



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: **March 2025- May 2025**
DATE: June 4, 2025

Task 1: PROJECT MANAGEMENT

- Overall on-going coordination with MTECC Team
- MTECC Team Bi-Weekly Progress Meeting and follow-up
- Invoicing Review of Design Task Orders
- Preparation of monthly invoicing/progress reports

Task 2: MEMBER CITY/LAP COORDINATION

- Attend March MTECC Board Meeting
- On-going support/coordination of three projects

Task 3: WEBSITE DEVELOPMENT

- Coordinate and schedule MTECC staff website training
- Host website training on May 14, 2025
- Develop and submit "how-to" guide for MTECC website editing

Task 4: PROCUREMENT SUPPORT

- SE 17th Street- Attend 2 negotiation meetings with Design Consultant and follow-up coordination
- Pembroke Pines HUB- Attend final negotiations meeting
- Pembroke Pines HUB- Develop and finalize Design Negotiations Summary Report

Task 5: TECHNICAL PROJECT SUPPORT

- SE 17th Street-
 - Develop and finalize Independent Fee Estimate for Design Services
 - Developed revised estimated project costs for all phases of project
- Pembroke Pines HUB-
 - Coordinated and executed Project Kick-off Meeting
 - Set bi-weekly team coordination meetings
 - Coordinate FDOT Pedestrian Signal meeting for May 2025
- Lyons Road Lighting-
 - Coordinate/Lead five bi-weekly project meetings
 - Attend Broward County Permitting meeting with design consultant
 - Coordinate public meeting needs for July 2025
 - Clarify technical directions for lighting specifications, requirements, and process