



MERCHANT STRATEGY

Cheryl Scott



## Experienced Operations and Project Manager

### Basis for Team Selection

Project Schedules

Task Sheets

Invoices

Accounts Receivable/Payable

Insurance

### Education Experience

Michigan State University Bachelor's

Degree in Communications

Oakland University

Associate of Arts Degree in

Journalism

### Experienced Leader

Office Policy and Procedures

Strategic Planning

RFP Preparation

### Professional Credentials

FHWA Bikeway Selection Guide

Workshop Certification

Jim Moran Institute for Global

Leadership Small Business

Executive Program

### Summary:

Cheryl is responsible for all operational processes and procedures. Her 20 plus years of administrative and management experience makes her a valuable asset to TMS. Cheryl supports TMS President, Sharon Merchant, in project management by creating and maintaining project schedules and keeps the prospect pipelines up to date. She is responsible for contract administration and project management. All critically important office decisions are made with input from Cheryl.

### Public Involvement Experience:

**Parsons:** Cheryl is the Public Involvement Specialist for two South Florida Regional Transportation Authority (SFRTA) projects with Parsons. One is the Limited English Proficiency (LEP) Program Update project, and the other is the Strategic Plan Update Project. She is responsible for all collaterals as well as logistics for stakeholder meetings and attending all meetings.

**Capital Group P3:** Cheryl is the Public Involvement Specialist for this Public Private Partnership (P3) project with Capital Group P3 and the City of Deerfield Beach. She is responsible for all collaterals, meeting logistics, and attending meetings.

**City of Hollywood:** Cheryl is the Public Involvement Specialist for this City of Hollywood New Police Headquarters project. She is responsible for all collateral materials and handling the logistics for three separate public meetings as well as attending them.

**Captech Engineering:** Cheryl is the Public Outreach Specialist for this FDOT D-4 SR-704 and Okeechobee Boulevard from Tamarind Avenue to West of Lakeview Avenue Design Services project. She is responsible for developing a Level 2 CAP, newsletters, public meeting preparations and attending public meetings.

**Burkhardt Construction:** Cheryl is the Public Outreach Specialist responsible for development of the project webpage as well collateral materials such as meeting invitations.

**T.Y. Lin International:** Cheryl is the Public Involvement Specialist for three projects with T.Y. Lin International. She assisted in developing the stakeholder and residential databases and developed collateral materials for meetings for the City of Delray Beach Urban Core Mobility Project. She is responsible for developing databases, newsletters, meeting notices, door hangers and meeting logistics for the Transportation Planning and Engineering project with the City of West Palm Beach. Cheryl is also responsible for developing a webpage, stakeholder database, project hotline, attending focus groups, meeting logistics, and meeting attendance for the City of Delray Beach Bicycle Pedestrian Mobility Plan.

## Cheryl Scott, continued:

**Whiting Turner:** Cheryl is the Public Involvement Specialist for this City of Hollywood CMAR North Beach Utilities Underground Conversion and Hollywood Beach Utility project. She is responsible for all collateral materials, development of a project webpage, monitoring a project hotline and handling logistics and attending all public meetings.

**Erdman Anthony:** Cheryl is the Community Outreach Specialist for two FDOT D-4 projects with Erdman Anthony. The first project at 36<sup>th</sup> Street from Australian Avenue to North Flagler Avenue in West Palm Beach and the other is Palm Beach Lakes Boulevard at I-95. For each project, She is responsible for developing a Level 2 CAP, newsletters, public meeting preparations and attending public meetings.

**Mad 4 Marketing:** Cheryl is the Public Involvement Specialist for this Sarasota County Area Transit (SCAT) Rebranding and Marketing project. She is responsible for surveying SCAT passengers, employees, and Sarasota County residents relative to their thoughts on SCAT. She will be developing a Public Involvement Plan (PIP), a project webpage, collateral materials, and logistics for and attendance at public meetings.

**Hollywood Private Projects:** Cheryl is the Public Involvement Specialist for multiple private projects in the City of Hollywood. For each of these projects she is responsible for developing a database, developing collateral materials, and attending public meetings.

**Town of Loxahatchee Groves:** Cheryl is the Public Involvement Specialist for this Loxahatchee Groves project. She is responsible for developing a stakeholder database, project calendar, collateral materials, mail, email, sign placement and staffing a hotline.

**Hensel Phelps:** Cheryl is the Public Involvement Specialist for this Treasure Coast International Airport project. She is responsible for creating a Public Involvement Plan (PIP), collateral materials, a project webpage, staffing a project hotline, logistics for and attendance at public meetings and/or hearings, a job fair, a groundbreaking ceremony, and a ribbon cutting ceremony.

**CES Construction:** Cheryl is the Public Involvement Specialist for two Seacoast Utilities projects with CES Construction. The projects are the Garden Isles Water Main Replacement project and the Juno Isles East Water Main Replacement project, both located in Palm Beach Gardens. She is responsible for developing collateral materials, databases, and project webpages, as well as maintaining a project hotline. Cheryl will also handle logistics for and attend all public meetings.

**AECOM:** Cheryl is the Public Involvement Specialist for two projects with AECOM: The Coquina Cove Drainage Project in Boynton Beach, Florida; and the City of Boca Raton General Engineering Contract team as well. She is responsible for development of the project webpages, public meeting logistics and attendance, creating invitations and canvassing the neighborhood for informational purposes.

**WGI:** Cheryl is the Public Involvement Specialist for this City of Delray Beach North Swinton Avenue Roadway Underground Utility Improvements project. She developed the project webpage and setup and maintains a project hotline. Cheryl will develop collateral materials such as newsletters, flyers and doorhangers. She will staff public meetings, take notes, and provide a summary to the client.

## **Cheryl Scott, continued:**

**Stantec:** Cheryl is the Community Outreach Specialist for this FDOT D-4 SR-91/I-95 at Hypoluxo Road diverging diamond intersection project. She is responsible for developing the Level 4 CAP, meeting notices, newsletters, public meeting preparations and attending public meetings.

**Marlin Engineering:** Cheryl is the Public Involvement Specialist for two projects with Marlin Engineering. One is with the City of West Palm Beach for Transportation, Planning and Engineering and the other is with St. Lucie County TPO. She is responsible for preparation of collateral materials such as meeting notices, newsletters and/or door hangers, as well as handling meeting logistics.

**KCI Technologies:** Cheryl provided all collateral materials, such as meeting/workshop invitations, sign in sheets and comment cards and developed databases on two KCI Technologies projects. One with the City of Riviera Beach CRA and the other with the City of Delray Beach. For the Riviera Beach CRA project, she was responsible for setting up an online survey and compiling the results of the survey. She also prepared progress reports for the client.

**The City of Boynton Beach:** Cheryl monitors the hotline for two Boynton Beach projects, The Lakeside Gardens Neighborhood Drainage Improvements and Water Main Replacement Scope and Central Seacrest Phase II Scope. Her duties include maintaining hotline logs of all calls and emails, responding to residents' questions and concerns, and providing weekly reports to the client. Cheryl will also develop meeting invitations, handle logistics for public meetings and attend the public meetings.

**Parsons Transportation Group:** Cheryl is the Community Outreach Specialist and responsible for newsletters, meeting notifications and PowerPoint Presentations for this Florida Turnpike Enterprise mainline widening TSMO project.