

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: October 27, 2025

FROM: Tim Gwaltney, Deputy Town Engineer

SUBJECT: First Amendment for the Shelton Road Bridge Replacement

INTRODUCTION:

The purpose of this agenda item is to consider approval of an amendment to the Professional Services Agreement (PSA) for the Shelton Road Bridge Replacement project. The First Amendment adds Right-of-Way (ROW) services to the existing PSA.

BACKGROUND:

- Memphis Planning Organization (MPO) approved this project (environmental, design and ROW acquisition) was included in their 2020-23 Transportation Improvement Program (TIP)
Construction phase was recently approved in the FY26-29 TIP
December 20, 2020, received fully executed TN Department of Transportation (TDOT) Local Agency Project contract
- June 4, 2021, received Notice to Proceed (NTP) from TDOT for the Preliminary Engineering-Environmental (PE-NEPA) phase of the project
- Pickering Firm selected to provide NEPA, Design and ROW Acquisition services in October 2021
- Entered into PSA for NEPA and Design Services December 13, 2021
- NEPA and Design services completed in June 2025
- Received NTP to ROW Acquisition August 27, 2025
- Received Pickering's Scope/Fee Proposal September 23, 2025

DISCUSSION:

The project involves replacing the existing 2-lane bridge with a structure sufficient to accommodate 2 travel lanes, a center turn-lane, bike lanes and sidewalk.

The original PSA scope with Pickering for this project included NEPA, Design, and ROW Services. However, when the PSA was presented to the Board of Mayor and Aldermen (BMA) for approval in December 2021, it was recommended to award only NEPA and Design since the exact number of tracts needed for construction was unknown. Staff advised bringing an amendment to the BMA once the ROW acquisition totals were determined.

Portions of nine tracts are necessary to construct the project. The required services include preparation of legal descriptions and plats, ROW staking, property owner notifications, appraisals and reviews if required, and formal offers to owners. The amount for these services is \$149,115.60. Please see Exhibit 2 First Amendment. Approval of the First Amendment will increase the contract ceiling from \$640,868.68 to \$789,984.28.

The ROW acquisition phase is anticipated to take from 7 – 12 months to complete. After the ROW acquisition phase is complete, TDOT will issue a NTP to construction

STAFF RECOMMENDATIONS: Staff recommends approval of the First Amendment.

BUDGET IMPACT:

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget	Previous Expenses	Proposed Expense	Balance	Budget Impact
131	43120	932- 202001	Shelton Rd Bridge (MPO)	\$1,055,000.00	\$641,879.80	\$149,115.60	\$264,004.60	N/A

ATTACHMENTS:

[Exhibit1 - Vicinity Map.jpg](#)

[Exhibit 2 - First Amendment-Signed.pdf](#)

PROPOSED MOTION:

To approve the First Amendment to the Professional Services Agreement with Pickering Firm for the Shelton Road Bridge Replacement project.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						