



## 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:** **September 2025 through January 2026**  
**DATE:** February 5, 2026

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### 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
- Coordinate Design Consultant Amendments for approval- SE 17<sup>th</sup> Street, Pembroke Hub
- Preparation of monthly invoicing/progress reports

### Task 2: MEMBER CITY/LAP COORDINATION

- Attend September MTECC Board Meeting
- On-going support/coordination of active projects

### Task 3: WEBSITE DEVELOPMENT

- No work this period.

### Task 4: PROCUREMENT SUPPORT

- Draft Special Terms & Conditions for Lyons Rd Light Pole Procurement
- Coordinate with Lighting Distributor/Vendor to clarify contract terms/questions
- Draft Special Terms & Conditions for Lyons Road Construction Contract Advertisement
- Coordinate review of contracts with City team
- Review CEI procurement and provide CEI specific comments

### Task 5: TECHNICAL PROJECT SUPPORT

- SE 17<sup>th</sup> Street-
  - Lead bi-weekly meetings
  - Coordinate City PIO and Urban Forrester Meetings
  - Coordinate data collection for utilities and railroad
  - Coordinate grant needs with BMPO
- Pembroke Pines HUB-
  - Led bi-weekly project meetings
  - Routed/coordinated/reviewed 30% Plan submittal with technical experts
  - Revised Pedestrian Signal Warrant memo to City for FDOT resubmittal
  - Coordinated public meeting for 11/5/25
- Lyons Road Lighting-
  - Led project bi-weekly project meetings September through June
  - Finalize bid summary and final design documents for bid readiness
  - Coordinate with City for light pole/construction procurement needs
  - Attend City Meeting in January 2026 to discuss funding and upcoming project needs/phases.