Project Approval and A/E Hire Summary Document Template

Updated June 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.

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

Project Approval

<Project Name Here>

<Campus Name>

The University of Missouri – <Campus> requests project approval for the <Project Name Here> project. The total project budget of $xx,xxx,xxx will be funded by <Source>.

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

The School of Engineering intends to enhance the engineering programs currently offered through the university’s 30-year joint undergraduate initiative with Washington University, addressing the reginonal demand for engineering talent. UMSL’s Science Complex is prominently located at the main entrance to UMSL’s North Campus and provides an excellent opportunity to create at “front door” for the newly formed the UMSL School of Engineering. This project is aligned with UMSL’s ten-year Master Plan by focusing growth on the North Campus and leveraging underutilized space. State funding will be utilized for dedicated lab spaces and facilities to support the new on-campus engineering program. Local business leaders with Greater St. Louis Inc., the Regional Business Council, and top employers such as Ameren, Boeing, Emerson, Nidec, and Thermo Fisher Scientific advocated for the project funding.

This project will renovate underutilized space within UMSL’s science complex to support the creation of a new on-campus UMSL School of Engineering. The project will convert aging lab and classroom space to new engineering labs, classrooms, and support spaces to recruit and retain engieneering students in the region. Currently, there is limited natural lighting, ADA challenges, and uninviting lab and classroom space in Stadler Hall. New collaboration zones will be created to promote collaboration between researchers, students, and faculty and ADA improvements will be made throughout the renovated spaces.

Patterhn Ives LLC, St. Louis, Missouri is the recommended architect for this project. The Patterhn Ives team has completed multiple relevant projects of similar size. The design team includes lab planner Perkins Eastman, New York, New York, and Mechanical, Electrical, Plumbing, and Fire Protection Engineer McClure Engineering, St. Louis, Missouri.

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.

<The project is planned to be delivered…> and is expected to be complete by Click or tap to enter a date.