



MTECC Executive Director Activities

March 2025

Board Activities:

- Prepared agenda items and submitted to Board members and others for March Board Meeting.
- Participated in March Board Meeting.

Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (March 4 and 18) 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 Beach payment received in early April.
- Finance and Accounting Services:
 - Routine update for MTECC transactions.
 - Adjustments made to contracted CPA team. Began integration into MTECC team.
 - Approved payments during the month of March.
- Continued support for audit services work on fiscal year 2023-24 financial statements. Completed audit work during March and shared the completed audit report with MTECC Board and MTECC member cities.
- Program Management Services:
 - Coordination of activities with Program Management Consultant (PMC) during March.
 - Executed amendment to Work Order with WSP for MTECC oversight of Design Review services and for Construction on Coconut Creek Lyons Road Lighting project.
 - Discussed 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.
 - Finalized PMC Work Order amendment to allocated funds for technical services to provide MTECC staff training for timely update of the MTECC Internet Site.

MTECC Board Members

Councilmember

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Plantation, FL

Mayor

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Commissioner

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- Design Engineering Services (DES) LAP Library:
 - FDOT District 4 and Central Office staff are in review with FHWA and other FDOT Central Offices on the procedures for Procurement of Professional Services and Invoice and Payment Processing procedures.
 - Submitted letter to FDOT to request waiver such as FDOT cap on professional service contracts of \$1.5 million.
 - Provided draft Request for Qualifications for LAP eligible design services to FDOT District 4 for review.

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 in Summer 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:
 - Negotiations with Design Team finished in early March.
 - Amended Design Services budget in approved MTECC budget at March Board Meeting.
 - Waiting on cash advance of 10% of project budget from City of Pembroke Pines before execution of Design Services Work Order with CTS Engineering.

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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.
 - Design Services underway.
 - Participated in monthly status update meeting on the project.
 - Project is moving forward on an advanced schedule.
 - Budget amendment approved at MTECC March Board meeting to add budget to design services phase for optional services should these be needed as the design progresses.
- **City of Fort Lauderdale 17th Street HUB Project**
 - MTECC PMC Work Order for up to \$25K for key early activities.
 - Design Services:
 - Issued RFWOP (request for work order proposal) to design consultant library mid-March 2025.
 - Proposals received from four of five design services firms in the library.
 - City review team will review to rank the firms in April.
 - Negotiations will occur in May with the goal to finish by early June.

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