



March 8, 2024

P-229832

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

Re: Acquisition and Demolition of a Flood-Prone Home

**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 Grant Application Development for the Acquisition and Demolition of a flood-prone home project as part of the Hazard Mitigation Grant Program (HMGP) under Hurricane Idalia (DR-4734-FL). The grant application will be submitted to the State of Florida Division of Emergency Management (FDEM) for the purpose of securing FEMA funding to offset the costs associated with the permitting, acquiring of the property, and demolition.

Project Background

This property located at 3101 Riverhead Drive is located near Lake Elston and during extreme events, Lake Elston floods Dwight Hawkins Park and eventually overtops Riverhead Drive, which causes discharges into Windsor Lake. This specific home has suffered flooding during extreme rain events such as Hurricane Ian and the homeowners have asked for the City to consider the acquisition and demolition of the property.

Proposed Improvements

If this parcel is secured under the HMGP grant, and after the acquisition and demolition tasks take place, the City can consider keeping the property as undeveloped land, in perpetuity, the conversion of the parcel into a stormwater pond site, or excavate it for additional flood storage, which could potentially lower the Base Flood Elevation.

Grant Application Development Services

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.

"Engineering a Higher Standard"

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

Moreover, upon the successful HMGP funding obligation of the HMGP grant projects by the State and FEMA, and upon a request by the City of Deltona, Pegasus Engineering would be pleased to submit a separate proposal to provide grant administration services (i.e., quarterly reports, reimbursement requests, close-out documents).

Under this contract, Pegasus Engineering will be responsible for the performance of the following tasks, at a minimum:

1. Review various e-mail correspondence from the City and the homeowners documenting the reported flooding associated with Hurricanes Ian, Nicole, and prior storm events.
2. Attend coordination meetings with City of Deltona staff to discuss observed and claimed flooding extent and steps to follow in consideration of the removal of structures from harm's way.
3. Download, print-out, organize, review, and summarize the resident responses to the letters and questionnaires.
4. Coordinate with City staff to prepare for and conduct a one-on-one meeting with the homeowners in order to address specific mitigation questions.
5. Review available flood loss history, elevation certificates, and flood insurance declaration documents provided by City of Deltona officials and the homeowners.
6. Perform a field assessment of the home that will be part of the HMGP application.
7. Coordinate with City of Deltona staff regarding the finished floor elevation, elevation certificate (if existent), photographs of the structure, and required signatures from homeowners on FEMA specific forms, as deemed necessary. Pre-bidding coordination with City of Deltona staff is also anticipated.
8. Coordinate with the City of Deltona regarding a home appraisal of the property and the proposed overall mitigation costs.
9. Collect the supporting technical documentation associated with the structure to be mitigated for the preparation of the Benefit Cost Analysis.

10. Prepare a draft FEMA HMGP application package, which will include, but may not be limited to, the following information:

- ✓ HMGP Application
- ✓ Mitigation Worksheet
- ✓ Local Mitigation Strategy Support Letter
- ✓ Supporting Figures and Exhibits (including USGS Topo Maps, FIRM Maps, etc.)
- ✓ Budget / Costs Estimate, including materials, labor and fees paid
- ✓ Photographic Documentation (Dry Conditions)
- ✓ Environmental Justice
- ✓ Concurrence Letter from the Floodplain Manager
- ✓ Pre-Award Form
- ✓ Sub-Recipient Management Cost Form
- ✓ Property Appraiser Reports
- ✓ Mitigation Specific Forms
- ✓ Recorded Historic Damages
- ✓ BCA Data Source Justification

11. Prepare and submit a final 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.

12. 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.

13. 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.

14. Attend City Commission Meetings with scheduled agenda items encompassing discussions related to this mitigation project, as needed.

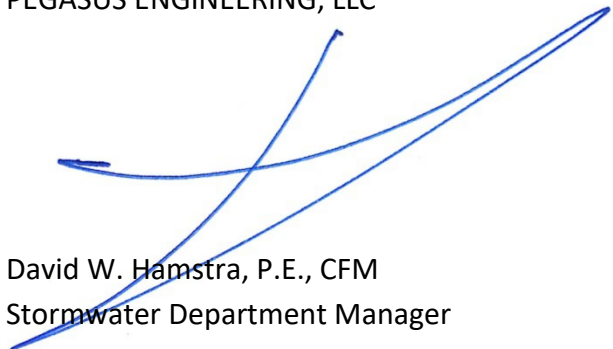
The above-described services will be performed for the amount of **\$19,895.00** in accordance with attached manhour and fee estimate (refer to Attachment "A").

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

Ms. Phyllis Wallace
March 8, 2024

**Acquisition and Demolition of a Flood-Prone Home Project
FEMA Grant Application under
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).

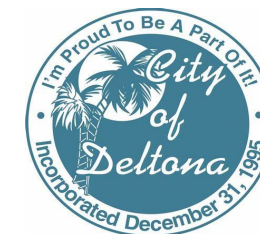
Authorized Signature

Officer's Title

Date



EXHIBIT "A"
Manhour and Fee Estimate
for the



**GRANT APPLICATION DEVELOPMENT FOR THE ACQUISITION AND DEMOLITION OF 1 FLOOD-PRONE HOME
AS PART OF THE HAZARD MITIGATION GRANT PROGRAM UNDER HURRICANE IDALIA (FL-4734-DR)**

Task Description	Grant Program Manager (Hamstra, P.E.) \$195.00	Grant Project Manager (Saavedra, P.E.) \$185.00	Grant Management Specialist (Whitehart, P.E.) \$150.00	Sr. Designer/ GIS Technician (Greenough) \$120.00	Administrative Assistant (Villanueva) \$85.00	Task Hours	Task Fees
Standard Hourly Rates							
Review various e-mail correspondence from the City and the homeowners documenting the reported flooding		2	2		2	6	\$840.00
Attend coordination meetings with City staff to discuss project specifics	2	2				4	\$760.00
Conduct a one-on-one meeting with the homeowners in order to address specific mitigation questions		2			2	4	\$540.00
Review available flood loss history, elevation certificates, flood insurance declaration documents, etc.		2	2		1	5	\$755.00
Perform a field assessment of the home that will be part of the HMGP application	2	2			2	6	\$930.00
Coordinate with City staff regarding the finished floor elevations, photographs, etc.		2	1			3	\$520.00
Coordinate with demolition contractors regarding the proposed demolition costs		2			1	3	\$455.00
Summarize in a database the supporting technical documentation per structure to be mitigated		2	2			4	\$670.00
Prepare a preliminary Benefit Cost Analysis of the structure in this flood mitigation project	2	6			6	14	\$2,010.00
Prepare a draft FEMA HMGP application packet, including figures and relevant supporting documentation	2	12	6	4	2	26	\$4,160.00
Prepare and submit a final FEMA HMGP application package to FDEM via the online portal		4			4	8	\$1,080.00
Address Requests for Information (RFI) from DEM staff during the programmatic, engineering and environmental reviews	2	4	6	2	2	16	\$2,440.00
Follow up with the homeowners to address their questions and concerns related to the elevation project		4	2		2	8	\$1,210.00
Prepare for and attend City Commission Meetings regarding the mitigation project, as needed	4	4				8	\$1,520.00
Project Administration (Status Reports via Monthly Invoices)	6				3	9	\$1,425.00
TASK HOURS	20	50	21	6	27	124	
TASK LABOR COSTS	\$3,900.00	\$9,250.00	\$3,150.00	\$720.00	\$2,295.00	\$19,315.00	\$19,315.00
PERCENT BREAKDOWN	20.2%	47.9%	16.3%	3.7%	11.9%	100.0%	
Breakdown in Fees							
 (1) Labor Costs						=	\$19,315.00
(2) Reimbursable Expenses						=	\$580.00
TOTAL HOURLY NOT TO EXCEED AMOUNT						=	\$19,895.00