



**BEACH CITIES HEALTH DISTRICT  
REQUEST FOR PROPOSALS (RFP)  
FITNESS EQUIPMENT (CARDIOVASCULAR & STRENGTH)  
CENTER FOR HEALTH & FITNESS (CHF)  
PROJECT #2026.1-CHF**

**Issue Date:** March 4, 2026

**Proposal Due Date:** March 31, 2026

**Proposal Direct To:** Beach Cities Health District

**Submit Proposal To:** Cindy Foster, email address: [cindy.foster@bchd.org](mailto:cindy.foster@bchd.org)

**Number of Proposal Copies:** 1 Electronic Copy

Complete the section below and include with submission documents. By signature hereto, the Respondent certifies that all representations and certifications contained in its response are complete and accurate as required.

Name of Firm:	
Address of Firm:	
Contact Name:	
Title:	
Signature:	
Date:	
Phone #:	
Federal Emp. ID#:	
Email Address:	



**BEACH CITIES HEALTH DISTRICT  
REQUEST FOR PROPOSALS (RFP)  
FITNESS EQUIPMENT (CARDIOVASCULAR & STRENGTH  
CENTER FOR HEALTH & FITNESS (CHF)  
PROJECT #2026.1-CHF**

**TABLE OF CONTENTS**

**SECTION 1: GENERAL INFORMATION**

- 1.1 Purpose
- 1.2 Beach Cities Health District Overview
- 1.3 Point of Contact and Issuing Office

**SECTION 2: SCOPE OF SERVICES**

- 2.1 Scope of Work

**SECTION 3: PROPOSAL FORMAT AND CONTENTS**

- 3.1 Letter of Transmittal
- 3.2 Qualifications and Experience of Firm, Including Subcontractors
- 3.3 Fee Proposal and Work Plan
- 3.4 Required Disclosures
- 3.5 Generative Artificial Intelligence Technology Use and Reporting
- 3.6 Insurance Requirements

**SECTION 4: SUMMARY OF KEY DATES**

- 4.1 Key Dates

**SECTION 5: ADMINISTRATIVE SPECIFICATIONS**

- 5.1 Evaluation Criteria & Award Notice

**SECTION 6: ATTACHMENTS**

- 6.1 Floor Plans



---

## INTRODUCTION

Beach Cities Health District (BCHD, the District) is requesting proposals for fitness equipment (cardiovascular and strength) as part of the Center for Health & Fitness (CHF) relocation project. CHF demographics include a median age of 66 and more than 80% of members coming from “Silver” insurance-based coverage.

---

## SECTION 1: GENERAL INFORMATION

### 1.1 Purpose

The intent of this Request for Proposals (RFP) is to identify a vendor who can provide fitness equipment that will provide the greatest long-term benefit to BCHD/CHF and the best quality of service to the community and customers.

### 1.2 Beach Cities Health District Overview

The Beach Cities Health District (BCHD) is a dynamic public health agency serving the 120,000 residents of Hermosa Beach, Manhattan Beach and Redondo Beach. Driven by our vision for a healthy beach community, we offer more than 40 programs and services designed to enhance the health and well-being of all residents. The District strives to develop programs and services that meet our mission:

*To optimize health for our Beach Cities community through innovative and inclusive programs, partnerships and spaces.*

A tax-free public agency, BCHD spends over \$14 million annually in service provisions to the residents.

### 1.3 Project Background & Timeline

The CHF relocation project was approved by the BCHD Board of Directors in April 2025. CHF will move to the top floor of the building at 510 N. Prospect Avenue in Redondo Beach, which is anticipated to be completed in January 2027. The relocation includes tenant improvements to approximately 15,000 square feet of space.

CHF is a Certified Medical Fitness Facility—a comprehensive fitness center equipped with cardio and strength training equipment, as well as services and amenities for medical exercise training, group exercise, yoga, Pilates, nutrition and massage.

This project will equip CHF with new cardiovascular and strength training equipment.



<b>Project Timeline</b>	<b>Start</b>	<b>Finish</b>
Programming / Schematic Design	August 2025	August 2025
Design Development	September 2025	October 2025
Construction Documents	November 2025	January 2026
City Submittal	February 2026	April 2026
Bidding	March 2026	May 2026
Construction (6-8 months)	June 2026	January 2027
<b>Move In- Installation of new equipment</b>	<b>February 2027</b>	<b>March 2027</b>

### 1.4 Point of Contact and Issuing Office

All inquiries and proposal submissions shall be directed to:

Cindy Foster, CHF General Manager  
[cindy.foster@bchd.org](mailto:cindy.foster@bchd.org)

No later than the stipulated due date, responses to this RFP must be delivered to the Point of Contact. All questions and requests for additional information must be in writing and received through Point of Contact. Email is acceptable.

## SECTION 2: SCOPE OF SERVICES

### 2.1 Scope of Work

The selected vendor will provide layout design, order, ship, set up fitness equipment (cardiovascular and strength) and train staff at the new location of CHF. Total project cost must include California State Sales Tax. The cardio and strength area of the fitness center is 4,196 SF.

The vendor shall supply the specified manufacturer and model information for all proposed equipment. Suitable alternatives may be proposed. Vendor shall supply the following commercial-grade equipment and services.

#### **Cardiovascular Equipment:**

- 4 Recumbent Bicycles
- 4 Upright Bicycles
- 6 Total Body Arc /Elliptical Trainers
- 3 Lower Body Arc/Elliptical Trainers
- 9 Treadmills
- 1 Upright Stair Stepper
- 5 Recumbent Steppers
- 2 Rowing Machines
- 2 Upper Body Ergometers
- 30 Spin Bikes

### **Strength Equipment:**

- 1 Ab Machine
- 1 Leg Extension
- 1 Leg Press
- 1 Seated Leg Curl
- 1 Prone Leg Curl
- 1 Lat Pull
- 1 Seated Row
- 1 Rear Delt/Fly
- 1 Chest Press
- 1 Functional Trainer
- 1 Smith Machine
- 1 Adjustable Flat Bench
- 1 45 Degree Back Extension
- 2 Adjustable Benches
- 1 Smith Machine Adjustable Bench
- 1 Flat Bench
- 1 Hip Ab/Ad
- 1 Olympic Flat Bench
- 1 Leg Raise Chair
- 1 Multi-hip
- 1 Dual Cable Cross
- 1 A-Frame Plate Tree
- 1 Barbell Rack
- 2 Dumbbell Racks
- 1 Cable Cross Machine
- 1 Squat Rack

### **Layout Design and Space Planning**

The Vendor shall:

- Provide a complete equipment layout for the 4,196 SF cardio/strength area (see attachment)
  - The existing cardio area and associated electrical infrastructure must remain in place unless relocation does not impact the established electrical requirements.
- Ensure safe circulation paths and ADA-compliant spacing
- Provide protection requirements for each equipment type
- Submit revised layouts as needed until CHF approval is obtained

### **Delivery, Installation and Setup**

- Delivery and installation at CHF's new location (510 N Prospect Ave., Redondo Beach), on TBD dates (expected February 2027)
- Assembly, testing and calibration of all equipment



- Proper anchoring or stabilization where required
- Protection of all facility finishes during installation
- Removal and disposal of all packaging materials
- On-site walk-through with CHF and staff upon completion

### **Training**

- Provide operational training for CHF staff covering all equipment types
- Include safety procedures, maintenance basics and troubleshooting
- Provide training materials, manuals and digital resources
- Conduct 2 training sessions prior to project closeout

## **SECTION 3: PROPOSAL REQUIREMENTS**

To be considered, qualified professionals or firms a complete response (maximum of 50 pages) to this Request for Proposal (RFP) using the format outlined below. Proposals by a joint team or a prime/subcontractor team shall list the full names and addresses of all team members and the proposed relationship/role of each. All proposals should include:

- a. Specific company and individual(s) experience relative to the proposed project.
- b. Names of individuals that are planned to be working on the Project and their areas of expertise or responsibility.
- c. Product spec sheets for all times, itemized cost of equipment (cardiovascular and strength). Please provide both purchase and leasing options for 36, 48, and 60 months.
  - a. Current equipment brands include Cybex, Matrix, Life Fitness and SciFit – Provide bid on specified manufactures or suitable equivalents
  - b. Suggest cost-saving options (if applicable)
- d. Equipment finish options (if applicable)
- e. Final equipment layout drawings
- f. Manufacture warranties
- g. Estimated lead times (TBD if not known)
- h. Vendor must indicate an expiration date for the bid. Any expiration date shall not be less than (180) days from the bid due date indicated herein.
- i. Provide equipment specifications, warranty, and preventative maintenance.
- j. Equipment servicing information and proposed maintenance
- k. References

### **3.1 Letter of Transmittal**

The prospective Consultants proposal shall include a brief letter of transmittal signed by an individual or individuals authorized to bind the prospective Consultant contractually.

### **3.2 Qualifications and Experience of Firm, Including Subcontractors**

The vendor shall provide information on their business, applicable certificates of recognition, resumes and other pertinent information that demonstrates their qualifications to perform the



contract. Information on education, training, certification, awards, etc. for individual employees of the Vendor or Subcontractor may be supplied.

Vendor should have a minimum of 5 years of experience consulting on Prevailing Wage projects of a similar nature and scope for Public Agencies in Southern California and shall demonstrate familiarity and experience with the California Public Contract Code.

The vendor shall demonstrate previous experience working with a project team to competently and efficiently plan, develop and manage construction of similar Public Agency projects. The response shall identify the project leader and, if proposed, any team members, reporting responsibilities, and address how any recommended subconsultants fit into the organization.

### **3.3 Fee Proposal and Work Plan**

Vendor will propose their Work Plan, a timeline for deliverables, total cost, including a fee breakdown of hourly rates, recommended hours for all required work, and any reimbursable expenses to provide BCHD with the described construction management services, including, if any, proposed subconsultants for the project (Jan. - March 2027).

### **3.4 Required Disclosures**

In addition to all other requests listed in Section 3 of this RFP, Vendors will provide the following disclosure:

A disclosure of the Consultants name and address and, as applicable, the name and address of any company or venture that owns or has majority stake in the Consultant and the names of key officers and directors of the Consultant. A disclosure providing information regarding any major contract that has been terminated for any reason within the last 5 years by Consultant/or Subcontractors responding to this RFP.

### **3.5 Generative Artificial Intelligence Technology Use and Reporting**

1. Beach Cities Health District seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.
2. Bidder / Offeror must notify the Beach Cities Health District in writing if it:
  - A) intends to provide GenAI as a deliverable to Beach Cities Health District;  
or
  - B) intends to utilize GenAI, including GenAI from third parties, to complete all or a portion of any deliverable that materially impacts:
    - 1) functionality of a Beach Cities Health District system,
    - 2) risk to the Beach Cities Health District, or
    - 3) contract performance.



### 3.6 Insurance Requirements

Please attach copies of all proof of insurance as described below that qualifies you to provide the service requested.

Contractor shall provide and maintain insurance coverage of adequate levels in compliance with the following as applicable:

- Worker’s Compensation per California Requirements
- Comprehensive Public/General Liability \$1,000,000 per occurrence

## SECTION 4: SUMMARY OF KEY DATES

The following dates are shown for informational and planning purposes only. BCHD reserves the right to change any of the dates.

### 4.1 Key Dates

<b>Milestone</b>	<b>Date</b>
Public Notice - RFP Release	March 4, 2026
<b>Mandatory Pre-Proposal Meeting/Job Walk 514 N. Prospect Ave, Floor 2</b>	<b>March 23, 2026 at 10 a.m.</b>
Deadline for Receipt of Questions	March 24, 2026
<b>Deadline for RFP Submittal</b>	<b>March 31, 2026</b>
Interviews (if applicable)	April-May 2026
Board Approval	July 22, 2026
Award & Notice to Proceed	September

---

## SECTION 5: CRITERIA FOR EVALUATION OF PROPOSALS

### 5.1 Evaluation Criteria & Award Notice

BCHD staff will review the responses. Responses will be received and evaluated on the understanding that the Consultant accepts full responsibility for, and will be contractually bound by, all statements made within the proposal and by sales and/or technical representatives. This responsibility extends to verbal sales commitments, vendor literature and claims of the capacity



and ability of the proposed Consultant and its representatives to meet the specified scope of service requirements contained in this RFP.

The evaluation of Responses will include, but may not be limited to, the items listed in this RFP. Additional significant consideration will be given to the quality and comprehensiveness of each Consultant's response to this RFP and to the staffing plan and hourly rate schedule submitted.

BCHD reserves the right to accept responses in whole or in part, and to negotiate with any Consultant in any manner necessary to serve the best interests of BCHD. Consultants may be strictly held to the terms submitted in their responses as maximums but may be required to reduce costs depending upon aspects of the services which may be determined by BCHD to be unnecessary, or aspects for which BCHD decides to assume the responsibility. The response submitted by any successful Consultant and accepted by BCHD whether in whole or in part, will become part of the contract awarded as a result of this RFP and the Consultant will be expected to sign a contract with BCHD, consistent with the RFP, and such contract may include additional terms and conditions.

BCHD reserves the right to withdraw or cancel this RFP at its own discretion. BCHD also reserves the right to reject any and all responses resulting from this solicitation. BCHD reserves the right to obtain any information from any lawful source regarding past business history and practices of the Consultant, and the ability of Consultant to supply Construction Manager Services. Such information may be taken into consideration in evaluating the responses.

All notices and communications regarding this RFP will solely be conducted through the Consultant's point of contact listed in the response and the BCHD contact identified in this document. Awards will follow the timeline outlined in Section 4.1.

---

## **SECTION 6: ATTACHMENTS**

(See following page)

# Draft Equipment Layout

