



ALTURAS
PREPARATORY ACADEMY
EDUCATION | SERVICE | COMMUNITY

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGER / GENERAL CONTRACTOR
SERVICES**

Return Completed Qualifications to:

Attn: Brian Bingham
Alturas Preparatory Academy
2280 E. 17th St.
Idaho Falls, ID 83402

TO BE CONSIDERED, QUALIFICATIONS MUST BE RECEIVED BY:
10am MT, Tuesday January 27, 2026

RFQ ADMINISTRATIVE INFORMATION AND TIMELINES

RFQ Project Description:

Alturas Preparatory Academy is requesting proposals from qualified firms to perform CM/GC services for the construction of a new gym expansion project at their existing campus located at 2280 E. 17th St. Idaho Falls, ID 83404.

RFQ Lead:

Farrah Fisher
Paradigm of Idaho, Inc
Farrah@paradigm-ors.biz

Deadline for Questions:

10am MT, Tuesday January 20, 2026
All questions must be submitted in writing
TO: Farrah@paradigm-ors.biz
CC: Cole@paradigm-ors.biz
CC: Brian.bingham@alturasacademy.org

RFQ Submittal Deadline:

10am MT, Tuesday January 27, 2026
2280 E. 17th St. Idaho Falls, ID 83404

Evaluation to Determine Finalists:

January 27th through February 6th

Interviews Conducted:

Week of February 9th

Recommendation to the Board:

February 18, 2026

INTRODUCTION

Alturas Preparatory Academy (APA) is seeking responses from qualified Construction Managers (CM's) Licensed in the State of Idaho to provide their qualifications to perform certain Construction Management / General Contractor services (CM/GC Services) as determined by Alturas Preparatory Academy.

Upon selection, the CM/GC will be expected to provide pre-construction & general contracting services for the project consisting of but not limited to; scheduling, cost estimates, constructability review, value-engineering, procurement strategy, solicitation of bids, establishment of a GMP & general contracting services.

PURPOSE OF PROCEDURE

APA's "Qualification Based Selection" (QBS) is to comply with Idaho Code 67-2320. This procedure provides for an orderly process of: (1) Solicitation of professional qualifications, (2) Evaluation and ranking of qualifications, (3) Establishment of a ranked list of service providers, and (4) Negotiation of scope of services and fees with the selected provider best suited for the individual project.

PROJECT INFORMATION

The anticipated construction start is targeted for summer 2026, with substantial completion by summer 2027. The new facility will be located on the existing Alturas Preparatory Academy property and will require reconfiguration of existing parking areas and green space to accommodate the project.

The new gym is planned to be constructed as a Pre-Engineered Metal Building (PEMB) at approximately 14,000 SF designed to serve both athletic and multi-purpose community needs. Reference the **Schematic Design (Attachment A)**

The program will include:

- Full-size high school gymnasium
- Bleachers
- Classroom space
- Offices
- Restrooms and locker rooms
- Concessions
- Associated site improvements

QUALIFICATIONS CONTENT

Qualifications provided shall follow the "Written Requirements for Responses to Request for Qualifications". Response must include the following information in this sequence. Respondents are invited to include innovative methods and/or procedures, which they can provide to assist in ensuring the successful start and completion of the project. Unique qualities and/or capabilities and cost efficiencies are welcome and may be provided.

1. Required Documents (Mandatory)

- Cover Letter (limit to one page)
- Complete the CM Information Form (Attachment B)
- Alcohol and Drug Free Workplace Affidavit (Attachment C)
- Acknowledgement of Addendums (Attachment D)

2. Company Profile (15 points)

- Describe your firm's history
- Size
- Resources
- Philosophy of service
- Volume of work
- Management techniques and methods
- Other information that would be helpful to characterize the firm.

3. Project Approach (40 points)

- Describe your approach to providing the required services for this specific project
- Discuss how you provided leadership to facilitate teamwork and communication among all parties
- Provide a professional resume for each person proposed to be assigned to this project
- Describe the proposed roles and responsibilities of key personnel on this project
- Identify personnel who will be APA's primary points of contact with your firm.

4. Past Performance (30 points)

- Briefly describe two (2) projects executed by your firm that demonstrate relevant experience of similar scope and size in the past five years. For each project, include the name of the Client and contact information of a person to contact regarding your firm's performance on the project. Extensive descriptions of vaguely related projects are discouraged. Detail the scope of the project, date of the project, size of the project, and any additional relevant information in your response. Projects listed for which your firm worked in an auxiliary capacity or in a joint venture/partnership should include the name, address, phone number, and contact person of the lead firm.
- Briefly describe two (2) projects performed for public agencies, (Idaho K-12 education preferred), for which you have provided services of similar scope and size in the past five years. For each project, include the name of Client, Public Entity, School or District and contact information of a person to contact regarding your firm's performance on the project. Detail the scope of the project, date of the project, size of the project, and any additional relevant information in your response. Projects listed for which your firm worked in an auxiliary capacity or in a joint venture/partnership should include the name, address, phone number, and contact person of the lead firm.

5. Evaluator's Discretionary Rating (15 points)

- Project specificity
- Clarity
- Completeness of proposal
- Level of interest
- Professionalism

PROPOSAL GUIDELINES

1. Alturas Preparatory Academy will not be liable for any costs incurred in the preparation and production of a proposal or any work performed prior to the execution of a contract.
2. All responses and supporting materials will become the property of Alturas Preparatory Academy.
3. All information contained in the RFQ and acceptable provisions of the selected firm's response will be made part of the executed agreement for services.
4. Upon the request by Alturas Preparatory Academy, a respondent may be asked to submit additional information to supplement their response.
5. Alturas Preparatory Academy reserves the right to:
 - a. Waive any informalities or irregularities and reject one or all responses received as a result of this RFQ.
 - b. Select all or part of the respondent's proposal.
 - c. Negotiate changes in the scope of work or services to be provided.
 - d. Conduct investigations required to determine the respondent's performance record and ability to perform the work specified as part of the RFQ.
 - e. Negotiate separately with any source in a manner deemed to be in the best interest of Alturas Preparatory Academy.

PROPOSAL SUBMISSION PROCEDURES

1. Written responses to the RFQ will be accepted at the office of Alturas Preparatory Academy 2280 E. 17th St., Idaho Falls, ID 83402 no later than **10am MT Tuesday January 27, 2026**.
2. Submittals shall include one (1) original (unbound) and two (2) bound copies of the proposal with an electronic copy on a thumb drive. The original must be marked "original" and be dated and signed by a duly authorized partner or corporate officer. Qualifications must be sealed in an opaque package and clearly marked: **Construction Manager / General Contractor Qualifications.**
3. Questions regarding this RFQ must be directed (via email) to Independent Owner's Representative, Farrah Fisher Farrah@paradigm-ors.biz , copy to: Cole Coba cole@paradigm-ors.biz and copy to: Brian Bingham brian.bingham@alturasacademy.org from Alturas Preparatory Academy. All questions must be in writing in email format by **10am MT, Tuesday January 20, 2026** to be considered. Submitting firms are requested **NOT** to contact Alturas Preparatory Academy staff directly regarding this RFQ outside of the defined points of contact.

SUBMITTAL EVALUATION CRITERIA

The selection committee consisting of persons from Alturas Preparatory Academy and the school's Independent Owner's Representative will evaluate the submittals and short-list firms by numerical ranking to determine finalists for the interview phase. Each member of the committee will evaluate each submittal; the total combined points will determine rankings. After the review of all submittals, the selection committee will meet to tabulate the results and prepare a shortlist of the three (3) highest ranked firms for the interview phase.

FINAL SELECTION PROCEDURE

For the interview phase, finalists will be allotted approximately one hour and should prepare the following:

1) Representative Past Project Demonstration (similar delivery & complexity)

Provide a brief walkthrough from a previous project where your firm served as CM/GC on a project with:

- Worked on an occupied campus / facility

The demonstration should include:

- A start to finish overview (preconstruction through closeout & warranty) with visuals showing major milestones for the project
- Project Safety Plan
- Examples of encountered challenges and solutions implemented as it relates to scope, schedule & budget.

2) Examples of Cost, Schedule Management

Present specific, relevant examples of how your firm:

- Drove cost savings through preconstruction involvement & guidance as it relates to accurate cost estimates, constructability of design and early procurement
- Identified and mitigated schedule risks

3) Conflict Resolution

Provide real project examples demonstrating how your firm:

- Structures a project communication plan and how it adapts through the project
- Addresses field issues related to safety, scope, schedule and budget
- Managed unforeseen conditions

4) Value-Added Contributions (beyond basic general contracting)

Highlight how your firm provides value above and beyond your competitors

Each firm interview will be rated as follows:

• Presentation	25 Points
• Question and Answer	15 Points
• Discretionary Rating	10 Points

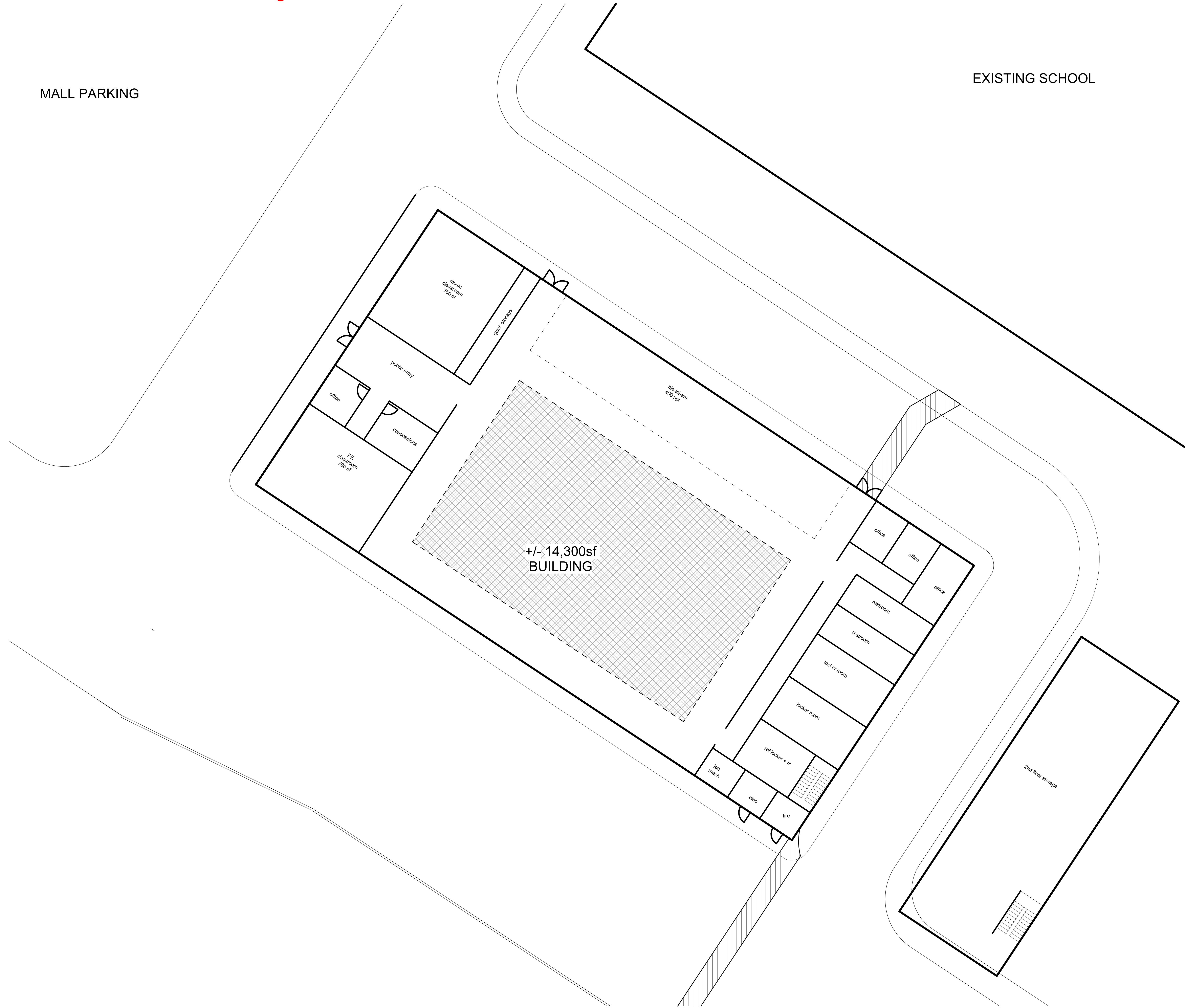
AWARD

The selection of the firm to provide CM/GC services to Alturas Preparatory Academy will be based upon the **interview phase.**

The selection committee will provide their recommendation to Alturas Preparatory Academy's Board for their approval at the next scheduled meeting.

Upon selection of a qualified firm, Alturas Preparatory Academy will issue a letter of intent. Final Award is contingent upon the successful negotiation of a contract. The contents of the qualifications submittal may be used in a legal contract or agreement. Respondents should be aware that methods and procedures defined in submitted qualifications could become contractual obligations and are part of the public record. Alturas Preparatory Academy reserves the right to reject any or all qualifications submittals received from the RFQ.

Attachment A - Schematic Design



NOT FOR CONSTRUCTION

erstad

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alturas auditorium
2280 e 17th st
idaho falls, id 83404

keynote

PLAY FIELD

revision:
no. desc. date

general notes:

- A. THIS SITE PLAN IS PROVIDED FOR GENERAL COORDINATION PURPOSES. REFER TO AND COORDINATE WITH RESPECTIVE CIVIL, LANDSCAPE, MECHANICAL, AND ELECTRICAL DRAWINGS FOR ADDITIONAL SPECIFIC COORDINATE WITH CIVIL DRAWINGS FOR ALL UTILITY LOCATIONS, FINAL GRADING & DRAINAGE.
- B. CONTRACTOR TO VERIFY ALL LOCATIONS AND DIMENSIONS IN THE
- C. RE: GEOTECH ENGINEERING REPORT FOR SOIL BEARING PRESSURES, EXISTING SOIL CONDITIONS, AND CONSTRUCTION CONSIDERATIONS.
- D. RE: LANDSCAPE DRAWINGS FOR PLANTINGS.
- E. RE: ELECTRICAL AND BUILDING ELEVATIONS FOR BUILDING MOUNTED EXTERIOR LIGHTING.

project: 240402
date: 11.05.2025
drawn:
checked:

schematic design

architectural site plan

a1.11

site
TRUE NORTH PROJECT NORTH
1" = 10'-0"

CONSTRUCTION MANAGER INFORMATION

1. Contact information for your firm's main office as follows:	
Firm Name:	
Mailing Address :	
Physical Address:	
Telephone:	
Email Address:	
2. Name, title, address, telephone, of the firm's officer responsible to Alturas Preparatory Academy for all work to be provided under this RFQ:	
Name / Title:	
Mailing Address:	
Physical Address:	
Email Address:	
3. Please check the appropriate box to identify the legal status of the entity making this proposal.	
<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability <input type="checkbox"/> Other (explain)	
Please provide the following license information: Construction Management License #: _____, held by _____ (Name of licensed CM who will be responsible).	
4. Provide a letter from Surety for the project.	
5. State the contact information for your current insurance company(s) that provides coverage for your firm in the areas of liability, builder's risk and workers' compensation.	
Company Name:	
Agent Name:	
Address:	
Telephone:	
Email address:	
6. If you answer yes to any of the following questions, provide a complete explanation on a separate sheet.	

7. Name, title and signature of your firm's officer who was responsible for the preparation and hereby verifies the accuracy of your proposal

Printed Name:	
Title:	
Signature:	
Date:	

CONTRACTOR/VENDOR AFFIDAVIT
CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE

STATE OF _____

COUNTY OF _____

Pursuant to the Idaho Code, Section 72-1717, I, the undersigned, being duly sworn, depose and certify that _____ is in compliance with the provisions of Idaho Code section 72-1717; that _____ provides a drug-free workplace program that complies with the provisions of Idaho Code, title 72, chapter 17 and will maintain such program throughout the life of a state construction contract and that _____ shall subcontract work only to subcontractors meeting the requirements of Idaho Code, section 72-1717(1)(a).

Name of Contractor

Address

City and State

By: _____
(Signature)

Subscribed and sworn to before me this _____ day of
_____, _____,

Commission expires:

NOTARY PUBLIC, residing at

ACKNOWLEDGEMENT OF ADDENDUM(S)

The undersigned acknowledges receipt of addendum(s) _____ (dated) _____
_____(dated) _____
_____(dated) _____
_____(dated) _____
_____(dated) _____

NAME OF COMPANY _____

SIGNATURE OF PRINCIPAL OR OFFICER _____

PRINTED NAME AND TITLE _____