



September 30, 2025

P-229967

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

**Re: City of Deltona, Elevation of Flood-Prone Homes
Hazard Mitigation Grant Program (HMGP) for Hurricane Nicole
FEMA Project No. 4680-019-R**

Subj: Grant Management Services

Dear Phyllis:

Pegasus Engineering is pleased to submit our proposal for Grant Management Services associated with the elevation of flood-prone homes under FEMA Project Number 4680-019-R, located in Deltona, Florida 32738.

The original scope of work provided by Pegasus Engineering encompassed the preparation of the HMGP application, which was approved by the City on October 6, 2023, for the elevation of six flood-prone homes. Since that time, two of the participating homeowners have voluntarily withdrawn from the project, and two others have requested to change their mitigation approach to acquisition and demolition, leaving two homes in the elevation project. The HMGP application package was prepared and submitted to the Florida Division of Emergency Management (FDEM) in October 2023. Following the review, FDEM recommended the project for funding to FEMA. On August 22, 2025, FEMA issued an official award notification, approving HMGP funding for the project. FDEM is currently in the process of preparing the HMGP grant agreement for the City of Deltona, which, once fully executed, will authorize the City to proceed with project implementation.

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 homeowners 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.

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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 a not-to-exceed fee of \$36,935, 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.	35	\$195	\$6,825
Grant Manager, Saavedra, P.E.	85	\$185	\$15,725
Grant Management Specialist, Whitehart, P.E.	20	\$150	\$3,000
Senior Designer, Greenough	12	\$120	\$1,440
Grant Manager Assistant, Tirado	60	\$85	\$5,100
Administrative Assistant, Villanueva	35	\$85	\$2,975
	Sub-Total (Labor Costs)		\$35,065
	Reimbursable Expenses		\$1,870
	Total Fee		\$36,935

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.

Ms. Phyllis Wallace
September 30, 2025
Page 3

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.

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 Flood-Prone Homes
Hazard Mitigation Grant Program (HMGP) for Hurricane Nicole
FEMA Project No. 4680-019-R
Grant Management Services**

Approved for Pegasus Engineering, LLC


Fursan Munjed, P.E.

Principal _____
Officer's Title

September 30, 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