



DDA ITEM AGENDA REQUEST FORM

Meeting Date: 08/11/2025

Staff Contact: Phillip Trocquet

Agenda Section: New
Business

Department:

Staff Report:

Item Description: Consideration to approve an invoice from Willow Dell, LLC for engineering and conceptual design services in the amount of \$5,486.25

Background/History:

After the approval of the RFP to Willow Dell, LLC for the proposed food truck park, further topographic surveying, engineering, and conceptual design services were required in order to provide the DDA with accurate cost estimates associated with appropriately scaling the project.

Findings/Current Activity:

This is needed and useful survey information to have for the future of the property whether as a food truck park or a future development.

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

Actions/Options/Recommendations:

Staff recommends approval of the item.



Willow Dell
Powered by RedTeam

INVOICE

WILLOW DELL

Number: 1080001-001

Date: 07/31/2025

Town of Tyrone
Phillip Trocquet
950 Senoia Rd
Tyrone, GA 30290

Project: 1080001 - Design-Build Food Truck Park

Work Location: Food Truck Park
935 Senoia Rd
Tyrone, GA 30290

Remit Payment: Willow Dell
PO Box 940
Senoia, GA 30276

Due: 08/30/2025

Through: 07/18/2025

Description

ISE Invoice (attached): \$4987.50
10% Contractor Fee: \$498.75

	Amount (\$)
Current Amount	5,486.25

Please remit to:
Willow Dell LLC
PO Box 940, Senoia GA 30276



Willow Dell
Powered by RedTeam

ADDITIONAL ATTACHMENTS

WILLOW DELL

Project: 1080001 - Design-Build Food Truck Park

Date: 07/31/2025

Document: 1080001-001

The following Attachment is hereby incorporated by reference:

Name	
1	\$4987.50 - ISE https://redteam.link/51toa6y



Willow Dell, LLC
Josh Herr

Invoice number 30368
Date 07/16/2025

Project **1953.2501 Tyrone Food Truck Park**

For Professional Services through: July 16,2025

Invoice Summary

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
TASK 1 PROJECT DESIGN	10,000.00	34.93	0.00	3,492.50	3,492.50
TASK 2 TOPOGRAPHIC SURVEY	1,500.00	99.67	0.00	1,495.00	1,495.00
Total	11,500.00	43.37	0.00	4,987.50	4,987.50

Task 1 Project Design

Professional Fees

	Hours	Rate	Billed Amount
Principal	4.00	250.00	1,000.00
Working on contract			
Working on WA			
Getting job number set up, contract signed by Josh Herr, kicking off survey			
Technician I	2.00	95.00	190.00
ADD TOPO TO LOT SURVEY DWG			
Technician II	8.50	115.00	977.50
Drafting			
Drafting			
OT			
Drafting - Change to 20 Scale			
Sr. Principal	5.00	265.00	1,325.00
site visit to Tyrone food truck site with Tyrone and contractor.			
Preparation of new concept plan for review by client			
finish concept plan and email to client and Tyrone			
Task subtotal			3,492.50

Task 2 Topographic Survey

Professional Fees

	Hours	Rate	Billed Amount
Staff Surveyor	2.00	135.00	270.00
Tyrone Fire Station TOPO			
Survey Crew (2 - person)	7.00	175.00	1,225.00
Finished topo and location at 935 senoia road			
Located extra topo on building steps and concrete.			
935 senoia road Located property corners.			
Task subtotal			1,495.00



Willow Dell, LLC
Project **1953.2501 Tyrone Food Truck Park**

Invoice number 30368
Date 07/16/2025

Invoice total **\$4,987.50**

Billing Contact:
David G. Hovey

*Please remit payment to:
Integrated Science & Engineering, Inc.
1039 Sullivan Road
Suite 200
Newnan, GA 30265*