



MTECC Executive Director Activities

November 2024

Board Activities:

- No Board meeting in October.
- Next Board meeting December 12.

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (November 12 and 26) to schedule and follow up on key MTECC activities.
- Finance and Accounting Services:
 - Routine update for MTECC transactions in the accounting system.
 - Processing of payments on a timely basis for invoices after review and approval by Project Manager, Chair and Executive Director.
 - Working on the Project Accounting System for budget and actual reports – still in process
- Program Management Services:
 - Coordination of activities with PMC during November.
 - Reviewed proposed amendment to Work Orders for Coconut Creek Lyons Road. Provided comments with scope updates to PMC for follow up. Also, requested more detail in the fee proposal that outlined key staff, resumes, and to update certified payrolls for any proposed new staff.
 - Amendment for Pembroke Pines Mobility Hub to increase PMC to serve of project manager of the design and construction/CEI phases, design reviews, contract management, and related duties will follow shortly after completion of Coconut Creek as these are similar for the scope of services.
 - Reviewed and approved proposed amendment to Work Order for PMC General Services in support of MTECC for fiscal year 24-25.

MTECC Board Members

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Pompano Beach, FL

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- Design Engineering Services (DES) Library:
 - Did not meet with FDOT during November as FDOT was not available to discuss comments on updated MTECC procedures on Procurement of Professional Services, Project Management and Invoice Processing.
 - Goal is to issue the new design library no later than December 2024, but will push to January 2025 and to have the LAP design library on board no later than early Spring 2025, but will move to mid Spring 2025.

Project Activities (official request for MTECC services):

- **Pembroke Pines – FDOT LAP Project 449690-1 (design FY 24-25)**
 - PMC active under Task Order for this project up to \$25,000.
 - Initial discussions of the project scope and planning for early project steps.
 - Goal is to have the design started by mid Spring 2025.
 - No activity in November 2024.
- **Pembroke Pines – FTA/MPO Project 4334292 (design FY 24-25)**
 - PMC active under Task Order for this project up to \$25,000, PMC preparing proposed amendment to add scope for project manager, design reviews, etc.
 - Tri-Party Agreement signed.
 - Environmental review completed.
 - FTA grant signed
 - Finalized the draft Request for Work Order Proposal document and submitted for review by City team.
 - Schedule:
 - Design services mini-procurement starts in December.
 - Design targeted to start by early 2025

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- **Coconut Creek HUD Project – Lighting on Lyons Road - MPO HUD Grant**
 - PMC active under Task Order for this project up to \$25,000, PMC preparing proposed amendment to Work Order to add project management, design reviews, etc.
 - Tri-Party Agreement signed
 - Design mini-procurement Request for Work Order (RFWOP) – received top ranked teams fee package.
 - Negotiation meetings as the fee proposal included key items that had already been provided by FDOT during work on Lyons Road and available at the City.
 - Received second revised Fee Proposal and City/MTECC reviewed and suggested additional changes. Waiting on design services team response. Final negotiations in December.
 - Design starts by January 2025.
- **City of Fort Lauderdale 17th Street HUB Project**
 - City Commission approved the concept scope of services in the Spring.
 - MTECC PMC Work Order for up to \$25K for key early activities to help complete exhibits for Tri-Party Agreement.
 - Tri-Party Agreement:
 - Reviewed with the City and MPO teams extensively during November – resolved all key items except one to be finalized in early December.
 - City (December 17) and MTECC/MPO December 12 meetings targeted for review and approval

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