



DDA ITEM AGENDA REQUEST FORM

Meeting Date: 03/10/2025

Staff Contact: Phillip Trocquet

Agenda Section: Old Business

Department: DI

Staff Report:

Item Description: Update regarding 935 Senoia Road – Station #3 Food Truck Park

Background/History:

Staff hosted a Food Truck Owners meeting last week that was very productive. Owners gave input on a variety of topics from leasing prices to number of active spaces. Staff will give an update on those discussions.

The RFP was published and is active on the Georgia Procurement Registry. The timeline for the RFP is as follows:

RFP Advertised	03/12/2025
Question Submittal Deadline	03/24/2025
Addenda Deadline	03/28/2025
RFP Submission Deadline	04/03/2025
Notification of Intent to Select	04/07/2025
DDA Approval Meeting	04/14/2025
Execute Contract & Begin Project	##/##/2025

The project schedule is as follows:

- Schematic Documents: 60 days after contract execution
- 60% Draft Design Development Plans: 60 Days after Schematic Document approval
- 90% Construction documents: 30 Days after Design Development Plan approval.
- Construction: completed no later than 11/20/2025 (5 months).

Findings/Current Activity:

Is this a budgeted item? _____ **If so, include budget line number:** _____

Actions/Options/Recommendations:

Staff would like at least 3 DDA members to volunteer for the RFP review committee.