

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: October 27, 2025

FROM: Katrina Amos-Atkins, Deputy Town Administrator

SUBJECT: Ratification of Change Orders for the Police Backup Dispatch Center Renovation Project

INTRODUCTION:

The purpose of this agenda item is to request the Board of Mayor and Aldermen consider approval of the ratification of Change Orders No. 10–13 for the completion of the Police Backup Dispatch Center located at 2823 South Houston Levee Road (Fire Station No. 4).

BACKGROUND:

On April 4, 2024, the Board of Mayor and Aldermen approved the acceptance of a donation in the amount of \$515,000.00 from Shelby County 911 to fund the renovation of the Police Backup Dispatch Center. The renovation project addresses existing building conditions and provides upgrades to support backup dispatch operations. The project scope includes enlarging the dispatch control center and server rooms to accommodate updated dispatch consoles, increasing the number of dispatch control stations, renovating the restroom to meet ADA standards, and expanding the exterior asphalt parking lot.

A&B Construction was awarded the construction contract on June 9, 2025, in the amount of \$292,885.67, with work commencing on July 14, 2025. Several modifications to the original scope have since been required to address previously unidentified structural conditions. The facility's aged roofing system has presented significant challenges, necessitating structural reinforcement and additional fire protection measures. Previous Change Orders (Nos. 1–9) were approved to address these issues.

Additionally, Shelby County 911 requested a more comprehensive IT server room layout than originally planned. These revisions have included, but are not limited to, the installation of a backup cooling system, grounding halo, cable trays, and the relocation of the water heater feed. Due to the cumulative cost of these adjustments, the project has reached the 25% change order threshold, necessitating BMA approval. Details of these revisions are provided in the attached Change Orders Nos. 10–13.

To support these additional needs, Shelby County 911 has authorized an additional \$307,000 in funding, increasing its total contribution to \$822,000. Shelby County has agreed to pay contractor invoices directly; therefore, these funds will not pass through the Town of Collierville.

DISCUSSION:

The Police Backup Dispatch Center Renovation Project has encountered several unforeseen challenges, including plumbing and structural deficiencies not identified prior to the commencement of construction. Multiple modifications have been required to ensure full compliance with Town Building and Fire Codes.

Furthermore, Shelby County 911 has requested all dispatch server rooms be constructed according to a

standardized layout to ensure consistency and facilitate maintenance and troubleshooting across regional facilities. To ensure the successful completion of the project, Shelby County 911 has increased its total donation from \$515,000 to \$822,000.

Approval of these change orders will increase A&B Construction’s contract amount from \$292,885.67 to \$424,145.67. With the additional funding provided by Shelby County 911, there will be no financial impact on the Town’s budget. Due to the number and complexity of the revisions, A&B Construction is requesting a 59-calendar-day extension to complete the project. The projected completion date is January 16, 2026.

It should also be noted additional modifications are anticipated to ensure the proper installation of electrical and low-voltage data access points for the new dispatch console furniture. These forthcoming changes will require subsequent BMA approval; however, no financial impact to the Town is expected.

BUDGET IMPACT:

None.

ATTACHMENTS:

[TOC2025-35 - Change Order No. 10 - 10-21-2025.pdf](#)

[TOC2025-35 - Police Back up Dispatch Change Orders 11-13.pdf](#)

PROPOSED MOTION:

To approve Change Orders Nos. 10–13 and authorize a 59-day extension for the completion of the Police Backup Dispatch Center Renovation Project.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						