



PROGRESS REPORT- PMC SERVICES

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: December 2024- February 2025
DATE: March 4, 2025

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
- Pembroke HUB- Coordinate project design services with City staff
- Lyons Road Lighting- Project coordination with design consultant/city

Task 3: WEBSITE DEVELOPMENT

- Finalize website

Task 4: PROCUREMENT SUPPORT

- Lyons Road Lighting – Attend negotiation meetings
- Lyons Road Lighting- Prepare negotiations Summary
- SE 17th Street- Revise scope of work to advertise for engineering
- Pembroke Pines HUB- Attend 2 Negotiations meetings

Task 5: TECHNICAL PROJECT SUPPORT

- SE 17th Street- Meet with Brightline to discuss Railroad Crossing Project Coordination
- SE 17th Street- Update project cost estimate
- Pembroke Pines HUB- Revise project cost estimate to add FTA funds
- Coordinate with City/BMPO Staff as necessary to finalize documents
- Lyons Road Lighting- Coordinate/lead Project Kick-off Meeting on 2/25/25 & review agenda