



MTECC Executive Director Activities

January 2025

Board Activities:

- No Board Meeting in January.
- Cancelled the February Board meeting to allow time for items at the Federal level to be further defined on grants.
- Updated the Board on Federal Office of Management and Budget (OMB) temporary stop on all Federal grants and loans.
- Updated the Board on the Federal OMB recession of the prior direction to temporary stop Federal grants and loans.

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (January 7 and January 23) 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.
- Finance and Accounting Services:
 - Routine update for MTECC transactions.
 - Working on the Project Accounting System for budget and actual reports – still in process.
- Program Management Services:
 - Coordination of activities with Program Management Consultant (PMC) during January.
 - Finalized negotiations of the proposed amendment and executed the amendment to the 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.
 - Discussed amendment of the Pembroke Pines Mobility Hub Project PMC Work Order to develop an amendment consistent with the Coconut Creek work order amendment to add project management and design review for the design and construction phases of the 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 January to discuss comments on MTECC procedures on Procurement of Professional Services, Project Management and Invoice and Payment Processing.
 - Provided updated Procurement of Professional Services and Invoice and Payment Processing procedure to FDOT based on their earlier comments.
 - Goal is to get FDOT to sign off on the procedures and move to procurement for the design library for FDOT LAP funded grants.

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 January 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 between City, MTECC and Broward MPO.
 - Environmental review completed.
 - Federal grant between FTA and Broward MPO.
 - Design Stage:
 - DES firm proposals received January 14, 2025, in response to Request for Work Order Proposal (RFWOP) from all five design consultants.
 - City Team reviewed and ranked the proposals by January 31, 2025, CTS Engineering was the top ranked proposer.
 - Request fee proposal from top ranked firm in early February 2025.
 - Negotiate fee proposal by March 6, 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 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 at the next MTECC Board meeting.
 - Discussion with City of Coconut Creek on the possible impact of Federal OMB direction to temporary stop Federal grants. Agreed to delay the Notice to Proceed to February 6, 2025, to allow time for further direction. OMB rescinded the temporary stop.
 - Notice to Proceed Issued to Marlin Engineering on February 6, 2025.
 - Kick-off meeting being scheduled for February 2025.
- **City of Fort Lauderdale 17th Street HUB Project**
 - MTECC PMC Work Order for up to \$25K for key early activities to help complete exhibits for Tri-Party Agreement.
 - Tri-Party Agreement executed between City, MTECC and Broad MPO.
 - Federal grant executed between FTA and Broad MPO.
 - Design Services:
 - Developed draft RFWOP for design services in January 2025, that is under review.
 - Issue RFWOP to design consultant library in early March 2025.

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