

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: September 22, 2025

FROM: Katrina Amos-Atkins, Deputy Town Administrator

SUBJECT: Amendment to Professional Services Contract with Walker Arch, LLC for Collierville Burch Library Expansion

INTRODUCTION:

The purpose of this agenda item is to request the Board of Mayor and Aldermen (BMA) consider approving an amendment to the architectural design contract with a local firm for the building expansion project at the Lucius E. and Elsie C. Burch, Jr. Collierville Public Library (Collierville Library).

BACKGROUND:

On September 9, 2024, the BMA approved a professional services agreement with Walker Arch, LLC for the design and construction of the Collierville Library expansion and renovation. The initial design proposed a 28,000-square-foot addition, which included enlargements to the Teen and Children's areas, an expanded adult area with a computer center, additional meeting rooms, and a new event space accommodating up to 300 people.

During preparation of the Fiscal Year 2026 budget, the BMA directed staff to work with the design team to identify options for reducing the estimated project cost of approximately \$14,516,810.00. In response, staff collaborated with Walker Arch, LLC to develop two alternative design options. At the August 20, 2025 BMA retreat, staff were instructed to move forward with the "Better" option, with an estimated cost of \$12,259,930.00.

Under this plan, the library will expand from approximately 27,000 square feet to 47,800 square feet, incorporating both renovations to the existing facility and a 20,800-square-foot addition. This design maintains the enlarged Teen and Children's areas, expands the adult area to include a computer center, and provides additional meeting space. It also features a larger event space with capacity for up to 300 people.

DISCUSSION:

To move forward with the "Better" option, additional professional services are required to refine the scope and design. A proposal for an amendment to the architectural design services from Walker Arch was submitted to Town staff for review. This review generated several comments and concerns that were addressed by Walker Arch. The amendment to the professional services agreement that includes construction administration services is attached for review and consideration to approve. (Attachment B)

The amendment addresses the design and scope change requirements to create construction drawings for a new single story, steel framed, brick veneer building expansion of approximately 20,800 square feet to be added to the northside of the Collierville Library. The drawings will also contain details regarding upgrades and improvements to the interior of the existing library footprint with the outdoor

event and reading areas. It will also include design alternates to be considered if the budget allows or additional funding is secured from the Friends of the Library's expansion campaign.

The proposed amendment would increase the lump sum from the original fee of \$743,500.00 to \$900,700.00, which is an increase of \$137,900.00 or 7.3% of the proposed \$12,259,930.00 construction budget. Walker Arch will continue as the architect of record, and will coordinate the work of civil, structural, mechanical, electrical, plumbing, and fire protection engineers as well as landscape architect and interior designer.

Other design services included in the contract will be construction administration, which will consist of, but not be limited to, reviewing submittals, shop drawings, change orders, fields orders, requests for information and pay applications, along with attending construction meetings, on-site meetings, and final punch list walk-thru meeting of the substantially complete project.

If this amendment is approved, Walker Arch will proceed with the design and develop a more defined schedule of project milestones.

BUDGET IMPACT:

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget	Previous Expenses	Proposed Expense	Balance	Budget Impact
321	44800	922-202404	Library Expansion	\$8,646,200.00	\$801,625.23	\$137,900.00	\$7,706,674.77	N/A

Additional funds may be required once the final contractor's estimate has been received using 100% complete construction drawings.

ATTACHMENTS:

[TOC Burch Library Expansion Proposal III.pdf](#)

[Library Expansion Better Option Schematic.pdf](#)

[GS-25-01499 Third Amendment Library Expansion.pdf](#)

PROPOSED MOTION:

To approve an amendment to increase the professional services contract with Walker Arch, LLC for architectural design and construction administration associated with the expansion of the Collierville Library in the amount of \$137,900.00 for a total lump sum amount of \$900,700.00.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						