



DDA ITEM AGENDA REQUEST FORM

Meeting Date: 02/10/2025

Staff Contact: Phillip Trocquet

Agenda Section: New
Business

Department:

Staff Report:

Item Description: Consideration to approve the release of a design-build RFP (DDA-2025-01) for a food truck park at 935 Senoia Road

Background/History:

A draft RFP for the establishment of a food truck park at 935 Senoia Road has been created with the demolition of the existing station#3.

Findings/Current Activity:

Staff has developed the scope and evaluation criteria based upon commentary from the DDA thus far. Staff requests further commentary from the board on whether any items within the Scope of Work, Schedule, and Evaluation Criteria specifically should be added or otherwise modified.

The RFP schedule will more precisely be set once staff publishes the document on our bid page, however, a tentative schedule would be as follows:

- RFP Advertised: 02/13
- Question Submittal Deadline: 02/20
- Addenda Deadline: 03/20
- RFP Submission Deadline: 03/24
- Notification of Shortlist: 03/26
- Bidder Interviews: 03/31
- Notification of Intent to Select: 04/01
- DDA Approval Meeting & Execute Contract: 04/14
- Begin Work: 05/01

Actions/Options/Recommendations:

Staff recommends approval of the draft RFP to be published for active bids.