



## MTECC Executive Director Activities

### February 2025

#### Board Activities:

- No Board Meeting in February.
- Began preparation of items for the March Board meeting.
- Provided MTECC orientation for new Board member

#### Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (February 6) to schedule and follow up on key MTECC activities.
- Further follow up with the MTECC City members that have not yet paid the annual fee: Deerfield Beach, Hallandale Beach and Fort Lauderdale. Hallandale payment in process. Deerfield Beach noted they would move to process.
- Finance and Accounting Services:
  - Routine update for MTECC transactions.
  - Issues with CPA contracted services. Working with CPA team to make adjustments to staffing.
  - Approved payments during the month of February.
- Provide support for audit services work on fiscal year 2023-24 financial statements.
- Program Management Services:
  - Coordination of activities with Program Management Consultant (PMC) during January.
  - Made an update to negotiated PMC Work Order for Coconut Creek Lyons Road Lighting Project to add Project Manager and Design Review services for the design and construction phases of the project and match to the project budget.
  - Working with PMC on the amendment of the Pembroke Pines Mobility Hub Project PMC Work Order to add project management and design review for the design and construction phases of the project.
  - Negotiated technical services to provide MTECC staff training for timely update of the MTECC Internet Site.

#### MTECC Board Members

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Pompano Beach, FL

**Commissioner****Caryl S. Shuham**

Hollywood, FL

**Councilmember****Tim Fadgen**

Plantation, FL

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



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- Design Engineering Services (DES) LAP Library:
  - FDOT District 4 and Central Office staff level signed off on the procedures for Procurement of Professional Services and Invoice and Payment Processing procedures.
  - Providing example of sample invoice with backup.
  - Providing letter of items to request waiver such as FDOT cap on professional service contracts of \$1.5 million.
  - Providing draft Request for Qualifications for LAP eligible design services

### 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.
  - Worked with FDOT on getting process signed off to move forward with the RFQ for design services.
- **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.
  - Design Stage:
    - Request fee proposal from top ranked firm in early February 2025.
    - Participated in two negotiation sessions on the fee proposal in February. Target is to finish negotiations by early March 2025.
    - Design targeted to start by mid-March 2025

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- **Coconut Creek HUD Project – Lighting on Lyons Road - MPO HUD Grant**
  - PMC work order amendment finalized to add MTECC Project Manager and design reviews.
  - 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 at the next MTECC Board meeting.
    - Signed Work Order for Fixed Fee with Marlin Engineering.
    - Approved Notice to Proceed Issued to Marlin Engineering on February 6, 2025.
    - Participated in Project Design Kick-off meeting February 25, 2025.
- **City of Fort Lauderdale 17<sup>th</sup> Street HUB Project**
  - MTECC PMC Work Order for up to \$25K for key early activities.
  - Design Services:
    - Developed draft RFWOP for design services in February 2025.
    - Submitted draft RFWOP to City team for review.
    - Issue RFWOP to design consultant library mid-March 2025.

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