



**BEACH CITIES HEALTH DISTRICT
REQUEST FOR PROPOSALS (RFP)
PROJECT CONSTRUCTION MANAGER
CENTER FOR HEALTH & FITNESS (CHF) RELOCATION PROJECT
PROJECT #2025.1-CHF**

Issue Date: August 26, 2025

Proposal Due Date: October 2, 2025

Proposal Direct To: Beach Cities Health District

Submit Proposal To: Cristan Mueller, email address: Cristan.Mueller@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:	



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INTRODUCTION

Beach Cities Health District (BCHD, the District) invites qualified professionals or firms to submit qualifications and proposals for **Construction Manager (CM)** services to assist with the relocation of the Center for Health & Fitness (CHF) to the 510 N. Prospect Avenue building in Redondo Beach. BCHD's campus is made up of three buildings: 510, 514 and 520 N. Prospect Avenue. As part of BCHD's Healthy Living Campus master plan and in preparation for the March 2027 vacancy of the 514 N. Prospect Avenue building, the CHF relocation is a critical initiative involving tenant improvements and phased planning through 2030. BCHD is seeking a CM with experience in public sector tenant improvement projects, construction oversight, and working with multiple stakeholders.

SECTION 1: GENERAL INFORMATION

1.1 Purpose

The intent of this Request for Proposals (RFP) is to identify a Construction Manager to support BCHD's CHF relocation project through, pre-construction, bidding and construction phases. The CM will work closely with District staff, architect and contractors related to the project.

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 third floor 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.

The project carries an estimated total budget of \$5 million and a construction budget of \$3.7 Million.

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	February 2027	March 2027

1.4 Point of Contact and Issuing Office

All inquiries and proposal submissions shall be directed to:

Cristan Mueller, CHF Relocation Project Manager
Chief Health Operations & Communications Officer Beach Cities Health District
cristan.mueller@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 Construction Manager will provide oversight, coordination, and support for the CHF relocation project, working closely with the architect and BCHD staff throughout the process. Scope includes:

Duties: Oversight, Coordination and Documentation

- Construction Drawing Review
- Review of construction bids
- Review construction contracts
- Monthly Pay Apps – review and approval
- Safety Meetings
- QA/QC Reporting
- City Inspections
- 3rd Party Inspections
- Daily Reports
- Contractor Oversight
- Close out Documents
- Attend Weekly Progress Meetings
- RFI/COR log and reviews



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.

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 Consultant 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.

Consultant 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 Consultant 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

Consultant 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 12-month project (Jan. 2026 – Jan. 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

Milestone	Date
Public Notice - RFP Release	August 26, 2025
Mandatory Pre-Proposal Meeting/Job Walk	September 17, 2025
Deadline for Receipt of Questions	September 24, 2025
Deadline for RFP Submittal	October 2, 2025
Interviews (if applicable)	October 20-24, 2025
Board Approval	November 19, 2025

**Milestone****Date**

Award & Notice to Proceed

December 2025 / January 2026

Mandatory Pre-Proposal Meeting/Job Walk

Dates: September 17, 2025

Time: 10:00 am

Location: 514 N. Prospect Ave
Redondo Beach, CA 90277**Meet at the main campus entrance in front of the 514 building****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.
