Project Approval and A/E Hire Document Template

Updated July 2025

Document Instructions:

Items highlighted in Yellow are intended to be replaced with text customized to the project. In many cases, there are drop-down menus and calendars included. Where possible, use the drop-down menus to keep documents consistent. Drop downs and calendar date boxes allow for hitting the Tab key to quickly proceed from editable box to editable box.

Items highlighted in Grey are intended to be used as an example of verbiage used on previous projects and should be deleted.

Items indicated in brackets [ ] are instructions and should be deleted. This page should also be deleted.

A few things to keep in mind when preparing the Project Cost Summary:

* Major heading titles should be kept as they appear in the template. Subcategory titles can be changed to fit the project as needed
* Use the “Other” subcategories to combine lower-cost items from your project budget, keeping the Board PCS brief (one page if possible)
* It is understood that costs are estimated and are subject to minor changes, except for those in the Consultant Fee section, which must match the subsequently-issued Standard Consulting Agreement exactly, including Basic Services, Pre-Approved Additional Services and Pre-Approved Reimbursables (if used). These amounts should be separately enumerated in the Fee Analysis and Project Cost Summary, following the format used in the template, and numbers should be consistent between these sections.

This template can be used for A/E Hire approval with the following changes:

* Change “Project Approval” to “Architect/Engineer Hiring” in the file name, top heading, and Action Item description
* Delete “Project Delivery” section
* Simplify Project Cost Summary as needed

Project Approval

MU

Action Item:

The University of Missouri – Columbia requests project approval for the <Project Name Here> project.

Prior Board Involvement:

Choose an item. Click or tap to enter a date.

Choose an item. Click or tap to enter a date.

Consultant Selection:

A Request for Qualifications (RFQ) was issued Click or tap to enter a date., to a total of Number (#) architectural firms with similar project experience. Number (#) firms submitted a Statement of Qualifications (SOQ). The following Number (#) firms were shortlisted and invited for interviews: Firm Name, City, Firm Name, City, Firm Name, City, Firm Name, City.

Selection Committee:

**[List the members of the selection committee and their titles in this section. Example below.]**

Cooper Drury, Dean, College of Arts & Science

Noah Manring, Dean, College of Engineering

Syed Islam, Chair, Department of Electrical Engineering/Computer Science

Aaron Saucier, Senior Manager Operations, College of Engineering

Timothy Glass, Associate Dean for Research

Paul Miceli, Professor Physics

Kate Neckermann, Director, College of Arts and Science Research Office

Roseanna Zia, Associate Dean, College of Engineering

Pam Eugster, Project Manager, Planning, Design & Construction

Kirk Wing, Project Manager, Planning, Design & Construction

Firm Ranking by Committee:

First: Firm Name

Second: Firm Name

Third: Firm Name

Recommended Consultant: Firm Name, City

**[Provide in paragraph format the justification for recommending the selected consultant. Include significant subconsultants where relevant. Example below.]**

<Firm Name> will utilize and team with <Firm>, for all engineering discipline support (structural, mechanical, plumbing, fire protection and electrical) and provide radiological laboratory and equipment planning, management and procurement/delivery coordination. They presented a focused and well-balanced team of experts with in-depth knowledge of radiological facility design. The committee was impressed with <Firm> and the enthusiasm their team displayed toward the design and their knowledge of radiological lab and flow design. Their interview presentation demonstrated integrated planning, scheduling, and cost control and provided insightful reconfiguration of the current preliminary program and concept plan. Additionally, the <Firm> team has completed multiple large relevant projects similar to this center. Their visioning process is solid, and they demonstrated their ability to facilitate the design process with the stakeholders and to execute technically.

Consultant Experience:

Projects Construction Cost/Completion Date

|  |  |
| --- | --- |
| Project Name, Location | $#M / YYYY |
| Project Name, Location | $#M / YYYY |
| Project Name, Location | $#M / YYYY |
| Project Name, Location | $#M / YYYY |

Consultant Team:

Choose a type of consultant Name, Include M/WBE or SDVE as applicable

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Fee Analysis:

The fee percentage was determined from the University of Missouri’s “Architectural and Engineering Basic Services Fee Estimating Guidelines” with UM Facilities Planning and Development Office. The project is a Type X – New or Renovation (x Complexity), and the maximum basic services calculated fee permitted is x.x% of the $xx,xxx,xxx construction cost, for $x,xxx,xxx. Pre-approved additional services to the basic design fee include Include list of pre-approved additional services here. A total of $xxx,xxx in pre-approved additional services and $xx,xxx in reimbursable expenses was added to the basic services fee amount to arrive at a total maximum fee of $x,xxx,xxx.

Second Ranked Consultant: Firm Name, City

**[Provide in paragraph format the justification for the second ranked consultant. Include significant subconsultants where relevant. Example below.]**

<Firm> is a Missouri-based firm with its office located in the Kansas City metro area. <Firm> has worked with the University of Missouri on projects including the Center for Engineering and Applied Sciences, University Library Depository, and the Medical Science Building 7th Floor West Laboratories. During the interview, the committee felt that the <Firm> team was effective at working together and engaging the group as much as the selected firm did during their interview and that recommended a ranking of a close second. <Firm> provided thoughtful insights into critically reviewing the programming study and providing a few recommendations for the building layout and future expansion possibilities. The item that hindered <Firm> in being selected, was any prior experience in aiding during a Department of Energy review process.

Third Ranked Consultant: Firm Name, City

**[Provide in paragraph format the justification for the second ranked consultant. Include significant subconsultants where relevant. Example below.]**

<Firm> is a full-service architecture and engineering firm with five offices located throughout the U.S. Their Kansas City team completed the concept study for the two studies completed in 2020 and 2023 for this facility. The <Firm> team, while talented and experienced, fell short during the interviewing process. They were relying heavily on an external laboratory planner to bring similar project experience to the team. Additionally, their interview failed to critically evaluate the studies that were previously completed to bring a fresh perspective to the proposed center.

Project Justification:

**[Provide in paragraph format information regarding the need for the project. Example below.]**

The DOE Isotope Program (DOE IP) has collaborated with the University of Missouri Research Reactor (MURR) for decades. More recently, a collaboration has been established that allowed MURR to be one of the first to join DOE IP’s University Network. This new partnering approach will allow for MURR to supply R&D grade Se-75 and Lu-177, the exact radioisotope is being vetted out between the DOE and MURR. The mission of the DOE Isotope Program is to support the production of, and the development of production techniques for, radioactive and stable isotopes that are in short supply for research and applications and of strategic importance to the nation. With the success and expansion of the DOE IP, there is a need for additional radioactive isotope processing capability and a need for backup processing capabilities to address the risk of single-point failures for reliable supply of these critical materials.

The primary advantage of the proposed partnership is minimizing the costs associated with API isotope production by processing targets that have been irradiated within the network of a DOE IP facilities in a single facility with the experience and infrastructure required to provide a sterile and pyrogen free API. In keeping with the DOE IP mission, these would be isotopes that can only be produced within DOE IP facilities or isotopes that the domestic market demand can only be met by utilizing DOE IP facilities. The Radioisotope Processing Facility would also provide backup processing capability for the DOE IP and eliminate the possibility for single-point failure in isotope processing for the program.

Establishment of the Radioisotope Science Center will build upon this proven partnership and provide a facility for continued collaboration. The proposed center would leverage MURR’s competency and experience in the weekly processing of short-lived isotopes as active pharmaceutical ingredients. Additionally, the proposed facility will serve as a flexible processing facility for producing radioactive isotopes from targets that have been irradiated in the DOE IP network. A third function of the facility would be the ability to provide a space for researchers to conduct radiochemistry research on a task basis.

Proposed Improvements:

**[Provide in paragraph format the specifics of the project as planned, including location, square footage, types of spaces to be provided, and other relevant details regarding the proposed design. Example below.]**

The Radioisotope Science Center will consist of 24,000 gross square feet of offices, hot cell production, research and development and receiving and shipping spaces. The building layout will ensure that secure access is maintained appropriately throughout the facility. The office area will include reception space as well as breakroom, conference rooms, private and shared offices. Clerestory glazing will be provided above the open office area so that natural light is available for occupants throughout the workday. The production space will be purposefully built for radioisotope processing. The design will provide all necessary facility infrastructure from receiving to production and quality control to final product. Safety, security, material flow, and operation are of utmost importance and have been incorporated in the proposed building design.

The University of Missouri -Discovery Ridge Research Park, which is a short distance from MURR has anchor tenants already established. This 550-acre park is an ideal location for the proposed Radioisotope Processing Facility. A portion of this park is already planned around a cluster theme for radioisotope processing and supply. The Radioisotope Processing Facility would be designed and constructed in a manner that allows flexibility of use and future expansion as needed. The routine operation of the facilities and processing of the isotopes would be operated by MURR.

The proposed new building will be sited at Discovery Ridge immediately adjacent to the new Discovery Drive Road addition. Utilities have been extended as part of this new road construction and are available for the proposed new building. A new drive will be constructed as part of the new building allowing access to a new parking area as well as shipping and receiving at the West end of the site. Parking has been provided to accommodate full occupancy of the building and pedestrian access is available for the new entry as well as exit access around the building.

The location of the building in Columbia, Missouri at Discovery Ridge provides immediate access to the major roadway network by way of US Highway 63. This network easily connects to the Columbia Regional Airport to the south, University of Missouri Campus to the northwest and access to US Interstate 70 to the north, all within a 10-minute driving radius. Discovery Ridge is University of Missouri property set aside for the purpose of providing development sites for companies or research activities to be in close proximity to the University of Missouri innovative and intellectual resources, and the strong transportation network.

Project Schedule:

Choose a schedule item Click or tap to enter a date.

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Choose a schedule item Click or tap to enter a date.

Choose a schedule item Click or tap to enter a date.

Choose a schedule item Click or tap to enter a date.

Project Delivery:

Choose an item.

Project Cost Summary:

|  |  |  |  |
| --- | --- | --- | --- |
| Construction Cost |  |  | $xx,xxx,xxx |
| Construction Contingency |  |  | $x,xxx,xxx |
| Project Contingency |  |  | $xxx,xxx |
| Project Management Costs |  |  | $x,xxx,xxx |
| Other Construction Costs |  |  | $x,xxx,xxx |
|  | Direct Purchases | $xxx,xxx |  |
|  | Permit Inspections | $xxx,xxx |  |
|  | Construction Materials Testing | $xxx,xxx |  |
|  | Commissioning | $xxx,xxx |  |
|  | HVAC Testing | $xxx,xxx |  |
|  | Computerized Controls | $xxx,xxx |  |
|  | Card Access | $xxx,xxx |  |
|  | Landscaping | $xxx,xxx |  |
|  | Telephone/Data | $xxx,xxx |  |
|  | Other Construction Costs | $xxx,xxx |  |
| Other Project Costs |  |  | $x,xxx,xxx |
|  | Furniture | $xxx,xxx |  |
|  | Equipment | $xxx,xxx |  |
|  | Startup Costs | $xxx,xxx |  |
|  | Utility Infrastructure Fee | $xxx,xxx |  |
|  | Chilled Water Fee | $xxx,xxx |  |
|  | Other | $xxx,xxx |  |
| Consultant Fee |  |  | $xxx,xxx |
|  | Basic Services (x.x% of $\_\_) | $xxx,xxx |  |
|  | Pre-Approved Additional Services | $xxx,xxx |  |
| Other Consultant Costs |  |  | $xxx,xxx |
|  | Pre-Design Study | $xxx,xxx |  |
|  | Asbestos Testing | $xxx,xxx |  |
|  | Plan Review and Permitting | $xxx,xxx |  |
|  | Survey and Soil Investigations | $xxx,xxx |  |
|  | Elevator Consultant | $xxx,xxx |  |
|  | FFE & Interiors Consultant | $xxx,xxx |  |
|  | Reimbursables | $xxx,xxx |  |
|  | Other Design Costs | $xxx,xxx |  |
|  |  |  |  |
| TOTAL PROJECT COST |  |  | $xx,xxx,xxx |

Funding Sources:

Funding Source $xx,xxx,xxx

Funding Source $xx,xxx,xxx

**TOTAL $xx,xxx,xxx**

Project Manager Name, Campus Project Manager