

SOCIETY REDEVELOPMENT GUIDE

PMC APPOINTMENT

Model Technical Evaluation Panel Approval & Conflict Declaration

MODEL TEMPLATE: Adapt with your Society, PMC, Architect and Legal Advisor before issue or signature.

Panel Structure

A Society may formally approve a small technical evaluation panel before bids are opened. For a joint two-Society process, equal representation can be adopted as an internal governance safeguard.

Evaluator Expectations

- Read the tender / addendum and scoring framework
- Understand redevelopment, feasibility, team credentials and submitted evidence
- Score independently before group discussion
- Record reasons / page references for material marks
- Declare conflicts and recuse where appropriate
- Sign individual and consolidated scoring records

Panel Member Record

- Evaluator 1 - Name / Society / Role / Signature
- Evaluator 2 - Name / Society / Role / Signature
- Evaluator 3 - Name / Society / Role / Signature
- Evaluator 4 - Name / Society / Role / Signature

Approval Record

Record the meeting / resolution / written approval by which the evaluation panel was constituted.