

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: August 11, 2025

FROM: Tim Gwaltney, Deputy Town Engineer

SUBJECT: Professional Services Agreement Amendments 2 & 3 Related to Resurfacing of Various Streets Phase 2

INTRODUCTION:

The Board of Mayor and Aldermen (BMA) is asked to approve Amendments 2 and 3 to the PSA related to the Resurfacing of Various Streets Phase 2 project.

BACKGROUND:

The Resurfacing of Various Streets Phase 2 project involves the mill and overlay of three separate roadway segments:

- 1) Houston Levee from Winchester to just south of the railroad tracks,
- 2) Shelton Road from Yorktown Road to Collierville-Arlington Road and
- 3) Progress Road from Keough Road to Shelby Drive (Exhibit 1).

A brief project timeline follows:

- Memphis Metropolitan Planning Organization (MPO) approved funding this project in the 2020-2023 Transportation Improvement Program (TIP)
- Town entered into a TN Department of Transportation (TDOT) Local Programs contract for the project November 13, 2020
- Town selected Fisher Arnold (FA) to provide environment (NEPA), design and construction engineering and inspection (CEI) services in September 2021
- Town entered into a PSA with FA to provide the NEPA and design services on October 25, 2021. The BMA was informed the CEI portion of the contract would be presented for approval closer to the time of construction
- TDOT issued the Notice to Proceed (NTP) to the NEPA Phase on March 5, 2021
- TDOT issued NTP to the Design Phase on August 8, 2024
- TDOT issued NTP to the Construction Phase on May 30, 2025
- Project was advertised for bids on June 11, 2025
- Bid Opening was July 16, 2025

DISCUSSION:

On October 25, 2021 the BMA approved the original PSA for the NEPA and Design phases of the project in the amount of \$143,734.00 (Exhibit 2). The scope and fee proposal included an amount for CEI services in the amount of \$165,000. However, CEI services were not presented for approval. Staff recommended CEI services be brought to the BMA for approval at the same time as the construction contract.

The BMA approved Amendment 1 on December 11, 2023. Amendment 1 added \$19,759.00 to the original PSA and was necessary due to additional field and design work related to widening and

installing curb/gutter and sidewalk along two sections of Shelton Road not included in the original scope of work: 1) MLGW substation frontage and 2) 348 East Shelton Road. Amendment 1 increased the approved contract ceiling to \$163,493.00. The NEPA and Design portion of the contract is now 100% complete with a balance of \$11,500.00.

The BMA is now being asked to approve Amendment 2 (Exhibit 3) which adds the CEI services in the amount of \$165,000.00. Approval of Amendment 2 increases the contract ceiling to \$328,493.00.

The BMA is also being asked to approve Amendment 3 (Exhibit 4) which realigns the design tasks related to the remaining balance to CEI services. Approximately 3-1/2 years has passed since the original CEI fee proposal. FA has requested the remaining design phase balance be realigned to the CEI phase so hourly and overhead rates would more closely align with 2025 rates. Approval of Amendment 3 does not increase the contract ceiling beyond \$328,493.00.

The Town receives 80% reimbursement for all expenditures related to this project.

STAFF RECOMMENDATIONS: Staff recommends approval of Amendment 2 adding CEI services in the amount of \$165,000.00 to the PSA, raising the ceiling to \$328,493.00. Staff also recommends approval of Amendment 3 realigning the remaining NEPA/Design Phase balance of \$11,500.00 toward CEI services. Approval of Amendment 3 increases the CEI services component of the contract to \$176,500.00 but does not increase the overall contract ceiling of \$328,493.00.

**BUDGET IMPACT:
FY 2026**

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget	Previous Expenses	Proposed Expense	Balance	Budget Impact
131	43120	999-202102	Resurfacing of Various Streets Phase 2	\$2,642,690.00	\$163,746.11	\$165,000.00	\$2,313,943.89	N/A

ATTACHMENTS:

- [Exhibit 1 - Vicinity Map.pdf](#)
- [Exhibit 2 - Original PSA.pdf](#)
- [Exhibit 3 - Second Amendment.pdf](#)
- [Exhibit 4 - Third Amendment.pdf](#)

PROPOSED MOTION:

To approve Amendments 2 and 3 to a Professional Services Agreement with Fisher Arnold related to the Resurfacing of Various Streets Phase 2 project.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						