

RESOLUTION NO. 2025-64

**A RESOLUTION OF THE CITY OF DELTONA, FLORIDA;
APPROVING WORK AUTHORIZATION FOR GRANT
MANAGEMENT SERVICES REQUIRED FOR THE CITY'S
FEDERALLY FUNDED SUBAWARD FROM THE FLORIDA
DIVISION OF EMERGENCY MANAGEMENT ("FDEM")
UNDER THE HAZARD MITIGATION GRANT PROGRAM
("HMGP") FOR PROJECT 4680-037-R, PURSUANT TO
RFQ#23013; PROVIDING IMPLEMENTATION, AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Deltona (the "City") applied for and received a Federally Funded Subaward from the Florida Division of Emergency Management ("FDEM") in the amount of \$191,082.00 under the Federal Emergency Management Agency's ("FEMA") Hazard Mitigation Grant Program ("HMGP") Project 4680-037-R (the "Subaward"); and

WHEREAS, the City will be required to provide various documents, reports, and other information to FDEM and FEMA as part of the implementation and administration of the Subaward; and

WHEREAS, Pegasus Engineering, LLC (the "Consultant") submitted a proposal to the City dated May 23, 2025, (the "Proposal") to assist with the required activities under the Subaward and provide grant management services (the "Services"), pursuant to the Continuing Contract awarded via RFQ#23013 (the "RFQ"); and

WHEREAS, the City Commission desires to approve the Consultant's Proposal, pursuant to the Continuing Contract awarded via the RFQ in an amount not to exceed \$32,200.00, as described in the Proposal attached as Exhibit "A."

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA:

Section 1. Recitals Adopted. That the above recital is hereby adopted, confirmed, and incorporated herein.

Section 2. Purchase Approved. That the Proposal, in substantially the form which is attached hereto, is approved, and the City Manager or his designee is authorized to accept the Proposal and execute and implement the Work Authorization for the

performance of the Services for the Project, once approved by the City Attorney as to form and legal sufficiency.

Section 3. Implementation. That the City Manager is hereby authorized to take any action which is necessary to implement this Resolution.

Section 4. Effective Date. That this Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF
DELTONA, FLORIDA, THIS _____ DAY OF _____, 2025.**

BY: _____

Santiago Avila, Jr., MAYOR

ATTEST:

Joyce Raftery, CMC, MMC, CITY CLERK

Approved as to form and legality
for use and reliance of the City of
Deltona, Florida

TG Law, PLLC, CITY ATTORNEY



May 23, 2025

P-229930

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

**Re: Grant Compliance Services
RFQ No. 23013**

**Subj: City of Deltona, Mitigation Reconstruction of a Flood-Prone Home (2890 Blackburn Avenue)
Hazard Mitigation Grant Program (HMGP) for Hurricane Nicole
FEMA Project No. 4680-037-R
Grant Management Services**

Dear Phyllis:

Pegasus Engineering is pleased to submit our proposal for Grant Management Services associated with the above referenced residential flood mitigation project that will benefit 2890 Blackburn Avenue.

The original Pegasus Engineering scope of work for this project encompassed the preparation of the HMGP application package, which 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. On January 13, 2025, FDEM informed the City that FEMA had approved the project for funding. Afterwards, FDEM issued a HMGP grant agreement with the City of Deltona on March 28, 2025, 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 January 31, 2028, the City anticipates final deliverables to be submitted to FDEM no later than January 1, 2028, or earlier, to allow for the successful close-out of the HMGP grant. However, it is important to note that on January 16, 2025, the City of Deltona submitted a Scope of Work Modification Request to FDEM due to the homeowner deciding to transition from mitigation reconstruction to acquisition demolition of her property. FDEM informed the City that the requested scope of work modification would be processed after FEMA's award of the project and full execution of the grant agreement. It is understood that the City will re-submit the scope of work modification request to FDEM after receipt of the fully executed grant agreement.

This proposal incorporates the following grant management services related to the implementation of the project, based on the assumption that the project will successfully transition to the acquisition demolition category:

1. Re-submit to FDEM a scope of work modification for the transition of the project from mitigation reconstruction to acquisition demolition, per the homeowner's request.
2. Coordinate with the City regarding the preparation of procurement documentation for closing services, demolition services and surveying services, as applicable.

3. Prepare for and conduct coordination meetings with the homeowner to discuss project details and the projected schedule in anticipation of the acquisition and demolition project.
4. Assist the City during the process of acquiring the property, as needed.
5. Coordinate with the City regarding the progress of the project in anticipation of the quarterly report preparation.
6. Prepare and submit quarterly reports to FDEM, in compliance with the grant agreement requirements.
7. Supplement City staff coordination efforts with the homeowner and contractors throughout the duration of the project, as necessary.
8. Coordinate with City staff regarding paid invoices, canceled checks, and supporting documentation.
9. Prepare and submit Reimbursement Requests to FDEM.
10. Conduct meetings with FDEM staff during the remaining Period of Performance, as necessary.
11. Prepare and submit to FDEM budget increase requests, Period of Performance end date extension requests and/or scope of work modifications, as necessary.
12. Coordinate with the City regarding the documentation needed for the preparation of a final deliverables packet for submittal to FDEM.
13. Submit all Work Products electronically to the City of Deltona and FDEM.
14. Prepare Status Reports via Monthly Invoices (Project Administration).

The above-described services will be performed for an hourly not-to-exceed fee amount of \$32,200, 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.	72	\$185	\$13,320
Grant Management Specialist, Whikehart, P.E.	16	\$150	\$2,400
Senior Designer, Greenough	12	\$120	\$1,440
Grant Manager Assistant, Tirado	60	\$85	\$5,100
Administrative Assistant, Villanueva	52	\$85	\$4,420
Sub-Total (Labor Costs)			\$31,360
Reimbursable Expenses			\$840
Total Fee			\$32,200

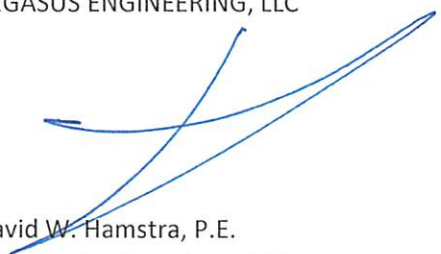
Ms. Phyllis Wallace
May 23, 2025
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Pegasus Engineering reserves the right to request additional authorization(s) if the previously stated requested funds are depleted before grant close-out, in order to bring this project to a successful project completion.

We look forward to providing grant management services to the City 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.

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, Mitigation Reconstruction of a Flood-Prone Home (2890 Blackburn Avenue)
Hazard Mitigation Grant Program (HMGP) for Hurricane Nicole
FEMA Project No. 4680-037-R
Grant Management Services

Approved for Pegasus Engineering, LLC



Fursan Munjed, P.E.

Principal
Officer's Title

May 23, 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