



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: Kaysville Junior High Gymnasium Architect Selection

The Professional Services Selection Committee evaluated proposals from nine architectural firms and interviewed five firms to design a new gymnasium at Kaysville Junior High 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:

VCBO Architecture