

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: March 23, 2026
FROM: Tim Gwaltney, P.E., Deputy Town Engineer
SUBJECT: Change Order #1 for Resurfacing of Various Streets, Phase 2

INTRODUCTION:

The Board of Mayor and Aldermen (BMA) is asked to approve Change Order 1 for the Resurfacing of Various Streets Phase 2 project.

BACKGROUND:

The Town entered into a construction contract with Standard Construction Company on August 11, 2025, for the Resurfacing of Various Streets Phase 2 project. The project involves an asphalt overlay of three separate roadway segments:

- 1) Houston Levee from Winchester to just south of the Norfolk Southern Railroad tracks (Exhibit 1A),
- 2) Shelton Road from Yorktown Road to Collierville-Arlington Road (Exhibit 1B) and
- 3). Progress Road from Keough Road to Shelby Drive (Exhibit 1C).

The concrete repair work, curb and gutter, sidewalk, and American Disabilities Act (ADA) ramps, began in October of 2025. Full depth asphalt repair is anticipated to begin in April 2026. Surface asphalt, final pavement markings, and signage are all on schedule to be completed by June 2026.

Memphis-Metropolitan Planning Organization funds this project with the Town being reimbursed 80% on all project expenditures.

DISCUSSION:

Change Order 1 (Exhibits 2 & 3) involves the following:

- Increase the Plans Quantity for the ADA improvement items
- Add temporary pavement markings
- Add items related to an added crosswalk at Shelton/Grackle intersection

The Change Order 1 Cover Letter (Exhibit 2) contains the detailed explanation of the item quantity revisions and associated cost increase.

The original project contract amount was \$1,373,097.91. Approval of Change Order 1 will increase the contract by \$158,263.36, raising the total contract amount to \$1,531,361.27. No additional days will be added to the contract as a result of this change order. Town staff thoroughly reviewed and concurred with the change order (Exhibit 4). The change order was then reviewed and approved by TDOT. The MPO has agreed to cover 80% of the change order amount (Exhibit 5). The Town's 20% responsibility equals \$31,652.67. There are sufficient funds within the current project budget to account for this change order.

STAFF RECOMMENDATIONS: Staff recommends approval of Change Order 1.

**BUDGET IMPACT:
CIP**

Fund	Dept.	Obj. Code	Description	Approved Line Item Budget	Previous Expenses	Proposed Expense	Balance	Budget Impact
131	43120	999-202102	Resurfacing of Various Streets	\$2,642,690.00	\$1,701,844.02	\$158,263.36	\$782,582.62	N/A

ATTACHMENTS:

- [Exhibit 1A - Vicinity Map - S Houston Levee Rd.pdf](#)
- [Exhibit 1B - Vicinity Map - E Shelton Rd.pdf](#)
- [Exhibit 1C - Vicinity Map - Progress Rd.pdf](#)
- [Exhibit 2 - Change Order #1 - Cover Letter.pdf](#)
- [Exhibit 3 - Change Order #1.pdf](#)
- [Exhibit 4 - TOC Letter.pdf](#)
- [Exhibit 5 - MPO Correspondence.pdf](#)

PROPOSED MOTION:

To approve Change Order 1 related to the Construction Contract with Standard Construction Company for the Resurfacing of Various Streets Phase 2 project.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						