



PROGRESS REPORT

TO: Lowell Clary, Executive Director, MTECC
FROM: Christine W. Fanchi, P.E., WSP Project Manager
PROJECT: PROGRAM MANagements SERVICES
SUBJECT: Summary Project Progress Report
PERIOD: **March 1, 2024 to April 30, 2024**
DATE: May 28, 2024
WO NUMBER: TWO #1, RFQ 23-01

Task 1: PROJECT MANAGEMENT

- Overall on-going coordination with MTECC
- Contract coordination and subconsultant coordination
- 3/5/24, 3/19/24, 4/2/24, 4/30/24- MTECC Team Progress Meeting and follow-up
- 3/14/24 Attend MTECC Board Meeting

Task 2: MEMBER CITY/LAP COORDINATION

- Meeting with City of Coconut Creek staff to coordinate project scope/Tri-Party Agreement
- Coordination with City of Coconut Creek regarding project documents
- Coordination of Pembroke Pines Mobility Hub scope of work

Task 3: WEBSITE DEVELOPMENT

- Amendment executed with BMPO/WSP for website scope

Task 4: PROCUREMENT SUPPORT

- No action this period

Task 5: TECHNICAL SUPPORT

- Initial draft of Coconut Creek project scope of work
- Final draft of Coconut Creek project scope of work
- Initial cost estimate for Coconut Creek project
- Coconut Creek Coordination Meeting with BMPO Staff
- NEPA review for Pembroke Pines Mobility Hub