

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: October 26, 2026

FROM: Tim Gwaltney, P.E., Deputy Town Engineer

SUBJECT: First Amendment to Professional Services Agreement for State Route (SR) 175 (Shelby Drive) Widening Project from Jasper Park to Shelby Post

INTRODUCTION:

The purpose of this agenda item is to request Board of Mayor and Aldermen (BMA) approval for of the 1st Amendment to a Professional Services Agreement related to the widening of SR 175 (Shelby Drive) from Jasper Park to Shelby Post.

BACKGROUND:

The Town entered into a Local Programs Contract with the Tennessee Department of Transportation (TDOT) for this project in December 2017. The project involves widening the existing two-lane rural cross section of SR 175 (Shelby Drive) from Jasper Park to Shelby Post (Exhibit 1) to a 4-lane median divided urban cross section with bike lanes and sidewalk matching the roadway cross section east and west of the project site. The Town then entered into a Professional Services Agreement (PSA) with Pickering in September of 2018 for environmental (NEPA), design and preparation of construction documents for the project.

The TDOT Local Programs contract established the Town would be reimbursed 80% of all expenditures for all phases of the project; environmental (NEPA), design, ROW acquisition and construction. In January of 2023, the Town requested TDOT to cover the Town's 20% responsibility since this segment of Shelby Drive is a state route. TDOT agreed by amending the contract in March of 2023 stating TDOT would cover the 20% local match requirement for the ROW and construction phases. The NEPA phase is 100% and design phase is approximately 80% complete. The project is currently in the ROW acquisition phase.

DISCUSSION:

The Town entered into a PSA with Pickering in the amount of \$804,733.18 on September 24, 2018 for engineering services for this project. Pickering is requesting a supplement (Exhibit 2) to the original agreement. The main reason for the supplement is due to the longevity of the project, 8 years and counting. Approximately 80% of the contract has been completed at the original (2018) wage and overhead rates. They are requesting the approximately 20% remaining be billed at current (2026) wage and overhead rates. Some tasks such as Bid Phase services and Construction Phase services have not started yet. They are requesting 100% of those services be billed at current (2026) rates. Also, additional survey/design work was needed at a future road (Cypress Downs Lane) intersection and additional work related to the ROW plats was necessary. Additional work was completed within the last year, and they are requesting 100% of the work be paid at current rates.

There were items in the original contract that have not and will not be used. Those items are being reduced in order to cover this supplement. Therefore, this is a net \$0 supplement request.

TDOT and the Memphis Metropolitan Planning Organization have reviewed and concur with the supplement request.

STAFF RECOMMENDATION: Staff recommends approval of amendment 1 to the Professional Services Agreement with Pickering related to the project to widen SR 175 (Shelby Drive) from Jasper Park to Shelby Post.

BUDGET IMPACT:

There is no impact to the budget. Contract change order falls within the existing CIP appropriation previous authorization to spend.

ATTACHMENTS:

[Exhibit 1 - Vicinity Map - SR 175 - Design Supplement 1.pdf](#)
[First Amendment Contract.pdf](#)

PROPOSED MOTION:

To approve First Amendment to the Professional Services Agreement with Pickering related to the project to widen SR 175 (Shelby Drive) from Jasper Park to Shelby Post.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						