



# MEMORANDUM

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

**FROM:** Bryan Turner, Director of Architectural Services

**DATE:** 07 April 2026

**SUBJECT:** Catalyst Center 2.0 Architect Selection

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The Professional Services Selection Committee evaluated proposals from seven architectural firms and interviewed four firms to design the second phase of the Catalyst Center. 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**