



MEMORANDUM

TO: Board of Education
Craig Carter, Business Administrator
Weston Weekes, Administrator of Facilities

FROM: Bryan Turner, Director of Architectural Services

DATE: 07 May 2024

SUBJECT: Printing Services Relocation Architect Selection

The Professional Services Selection Committee for architectural services evaluated proposals of six architectural firms to design the Printing Services Relocation project. The evaluation criteria used was as follows:

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

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

MHTN Architects