

## REPORT TO THE BOARD OF MAYOR & ALDERMEN

**DATE:** February 23, 2026

**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 approval of Amendment No. 4 to the architectural design contract with Walker Arch, Inc. for the renovation and expansion of the Lucius E. and Elsie C. Burch, Jr. Collierville Public Library, located at 501 Poplar View Parkway.

### **BACKGROUND:**

The Collierville Public Library was constructed in 2001. Apart from minor repairs and equipment upgrades, no significant building repairs, replacements, or renovations have occurred since its completion. To remedy some of the repairs needed and address growing spatial needs, the Town proceeded with hiring a consulting firm. On September 9, 2024, the BMA approved a professional services agreement in the amount of \$743,500 with Walker Arch, LLC for the design and construction of the library's expansion and renovation. The initial design concept included a 23,000-square-foot addition featuring expanded Teen and Children's areas, an enlarged adult services area with a dedicated computer center, additional meeting rooms, and a new event space capable of accommodating up to 300 individuals.

The original project budget of \$8,000,000 was based on funding allocated for the library expansion by the BMA over several years in advance of a fully defined scope, which was to be developed following community engagement and feedback. It was anticipated additional funding would be considered upon completion of the design phase. Based on the original budget allocation, Walker Arch's fee of \$743,500 represented approximately 9.2 percent of the project budget. As the design progressed, additional facility needs were identified to address the aging infrastructure and accommodate the Town's continued population growth. The refined design ultimately proposed a 28,000-square-foot expansion with an estimated construction cost of \$14,516,810.00.

At the direction of the BMA, staff collaborated with Walker Arch to develop "Good, Better, and Best" design alternatives that would achieve the Town's objectives while more closely aligning with available funding. During the August 20, 2025, BMA retreat, the Board directed staff to proceed with the "Better" option, which carried an estimated cost of \$12,259,930.00.

On September 22, 2025, the BMA approved Amendment No. 3 to the professional services contract to authorize additional design services necessary to further refine the project scope and layout prior to the development of construction documents. Amendment No. 3 increased the contract by \$137,900.00, resulting in a total fee of \$900,700.00, or approximately 7.3 percent of the \$12,259,930.00 cost estimate. At that time, it was noted additional funding may be required upon receipt of a final cost estimate based on complete construction drawings. A final cost estimate was performed in January

2026, which modified the cost estimate to \$12,387,255.00

**DISCUSSION:**

To advance the project to the next phase — including bidding and subsequent construction — it is necessary to adjust the architectural fee to align with the updated project cost estimate and scope of services.

Walker Arch has submitted a proposal for Amendment No. 4 to the architectural design and construction services agreement for staff review. Although the previous amendment was intended to encompass the remaining phases of the project, the refinement of the design and completion of construction drawings have necessitated an increase in the professional services fee to ensure the project is executed to the highest standard.

Amendment No. 4 proposes an increase of \$153,700, resulting in a total contract amount not to exceed \$1,054,400. This represents approximately 8.5 percent of the final project cost estimate. The amendment to the professional services agreement that includes construction administration services is attached for review and consideration to approve. (Attachment B).

Construction administration services 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 bidding and construction phase of the project, with construction scheduled to begin in late April 2026.

**BUDGET IMPACT:**

**CIP**

<b>Fund</b>	<b>Dept.</b>	<b>Obj. Code</b>	<b>Description</b>	<b>Approved Line Item Budget</b>	<b>Previous Expenses</b>	<b>Proposed Expense</b>	<b>Balance</b>	<b>Budget Impact</b>
321	44800	922-202404	Library Expansion	\$8,657,773.80	\$998,825.23	\$154,700.00	\$7,504,248.57	N/A

Absent unforeseen conditions arising during construction that necessitate design modifications, no further amendments to this agreement are anticipated.

**ATTACHMENTS:**

- [Library Expansion - GS-25-01499 - Fourth Amendment.pdf](#)
- [Collierville Library Expansion Add Services Proposal.pdf](#)

**PROPOSED MOTION:**

To approve Amendment No. 4 to increase the professional services contract with Walker Arch, LLC for construction administration associated with the expansion of the Collierville Library in the amount of \$153,700.00 for a total lump sum amount not to exceed \$1,054,400.00.

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

<b>Vote Total</b>	<b>Hall</b>	<b>Jordan</b>	<b>Robbins</b>	<b>Marshall</b>	<b>Stamps</b>	<b>Fraser</b>
<b>Yes</b>						
<b>No</b>						
<b>Abstain</b>						