

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: November 24, 2025

FROM: Tim Gwaltney, Deputy Town Engineer

SUBJECT: Professional Services Agreements (PSA) for Appraisals, Appraisal Reviews, and Right-of-Way (ROW) Acquisitions for the SR 175 (Shelby Drive) Improvements Project from Jasper Park to Shelby Post

INTRODUCTION:

The purpose of this agenda item is for the Board of Mayor and Aldermen (BMA) to consider approval of three PSA's for ROW Services (appraisals, appraisal reviews and acquisitions) related to the Shelby Drive Widening Project from Jasper Park to Shelby Post.

BACKGROUND:

- February 2016, application was submitted and accepted by the MPO to incorporate this project into their 2017-20 Transportation Improvement Program (TIP)
- January 2017, Federal Highway Administration (FHWA) approved the MPO's 2017-20 TIP
- July 2017, project approved in Collierville's FY 2017-18 CIP Budget
- August 2017, TDOT Contract was requested
- October 2017 federal funds were obligated
- December 2017, received fully executed TDOT Contract
- February 2018, received TDOT's Notice to Proceed for the environmental phase
- September 2018 – PSA with Pickering for Design, Environmental and Preparation of ROW documents
- October 2018 – May 2022 – Preliminary Design completed, NEPA approved and received Notice to Proceed (NTP) to Final Design Phase
- June 2022 – August 2025 – Final Design Phase completed and received NTP to the ROW Phase
- September 2025 – November 2025 – ROW Documents (plats/legal descriptions/plans) completed, advertised and selected firms for ROW services

DISCUSSION:

Since federal funds are involved with this project, all state and federal guidelines related to ROW acquisition must be followed. Portions of fifteen (15) tracts need to be acquired for this project. Following federal and state guidelines, each tract requires an appraisal, an appraisal review and negotiations/closings. All professionals providing these services must be included on TDOT's prequalification list.

Please see Exhibit 2, Evaluation Team Report, for details of the selection process. We received interest for the appraisal and appraisal review services. No firms submitted for the negotiations/closings services. After staff discussions with TDOT, TDOT okayed the Town contacting any firm on TDOT's prequalified list to see if they were interested in providing acquisition services. Staff contacted JMT, Inc. to gauge their interest in providing negotiations/closings, and they submitted a qualifications package immediately. The recommended consultants each have a wealth of knowledge and expertise in ROW appraisal, review, and acquisition, and each is on TDOT's prequalified list.

Below is a table summarizing the consultants and their respective roles and fee proposals:

Consultant	Services	Amount
Douglas B. Hall	Appraisals	\$115,000.00
Trotz Real Estate Services	Appraisal Reviews	\$75,000.00
JMT, Inc.	Acquisitions (Negotiations/Closings)	\$129,000.00

The Professional Services Agreements have been reviewed and approved by the Procurement Division and signed by each consultant. The agreements are attached as Exhibits 3-5.

Typically, on MPO projects of this type, FHWA funding is administered by TDOT, providing 80 percent of the funds, with the local government providing the remaining 20 percent. However, the segment of Shelby Drive from Jasper Park to Shelby Post is a state route (S.R. 175). TDOT will be providing the local 20% match for the ROW and Construction phases of the project. Therefore, the Town will be reimbursed 100% for ROW and Construction phases of the project. As with all TDOT Local Programs projects, the Town pays 100% of the invoice amount, then requests reimbursement with proper documentation to TDOT.

Purchase agreements for each tract will be brought to the BMA for approval after negotiations are completed.

STAFF RECOMMENDATION: Staff recommends approval of the professional services agreements.

BUDGET IMPACT:

CIP

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget	Previous Expenses	Proposed Expense	Balance	Budget Impact
131	43120	931-201802	SR175 Widening - Jasper to Shelby Post	\$3,377,419.14	\$692,552.55	\$319,000.00	\$2,365,866.59	N/A

ATTACHMENTS:

[Exhibit 1 - Vicinity Map.pdf](#)

[Exhibit 2 - Evaluation Team Report.pdf](#)

[Exhibit 3 - Hall PSA - Appraisals.pdf](#)

[Exhibit 4 - Trotz - Appraisal Reviews.pdf](#)

[Exhibit 5 - JMT - PSA - Acquisitions.pdf](#)

PROPOSED MOTION:

To approve a Professional Services Agreement with Douglas B. Hall & Associates in the amount of \$115,000.00 for appraisal services related to the SR 175 (Shelby Drive) Widening Project from Jasper Park to Shelby Post.

PROPOSED MOTION:

To approve a Professional Services Agreement with Trotz Real Estate Services, Inc. in the amount of

\$75,000.00 for appraisal review services related to the SR 175 (Shelby Drive) Widening Project from Jasper Park to Shelby Post.

PROPOSED MOTION:

To approve a Professional Services Agreement with JMT, Inc. in the amount of \$129,000.00 for acquisition services related to the SR 175 (Shelby Drive) Widening Project from Jasper Park to Shelby Post.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						