



BEACH CITIES HEALTH DISTRICT
REQUEST FOR PROPOSALS (RFP)
FURNITURE
CENTER FOR HEALTH & FITNESS (CHF)
PROJECT #2026.2-CHF

Issue Date: April 3, 2026

Proposal Due Date: April 30, 2026

Proposal Direct To: Beach Cities Health District

Submit Proposal To: Cindy Foster, email address: 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
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INTRODUCTION

Beach Cities Health District (BCHD, the District) is requesting proposals for furniture as part of the Center for Health & Fitness (CHF) relocation project.

SECTION 1: GENERAL INFORMATION

1.1 Purpose

The intent of this Request for Proposals (RFP) is to identify a vendor who can provide furniture 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 through a wide range of innovative health and wellness programs that promote healthy lifestyles, physical health and fitness, and emotional balance. The organization 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 \$10 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 level of the building at 510 N. Prospect Avenue in Redondo Beach, which is anticipated to come under BCHD ownership in 2030. 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 furniture.

Project Timeline	Start	Finish
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
Move In- Installation of new furniture	February 2027	March 2027

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

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 the Point of Contact. Email also is acceptable.

SECTION 2: SCOPE OF SERVICES

2.1 Scope of Work

The selected Vendor shall provide all labor, materials, furniture, coordination and project management necessary to order, deliver, install and fully set up commercial grade furniture at the new location of CHF. Total project cost must include California State Sales Tax, delivery, installation, disposal of packing materials and any other associated costs. The Vendor shall supply the specified manufacturer and model information for all proposed furniture items listed below.

Furniture:

Vendor shall provide the following new furniture items, meeting the specifications described:

- Lobby and Front Desk
 - (1) 6'0"-8'0" long solid wood bench
 - (1) 10'6" long fully upholstered banquette, com fabric
 - (3) lounge side chairs fully upholstered, Customer's Own Material (c.o.m.) fabric, metal legs
 - (3) 24" diameter café tables, white solid surface or equal top and metal legs
 - (4) task chairs, fully ergonomic, fabric at seat, mesh at back (front desk)
- Office
 - (10) metal, wood or laminate lockable personal lockers for 10 employees, double height
 - (5) modular computer workstations solution for 5 employees with laminate work surfaces and storage solutions above and below work surfaces, including wire management solutions above and below work surfaces
 - (5) task chairs, fully ergonomic, fabric at seat, mesh at back
- Massage
 - (1) wood side lounge chair
 - (1) 5'0" long wood or metal console (outside massage room)
- Assessment Room
 - (1) 48" diameter meeting table, white solid surface or equal top and metal legs, provide grommet at center of table
 - (4) multi-task chairs



- Patio
 - (1) outdoor sofa, metal or wood frames with outdoor grade upholstered cushions
 - (2) outdoor lounge chairs, metal or wood frames with outdoor grade upholstered cushions
 - (4) outdoor side tables, metal or wood exterior grade
 - (2) planters, rectangular, 18" tall

Final Selections and Approval

- BCHD and the project designer shall make the final selections from the Vendor's proposed furniture options

Delivery, Installation and site Coordination

Vendor responsibility includes:

- Delivery and installation at CHF's new location on TBD dates – Indicate delivery fees (expected February 2027)
- Advance notice of delivery
- Protection of existing finishes during delivery and installation – Indicate cost for protecting floors and elevator(s) during delivery (see Sec 3.6 Insurance Requirements)
- Assembly, placement and adjustment of all furniture per CHF's layout
- Removal and lawful disposal of all packaging and debris
- On-site walk-through with CHF representative after installation

Project Management and Communication

Vendor shall:

- Assign a dedicated Project Manager as the single point of contact
- Provide progress updates
- Confirm field dimensions if needed prior to ordering
- Notify CHF of any delays, backorders or substitutions immediately
- Coordination with CHF and General Contractor required delivery window
- BCHD and the project designer shall review, verify and sign off on all final furniture deliverables, confirming items are correct, installed in proper locations and free of damage prior to project closeout

Compliance Requirements

- Upholstered furniture flammability standards (e.g., CAL 117-2013)
- Manufacturer warranty protocols



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. Proposals should include:

- a. Product spec sheets for all proposed furniture
- b. Finish samples for fabrics and solid surfaces
- c. Workstation layout
- d. Final itemized pricing including tax, delivery and installation
- e. Lead times for all furniture
- f. Staff training (if applicable)
- g. 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.

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 (January - 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
- Business Auto Mobile Liability \$1,000,000 for injury and/or dead and/or property damage.
- Applicable Insurance Required for Shipping of Furniture

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

Milestone	Date
Public Notice - RFP Release	April 3, 2026
Deadline for Receipt of Questions	April 20, 2026
Deadline for RFP Submittal	April 30, 2026



Milestone	Date
Interviews (if applicable)	May 2026
Board Approval	May 27, 2026
Award & Notice to Proceed	June 2026

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 Consultants 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 Consultants 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.

FURNITURE & EQ PLAN LEGEND
 30" X 48" CLEAR FLOOR SPACE
 (Symbol: square with 'a' inside)

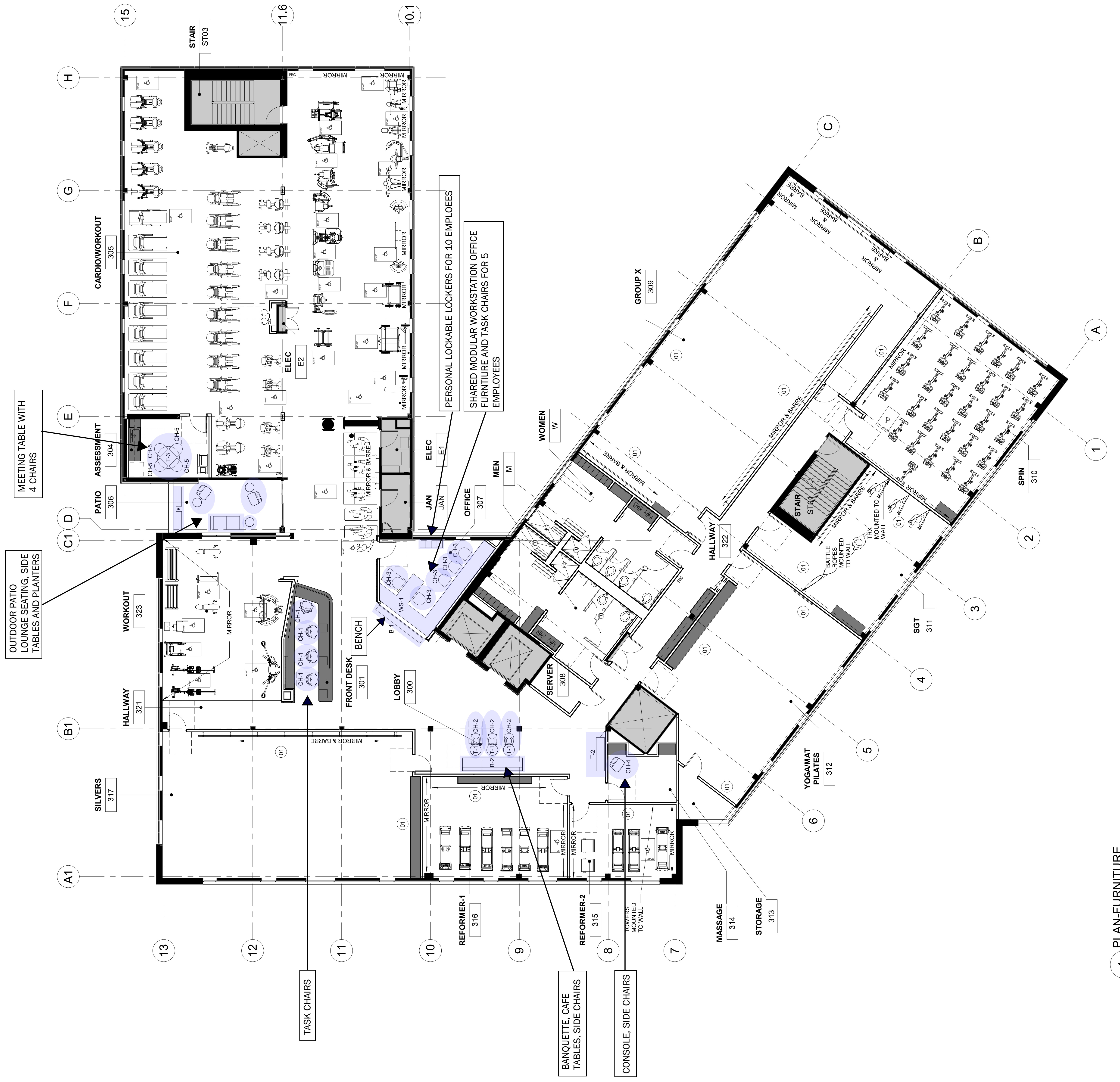
KEYNOTES - FURNITURE PLAN
 01: OPCI WALL MOUNTED ATHLETIC EQUIPMENT BY CLIENT. REFER TO ELEVATIONS.

FURNITURE DESIGN SPECIFICATIONS:

ROOM	ITEM CODE	QTY	DESCRIPTION
LOBBY:	B-1	1	8'x4" LONG SOLID WOOD BENCH, (NO BACK)
	B-2	1	18'x4" LONG UPHOLSTERED BENCH WITH BACK, COMF FABRIC
	CH-1	4	TASK CHAIRS AT RECEPTION DESK, FULLY ERGONOMIC, FABRIC SEAT AND MESH BACK.
	CH-2	3	LOUNGE SIDE CHAIRS FULLY UPHOLSTERED, COMF FABRIC, BACK METAL LEGS.
OFFICE 307:	T-2	3	24" DIA. CAFE TABLES WITH WHITE TOPS AND METAL LEGS, SEATING HEIGHT.
	CH-3	5	TASK CHAIRS AT OFFICE, FULLY ERGONOMIC, FABRIC SEAT AND MESH BACK.
L-1	L-1		METAL WOOD OR LAMINATE PERSONAL LOCKABLE LOCKERS FOR 15 EMPLOYEES, DOUBLE HEIGHT.
	WS-1		MODULAR WORKSTATION SOLUTION FOR 5 EMPLOYEES, LAMINATE WORK SURFACES WITH 24" CLEARANCE ABOVE AND BELOW WORK SURFACE.
MESSAGE 314:	CH-4	1	SIDE WOOD LOUNGE CHAIR
	T-2	1	WOOD OR METAL CONSOL, 5'0" LONG, OUTSIDE ROOM
ASSESSMENT 304 T-3	T-3	1	MULTI-PURPOSE TABLE, 48" DIA., WHITE TOP WITH METAL LEGS
	CH-5	4	MULTI-TASK CHAIRS ON GLIDES
PATIO 306:	SEATING		OUTDOOR LOUNGE SEATING AND TABLES TO MATCH PLAN CONFIGURATION
	SIDE TABLES		METAL AND/OR WOOD FRAMES W/ OUTDOOR GRADE UPHOLSTERED CUSHIONS
	PLANTERS		METAL AND/OR WOOD EXTERIOR GRADE, 2 RECTANGULAR 16" TALL

ISSUE DESCRIPTION

NO.	DESCRIPTION	DATE
1	DESIGN DEVELOPMENT	11.14.2025
3	ISSUE FOR PLAN CHECK	01.30.2026
4	ISSUE FOR BID	03.13.2026
5	ISSUE FOR BACK CHECK	03.13.2026



1 PLAN-FURNITURE
 1/8" = 1'-0"