



MTECC Executive Director Activities

April 2025

Board Activities:

- No April Board Meeting.
- Sent notice to cancel May Board Meeting, set next Board meeting for June 12, 2025.
- MTECC Team discussion of items for June Board Meeting.

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (April 1, 15, and 29) to schedule and follow up on key MTECC activities.
- Further follow up with the MTECC members that have not yet paid the annual fee: Deerfield Beach, and Fort Lauderdale. Hallandale Beach payment received in early April.
- Finance and Accounting Services:
 - Routine update for MTECC transactions.
 - Meeting with new CPA firm team to discuss:
 - Transition of contract and services from Broward MPO to MTECC.
 - Services through end of current work order ending in June 30, 2025.
 - Discussion of services and proposing a new work order for the period July 1, 2025 to September 30, 2026.
 - Approved payments during the month of April.
- Program Management Services:
 - Coordination of activities with Program Management Consultant (PMC) during April.
 - Reviewed and negotiated proposed amendment of the Pembroke Pines Mobility Hub Project PMC Work Order to add project management and design review for the design phase of the project.
 - Set time for MTECC team training on the new MTECC internet site.

MTECC Board Members

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Tim Fadgen, Vice Chair
Plantation, FL

Mayor

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Pompano Beach, FL

Commissioner

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- Design Engineering Services (DES) LAP Library:
 - FDOT District 4 and Central Office staff are in review with FHWA on the procedures for Procurement of Professional Services and Invoice and Payment Processing procedures.
 - FDOT agreed to raise the cap for the library of services from \$1.5M to \$5M. This will take an internal policy change.
 - Initial comments received from FDOT on the draft Request for Qualifications for LAP project 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 FDOT LAP agreement executed between FDOT and City by June 30, 2025.
 - Discussed with City doing a single procurement for design services for the project. City concurred and agreed to follow up with FDOT for a meeting of the City/MTECC with FDOT.
- **Pembroke Pines – FTA/MPO Project 4334292 (design FY 24-25)**
 - PMC active under Task Order for this project up to \$25,000, finalizing amendment to add scope for PMC to serve as MTECC project manager, design reviews, etc.
 - Design Stage:
 - Amended Design Services budget in approved MTECC budget at March Board Meeting.
 - City payment received for 10% of project budget from City of Pembroke Pines during April.
 - Design services work order executed and notice to proceed issued in April with CTS Engineering.
 - Design services began in April.

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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, design reviews, and CEI services.
 - Design Services underway.
 - Participated in monthly status update meeting on the project.
 - Project is moving forward on an advanced schedule.
- **City of Fort Lauderdale 17th Street HUB Project**
 - MTECC PMC Work Order for up to \$25K for key early activities. PMC developing amendment to Work Order to add project management and design review.
 - Design Services:
 - Issued RFWOP and Proposals received from four of five design services firms in the library.
 - City review team reviewed and ranked the firms in April. Top ranked firm selected – CHA Consulting.
 - Negotiations will occur in May with the goal to finish by early June.

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