

## RESOLUTION NO. 2025-101

**A RESOLUTION OF THE CITY OF DELTONA, FLORIDA;  
APPROVING WORK AUTHORIZATION FOR GRANT  
MANAGEMENT SERVICES REQUIRED FOR THE CITY'S  
FEDERALLY FUNDED SUBAWARD FROM THE FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT ("FDEM")  
UNDER THE HAZARD MITIGATION GRANT PROGRAM  
("HMGP") FOR PROJECT 4673-124-R, PURSUANT TO  
RFQ#23013; PROVIDING FOR IMPLEMENTATION AND  
AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Deltona (the "City") applied for and received a Federally Funded Subaward from the Florida Division of Emergency Management ("FDEM") in the amount of \$883,521.75 under the Federal Emergency Management Agency's ("FEMA") Hazard Mitigation Grant Program ("HMGP") Project 4673-1124-R (the "Subaward"); and

**WHEREAS**, the City will be required to provide various documents, reports, and other information to FDEM and FEMA as part of the implementation and administration of the Subaward; and

**WHEREAS**, pursuant to the Continuing Contract awarded via RFQ#23013 (the "RFQ"), Pegasus Engineering, LLC (the "Consultant") submitted a proposal to the City dated May 23, 2025, to assist with the required activities under the Subaward and provide grant management services, which is attached hereto and incorporated herein as Exhibit "A" (the "Proposal"); and

**WHEREAS**, the City Commission desires to approve the Consultant's Proposal, pursuant to the Continuing Contract awarded via the RFQ in an amount not to exceed thirty five thousand dollars (\$35,000.00).

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA:**

**Section 1. Recitals Adopted.** That the above recital is hereby adopted, confirmed, and incorporated herein.

**Section 2. Purchase Approved.** That the Proposal, in substantially the form which is attached hereto, is approved, and the City Manager or his designee is authorized

to accept the Proposal and execute and implement the Work Authorization, once approved by the City Attorney as to form and legal sufficiency.

**Section 3. Implementation.** That the City Manager is hereby authorized to take any action which is necessary to implement this Resolution.

**Section 4. Effective Date.** That this Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF  
DELTONA, FLORIDA, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.**

BY: \_\_\_\_\_

Santiago Avila, Jr., MAYOR

ATTEST:

\_\_\_\_\_  
Joyce Raftery, CMC, MMC, CITY CLERK

Approved as to form and legality  
for use and reliance of the City of  
Deltona, Florida

\_\_\_\_\_  
TG Law, PLLC, CITY ATTORNEY

Name	Yes	No
Avila-Vazquez		
Colwell		
Heriot		
Howington		
Lulli		
Santiago		
Avila		



May 23, 2025

P-229926

Ms. Phyllis A. Wallace  
Deputy Public Works Director  
City of Deltona  
201 Howland Boulevard  
Deltona, Florida 32738

**Re: City of Deltona, Elkcarn Boulevard, Flood Risk Reduction Project  
Hazard Mitigation Grant Program (HMGP) for Hurricane Ian  
FEMA Project No. 4673-124-R**

**Subj: Phase I Grant Management Services**

Dear Phyllis:

Pegasus Engineering LLC is pleased to submit this proposal for Phase I Grant Management Services associated with the City of Deltona's Elkcarn Boulevard, Flood Risk Reduction Project.

The original Pegasus Engineering scope of work for this project encompassed the preparation of the HMGP grant application package, which was prepared and submitted to the State of Florida Division of Emergency Management (FDEM) in August 2023, subsequently to which FDEM reviewed and recommended the project for funding to FEMA. On October 10, 2024, FDEM informed the City that FEMA had approved the project for funding. Afterwards, FDEM issued a HMGP grant agreement with the City of Deltona on February 11, 2025, for City execution. Once the grant agreement is fully executed by FDEM, the City will be granted the authorization to proceed with Phase I tasks, which involve engineering design and permitting services.

It is our understanding that, given that the end date of the Period of Performance is January 31, 2026, the City anticipates Phase I final deliverables to be submitted to FDEM no later than January 1, 2026, or earlier, to allow for the successful close-out of the Phase I of the HMGP grant.

This proposal incorporates the following Phase I grant management services related to the implementation of the Elkcarn Boulevard flood risk reduction project:

1. Coordinate with the City regarding the procurement process for engineering design services (i.e. assistance with procurement packet, secure compliance with 2 CFR 200 regulations, attend the pre-proposal meeting, etc.).
2. Prepare for and conduct coordination meetings with the City throughout the length of the project, as necessary.

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[www.pegasusengineering.net](http://www.pegasusengineering.net)

3. Coordinate with the selected engineering consultant regarding the progress of the project in anticipation of the quarterly report preparation.
4. Prepare and submit quarterly reports to FDEM, in compliance with the grant agreement requirements.
5. Supplement City staff coordination efforts with the contractor throughout the duration of the project, and on a limited basis.
6. Coordinate with City staff regarding paid invoices, canceled checks, and supporting documentation.
7. Prepare and submit Reimbursement Requests to FDEM.
8. Conduct meetings with FDEM staff during the remaining Period of Performance, as necessary.
9. Prepare and submit to FDEM budget increase requests, Period of Performance end date extension requests, and/or scope of work modifications, as necessary.
10. Coordinate with the City and the selected engineering consultant regarding the documentation needed the preparation of a final deliverables packet for submittal to FDEM.
11. Submit all Work Products electronically to the City of Deltona and FDEM.
12. Prepare Status Reports via Monthly Invoices (Project Administration).

The above-described services will be performed for an hourly not-to-exceed fee amount of **\$35,000**, in accordance with the manhour and fee estimate presented below. Please note that Phase I grant management services will be eligible for partial reimbursement from FEMA through the Sub-Recipient Management Cost program.

Staff Member	Anticipated Manhours (hours)	Current Hourly Rate (\$/hour)	Total
Grant Program Manager, Hamstra, P.E.	44	\$195	\$8,580
Grant Manager, Saavedra, P.E.	76	\$185	\$14,060
Grant Management Specialist, Whikehart, P.E.	24	\$150	\$3,600
Senior Designer, Greenough	4	\$120	\$480
Grant Manager Assistant, Tirado	42	\$85	\$3,570
Administrative Assistant, Villanueva	52	\$85	\$4,420
Sub-Total (Labor Costs)			\$34,710
Reimbursable Expenses			\$290
Total Fee			\$35,000

Ms. Phyllis Wallace

May 23, 2025

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Pegasus Engineering reserves the right to request additional authorization(s) if the above-stated requested funds are depleted before grant close-out, in order to bring this project to a successful Phase I completion.

We look forward to supporting the City by providing Phase I grant management services for this important flood protection project, benefiting both the City and its residents. If you have any questions, please contact me directly at 407-992-9160, extension 309, or by email at [david@pegasusengineering.net](mailto:david@pegasusengineering.net).

Sincerely,

PEGASUS ENGINEERING, LLC



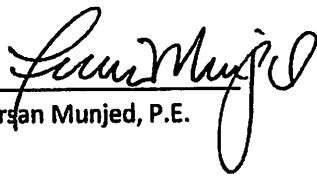
David W. Hamstra, P.E.

Stormwater Department Manager

cc: Dale "Doc" Dougherty, City of Deltona  
Leylah Saavedra, Pegasus Engineering, LLC

**City of Deltona, Ellicam Boulevard, Flood Risk Reduction Project  
Hazard Mitigation Grant Program (HMGP) for Hurricane Ian  
FEMA Project No. 4673-124-R  
Grant Management Services**

Approved for Pegasus Engineering, LLC

  
Fursan Munjed, P.E.

Principal  
Officer's Title

May 23, 2025  
Date

Proposal is hereby accepted and authorization to proceed is hereby given.  
(Please return one executed copy of this proposal for our Pegasus Engineering records).

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Officer's Title

\_\_\_\_\_  
Date

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