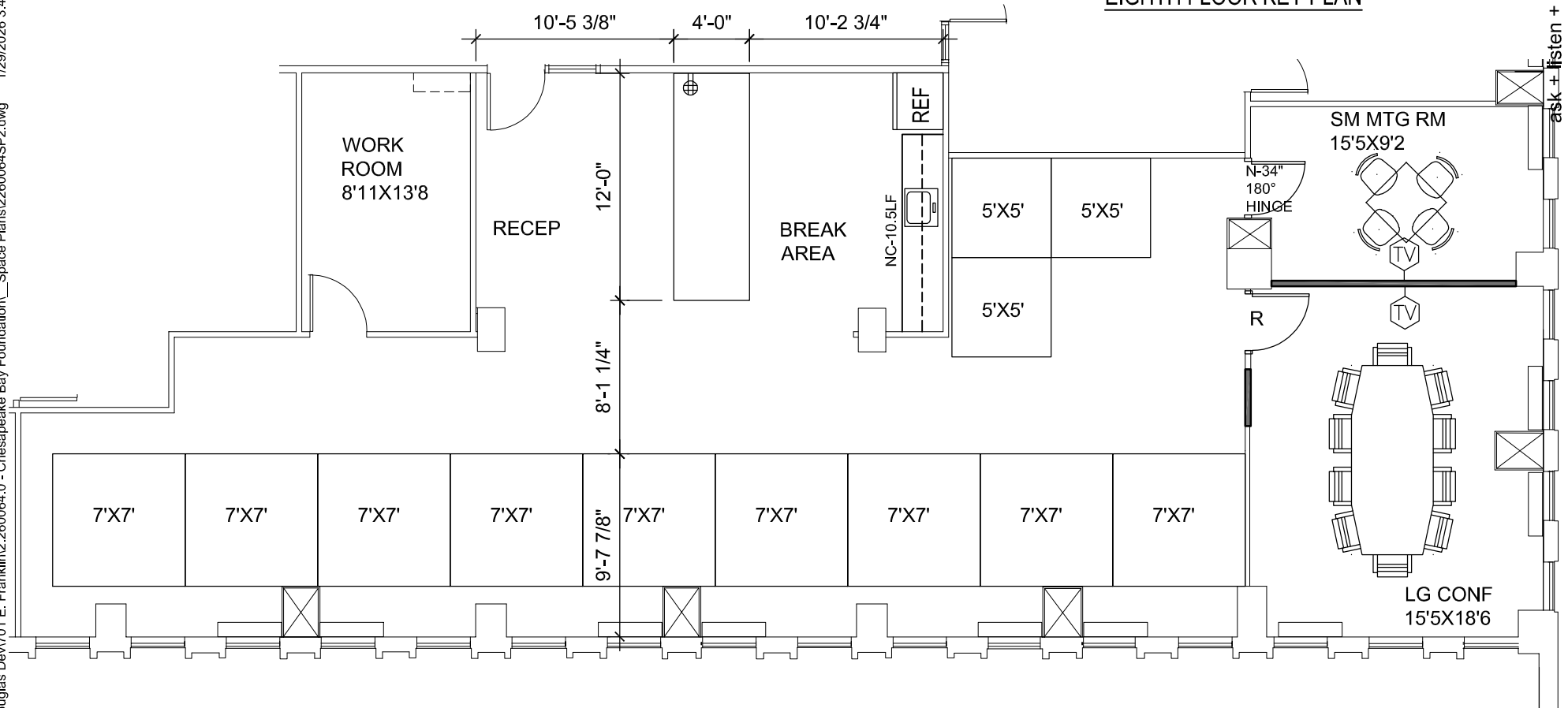
"N/R" INDICATES A NEW OR REUSED DOOR

"NC" INDICATES NEW CASEWORK

Note that 7'x7' and 5'x5' spaces are placeholders; just showing for fit purposes



EIGHTH FLOOR KEY PLAN



ask + listen + create



OWNER:

DOUGLAS DEVELOPMENT

PROJECT NAME:

CHESAPEAKE BAY FOUNDATION - 701 E. FRANKLIN

DESCRIPTION:

EIGHTH FLOOR SPACE PLAN

JOB NO:

2260064

DWG REF:

2260064SP2.DWG

SCALE:

1/8" = 1'-0"

DATE:

01/29/26

DRAWING NO:

SP2

SHEET:

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