

## REPORT TO THE BOARD OF MAYOR & ALDERMEN

**DATE:** December 8, 2025

**FROM:** Katrina Amos-Atkins, Deputy Town Administrator

**SUBJECT:** Contract with Haizlip Studios, Inc. for Photorealistic Renderings for the Library Expansion Project

### **INTRODUCTION:**

The purpose of this agenda item is to seek approval from the Board of Mayor and Aldermen (BMA) to enter into a contract with Haizlip Studios, Inc. for the development of photorealistic renderings in support of the Library Expansion Project, for a lump sum amount not to exceed \$40,000.00.

### **BACKGROUND:**

During the September 22, 2025, meeting, the BMA directed staff to advance the design and construction of a 20,800-square-foot expansion of the Collierville Burch Library. This expansion will address long-standing needs identified in previous facility assessments and includes:

- Expansion of the Teen and Children's areas
- Enlargement of the Adult Reading Room
- Creation of a dedicated Computer Center
- Additional flexible meeting and multipurpose spaces

To support components of the project not funded within the approved expansion option, the BMA further instructed staff to collaborate with the Friends of the Library to pursue additional fundraising through a substantial community-based naming rights campaign.

Haizlip Studios, Inc. brings a unique and highly valuable perspective to this phase of the Library Expansion Project due to their established history with the Collierville Burch Library. In 2015, Haizlip Studios completed the comprehensive Library Expansion Needs Assessment, which served as the foundational document identifying space deficiencies, demographic growth trends, and programmatic requirements for future expansion. The current 20,800-square-foot expansion aligns closely with the recommendations articulated in that assessment.

Because Haizlip Studios developed the original needs assessment, they possess a detailed understanding of the library's operational requirements, anticipated population growth, patron service demands, and long-term space needs. Their familiarity with both the building and the community's expectations ensures continuity between the 2015 planning study and the current design direction chosen by the Board of Mayor and Aldermen.

Engaging Haizlip Studios to create photorealistic renderings will ensure the imagery accurately reflects the intent and evolution of the expansion concept from its earliest planning stages through final design. Their prior experience with the building's layout, structural constraints, and programming goals positions them to produce renderings that are visually compelling, technically accurate, and consistent with previous recommendations. This continuity is especially important given the Board's direction to

increase the Friends of the Library naming rights campaign fundraising goals.

Donors and community partners expect design materials that reflect a cohesive and well-developed vision. Renderings produced by the original firm responsible for the needs assessment will strengthen communication, build donor confidence, and reinforce the credibility of the Town’s long-term planning process.

**DISCUSSION:**

Haizlip Studios, Inc., the project’s architectural consultant, has submitted a proposal to produce a comprehensive set of photorealistic renderings aligned with the expansion program elements. The proposed scope includes development of high-resolution interior and exterior images to illustrate major program spaces, design intent, and proposed enhancements associated with donor recognition opportunities.

These renderings will support the Friends of the Library’s fundraising efforts and assist staff in communicating the project vision clearly to contributors and community partners. The total proposed fee is a lump sum amount not to exceed \$40,000.00, which staff has reviewed and finds reasonable for the scope and level of detail required.

**BUDGET IMPACT:**

**CIP**

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget <sup>(1)</sup>	Previous Expenses	Proposed Expense	Balance	Budget Impact
321	44800	922-202404	Library Expansion	\$8,657,773.80	\$958,825.23	\$40,000.00	\$7,658,948.54	\$11,573.80 increase

*(1) Assumes the approval of Resolution 2025-49 on this agenda.*

Unassigned library donations in the amount of \$11,573.80 will be used to offset the cost of the renderings.

**PROPOSED MOTION:**

To approve a contract with Haizlip Studios, Inc. to prepare photorealistic renderings for the Library Expansion Project in an amount not to exceed \$40,000.00.

**Board Action:** Motion By\_\_\_\_\_ Seconded By\_\_\_\_\_

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						