



April 20, 2026

P-230005

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

Re: City of Deltona's Acquisition and Demolition of a Flood-Prone Home (3101 Riverhead Drive) under FEMA's Hazard Mitigation Grant Program (HMGP) for Hurricane Idalia FEMA Project No. 4734-018-R (172)

Subj: Post-Award Grant Management Services

Dear Phyllis:

Pegasus Engineering, LLC is pleased to submit our proposal for Post-Award Grant Management Services associated with the Acquisition and Demolition of a flood-prone home located at 3101 Riverhead Drive, Deltona, Florida 32738.

The original Pegasus Engineering scope of work for this project, which was approved by the City on March 25, 2024, encompassed HMGP grant application development services. The grant application package was completed and submitted to the Florida Division of Emergency Management (FDEM) for federal funding consideration in June 2024. Following programmatic, engineering and environmental technical reviews, FDEM recommended the project for funding to the Federal Emergency Management Agency (FEMA), which issued an official award letter approving HMGP monies for this project in early March 2026. Consequently, FDEM issued and submitted an HMGP grant agreement to the City of Deltona on April 1, 2026, for City execution. Upon full execution of the agreement by FDEM, the City will be authorized to proceed with project implementation.

It is our understanding that, given that the end date of the Period of Performance is September 30, 2029, the City anticipates final deliverables to be submitted to FDEM no later than August 1, 2029, or earlier, to allow for the successful close-out of the HMGP grant, which will include a final site inspection by FDEM.

This proposal incorporates the following grant management services related to the implementation of the acquisition demolition project:

1. Perform a technical review of the grant agreement issued by FDEM, identify the project-specific HMGP grant requirements that the City must comply with, and coordinate with City staff regarding Pegasus' review comments that will require revisions to the draft grant agreement for further coordination with FDEM, if applicable.

"Engineering a Higher Standard"

301 West State Road 434, Suite 309, Winter Springs, FL 32708 • 407-992-9160 • Fax 407-358-5155

www.pegasusengineering.net

2. Assist the City with solicitation documentation reviews, as applicable to the scope of work of this project, and to confirm compliance with Federal procurement standards in 2 C.F.R. §§200.318 through 200.327 and required contract provisions in Appendix II to 2 C.F.R. Part 200, as professional services needed for the implementation of the project are secured.
3. Coordinate closely with the City, homeowners, demolition contractor, closing agency, and others as needed and throughout the life of the project to confirm continuous compliance with grant requirements.
4. Prepare and submit Quarterly Reports to FDEM, as required by the grant agreement, in January, April, July, and October of every year the project remains active.
5. Coordinate with City staff regarding paid invoices, cancelled checks, and supporting financial documentation, as the City incurs expenses related to the project and in compliance with the FEMA-approved scope of work.
6. Prepare and submit Requests for Reimbursement packages to FDEM, and address any Requests for Information (RFI) from FDEM related to the reimbursement requests.
7. Prepare and submit to FDEM any specific requests to address the needs of the project, including scope of work change, period of performance end date extension, budget modification, etc., as needed.
8. Coordinate with FDEM staff, as necessary, during the life of the project.
9. Collect the Final Deliverables, perform a technical review of the documentation and prepare a final deliverables package for submittal to FDEM.
10. Prepare for and conduct a final field inspection to corroborate the final land use of the project site.
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 **\$19,895.00**. Reimbursable expenses, including courier services, tolls, mileage, photocopies, plotting, and exhibits incurred in connection with the above-described work, are included within the stated amount and shall be billed in accordance with the pre-approved schedule of fees set forth in **Exhibit A**.

We look forward to providing post-award grant management services to the City of Deltona on this important flood protection project for the benefit of the affected City residents. 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
April 20, 2026
Page 3

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's Acquisition and Demolition of a Flood-Prone Home
(3101 Riverhead Drive)
under FEMA's Hazard Mitigation Grant Program (HMGP) for Hurricane Idalia
FEMA Project No. 4734-018-R (172)**

Post-Award Grant Management Services

Approved for Pegasus Engineering, LLC


Fursan Munjed, P.E.

Principal _____
Officer's Title

April 20, 2026
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

EXHIBIT "A"
Manhour and Fee Estimate
for the

City of Deltona's Acquisition and Demolition of a Flood-Prone Home (3101 Riverhead Drive)
under FEMA's Hazard Mitigation Grant Program (HMGP) for Hurricane Idalia
FEMA PROJECT # 4734-018-R (172)



	Task Description	Grant Program Manager (Hamstra, P.E.) \$195.00	Grant Manager (Saavedra, P.E.) \$185.00	Grant Management Specialist (Whikehart, P.E.) \$150.00	Senior Designer (Greenough) \$120.00	Administrative Assistant (Tirado) \$85.00	Administrative Assistant (Villanueva) \$85.00	Task Hours	Task Fees	
	Standard Hourly Rates									
1	Perform a technical review of the grant agreement issued by FDEM and coordinated with the City and FDEM, as needed		4					4	\$740.00	
2	Assist the City regarding solicitation compliance with the Federal procurement standards in 2 C.F.R. §§200.318 through 200.327		8				4	12	\$1,820.00	
3	Coordinate closely with the City, homeowners, demolition contractor, closing agency, and others as needed	4	12			8	4	28	\$4,020.00	
4	Prepare and submit Quarterly Reports to FDEM, as required by the grant agreement		4			8		12	\$1,420.00	
5	Coordinate with City staff regarding paid invoices, cancelled checks, and supporting financial documentation		2				4	6	\$710.00	
6	Prepare and submit Requests for Reimbursement to FDEM and address RFIs from FDEM related to the RFRs		2				8	10	\$1,050.00	
7	Prepare and submit to FDEM any scope of work change, POP end date extension, budget modification, etc., as needed.	4	8	4	4		4	24	\$3,680.00	
8	Coordinate with FDEM staff, as needed, during the life of the project		8					8	\$1,480.00	
9	Collect the Final Deliverables, perform a technical review of the documentation and submit the final deliverables packet to FDEM		4			8	4	16	\$1,760.00	
10	Prepare for and conduct a final field inspection to corroborate the final land use of the project site	2	2				2	6	\$930.00	
11	Submit all Work Products electronically to the City of Deltona and FDEM						5	5	\$425.00	
12	Prepare Status Reports via Monthly Invoices (Project Administration)	6					6	12	\$1,680.00	
	TASK HOURS	16	54	4	4	24	41	143		
	TASK LABOR COSTS	\$3,120.00	\$9,990.00	\$600.00	\$480.00	\$2,040.00	\$3,485.00	\$19,715.00	\$19,715.00	
	PERCENT BREAKDOWN	15.8%	50.7%	3.0%	2.4%	10.3%	17.7%	100.0%		
									Breakdown in Fees	
									=	\$19,715.00
									=	\$180.00
								TOTAL HOURLY NOT TO EXCEED AMOUNT	=	\$19,895.00

