



MTECC Executive Director Activities

October 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 (October 1 and 29) 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
- Program Management Services:
 - Coordination of activities with PMC during October.
 - Requested proposed amendments to Work Orders for Coconut Creek Lyons Road and 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.
 - Requested proposed amendment to Work Order for PMC General Services in support of MTECC for fiscal year 24-25.

MTECC Board Members

Commissioner**Andrea McGee**

Pompano Beach, FL

Commissioner**Caryl S. Shuham**

Hollywood, FL

Councilmember**Tim Fadgen**

Plantation, FL

General Counsel**Matthew J. Pearl****Interim Executive Director****Lowell Clary**



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- Design Engineering Services (DES) Library:
 - Did not meet with FDOT during October 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 and to have the LAP design library on board no later than early 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 early Spring 2025.
- **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
 - Reviewed the draft Request for Work Order Proposal document and submitted comments to Contracting Officer and PMC. Reviewed updated draft and partnered with MTECC Contracting Officer to complete to get ready to send to City for review.
 - Schedule:
 - Design services mini-procurement starts in November.
 - 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.
 - Initial Negotiation meeting – City/MTECC advised design services team to make key revisions to their proposal based on more detailed knowledge of information already available on the project.
 - Received revised Fee Proposal and City/MTECC reviewed and suggested additional changes. Waiting on design services team response. Expect follow up negotiation sessions in November.
 - Design starts by December 2024.
- **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 during October to update the agreement to meet the needs of all parties
 - City (December 3) and MTECC/MPO December 12 meetings targeted for review and approval

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