



December 18, 2024

P-229892

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

**Re: City of Deltona, Elevation of a Flood-Prone Home (2560 West Tulsa Drive)  
Hazard Mitigation Grant Program (HMGP) for Hurricane Nicole  
FEMA Project No. 4680-024-R**

**Subj: Grant Management Services**

Dear Phyllis:

Pegasus Engineering is pleased to submit our proposal for Grant Management Services associated with the elevation of a flood-prone home located at 2560 West Tulsa Drive, Deltona, Florida 32738.

The original Pegasus Engineering scope of work for this project encompassed preparation of the HMGP application that was originally approved by the City on September 13, 2023. The HMGP application package was prepared and submitted to the State of Florida Division of Emergency Management (FDEM) in October 2023, subsequently to which FDEM reviewed and recommended the project for funding to FEMA. An official award letter from FEMA approving HMGP funding for the project was issued on October 7, 2024. Subsequently, FDEM issued a HMGP grant agreement with the City of Deltona on December 3, 2024, for City execution. Once the grant agreement is fully executed by FDEM, the City will be granted the authorization to proceed with project implementation.

It is our understanding that given that the end date of the Period of Performance is October 31, 2027, the City anticipates final deliverables to be submitted to FDEM no later than October 1, 2027, or earlier, to allow for the successful close-out of the HMGP grant.

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

1. Coordinate with the City regarding the preparation of procurement documentation necessary for the initiation of the procurement process for elevation services.
2. Prepare for and conduct a coordination meeting with the homeowner to discuss project details and the projected schedule in anticipation of the elevation project.
3. Assist the City during the selection process of the elevation contractor.

4. Coordinate with the selected contractor regarding the progress of the project in anticipation of the quarterly report preparation.
5. Prepare and submit quarterly reports to FDEM, in compliance with the grant agreement requirements.
6. Supplement City staff coordination efforts with the homeowner and contractor, throughout the duration of the project, and on a limited basis.
7. Coordinate with City staff regarding paid invoices, canceled checks, and supporting documentation.
8. Prepare and submit Reimbursement Requests to FDEM.
9. Conduct a meeting with FDEM Staff during the remaining Period of Performance.
10. Prepare and submit to FDEM budget increase requests, Period of Performance end date extension requests and/or scope of work modifications, as necessary.
11. Review the final deliverables collected by City Staff prior to submittal to FDEM.
12. Submit all Work Products electronically to the City of Deltona and FDEM.
13. 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.:

Staff Member	Anticipated Manhours (hours)	Current Hourly Rate (\$/hour)	Total
Grant Program Manager, Hamstra, P.E.	24	\$195	\$4,680
Grant Manager, Saavedra, P.E.	80	\$185	\$14,800
Grant Management Specialist, Whitehart, P.E.	16	\$150	\$2,400
Senior Designer, Greenough	12	\$120	\$1,440
Grant Manager Assistant, Tirado	60	\$85	\$5,100
Administrative Assistant, Villanueva	24	\$85	\$2,040
	Sub-Total (Labor Costs)		\$30,460
	Reimbursable Expenses		\$4,540
	Total Fee		\$35,000

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 project completion.

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We look forward to providing grant management services to the City on this important flood protection project for the benefit of the affected City resident. 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, Elevation of a Flood-Prone Home (2560 West Tulsa Drive)  
Hazard Mitigation Grant Program (HMGP) for Hurricane Nicole  
FEMA Project No. 4680-024-R**

**Grant Management Services**

Approved for Pegasus Engineering, LLC



Fursan Munjed, P.E.

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

December 18, 2024  
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