



## PROGRESS REPORT

**TO:** Lowell Clary, Executive Director, MTECC  
**FROM:** Christine W. Fanchi, P.E., WSP Program Manager  
**PROJECT:** RFQ 23-01 PMC Services for MTECC  
**SUBJECT:** Project Progress Report  
**PERIOD:** September 2023 to January 2024  
**DATE:** March 5, 2024  
**WO NUMBER:** RFQ 23-01

---

### Task 1: PROJECT MANAGEMENT

- Overall on-going coordination
- Contract coordination and subconsultant contracts
- 9/19/23- MTECC Progress Meeting and followup
- 10/31/23, 11/14/23, and 11/28/23- MTECC Team Progress Meeting and follow-up
- 12/12/23, 1/9/24, 1/16/24, 1/23/24- MTECC Team Progress Meeting and follow-up
- 12/14/24 Attend MTECC Board Meeting
- 1/18/24 BMPO Project Coordination Meeting
- FDOT Coordination for Resurfacing Project on Pines Boulevard

### Task 2: MEMBER CITY/LAP COORDINATION

- 9/13/23- Coconut Creek Project Meeting, Prep, and Followup
- 9/14/23- FDOT LAP Team Meeting at FDOT and followup coordination
- 9/19/23- Fort Lauderdale Commission Conference Presentation
- Coordinate final scope with Deerfield Beach
- Coordinate final scope with Hallandale Beach
- Request and review Pembroke Pines Hub plans
- 10/6/23- Attend Pembroke Pines Meeting for project coordination
- 10/19/23- Attend MTECC Board Meeting
- 10/26/23- City of Plantation Meeting to discuss City Project Opportunities
- 11/2/23- City of FTL, SE 17<sup>th</sup> Street Mobility Hub MTECC Coordination Meeting
- 11/9/23- City of FTL, SE 17<sup>th</sup> Street Concept Review Meeting/FTA Grant Coordination
- 11/17- City of Plantation Projects Review Meeting with BMPO Staff
- 11/27/23- City of Pembroke Pines Status Meeting with BMPO Staff for FTA Grant Coordination



- Followup notes/coordination from 9/14/23 FDOT meeting
- 12/13/23 City of Hollywood MTECC Process Discussion and Project Opportunities
- 12/15/23 City of Plantation Meeting with Carole Morris to discuss project design estimates/prioritization
- 1/26/23 Review of Tri-Party Agreement with BMPO Team

### **Task 3: WEBSITE DEVELOPMENT**

- 12/5/23 Website Coordination Discussion
- 12/19/23 Website Kick-off Meeting
- 1/16/24 Website Coordination
- 1/26/24 Website Coordination Discussion
- Overall coordination of data collection, photos, and framework review/comments

### **Task 4: PROCUREMENT SUPPORT**

- No action this period

### **Task 5: TECHNICAL SUPPORT**

- Review initial scope/documents for Hallandale, Deerfield, and Pembroke Pines projects.
- 11/27/23- Meeting with FDOT D4 Staff to coordinate RRR project in Pembroke Pines
- City of FTL 17<sup>th</sup> Street Mobility Hub- Review Concept Plans, create comments, and transmit to BMPO
- Develop Independent Fee Estimate for Design, Construction, and CEI services- Hallandale Beach
- Develop Independent Fee Estimate for Design, Construction, and CEI services- Deerfield Beach
- City of Plantation Projects- Create Project summary sheet to understand scopes/costs
- City of Plantation Preliminary Design Cost Estimates
- Pembroke Mobility Hub- Develop Independent Fee Estimate for Design, Construction, and CEI services
- Pembroke Mobility Hub- Initial coordination for NEPA review with Broward MPO staff
- Pembroke Mobility Hub- Drafting of Project Design Scope of Services