



March 8, 2024

P-229833

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

Re: East Brook Drainage Improvements Project

**Subj: FEMA Grant Application under
Hazard Mitigation Grant Program (HMGP) for Hurricane Idalia
Disaster 4734-DR-FL**

Dear Ms. Wallace:

As requested, we are pleased to submit this proposal to the City of Deltona to perform grant services associated with the East Brook Drainage Improvements Project as part of the Hazard Mitigation Grant Program (HMGP) under Hurricane Idalia (DR-4734-FL).

Project Background

The East Brook drainage improvements imply lowering the flood elevation by increasing the area of the existing East Brook Pond and adjusting the existing outfall. Currently, East Brook Pond has an outfall that discharges to Lake Catherine. This project proposes an increase in the East Brook Pond volume by the purchase of a nearby parcel of land that can be converted into additional pond storage.

For the development of the HMGP Grant Application, Pegasus Engineering will be responsible for the performance of the following tasks, at a minimum:

1. Perform a site reconnaissance visit of the project site.
2. Coordinate with the City of Deltona to confirm the following information required for the HMGP "general" application, including but not limited to:
 - Scope of work
 - Project cost estimate
 - Project Milestones/Schedule of Work
 - Volusia County LMS Support Letter
3. Review all the Supporting Documentation from the City of Deltona for inclusion in the grant application packet.

4. Prepare Supporting Photographic Documentation, Figures, and Exhibits for inclusion in the grant application packet.
5. Coordinate with Tetra Tech regarding the preliminary computer modeling results and cost estimate for update and inclusion in the grant application.
6. Prepare the HMGP application package, which will include the following information:
 - HMGP Application
 - Drainage Worksheet
 - Opinion of Probable Construction Cost
 - Photographic Documentation
 - Environmental Justice Documentation
 - Newspaper Articles
 - Consultation Letters to Jurisdictional Agencies
 - Public Notice
 - Pre-Award Cost Request
 - Local Mitigation Strategy (LMS) Support Letter
 - Statement of Assurances
 - Maintenance Agreement
 - Resident Surveys/Questionnaires
 - Pertinent Property Appraiser Reports
 - County Certification of Emergency Expenses and Roadway Closures
 - Roadway Flooding Justification
 - Trip Generation (AADT Traffic Counts and Detour Time)
 - Hydrologic and Hydraulic (H&H) study
 - Supporting Figures and Exhibits (including USGS Topo Maps and FIRM Maps)
 - Sub-Recipient Management Cost Request
7. Address the following required information in order to satisfy the environmental review criteria:
 - Purpose and need for the project – will the problem be mitigated?
 - Detailed project description and scope of work
 - Project area maps (topographic and street)
 - Photographs of structures / project area
 - Construction plans / stormwater calculations (Phase I deliverables)
 - Alternatives actions (description, impacts, and estimated costs)
 - Environmental justice determination
 - Regulatory agency concurrence documents, if already obtained

8. Address the following required information in order to satisfy the tribal consultation requirements:
 - Current and future land use of project location
 - Detailed information on known site work or historic uses for project location
 - Exhibit depicting horizontal limits and vertical depths of anticipated ground disturbance
9. Perform an analysis of Alternative Actions, including:
 - Project description for the alternative
 - Project location of the alternative
 - Scope of work for alternative project
 - Impacts of alternative project
 - Estimated cost for the alternative project (including materials, labor, and other fees)
10. Submit a FEMA HMGP application package to FDEM via the online portal on or before the deadline for submission of April 30, 2024, as established by FEMA.
11. Address Requests for Information (RFI) from FDEM staff during the programmatic, engineering, and environmental reviews of the HMGP application. These efforts will include direct coordination with FDEM representatives during the review of the HMGP application.
12. As part of FDEM's technical review process, Pegasus will coordinate with City staff to update and/or revise specific sections of the grant application, as necessary, to incorporate FDEM's review comments.
13. Perform general coordination with the City of Deltona, as deemed needed.
14. Prepare for and attend City Commission Meetings regarding the mitigation project, as needed
15. Prepare project status reports via monthly invoices.

The previously described services will be performed for a fee amount of **\$30,500.00** in accordance with the attached manhour and fee estimate (refer to Attachment "A"). Please note that upon being selected for HMGP funding, the grant application development services for this project will be eligible for up to 100% reimbursement through the Sub-Recipient Management Cost program.

We appreciate the opportunity to serve the City of Deltona on this important assignment. If you have any questions, please contact me directly at 407-992-9160, extension 309, or by email at david@pegasusengineering.net.

Ms. Phyllis Wallace
March 8, 2024

Respectfully,

PEGASUS ENGINEERING, LLC



David W. Hamstra, P.E., CFM
Stormwater Department Manager

cc: Phyllis Wallace, City of Deltona
Leylah Saavedra, Pegasus Engineering

East Brook Drainage Improvements Project

**FEMA Grant Application Development Services
under the Hazard Mitigation Grant Program (HMGP) for Hurricane Idalia
Disaster 4734-DR-FL**

Approved for Pegasus Engineering, LLC



Fursan Munjed, P.E.

Principal

Officer's Title

March 8, 2024

Date

This 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


ATTACHMENT "A"

Manhour and Fee Estimate for the

EAST BROOK DRAINAGE IMPROVEMENTS PROJECT

FEMA Grant Application Development Services under the Hazard Mitigation Grant Program (HMGP) under Hurricane Idalia



Task No.	Task Description [Effective Date: July 25, 2023]	Project Manager (Hamstra, P.E.)	Sr. Project Engineer (Saavedra, P.E.)	Project Engineer (Whikehart, P.E.)	Sr. Designer (Greenough)	Clerical (Staff)	Task Hours	Task Fees
Billable Rates [Contract No. Y21-905B]		\$174.92	\$168.94	\$161.46	\$118.11	\$74.75		
1	Perform a site reconnaissance visit of the project site to identify current hydrologic and hydraulic conditions	4	4		2		10	\$1,611.66
2	Coordinate with the City of Deltona regarding General HMGP Requirements		6	6	2	2	16	\$2,368.12
3	Review all the Supporting Documentation from the City of Deltona for inclusion in the grant application packet		8	4	2	2	16	\$2,383.08
4	Prepare Supporting Photographic Documentation, Figures and Exhibits for inclusion in the grant application packet			2	12		14	\$1,740.24
5	Coordinate with Tetra Tech regarding the preliminary modeling results and cost estimate for update and inclusion in the grant application	2	4			2		\$1,175.10
6-10	Prepare and submit a FEMA HMGP application package to FDEM via the online portal		28	12	8	12	60	\$8,509.72
11-12	Address Requests for Information (RFI) from DEM staff during the programmatic, engineering and environmental reviews	2	12	6	2	4	26	\$3,881.10
13	Perform general coordination with the City of Deltona, in-person or via virtual meetings, as needed	6	12	4	2	2	26	\$4,108.36
14	Prepare for and attend City Commission Meetings regarding the mitigation project, as needed	4	4	0	0	2	10	\$1,524.94
15	Project Administration (Status Reports via Monthly Invoices)	8	4	0	0	8	20	\$2,673.12
	TASK HOURS TASK LABOR COSTS PERCENT BREAKDOWN	26 \$4,547.92 15.2%	82 \$13,853.08 46.2%	34 \$5,489.64 18.3%	30 \$3,543.30 11.8%	34 \$2,541.50 8.5%	198 \$29,975.44 100.0%	\$29,975.44
<div><div>Pegasus ENGINEERING</div><div><div>Breakdown in Fees</div><div><div>(1) Labor Costs</div><div>(2) Reimbursable Expenses</div></div><div><div>=</div><div>=</div></div><div><div>\$29,975.44</div><div>\$524.56</div></div></div></div>								
Total Hourly Not-to-Exceed Amount							=	\$30,500.00