

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: September 22, 2025

FROM: Tim Gwaltney, Deputy Town Engineer

SUBJECT: Contract Change Order #2 for Signalization of Winchester and Shea Road

INTRODUCTION:

The purpose of this agenda item is to consider approval of Change Order 2 for the Signalization of Winchester at Shea Road project.

BACKGROUND:

The Town entered into a Tennessee Department of Transportation (TDOT) Local Programs contract for the Signalization of Winchester at Shea Road project in July of 2020. The project involved the installation of a new traffic signal, video detection, emergency preemption, pedestrian crossing signals, median modifications and American Disabilities Act (ADA) upgrades at all corners. The Town received 100% reimbursement of all signal related expenditures and 80% reimbursement of all roadway and ADA items.

The Town entered into a Professional Services Agreement (PSA) with Fisher & Arnold (FA) in March of 2021 for engineering design and construction inspection services for the project. The design portion of the project was completed in June of 2023 and TDOT subsequently issued a Notice to Proceed to Construction in September 2023. The project was publicly advertised for construction on October 5, 2023, and bids were received November 8, 2023.

The Town entered into a construction contract with lowest bidder McCrory Electric in the amount of \$711,559.45 on January 28, 2024, with a completion date March 31, 2025.

DISCUSSION:

Change Order 2 (Exhibit 2) consists of the following:

Item #	Description	Increase in Contract Amount
714-25.09	MLGW Electrical Connection (see attached TDOT CO 4)	\$2,408.38
Multiple Items	Quantity Balance/Overages (see attached Monthly Construction Estimate)	\$5,413.65
Additional Days	A total of 91 days were added (see attached TDOT CO's 2 & 3)	N/A
TOTAL CONTRACT INCREASE		\$7,822.03

The MLGW connection fee is necessary to provide power to the signal. MLGW does not provide a cost estimate to the contractor at the time bids are due at the beginning of a project. They perform the work at the appropriate time then bill the contractor. This is the reason this item is added to the project as a

change order. This item is further detailed in the attached TDOT Change Order 4.

A reconciliation of the project quantities resulted in an add to the contract amount of \$5,413.65. Please see attached Monthly Construction Estimate for an itemized list of the items.

A total of 91 days were added to the project extending the contract completion date to June 30, 2025. The project delays were due to delays in signal equipment delivery and weather. Please attached TDOT CO's 2 & 3.

Approval of Change Order 2 will increase the contract amount to \$734,881.48 and extend the completion date to June 30, 2025.

STAFF RECOMMENDATIONS:

Staff recommends approval of Change Order 2.

BUDGET IMPACT:

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget	Previous Expenses	Proposed Expense	Balance	Budget Impact
321	43120	939-202002	Signalization of Winchester and Shea Rd	\$905,000.00	\$857,710.82	\$7,822.03	\$39,467.15	N/A

ATTACHMENTS:

[Exhibit 1 - Vicinity Map.pdf](#)

[Exhibit2 - Contract Change Order #2.pdf](#)

PROPOSED MOTION:

To approve contract Change Order #2 related to the Signalization of Winchester at Shea Road project.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						