



# 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:** Burton 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 Burton 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:

**MHTN Architects**