



August 5, 2025
(Revised August 18, 2025)

P-229946

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

**Re: City of Deltona, City Hall Generator Project
Hazard Mitigation Grant Program (HMGP) for Hurricane Nicole
FEMA Project No. 4680-052-R**

Subj: Grant Management Services

Dear Phyllis:

Pegasus Engineering LLC is pleased to submit this proposal for Grant Management Services associated with the City of Deltona's City Hall Generator Project.

The original scope of work for Pegasus Engineering on this project included the preparation of the HMGP grant application package, which was completed and submitted to the Florida Division of Emergency Management (FDEM) in October 2023. Following FDEM's review, the project was recommended to FEMA for funding consideration. On July 30, 2025, FDEM issued an HMGP grant agreement, which was subsequently submitted to the City of Deltona for execution. Once the agreement is fully executed by both the City and FDEM, the City will receive 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 November 30, 2027, 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 City Hall Generator project:

1. Coordinate with the City regarding the procurement process for engineering design services and construction implementation work (i.e. assistance with the procurement packet, secure compliance with 2 CFR 200 regulations, attend the pre-proposal meeting, etc.).
2. Prepare for and conduct coordination meetings with the City throughout the length of the project, as necessary.

3. Coordinate with the selected engineering consultant and the selected contractor regarding the progress of the project in anticipation of the quarterly report preparation.
4. Prepare and submit quarterly reports to FDEM, in compliance with the grant agreement requirements.
5. Supplement City staff coordination efforts with the contractor throughout the duration of the project, and on a limited basis.
6. Coordinate with City staff regarding paid invoices, canceled checks, and supporting financial documentation.
7. Prepare and submit Reimbursement Requests to FDEM.
8. Conduct meetings with FDEM staff during the remaining Period of Performance, as necessary.
9. Prepare and submit to FDEM budget increase requests, Period of Performance end date extension requests, and/or scope of work modifications, as necessary.
10. Perform site visits of the project site, on an as-needed basis, to ensure the project's compliance with FEMA regulations.
11. Coordinate with the City, the selected engineering consultant, and the contractor regarding the documentation needed for the preparation of a final deliverables packet for 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 amount of **\$50,000**, in accordance with the manhour and fee estimate presented below. Please note that grant management services will be eligible for partial reimbursement from FEMA through the Sub-Recipient Management Cost program.

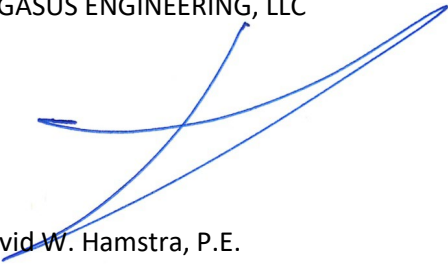
Staff Member	Anticipated Manhours (hours)	Current Hourly Rate (\$/hour)	Total
Grant Program Manager, Hamstra, P.E.	72	\$195	\$14,040
Grant Manager, Saavedra, P.E.	100	\$185	\$18,500
Grant Management Specialist, Whitehart, P.E.	29	\$150	\$4,350
Senior Designer, Greenough	6	\$120	\$720
Grant Manager Assistant, Tirado	66	\$85	\$5,610
Administrative Assistant, Villanueva	66	\$85	\$5,610
Sub-Total (Labor Costs)			\$48,830
Reimbursable Expenses			\$1,170
Total Fee			\$50,000

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 completion.

We look forward to supporting the City by providing grant management services for this important generator project. 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, City Hall Generator Project
Hazard Mitigation Grant Program (HMGP) for Hurricane Nicole
FEMA Project No. 4680-052-R
Grant Management Services**

Approved for Pegasus Engineering, LLC



Fursan Munjed, P.E.

Principal
Officer's Title

August 18, 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