



MTECC Executive Director Activities

December 2024

Board Activities:

- Developed and reviewed items for the December Board meeting.
 - Finalized the Tri-Party Agreement for Fort Lauderdale NE 17th Street Mobility Hub Project, subject to action by the MPO Board and Fort Lauderdale City Commission.
 - Developed proposed fiscal year 2024-25 Budget Amendment 1 that will add the project budget for the above Project.
 - Worked with staff on finalizing the agenda and distributed to Board members and interested parties.
- Participated in MTECC Board meeting December 12.

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (December 10) to schedule and follow up on key MTECC activities.
- Followed up with the MTECC City members that have not yet paid the annual fee: Deerfield Beach, Hallandale Beach and Fort Lauderdale.
- Finance and Accounting Services:
 - Routine update for MTECC transactions.
 - Partnered with outside CPA firm on updates to the accounting system to clarify fund transfers for Projects from the General Fund to the Capital Projects Fund.
 - Working on the Project Accounting System for budget and actual reports – still in process.
- Program Management Services:
 - Coordination of activities with PMC during December.
 - Finalized proposed scope of services for amendment to Work Order for Coconut Creek Lyons Road. Reviewed proposed fee and negotiated overall staffing and fee with the PMC team.
 - Amendment to the current PMC Work Order for Pembroke Pines Mobility Hub to increase to serve of project manager of the design and construction/CEI phases, design reviews will follow the same approach as Coconut Creek project.

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:
 - Meeting with FDOT during December 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 by end of January 2025 and to have the LAP design library on board by 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 late Spring 2025.
 - No activity in December 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 PMC to serve as MTECC project manager, design reviews, etc.
 - Tri-Party Agreement signed.
 - Environmental review completed.
 - FTA grant signed
 - Schedule:
 - Approved final Design services RFWOP, issued to five design services firms (DES) December 11, 2024.
 - Assisted Contracting Officer in providing responses to questions from the DES firms. Approved a short extension (one week) of the proposal response time due to the holiday period.
 - Appointed City Review Team to review the proposals.
 - DES firm proposals due January 14, 2025.
 - City Team reviews due by end of January, Executive Director review/approve proposal rankings.
 - Request fee proposal from top ranked firm.
 - Negotiate fee proposal in February 2025
 - Design targeted to start by early March 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, Finalized scope and negotiated fee for PMC amendment to Work Order to add project management, design reviews, etc.
 - Tri-Party Agreement signed
 - Design RFWOP finalized proposed fee in negotiations between top ranked firm and MTECC/City Team.
 - Fee is \$313,041.74 for fixed fee costs, and \$92,939.08. for optional services, some of which will be needed, but the exact number (generally priced by service by site (utility location, tree relocation as examples) until the design is well underway. Approved Project Budget for design is \$330,564. The design will start in January and a Budget Amendment will be proposed to “true up” the design budget from the Project Contingency of \$228,776.
 - Design starts in 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:
 - MTECC and MPO Boards approved December 12.
 - City Commission approved December 17, 2024. Executive Director attended the City Commission meeting to be available for questions.
 - Finalize signatures to complete Tri-Party Agreement in early January.
 - Draft RFWOP for design services in January 2025.

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