



## MTECC Procedure 9.10.10

Approved: \_\_\_\_\_

Interim Executive Director

# MTECC Multi-Year Project Plan Procedure

### **Purpose:**

The purpose of this procedure is to define the processes and procedures related to the development and delivery of the MTECC five-year project plan.

### **Authority:**

MTECC Interlocal Agreement

Section 339.135, Florida Statutes related to FDOT Five-Year Work Program.

Section 339.175, Florida Statutes related to the Broward Metropolitan Planning Organization Transportation Improvement Plan

### **Scope:**

This procedure is to provide guidance on the development, implementation and monitoring of the MTECC Multi-Year Project Plan.

### **Developing the MTECC Multi-Year Project Plan**

Federal and State Funded Projects through the Florida Department of Transportation (FDOT) in partnership with the Broward Metropolitan Planning Organization (Broward MPO)

Broward MPO Transportation Improvement Plan (TIP)

The Broward MPO under Section 339.175, Florida Statutes and Federal laws and regulations, develops and updates the five-year Transportation Improvement Plan for the Broward County area that includes projects and project phases included in the prior TIP and adds new projects for the new 5<sup>th</sup> year and adjustments in the four years from the prior TIP based on the available forecasted revenues. The TIP must be financially feasible meaning that projects in the TIP must be matched to forecasted revenues. The TIP is developed in partnership with cities, Broward County, FDOT, and other partners with public hearings and input from the general public.

The Broward MPO TIP is presented to FDOT for consideration as the local priorities in developing and updating the FDOT Five-Year Work Program.

FDOT Five-Year Work Program



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- Tentative Work Program: A document prepared pursuant to Chapter 339, F.S., displaying project detail in each program area for the next 5-year period after the current fiscal year. It is balanced to forecasted revenues and legal and policy requirements for program allocations. It is submitted to the Legislature. The Tentative Work Program is developed in partnership with the Broward MPO and other partners.
- Adopted Work Program: The 5-Year Work Program adopted by the Department as provided in Subsection (5) of Section 339.135, F.S.
  - The Adopted Work Program may include only those projects submitted as part of the Tentative Work Program developed under the provisions of Subsection (4) of Section 339.135, F.S., any projects which are separately identified by specific appropriation in the General Appropriations Act and any Roll Forward approved pursuant to Paragraph (6)(c) of Section 339.135, F.S.
  - Any project phases in the previous Adopted Work Program not certified forward under the provisions of Section 216.301(2)(a), F.S., shall be available for roll forward into the first fiscal year of the new Adopted Work Program. Spending authority associated with such project phases may also be rolled forward to the first fiscal year of the new Adopted Work Program. The detailed procedures utilized in the roll forward process are outlined in Procedure No. 360-030-005, Roll Forward.
  - Immediately after the close of the fiscal year, the Department publishes the Adopted Work Program for the five ensuing fiscal years.

### MTECC Sources of Projects

MTECC is a project development and implementation entity. The identification and planning for the projects will be provided by the Broward MPO, FDOT, cities and other transportation partners. Based on this the best sources for the proposed projects in the MTECC Multi-Year Project Plan is the FDOT Tentative and subsequent Adopted Five-Year Work Program for federal and state funded projects.

The MTECC Executive Director will coordinate with the Broward MPO and FDOT to review the FDOT Five-Year Work Program in the spring to summer of each year. This coordination will result in proposed projects for development and implementation by MTECC. The Executive Director will focus on proposed projects over the entire FDOT Five-Year work Program to identify proposed projects for MTECC.

The MTECC Executive Director will prepare a list of proposed projects and finalize this with the Broward MPO and FDOT.

### Development and Updating the MTECC Multi-Year Project Plan

The MTECC Executive Director shall develop the MTECC Multi-Year Project Plan based on the coordination with the Broward MPO and FDOT. The level of detail for each project shall be broken into



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project phases consistent with the FDOT Five-Year Work Program. For MTECC these project phases would normally include:

- Project design phase – this includes the engineering design for the proposed project that provides engineering plans to deliver the project plans.
- Project construction phase – this includes the construction of the project based on the engineering plans provided by the design phase.
- Project design-build phase – this is for a project that combines the design and construction in one delivery approach.
- Project utility phase – some projects will require utility coordination with the various utilities that may occur ahead of the construction phase to allow the construction phase to move forward or may be concurrent and part of the construction.
- Project right of way phase – in the majority of projects being implemented by MTECC the local city that is part of the MTECC entity will own and provide the required right of way for the project. In select instances there may be limited right of way needed and if so, there would be a right of way phase.

The MTECC Multi-Year Plan will be at the project phase level of detail and for each project phase include a budget consistent with the FDOT Five-Year Work Program.

The MTECC Executive Director will develop the MTECC Multi-Year Plan for the project phases and budget by year for five years consistent with the FDOT Five-Year Work Program. The MTECC Multi-Year Plan will be updated annually in the spring to summer to present the proposed MTECC Multi-Year Project Plan for adoption by the MTECC Board no later than September 30 for the year starting October 1 each year. For the first year of the MTECC Multi-Year Project Plan the Executive Director shall provide a more detailed schedule for implementation in the year starting October 1. This schedule shall identify proposed start times for each project phase during the first year of the Multi-Year Plan in quarters and more detail if desired. The schedule for these project phases shall also identify planned activities that will require MTECC Board action such as approving the selection of consultants or contractors after a procurement process.

The MTECC Executive Director will present the draft MTECC Multi-Year Plan to the MTECC Board for review and approval. The MTECC Executive Director will follow up on any proposed changes recommended by the MTECC Board and follow up with the MTECC Board.

### Implementation and Monitoring of the MTECC Multi-Year Project Plan

Upon approval by the MTECC Board, the MTECC Executive Director will implement the first year of the Multi-Year Project Plan. This includes all project phases included in this fiscal year. The Executive Director will coordinate with all project partners as required to ensure timely implementation of the project phases in the fiscal year.

The MTECC Executive Director will provide a monthly monitoring report on the actual compared to scheduled implementation for the current fiscal year. This will be included on the MTECC public website and reported at each MTECC Board meeting. The monitoring report will also report on project phases



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that started in prior years that are active in the current fiscal year. Key information to be reported include:

- Project Name and Phase
- Status and Key Information such as:
  - Initial Project Schedule and Action Item such as
  - “Begin Procurement”,
  - “Select Consultant/Contractor”,
  - “Contract Executed”,
  - “Work Commences and Scheduled Time” (show at intervals such as 90 days consumed and work on schedule or 90 days consumed and behind by X days),
  - “Work Complete”
- Project Phase Budget at Key stages
  - Estimated Budget
  - Contracted Costs and Contingency
  - Contract Costs Consumed and Remaining, and Contingency
  - Contract Close out Cost
- Any noted obstacles or concerns and plans to address these.

### MTECC Multi-Year Project Plan System

The MTECC Executive Director shall ensure that key information as discussed above are included in an electronic system and posted timely on the MTECC website for public viewing. The Multi-Year Project Plan system will maintain historical and current information in a format that is functional and easy to access and develop timely reports as needed. In the beginning this may be a spreadsheet or similar system and as the project phases grow to be updated to more robust systems as needed.