



## MTECC Executive Director Activities

### May 2025

#### Board Activities:

- No May Board Meeting.
- Sent notice to cancel May Board Meeting, set next Board meeting for June 12, 2025.
- Prepared items for June Board Meeting including recommended approval of budget amendment 3 for fiscal year 2024-25, recommended approval of amendment 1 to Project Tri-Party Agreement for Pembroke Pines Mobility Hub Project, proposed budget for fiscal year 2025-26 and routine board meeting items.

#### Administrative Activities:

- MTECC Staff Meetings – routine MTECC staff meetings are held virtually (May 13 and 27) 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.
- Finance and Accounting Services:
  - Routine update for MTECC transactions.
  - Submitted proposed amendment to CPA Work Order to support through June 30, 2025 (finish out prior work order issued by Broward MPO). Setting up meeting in June to discuss:
    - Discussion of services and proposing a new work order for the period July 1, 2025 to September 30, 2026.
  - Reviewed and recommended approval of payments during the month of May.
  - Participated in training on MTECC internet site.
- Program Management Services:
  - Coordination of activities with Program Management Consultant (PMC) during May.
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#### MTECC Board Members

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##### Councilmember

Tim Fadgen, Vice Chair  
Plantation, FL

##### Mayor

Rex Hardin  
Pompano Beach, FL

##### Commissioner

Caryl S. Shuham, Chair  
Hollywood, FL

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##### General Counsel

Matthew J. Pearl

##### Executive Director

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- Finalized amendment to Pembroke Pines Mobility Hub Project PMC Work Order to add project management and design review for the design phase of the project.
- Design Engineering Services (DES) LAP Library:
  - FDOT District 4 and Central Office staff signed off on 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.
  - FDOT seems to be adjusting the approach for design services on LAP projects – setting up meeting with FDOT District 4 leadership to discuss the LAP project policies and approach.

### 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.
  - Design services to be provided by FDOT District 4. Notified City of Pembroke Pines.
  - PMC Task Order will be closed out in June.
- **Pembroke Pines – FTA/MPO Project 4334292 (design FY 24-25)**
  - Design Stage:
    - PMC providing project management and design reviews.
    - CTS engineering under Work Order to deliver design services.
    - Kick-off meeting held in May and design is underway.

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- **Coconut Creek HUD Project – Lighting on Lyons Road - MPO HUD Grant**
  - Design Services underway.
    - PMC providing project management and design reviews.
    - Design underway with Marlin Engineering.
    - Participated in monthly status update meeting on the project.
    - Project is moving forward on an advanced schedule.
- **City of Fort Lauderdale 17<sup>th</sup> 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:
    - CHA Consulting top ranked firm.
    - Participated in negotiations in May with the goal to finish by early June.

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