



CANYON COUNTY AMBULANCE DISTRICT

REQUEST FOR QUALIFICATIONS (RFQ)

**CONSTRUCTION MANAGER/GENERAL CONTRACTOR
CANYON COUNTY AMBULANCE DISTRICT MEDIC 51 STATION**

Issued By:

BOARD OF AMBULANCE DISTRICT COMMISSIONERS

Submit Qualifications to:
Board of Ambulance District Commissioners
6116 Graye Lane
Caldwell, Idaho 83607
Telephone: (208) 795-6920
CCAD@ccparamedics.com

Qualification Statements must be received by 5:00 p.m. on Wednesday, April 15, 2026.

**Return in a sealed envelope marked:
"Request for Qualifications for CM/GC Ambulance District Medic 51"**

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I. GENERAL INFORMATION

Canyon County Ambulance District (“District”) is seeking a licensed Idaho Public Works Construction Manager/General Contractor (“CM/GC”) to provide construction management and general contractor services in accordance with Idaho Code, 54-4501, *et. seq.*, for the construction of an approximate 6,000 square foot Ambulance District Station. This Request for Qualifications (“RFQ”) serves as a tool to formalize negotiations to enter into a guaranteed maximum price contract with the chosen CM/GC, if any.

A. General Scope of Services

The selected CM/GC will coordinate and manage the construction process as a member of the District’s project team acting in the best interest of the District. The CM/GC shall have the goal of providing the highest quality construction that meet the program requirements, within the required timeframe and budgetary constraints. It is the intention of the District to enter into an agreement based upon the AIA Standard Form of Agreement Between Owner and Construction Manager as Constructor (Where the basis of payment is the Cost of Work Plus a Fee with a Guaranteed Maximum Price (GMP)) and the AIA General Conditions of the Contract for Construction. Services to be provided include preconstruction and construction services as described in the CM/GC Agreement.

B. RFQ Contact

The RFQ Contact identified below are the points of contact regarding the RFQ from the date of issuance until selection of the CM/GC.

This Project is being directed by:

Michael Stowell
Canyon County Paramedics, Chief
6116 Graye Lane
Caldwell, Idaho 83607
Email: ccad@ccparamedics.com
Telephone: (208) 795-6920
Facsimile: (208) 795-6974

C. Questions/Clarifications to RFQ

Questions regarding this RFQ and requests for any clarification regarding its terms for the Project will be considered only if they are submitted in writing and received by the Secretary of the District no later than **5:00 p.m. on Friday, April 3, 2026**. Written questions may be submitted via email to ccad@ccparamedics.com. All questions and clarifications to the RFQ will be addressed in a written addendum to be issued **Thursday, April 9, 2026**. No verbal answers or clarifications will be binding on the District or the proposing contractor. The addendum will be made available in electronic format.

D. Submissions

Interested parties must submit a sealed qualifications package containing three (3) hard copies and one (1) USB drive containing a searchable PDF file of the complete submittal pursuant to this request to the Office of the Board of Ambulance District Commissioners at the Canyon County Ambulance District, 6116 Graye Lane, Caldwell Idaho, 83607, no later than **5:00 p.m. on Wednesday, April 15, 2026**. Late and incomplete statement packages may not be accepted, opened or considered. No facsimile or email qualifications will be accepted.

E. Reservations

The District reserves the following rights:

- To reject any or all submittals, or any part thereof;
- To waive any minor defects in the submittal if this is to the advantage of the District; and
- To accept the submittal that is in the best interest of the District.

The District’s selection decision shall be final. The waiver of a minor defect shall in no way modify the RFQ or excuse the CM/GC from full compliance with its specifications should the CM/GC be awarded the contract. The District reserves the right to enter into separate contracts on any aspect of the work.

Qualifications that contain false or misleading statements or that provide references, which do not support an attribute or condition claimed by the CM/GC, may be rejected. If, in the opinion of the District, such information was intended to mislead the District in its evaluation of the CM/GC, the statement shall be rejected.

F. Calendar of Events

The following is a schedule of events concerning the RFQ process:

1. Execution of the RFQ and Legal Notice 11:00 a.m. Tuesday, March 17, 2026
2. Publication..... March 21 and 28, 2026
3. Pre-Qualification Conference..... 2:00 p.m. Tuesday, March 31, 2026
3. Questions/Clarifications to RFQ Due 5:00 p.m. Friday, April 3, 2026
4. Addendum #1 3:30 p.m. Thursday, April 9, 2026
5. SOQ Due Date 5:00 p.m. Wednesday, April 15, 2026
6. Opening of SOQ/Selection Process Begins 2:30 p.m. Thursday, April 16, 2026
7. Notice of Ranking (top 3) released 5:00 p.m. Tuesday, April 21, 2026
8. Supplemental interviews (if necessary) TBD
9. Notice of Intent to Award Issued by Board TBD
10. Contract Signing TBD

G. Pre-Qualification Conference

The District will hold a pre-qualification conference to discuss this RFQ with all interested CM/GCs. The pre-qualification conference will be held on **Tuesday, March 31, 2026 at 2:00 p.m.** at the Canyon County Ambulance District located at 6116 Graye Lane, Caldwell, Idaho. The District will not offer any official responses to any inquiries at the conference. Attendance is not required.

II. PROJECT DESCRIPTION

A. Site

The building site is located on District owned property at 119 East Elm Street and TBD Ellis Avenue in the city of Caldwell.

B. Concept

The new construction will include a three (3) ambulance bay garage; four (4) bedrooms; three (3) bathrooms; two (2) showers; kitchen; dining and TV room; office space for staff; and a storage area for supplies and equipment with drive-through access. The site development will include paved and striped parking, paved area around building, and landscaping. Tie-ins for utilities exist on the site. The total construction budget including A&E and construction is set at \$3,000,000.00.

C. Design Team

The Architects for the Project is:

RBA Architects, LLC
508 S Pine Street
Nampa, ID 83686
Email: rick@RBAoffice.com
Telephone: (208) 484-4029

D. Construction Schedule

The Architect is under contract. The District anticipates a CM/GC selected and under contract by May 2026 to provide preconstruction services in order to have construction documents completed to a design development level by July 2026. The CMGC will be asked to submit a GMP at that stage and continue to provide preconstruction services through the completion of Construction Documents and permitting. Construction is anticipated to be complete by the end of the calendar year.

III. STATEMENT OF QUALIFICATIONS CONTENTS

CM/GC Submittals must adhere to the structure outlined in this section of the RFQ. Responses that do not adhere to the structure may be disqualified from review. Prospective CM/GC must respond to each item of this section.

A. Cover Letter

1. The cover letter should be on the letterhead of the submitting CM/GC, addressed to:

Board of Ambulance District Commissioners
Canyon County District
6116 Graye Lane
Caldwell, Idaho 83607
2. Identify the proposing firm by name, main business office, field office conducting work (if applicable), and contact person.
3. Identify the proposing firm's parent corporation by name and business location. If the proposing firm has no parent corporation, state that this is the case.
4. State that you have read the RFQ and are prepared to comply with contractual requirements.
5. Include a brief statement of the proposing firm's understanding of the work to be accomplished.
6. Provide any additional explanatory information believed necessary or helpful.
7. Signature of Company Principal authorized to sign contracts.

B. Table of Contents

Use tabs between sections and number each page.

C. Overview of Firm

1. Provide summary history of proposing firm.
2. Describe the management structure of proposing firm, including identification of all members of the board of directors and executive management team.
3. Disclose all claims or unresolved claims currently ongoing or pending, and/or any potential or anticipated litigation.

D. CM/GC Financial Report

All proposing CM/GCs must provide a copy of the CM/GC's most recent corporation annual report. If no annual report is available, the latest audited financial report prepared by a certified public accountant must be provided. All information the proposing CM/GC considers confidential must be clearly marked and provided to the District in a separate sealed envelope with the RFQ response package. Any financial information the CM/GC deems confidential and must agree to indemnify and hold harmless the District for barring this confidential material from public inspection.

E. List of Similar Projects/Experience

Describe local, regional or national projects of a similar size and scope in which the proposing CM/GC has been involved.

Describe the expertise your firm has to conduct this type of Project.

Include experience of firm or firms and past performance, name and telephone number of contacts on similar projects, and any written references that are available for those projects. Identify projects completed or ongoing that are similar in scope and size to the project under consideration; adherence to previous project guidelines or requirements; ability to stay within negotiated fees and schedules; quality of service; and personalized attention to the project.

F. Customer Reference List

Provide a list of current and former clients of the proposing CM/GC to contact for references. The District will inquire into multiple areas, which may include ability, capability, and skill of the proposing CM/GC to perform the services required; the character, integrity, reputation, judgment and efficiency of the proposing CM/GC. The majority of the references must respond positively in order for the proposing CM/GC to be successful in this portion of the evaluation.

Please provide references, names, addresses and phone numbers of firms that have dealt with designated team individuals on at least three (3) other similar projects.

G. Proposed CM/GC's Staff

Staff qualifications should be clear and to the point. Emphasis to be on specific qualifications of the specific staff who will actually perform the project and the firm's ability to manage multiple projects simultaneously. All staff with professional licensure requirements must be licensed to practice in the state of Idaho or work under the direct supervision of a professional licensed in the state of Idaho.

Provide resumes of the specific team members expected to accomplish the work described in this RFQ. Delineate respective responsibilities, estimated associated hours, and discuss their qualifications relative to this request. Provide specific examples of team experience relative to a

minimum of three (3) similar projects, briefly illustrating the team's ability to complete such projects. Notation of special training or particular experiences in similar operations will be helpful.

H. Proposed Subcontractors

The selected CM/GC will directly contract with all sub-contractors to work under the sole direction of the CM/GC. The CM/GC will be responsible for all actions of such sub-contractors. All sub-contractors shall be licensed to conduct business in the state of Idaho and have a public works license if necessary. CM/GC shall provide to the District, and the District approve, all documentation regarding sub-consultants for permits, proof of insurance including both liability and statutory workman compensation coverage, any special licenses required, or any other requirement before subcontractor conducts any work on the project.

The selected CM/GC shall provide a list all projected subcontractors that may be used in this Project and a brief statement describing the role that the sub-contractor will perform in this Project and the credentials to conduct this work. The subcontractor list will include: the name of the firm, name of the principal of the firm, company representative for this project, contact telephone number, facsimile, email, mailing address, and statement that the firm is licensed to conduct business in the state of Idaho and has a public works license.

I. Statement of Approach

The Project will require a Master Schedule to address the major components of the project. In responding to this RFQ, the proposal shall contain a statement of approach to the generation of a Master Schedule that identifies and addresses potential phases of the Project. Consideration of a winter work contingency for the Project should be made.

After the selected CM/GC executes a contract with the District, it will provide probable costs including subcontractor costs for each task as defined by the Master Schedule. Each Master Schedule task shall be defined in sufficient detail to be used by the District to authorize the investigation to proceed. Authorization of each task will be provided by the District before any work is conducted on such task. Master Schedule tasks will generally be authorized by the District sequentially. The Master Schedule and individual task descriptions may be modified at any time during the conduct of the investigation to provide continuity with the objectives of the Project and to facilitate the completion of the Project.

J. Idaho Licensee

Please provide photocopy of the Idaho public works construction management license of the person proposed to serve as responsible construction manager for this project.

K. Disclosure of Conflicts of Interest

Please identify any personal or business relationship, financial interest or other circumstance involving the CM/GC firm members that may create a conflict of interest with the District, the architect or any other party involved in the project.

IV. EVALUATION AND SELECTION

Although the Board of Ambulance District Commissioners reserves the unilateral authority to select a CM/GC firm (if any) that best meets, in the District's sole discretion, the requirements of this RFQ, the District intends to form a SOQ Review Committee ("Committee") consisting of at least three (3) members potentially including outside consultants to recommend an initial ranking of the SOQs received, and participate in subsequent interviews with the Committee.

A. Initial SOQ Evaluation

The SOQs will be ranked based on the points awarded on the discretion of a District review committee. The range of available points is noted in parentheses assigned to each listed item. If "does not meet this requirement" is acknowledged, the proposing CM/GC may provide an explanation as to why such requirement is not applicable. Inclusion of an explanation does not oblige the District to credit CM/GC for responding to the item.

The Committee will evaluate the Proposals, client references, and information received by the Committee. The Committee may request additional information at any time during the selection process. The criteria below will be used for this process:

1. Prior experience. (25 Points)
2. Project team (30 Points)
3. Project management plan (15 Points)
4. Budget and scope management capability (25 Points)
5. Team approach and capability (5 Points)

B. Notice of Ranking

The District intends to conduct supplemental interviews with the highest preliminarily ranked CM/GC firms prior to establishing a final ranking. Notice of which firms have been selected for supplemental interviews will be provided to all firms that submitted a SOQ. From the Committee scoring of SOQs, they will identify a list of the three highest ranked CM/GCs to participate in an interview process.

C. Interviews

The oral interview portion of the evaluation will focus on the CM/GC understanding of team accountability, acceptance of risk, and collaborative problem-solving abilities. After interviews are completed, the Committee will re-evaluate initial SOQ score based on the answers to interview questions. The Committee will rank the firms in their order on a final list for consideration of the Board of Ambulance District Commissioners to issue a Notice of Intent to Award.

D. Notice of Award

The District intends to deliver this project in an accelerated manner. It is the intent of the District to complete the pre-construction contract negotiations within two (2) weeks of Notice of Intent to Award. The District will negotiate a contract for CM/GC design phase (pre-construction) services with the highest ranked firm at a price which the District determines to be fair and reasonable. If the District is unable to negotiate a satisfactory contract with the highest-ranking firm that firm will be formally terminated. The District will then undertake negotiations with the next most qualified firm in sequence until an agreement is reached, or a determination is made to reject all Proposals.

The CM/GC will submit a proposed Guaranteed Maximum Price according to the contract. If negotiations for a Guaranteed Maximum Price are not successful, District may terminate the contract and proceed with the project with a different contractor selected by the District.

V. GENERAL TERMS AND CONDITIONS

The evaluation of qualifications submitted in response to this RFQ may result in the issuance of a contract. The contract may be drafted between the parties using AIA or ConsensusDocs forms and will reflect the cooperative effort required between the design team, the construction manager, and the District.

The contract shall include the General Terms and Conditions described in this section. Submission of an RFQ is an acknowledgment by the CM/GC that they will comply with the General Terms and Conditions listed below.

No work is authorized through this RFQ by the District to any person, firm, or CM/GC team until a final contract is approved and executed by both the District and the selected proposer, if any.

A. Governing Laws

Any contract resulting from this RFQ shall be construed in accordance with, and governed by, the laws of the state of Idaho. Any action concerning this contract shall be brought in the Third Judicial District Court, Canyon County, State of Idaho.

B. Insurance

The selected proposing contractor shall maintain the following Insurance at all times this Agreement is in effect and for the stated periods after final completion of the Project:

1. Workers' compensation and employer's liability insurance as required by the state where the work is performed and for at least one (1) year after final completion of the Project. Further, the selected proposing contractor shall provide proof of workers' compensation insurance in the form of a certificate of insurance to the District.

2. Comprehensive automobile and vehicle liability insurance covering claims for personal injury and property damage arising from use of motor vehicles, including on-site and off-site operations and owned, non-owned, or hired vehicles with \$1,000,000 combined single limits. The selected proposing contractor shall maintain this insurance for at least two (2) years after final completion of the Project.
3. Commercial general liability insurance covering claims for injuries to members of the public or damage to property or others arising out of any covered negligent act of omission of proposing contractor or of any of its employees, agents, or subcontractors with \$1,000,000 per occurrence and \$3,000,000 in the aggregate. The aggregates shall apply separately on a "per project basis." The selected proposing contractor shall maintain this insurance for at least two (2) years after final completion of the Project.
4. Professional liability insurance of \$1,000,000 per occurrence and in the aggregate, naming District as a certificate holder, during the pendency of the Project and for a period of six (6) years after final completion of the Project. The selected proposing contractor shall purchase and keep in force during the pendency of this Project an Errors and Omissions Policy in the face amount of Two Million Dollars (\$2,000,000.00) with not more than a Twenty-Five Thousand Dollar (\$25,000.00) deductible. A certificate of insurance acceptable to District shall be provided to District prior to commencement of work on the Project. The insurance policy shall contain a clause that the policy may not be canceled or allowed to expire until at least thirty (30) days prior written notice has been provided to District.
5. Builders Risk insurance providing "all risk" coverage with limits of not less than the fully completed contract price of the project. The Builders Risk policy must include coverage for the building(s), fixtures, materials, supplies, machinery and equipment used in or incidental to the construction project as well as property kept off-site or while in transit. Coverage must also include property of others in CM/GC's care, custody, or control.
6. District will be named as an additional insured with respect to proposing contractor's liabilities hereunder in insurance coverages identified in items 2 and 3 and proposing contractor's insurance company must agree to waive subrogation against District as to said policies.

Each of CM/GC's subcontractors and suppliers shall procure and maintain equivalent insurance coverage as described in subparagraphs 1 through 4 above and certificates evidencing such coverage must be presented to the District before the subcontractors or suppliers are permitted on the site of the project. If subcontractors do not have the required insurance, CM/GC's policies must provide equivalent coverage for the subcontractors and their work.

The coverages provided herein shall contain a policy clause or an endorsement providing thirty (30) days notice to the District prior to any cancellation of said coverage. Said coverage shall be written by an insurer acceptable to the District and shall be in a form acceptable to the District. District shall be provided a copy of the policies described herein upon written request. The

contractor awarded the bid shall provide the District with certificates of insurance for all required coverages prior to commencement of work on the Project.

C. Equal Employment Opportunity

The selected CM/GC shall comply with all provisions of federal, state and local regulations to ensure that no employee or applicant for employment is discriminated against because of race, religion, color, sex, marital status, age, disability, or national origin.

D. CM/GC Personnel

The District may request replacement or deny access of any CM/GC or subcontractor personnel believed unable to carry out the responsibilities of the contract, or unsuitable for working within the environment of District -owned property.

E. CM/GC Cooperation

The selected CM/GC shall, at all times, observe and comply with all federal, state, local and municipal laws, ordinances, rules, and regulations in any way affecting the contract, or the work performed under the Contract.

F. Warranty

The services shall conform in all respects with the specifications in this RFQ.

G. Indemnity

The selected CM/GC shall indemnify and hold harmless the District from and against all liability, claims, loss, costs, and expenses arising out of, or resulting from, the services of the CM/GC. In the event the District is alleged to be liable on account of alleged acts or omissions of the CM/GC, the CM/GC shall defend against such allegations. The selected CM/GC shall bear all costs, fees, and expenses of such defense; including, but not limited to, all attorney fees and expenses, court costs, and expert witness fees and expenses.

H. Assignment

No contract resulting from this RFQ shall be transferred or assigned by the CM/GC to any other party.

I. Ownership of Documents

Any work product generated by the selected CM/GC during the course of the Project, whether completed or terminated as contemplated herein, shall belong to the District. In the event that this Project is terminated prior to the selected proposing CM/GC completion of the work product, the District agrees that the work product may not be suitable for use unless completed by the selected proposing contractor for the specific purpose intended, and the District shall assume the liability and risk associated with the use of incomplete work product.

J. Non-Appropriations

In order to comply with the requirements of Article VIII, Section 3 of the Constitution of the State of Idaho, the proposer understands and agrees that the District may cancel this contract for any fiscal year when the necessary funds for fulfillment of this contract are not budgeted for, and appropriated by, the District. The District may, solely at its option, at the end of any fiscal year of the District, cancel this contract without penalty, if the District determines not to budget or appropriate funds from revenues legally available to it, for the contracted goods and services. District's fiscal year shall commence on the 1st day of October of each year and shall terminate on the 30th day of September of the following year.

K. Performance and Payment Bond

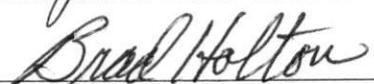
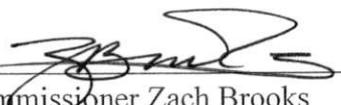
CM/GC shall furnish separate performance and payment bonds to Owner. Each bond shall set forth a penal sum in an amount not less than the Guaranteed Maximum Price. Each bond furnished by CM/GC shall incorporate by reference the terms of the Contract as fully as though they were set forth verbatim in such bonds. In the event the Guaranteed Maximum Price is adjusted by Change Order executed by CM/GC, the penal sum of both the performance bond and the payment bond shall be deemed increased by like amount. The performance and payment bonds furnished by CM/GC shall be written by a company having an A.M. Best rating of A VIII or better. Surety shall be licensed to do business in the state of Idaho. The Bonds required hereunder shall be provided to the District and shall name the District as the obligee.

VI. ATTACHMENT

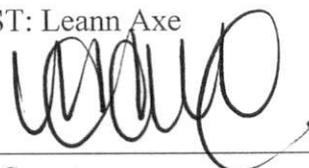
A. Preliminary Site Plan

APPROVED this 17 day of March, 2026.

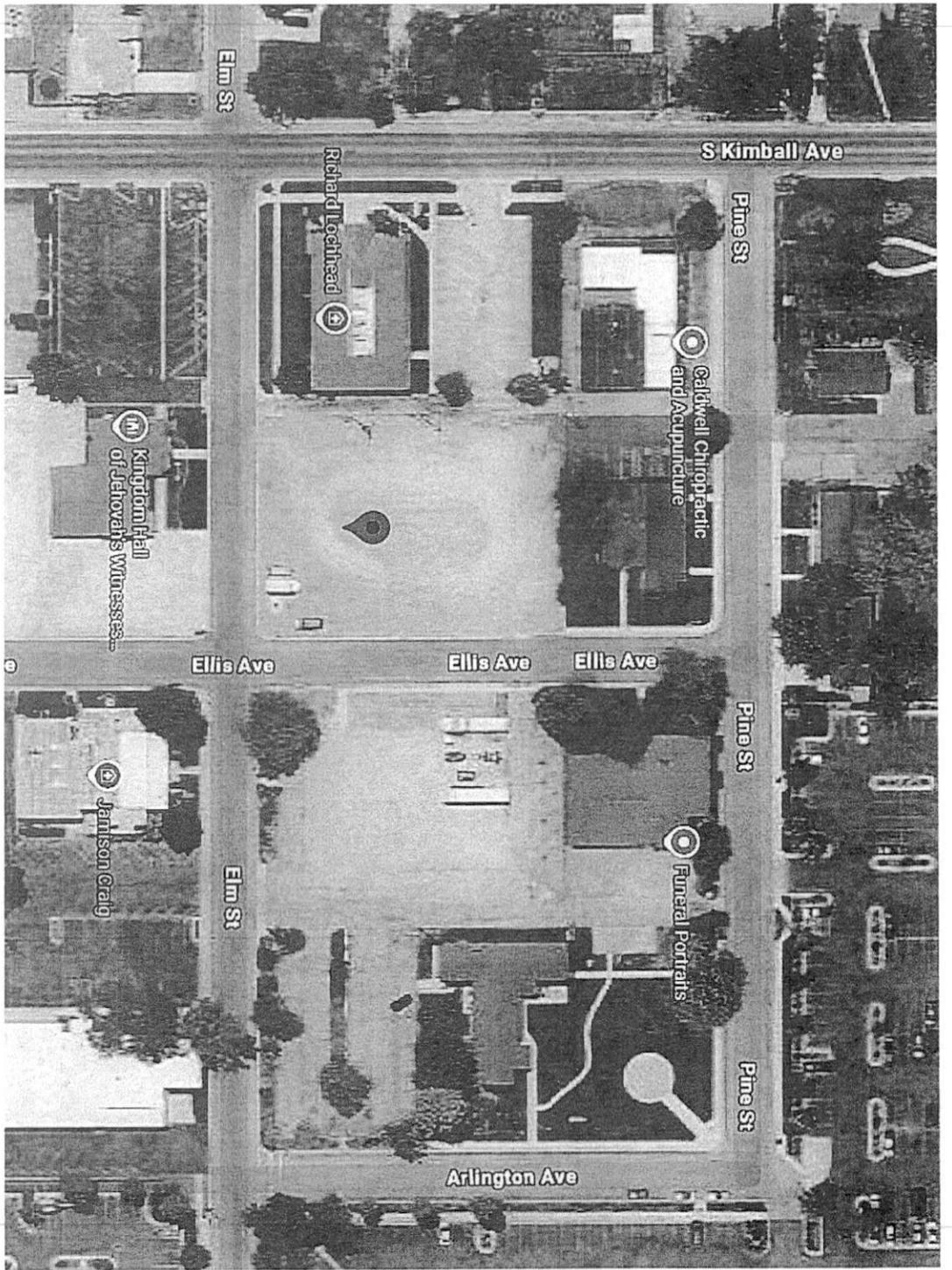
**BOARD OF AMBULANCE DISTRICT COMMISSIONERS
CANYON COUNTY, IDAHO**

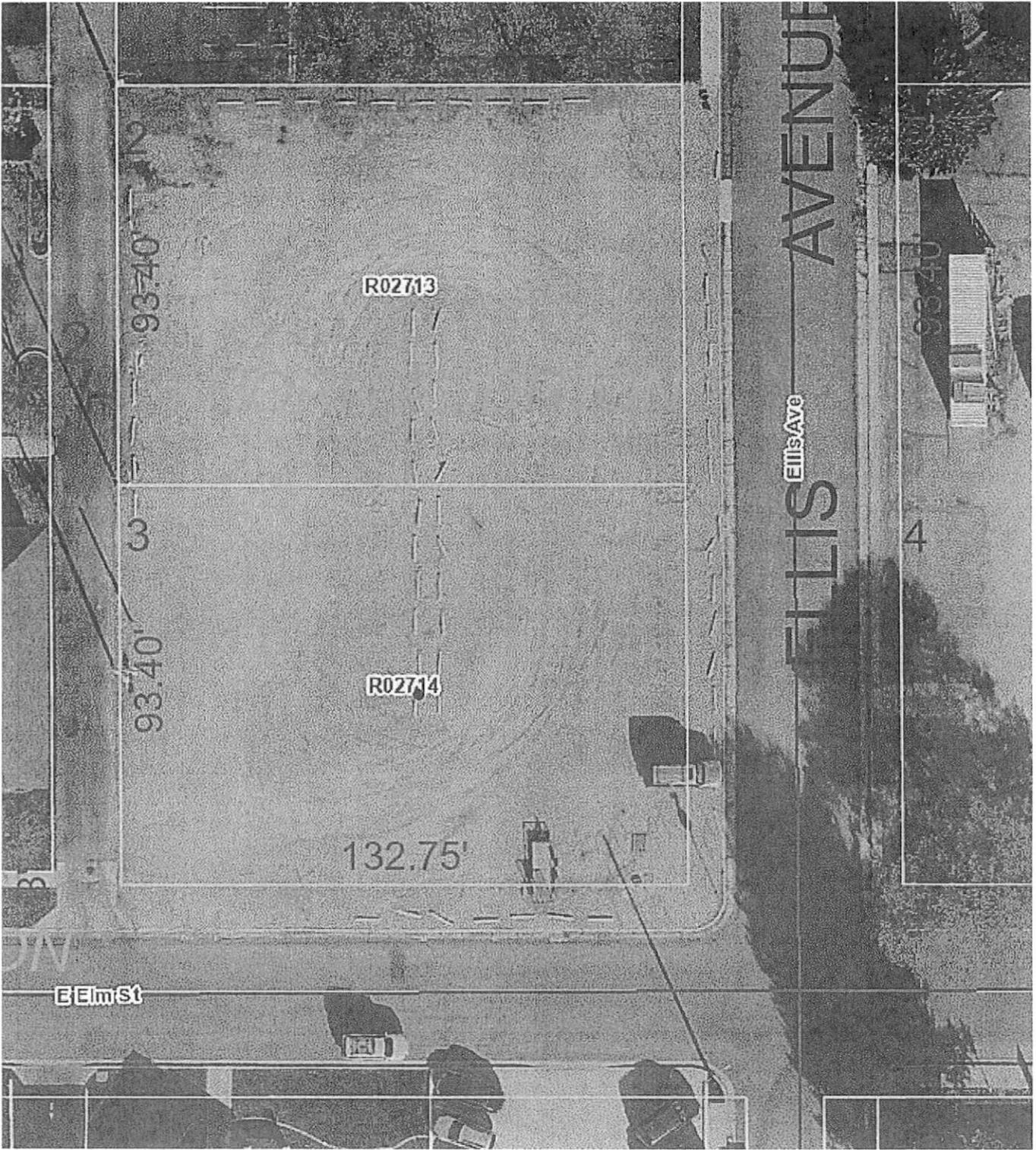
	Yes	No	Did Not Vote
 _____ Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	_____	_____
 _____ Commissioner Brad Holton	<input checked="" type="checkbox"/>	_____	_____
 _____ Commissioner Zach Brooks	<input checked="" type="checkbox"/>	_____	_____

ATTEST: Leann Axe

By: 

Secretary





ELLIS AVENUE
Ellis Ave

Elm St

R02713

R02714

132.75'

93.40'

98.40'

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