

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: August 25, 2025

FROM: John Fox, Public Utilities Director

SUBJECT: Professional Service Agreement for Sewer Master Plan Update

INTRODUCTION:

The purpose of this agenda item is to seek Board of Mayor and Aldermen approval of a professional services agreement with Cannon & Cannon Engineering to update the Town's Sewer Master Plan.

BACKGROUND:

A Sewer Master Plan is a strategic planning document that evaluates the condition and capacity of the sewer collection system, projects future service needs, and identifies capital improvements to ensure safe, reliable, and efficient service.

The plan typically includes:

- Infrastructure Assessment – Evaluating sewer mains, lift stations, and treatment facilities for condition, capacity, and operational concerns.
- Flow and Capacity Analysis – Reviewing current and projected wastewater flows, factoring in growth, land use changes, and infiltration/inflow (I&I).
- Hydraulic Modeling – Identifying bottlenecks and capacity limitations.
- Improvement Recommendations – Prioritizing system upgrades and rehabilitation projects.
- Capital Planning – Preparing multi-year project schedules and cost estimates to guide budgeting.
- Regulatory Compliance – Ensuring alignment with TDEC, EPA, and other applicable requirements.

The Town of Collierville serves approximately 52,000 residents through 300 miles of sewer mains, 26 lift stations, and 2 wastewater treatment plants. With an average growth rate of 3% annually for the past 20 years, the system continues to face increasing demands.

The current Sewer Master Plan is over 12 years old and no longer reflects current system conditions, growth patterns, or regulatory requirements. Updating the plan will provide a modern roadmap to address present challenges, prepare for projected growth over the next 20 years, and prioritize infrastructure investments for maximum efficiency and reliability.

DISCUSSION:

On July 15, 2025, staff received administrative authorization to bypass the RFSOQ process and request a proposal from Cannon & Cannon Engineering for the plan update.

Cannon & Cannon is uniquely qualified for this work due to:

- Their ongoing role in maintaining the Town's water and sewer system models.
- Extensive experience with Town infrastructure, including the CMOM inspection report, Water

Master Plan update, and water capacity analysis for the proposed Water Plant 6.

- Direct access to the Town's historical records and datasets, enabling an efficient and accurate update process.

On August 4, 2025, Cannon & Cannon submitted a proposal to complete the Sewer Master Plan Update for \$116,640.00. Staff has reviewed the proposal and recommends approval based on their qualifications and proven record with the Town. Cannon and Cannon's proposal has been included with this report for reference.

**BUDGET IMPACT:
FY 2026**

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget	Previous Expenses	Proposed Expense	Balance	Budget Impact
413	52211	256-01	Sewer Master Plan	\$120,000.00	\$0.00	\$116,640.00	\$3,360.00	N/A

ATTACHMENTS:

[Sewer Collection System Masterplan Proposal.pdf](#)

PROPOSED MOTION:

To approve the professional services agreement with Cannon & Cannon Engineering for the Sewer Master Plan Update in the amount of \$116,640.00.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						