



MEMORANDUM

TO: Board of Education
Tim Leffel, Business Administrator
Weston Weekes, Administrator of Facilities Management

FROM: Bryan Turner, Director of Architectural Services

DATE: 04 February 2025

SUBJECT: Vae View Elementary Addition Architect Selection

The Professional Services Selection Committee evaluated proposals from nine architectural firms and interviewed five firms to design the addition and remodel project at Vae View Elementary School. The evaluation criteria used is as follows:

- Qualifications
- Past performance
- Experience of key individuals
- Design philosophy
- Portfolio of similar projects.
- Interview

We recommend the Board of Education award the contract to the highest scoring architectural firm:

GSBS Architects