



PROGRESS REPORT- PMC SERVICES

TO: Lowell Clary, Executive Director, MTECC
FROM: Christine W. Fanchi, P.E., WSP Project Manager
PROJECT: PROGRAM MANAGER SERVICES
SUBJECT: Summary Project Progress Report
PERIOD: **September -November 2024**
DATE: December 5, 2024

Task 1: PROJECT MANAGEMENT

- Overall on-going coordination with MTECC Team
- MTECC Team Bi-Weekly Progress Meeting and follow-up

Task 2: MEMBER CITY/LAP COORDINATION

- Support MTECC staff with Tri-Party Agreement for SE 17th Street

Task 3: WEBSITE DEVELOPMENT

- Purchase website domain
- Update website and route for comments

Task 4: PROCUREMENT SUPPORT

- Coordinate with Coconut Creek city staff for engineering procurement
- Lyons Road Lighting Engineering Scope/Fee assessment
- Lyons Road Lighting – Attend 2 negotiation meetings

Task 5: TECHNICAL SUPPORT

- Drafted Project Budget, Scope, and Milestones exhibits for SE 17th Street Project
- Revise exhibits as needed to meet MTECC/City comments
- Coordinate with City/BMPO Staff as necessary to finalize documents