



Berkeley Housing Authority

1947 Center St., 5th Floor, Berkeley, CA 94704

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REQUEST FOR PROPOSAL

BHA RFP 26-03

CONTRACTUAL SERVICES FOR CUBICLE DESIGN, PROCUREMENT, AND INSTALLATION

Project Overview / Details

The Berkeley Housing Authority (BHA) is seeking a qualified contractor/vendor to provide design, procurement, delivery, and installation services for office cubicles and modular workstation systems.

The project includes furnishing office space with approximately twelve (12) cubicles/workstations, along with associated storage and functional components to support staff operations.

BHA has developed a preliminary layout and design concept to guide vendor proposals. This information will be provided as Attachment A (Floor Plan & Layout PDF). Vendors are expected to propose solutions that meet or exceed the functional intent of this layout.

Project considerations include:

Installation of approximately twelve (12) cubicles/workstations

Integration with existing office layout and operations

ADA-compliant spacing and accessibility requirements including

Ergonomic workstation design, including sit-to-stand desk capability

Inclusion of storage components:

One (1) lockable cabinet per cubicle

Two-drawer lateral filing systems per cubicle

Coordination within an active work environment to minimize disruption

CAD files and additional technical details may be made available upon request or during the proposal review phase.

Scope of Work

The Contractor/vendor shall provide professional cubicle design, procurement, and installation services, including but not limited to:

Review provided layout and develop final design recommendations

Provide cubicle/workstation systems (panels, desks, storage, sit-stand mechanisms)

Ensure all systems meet ADA and ergonomic standards

Supply all materials, components, and related equipment

Deliver all items to designated BHA locations

Assemble and install all cubicles/workstations on-site

Ensure proper alignment, leveling, and secure installation

Additionally add partitions that would be in areas not facing walls in the design layout. (review Exhibit A)

Inclusion of storage components:

One (1) lockable cabinet per cubicle & a two (2)-drawer lateral filing systems per cubicle

Coordinate installation schedule to minimize operational disruption

Cubicle/desk workstations should have some cable management included

Remove and dispose of packaging materials and debris

Deliverables

The Contractor/vendor shall provide at least the following deliverables:

Final workstation layout/design plan (aligned with Exhibit A)

Itemized cost proposal (materials, labor, delivery, installation)

Project timeline and installation schedule

Completed installation of all cubicles/workstations

Warranty information for all furniture and components

Exhibit A

Licensed and insured contractor/vendor

Experience with commercial office furniture systems and installation

Ability to provide design recommendations and layout support

Compliance with ADA and ergonomic standards

Responsibility for damages caused during delivery and installation (as per agreement)

Proposal Requirements

Interested contractors/vendors must submit a proposal that includes:

Company overview and relevant experience

Examples of similar projects (2–3 preferred)

Proposed approach to design, procurement, and installation

Confirmation of ability to meet Exhibit A layout intent

Estimated timeline for completion

Itemized pricing (materials, labor, delivery, installation)

Proof of license and insurance

References (2–3 clients, if available)

Proof of [Berkeley Business License](#) or obtaining license prior to commencement of work

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Proposal Evaluation Criteria (100 Points Total)

Proposals will be evaluated by an internal review committee based on the criteria outlined below. The Berkeley Housing Authority reserves the right to request additional information, conduct interviews, or seek clarification from proposers as part of the evaluation process.

1. Cost Proposal – 25 Points

The proposer's cost proposal will be evaluated based on overall reasonableness, completeness, and competitiveness of the pricing structure.

Evaluation may consider:

- Total proposed cost for the Cubicles & Assembling
- Transparency and clarity of pricing
- Identification of any additional or optional costs

- Value provided relative to services proposed

Lowest cost will not automatically receive the highest score; cost will be evaluated in conjunction with the overall quality of the proposal.

2. Experience with Corporate / Office Cubicles – 25 Points

Proposers will be evaluated on demonstrated experience performing similar office relocation projects.

Evaluation may include:

- Experience setting up offices of similar size and scope
- Experience procuring cubicles & equipment, and then assembling
- References from similar projects
- Demonstrated ability to complete cubicles assembling with minimal disruption to operations
- Years in business providing commercial cubicle services

Preference may be given to firms with experience supporting government agencies, housing authorities, or large corporate offices.

3. Approach and Project Timeline – 20 Points

Proposers must clearly describe their methodology and approach to completing the cubicles.

Evaluation may include:

- Proposed work plan and methodology
- Procurement and transportation procedures
- Cubicle assembly processes
- Timeline to complete the project
- Coordination with BHA staff during the move

Proposals demonstrating a clear, efficient, and well-organized approach will receive higher scores.

4. Schedule Availability – 15 Points

Proposers will be evaluated on their ability to complete the project within the Authority's required timeframe.

Evaluation may include:

- Availability to perform the cubicle assembling on preferred dates
- Flexibility to accommodate schedule adjustments
- Adequate staffing levels to complete the work efficiently
- Ability to minimize operational disruption

5. Compliance and Qualifications – 10 Points

Proposers must demonstrate compliance with all applicable requirements.

Evaluation may include:

- Proof of required licenses and insurance
- Compliance with applicable labor laws and safety requirements
- Ability to meet contractual terms and conditions
- Submission of a complete and responsive proposal
- Agreement with required procurement forms and certifications

6. Completion of Proposal Submission – 5 Points

Proposers must ensure all proposal request/required items are met submitted in soft & hard copies of submission.

Evaluation Summary Table

Criteria	Points
Cost Proposal	25
Corporate/Office Cubicle Experience	25
Approach & Timeline	20
Schedule Availability	15
Compliance & Qualifications	10
Completion of Proposal Submission	5

Total Possible Points: 100

Procurement Timeline

RFP Release Date: March 24, 2026, 7:00 PM

Proposal Submission Deadline: April 24, 2026, at 10:00 AM (PST)

Proposal Review Period: Late April 2026

Interviews (if applicable): Following initial review

Anticipated Award Date: Early May 2026

Estimated Project Start Date: To be determined

NOTE: BHA reserves the right to deviate from this timeline and/or modify the Scope of Service at any time.

Submission Instructions

Interested contractors/vendors should submit proposals via email to:

Rhonda Willis, HR Consultant

Email: rawillis@willconsult.org

Additionally provide three (3) physical copies sealed to 1947 Center St. 5th floor by proposed deadline. Sealed submissions -;will be retained for official review and evaluation purposes. Electronic and hard copy submissions must be identical in content.

All proposals must be received no later than April 24, 2026, at 5:00 PM (PST).

BHA reserves the right to reject any or all proposals and to request additional information from respondents. The Authority's CEO may conduct in-person meetings with selected contractors/vendors for further consideration.