



## STEP 2: ARCHITECTURAL FIRM CRITERIA

The initial evaluation of firms will be conducted by the Property Team and will require that the team arrives at a consensus for final recommendations to be presented to the congregation. The Property Team is made up of professionals in critical areas and fluctuates based on knowledge and expertise requirements. The Property Team currently includes Jim Cameron, Doug Hayden (Pastor), Parker Johnson (Team Lead), Ken Moor, Sam Smalldon, and Gordon Snell. Other members may be added as expertise is needed.

### Evaluation Sequence

1. Property Team to review all firms presented by Team Lead, disqualifying firms where conflict of interest violations are deemed to exist or for other issues of concern.
2. Property Team will review and score remaining eligible firms, shortlisting firms with the highest scores. Final scores are calculated using the following formula: *Number of Votes X Weight (Rating) = Final Score*

Rated Criteria	Points Rating
a) Competencies / Project team organization, relationship to prime and sub-consultants, experience, and reputation within the community	25
b) Experience / Knowledge / References	25
c) Personality / Fit for purpose	20
d) Transparency	10
e) Quality Control	10
f) Cost / Fees	10
<b>TOTAL POINTS POSSIBLE*</b>	<b>100</b>

*\*Scoring information will be made available but will not be distributed due to concerns surrounding each firm's reputation in the community.*

3. Property Team will provide a shortlist of potential firms to the congregation. Shortlisted firms may be requested to make formal presentations regarding their services to the Property Team.
4. Property Team will make a final recommendation to the congregation for approval. The congregation will make the final award decision. Calgary Community of Christ reserves the right to make an award in its own best interest. This includes not making any award from this process.