



April 1, 2024

DEL-22001

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

**Re: Continuing On-Call Stormwater Engineering Services
RFQ No. PW-2020-08**

Subj: Fiscal Year 2024 General Stormwater Engineering Services | Change Order

Dear Ms. Wallace:

The purpose of this letter is to respectfully request a supplementary authorization to continue providing general stormwater engineering services as requested by Public Works staff for Fiscal Year 2024. Based on our current invoice (refer to **Attachment "A"**) associated with services rendered through 02/24/24, the current budget associated with Purchase Order No. 240103 for General Stormwater Engineering services is nearly exhausted.

It is our understanding that Pegasus Engineering will continue providing the following services, as requested:

1. Review the Single Family Residential (SFR) Applications and issue review comments to the Building Department.
2. Review the Site Plan Applications and issue review comments to the Development Review Committee (DRC).
3. Provide Peer Review Services associated with existing developments with existing drainage problems ranging from technical reviews of construction plans and drainage calculations, preparing review comments, performing site inspections, and conducting meetings (e.g., Courtland Park, Osprey Estates, Hampton Oaks, Vineland Reserve).

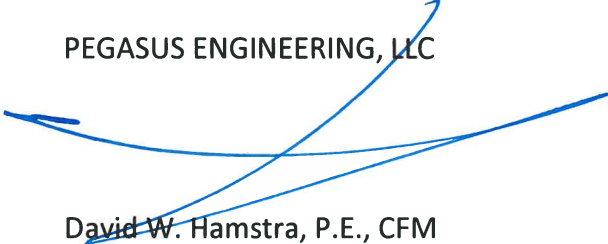
4. Assist City staff with the NPDES program, including but not limited to the preparation of Annual Reports and FDEP audits, as needed.
5. Assist City Staff with the Community Rating System(CRS), including but not limited to the preparation of the Annual recertifications.
6. Assist City staff with coordination related to the Basin Management Action Plan (BMAP) Statewide Annual Report (STAR) projects and the preparation of the annual submittal to the Florida Department of Environmental Protection (FDEP).
7. Prepare and submit Emergency Field Authorizations to the St. Johns River Water Management District (SJRWMD) for flood mitigation efforts such as pumping and opening flood gate, as needed.
8. Prepare technical memorandums and figures documenting the drainage problem areas, flooding causes, and recommended improvements.
9. Perform site inspections and evaluations of drainage problem areas with City staff and/or homeowners.
10. Prepare drainage figures and exhibits for meetings, presentations, and field reviews.
11. Prepare for and attend the Volusia County Local Mitigation Strategy (LMS) meetings.
12. Perform miscellaneous coordination efforts with the St. Johns River Water Management District (SJRWMD), the Florida Department of Transportation (FDOT), Volusia County, and the Florida Division of Emergency Management (FDEM).
13. Coordinate with various subconsultants to provide the City with requested services (e.g., survey, geotechnical, ecological, etc.).
14. Prepare for and conduct presentations and stormwater updates to City Commission.

With that said, we respectfully request an hourly not-to-exceed amount of **\$150,000.00** to continue providing the City of Deltona with general stormwater engineering services, on a continuous basis, through September 30, 2024. Pegasus Engineering will continue to invoice the City for these services on a time and expense basis in accordance with the current Schedule of Hourly Rates and Reimbursable Costs.

We appreciate your consideration and approval of this Change Order to continue providing Public Works miscellaneous stormwater support services, as requested. If you have any questions or need any additional information, please do not hesitate to contact me at 407-992-9160, Extension 309, or by e-mail at david@pegasusengineering.net.

Very truly yours,

PEGASUS ENGINEERING, LLC

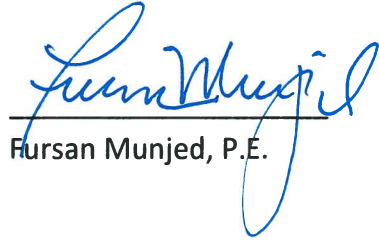


David W. Hamstra, P.E., CFM
Stormwater Department Manager

cc: Julia Johnson, City of Deltona

**Fiscal Year 2024
General Stormwater Engineering Services
Change Order
City of Deltona, Florida**

Approved for Pegasus Engineering, LLC



Fursan Munjed, P.E.

Principal _____
Officer's Title

April 1, 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

Attachment "A"

Invoice No. 227180



INVOICE

Email: accountspayable@deltonafl.gov

Pegasus Engineering, LLC
301 West State Road 434, Suite 309
Winter Springs, Florida 32708
Phone 407-992-9160

INVOICE DATE: March 29, 2024
INVOICE NO.: 227180 *DUH*
BILLING NO.: 5

TO:
City of Deltona
Accounts Payable
2345 Providence Boulevard
Deltona, Florida 32725

FOR:
Fiscal Year 2022/2023 General Stormwater
Engineering Services
Project No.: DEL-22001
Period of Service: 01/28/24 – 02/24/24

Authorization: Purchase Order No. 240103 (Not-to-Exceed \$150,000.00).

- Scope of Work:
- The week of January 28, 2024, Pegasus Engineering (David Hamstra) Miscellaneous Assignments => performed a site inspection on 01/28/24 of the Twin Lakes outfall pipe at North Street and met with Gerry DiTarnto to return the flood photographs that were utilized in the HMGP application; coordinated with City staff (Phyllis Wallace) and Leylah Saavedra regarding the responses to Volusia County regarding the Program for Public Information (PPI); transmitted pertinent site plan review documents to Gary Beverly and Steve Young on 02/03/24 to initiate the Engineering Reviews; Hampton Oaks => performed a detailed site inspection of the stormwater management system on 01/28/24; coordinated with Priscilla Villanueva to format and annotate the site inspection photographs; Catalina Pointe => finalized and submitted Stormwater Review Comments #1 to City staff; Starbucks => finalized and submitted Stormwater Review Comments #1 to City staff; Howland Boulevard Marketplace => reviewed the construction plans, drainage calculations, and geotechnical report; prepared draft Stormwater Review Comments #1 for Beth Whitehart to review; finalized and submitted Stormwater Review Comments #1 to City staff; Single-Family Residence (SFR) Applications => continued to coordinate with City Staff, Shannon Medeiros, and Donny Greenough during the preparation of the various reviews; and downloaded and organized another round of Single-Family Residence applications and updated the status spreadsheet.
 - The week of January 28, 2024, Pegasus Engineering (Leylah Saavedra) coordinated with David Hamstra regarding the Annual Volusia Multi-Jurisdictional Program for Public Information (PPI) survey and made an official submittal of the responses to Volusia County on behalf of the City.
 - The week of January 28, 2024, Pegasus Engineering (Beth Whitehart) Starbucks Coffee => performed a review of David Hamstra's draft Review Comments project memorandum; and Howland Boulevard Marketplace => performed a review of David Hamstra's draft Review Comments project memorandum.
 - The week of January 28, 2024, Pegasus Engineering (Shannon Medeiros) updated the Application Review Status spreadsheet; and reviewed the following SFR applications and prepared draft review comments: BLDR22-3851, BLDR23-3521, BLDR23-4736, BLDR23-3548, and BLDR23-5570.

- The week of January 28, 2024, Pegasus Engineering (Donny Greenough) created exhibits for the Howland Boulevard Marketplace Site Plan Review for David Hamstra; created exhibits for the drainage ditch that outfalls to Lake McGarity; added Stormwater Infrastructure and the approximate contributing drainage area to the ditch that outfalls to Lake McGarity; SFR Applications => prepared figures for the remaining 11 properties; and downloaded the Pictometry images for the remaining 11 properties.
- The week of January 28, 2024, Pegasus Engineering (Amber Tirado) assisted David Hamstra with reviewing the hydraulic gradeline (HGL) input data for Catalina Pointe.
- The week of January 28, 2024, Pegasus Engineering (Priscilla Villanueva) Hampton Oaks Subdivision => downloaded, formatted, and annotated the 01/28/24 site inspection photographs.
- The week of February 4, 2024, Pegasus Engineering (David Hamstra) Twin Lakes Outfall => coordinated with Donny Greenough to prepare a figure associated with the North Road culvert for Volusia County; prepared and issued an email to Volusia County (Ben Bartlett) on 02/06/24 respectfully requesting maintenance of the North Road 24-inch CMP culvert; Site Plan Reviews => prepared for and participated in a Teams Meeting with Quigg Engineering on 02/07/24 to discuss Stormwater Review Comments #1 and provided documentation afterwards regarding Peak Rate Factors; SFR Applications => conducted a site inspection of 789 North Midland Drive, reviewed site plan and the retaining wall construction plans, and issued Review Comments #1 via email on 02/05/24; coordinated with Shannon Medeiros and Gary Beverly regarding the various retention volume procedures and guidelines and coordinated with Phyllis Wallace afterwards to agree upon the criteria that can be defended; downloaded and organized another round of documents from Bret Messer and Maria Rosado on 02/06/24 and 02/07/24; reviewed the City of Deltona Residential Lot Grading Guidelines; reviewed the first round of ten SFR application draft Engineering Review Comments prepared by Shannon Medeiros and coordinated with Beth Whikehart, Donny Greenough, and Priscilla Villanueva to finalize and submit to the City on 02/09/24; reviewed and organized the remainder of the SFR folders for each application; Miscellaneous Services => coordinated with FDOT regarding the Elkcam Boulevard LAP grant; coordinated with FEMA regarding the Lake Doyle outfall pipe brick plug removal, Beth Whikehart regarding the Florida Department of Environmental Protection (FDEP) "Work in Water" after the fact approval, and with City staff regarding the Transform386 meeting.
- The week of February 4, 2024, Pegasus Engineering (Leylah Saavedra) prepared for and attended the Annual Volusia County Multi-Jurisdictional Program for Public Information (PPI) Meeting on 02/09/24 with Amber Tirado on behalf of the City of Deltona; reviewed the FEMA Community Assistance Visit (CAV) related to 550 Antelope Drive; and coordinated with Phyllis Wallace regarding the need to reach out to FEMA (or AECOM, as its consultant) immediately to inquire about status of the Letter of Map Revision.

- The week of February 4, 2024, Pegasus Engineering (Beth Whitehart) updated the Lake Theresa watershed lake levels graph; FEMA Funding Request => performed research of the original Lake Doyle outfall St. Johns River Water Management District (SJRWMD) Permit (No. 87817-1) for FDEP correspondence; researched the Lake Doyle outfall project then contacted and coordinated with FDEP (Reggie Phillips) regarding whether a permit was required for the removal of the brick plug in 2022 (Hurricane Ian); SFR Applications => reviewed the draft review comments memorandums for six residential properties and provided comments.
- The week of February 4, 2024, Pegasus Engineering (Shannon Medeiros) coordinated with David Hamstra to finalize and submit Review Comments #1 for the following ten SFR applications: BLDR22-0969, BLDR22-3851, BLDR23-2053, BLDR23-2158, BLDR23-2159, BLDR23-3548, BLDR23-3821, BLDR23-4736, BLDR23-5570, and BLDR23-5910.
- The week of February 4, 2024, Pegasus Engineering (Donny Greenough) updated the Twin Lakes figure to add the downstream culvert to support an email request to Volusia County; researched the Sterling Lake control structure easement documents (turns out the structure was not installed); prepared figures for the Lake Doyle outfall system to address FEMA's comments; coordinated with Greg Teague to obtain his plans for the Lake Doyle outfall system and added to GIS database; downloaded several Pictometry tiles to prepare Figure 1 and Figure 2 for eleven SFR application reviews; and prepared and downloaded NRCS Custom Soils Reports for the 43 SFR application reviews.
- On Friday, February 9, 2024, Pegasus Engineering (Amber Tirado) attended the Volusia County PPI meeting with Leylah Saavedra to represent Deltona for Community Rating System (CRS) credit.
- The week of February 4, 2024, Pegasus Engineering (Priscilla Villanueva) downloaded and formatted the 789 North Midland Avenue site inspection photographs; copied the site plan documents onto an external hard drive for Civil Design Solutions; and assisted David Hamstra with finalizing Engineering Review Comments #1 for SFR applications: BLDR22-0969, BLDR22-3851, BLDR23-2053, BLDR23-2158, BLDR23-2159, BLDR23-3548, BLDR23-3821, BLDR23-4736, BLDR23-5570, and BLDR23-5910.
- The week of February 11, 2024, Pegasus Engineering (David Hamstra) continued to coordinate with City Staff and Shannon Medeiros regarding the second round of SFR application reviews; prepared and issued a response email to Madden Engineering on 02/14/24 regarding Osprey Estates; met with Phyllis Wallace and Joseph Walker on 02/16/24 to discuss a potential Hurricane Idalia Hazard Mitigation Program (HMGP) project (East Brook); began coordinating with the Florida Department of Transportation (FDOT) (Jason Halliburton) regarding the State Appropriation Request for Information (RFI); Lighthouse Pentecostal Church => reviewed the construction plans, drainage calculations, and prior submittals; prepared draft Stormwater Review Comments #1 for Beth Whitehart's review; finalized and submitted Stormwater Review Comments #1 to the City on 02/12/24; coordinated with Gary Beverly regarding draft Engineering Review Comments #1; reviewed, finalized, and submitted Engineering Review Comments #1 to

the City on 02/14/24; Hampton Oaks Subdivision => reviewed various construction plans, drainage calculations, and permit documents; prepared peer review notes and a Meeting Agenda; coordinated with Beth Whikehart regarding the annotated construction plans from the City; prepared for and conducted Joint Meeting #1 on 02/16/24 with City staff, Ashton Woods, and consultants; Eloah Estates => coordinated with City staff to obtain and download the files, organized the files; coordinated with Priscilla Villanueva to send out the construction plans and drainage calculations to Triangle Reprographics; and reviewed the construction plans, drainage calculations, and geotechnical report.

- The week of February 11, 2024, Pegasus Engineering (Beth Whikehart) reviewed the Lighthouse Pentecostal Church Stormwater Comments #1 Memorandum and provided comments; updated the Lake Theresa Watershed Lake Levels Graph; reviewed the Hampton Oaks City provided documents and historical permit documents associated with the pond underdrains; updated the Hampton Oaks Chronology list; and reviewed the Lighthouse Pentecostal Church Engineering Review Comments #1 Project Memorandum and provided comments.
- The week of February 11, 2024, Pegasus Engineering (Shannon Medeiros) reviewed the following eight SFR applications and prepared draft Review Comments #1 for David Hamstra's review: BLDR23-3752, BLDR23-4187, BLDR23-6405, BLDR23-6406, BLDR23-6407, BLDR23-6408, BLDR23-6409, and BLDR23-6410.
- The week of February 11, 2024, Pegasus Engineering (Donny Greenough) created Exhibits for Eloah Estates for David Hamstra's Site Plan Review; and coordinated with David Hamstra to prepare various exhibits for the Hampton Oaks Joint Meeting #1.
- The week of February 11, 2024, Pegasus Engineering (Amber Tirado) assisted David Hamstra to review the HGL input data against the construction plans for Catalina Pointe.
- The week of February 11, 2024, Pegasus Engineering (Priscilla Villanueva) Eloah Estates => submitted the construction plans to Triangle Reprographics to plot, bind and deliver to Pegasus Engineering and Civil Design Solutions; Hampton Oaks Subdivision => conducted a site visit to confirm if the berm failure has been repaired; and Hampton Oaks Subdivision => assisted David Hamstra prepare and finalize the 02/16/24 Study Area agenda.
- The week of February 18, 2024, Pegasus Engineering (David Hamstra) coordinated with Shannon Medeiros and Priscilla Villanueva to finalize and submit Review Comments #1 for the following SFR applications to the City on 02/18/24: BLDR23-3752 and BLDR23-4187; coordinated with Shannon Medeiros and Priscilla Villanueva to finalize and submit Review Comments #1 for the following SFR applications to the City on 02/20/24: BLDR23-6405, BLDR23-6406, BLDR23-6407, BLDR23-6408, BLDR23-6409, and BLDR23-6410; downloaded and organized the next round of SFR applications from City staff;

prepared a Site Plan Review Status spreadsheet to track the current projects; coordinated with the SJRWMD (Jeff Prather and Dave Miracle) on 02/22/24 and 02/23/24 regarding the Lake Doyle Permit Modification #2 submittal and the need for one final revision based on the recent Request for Additional Information (RAI) from Margie Cook; Eloah Estates Site Plan Review => prepared the draft Stormwater Review Comments on 02/18/24; coordinated with Shannon Medeiros regarding the draft Engineering Review Comments; Catalina Pointe => coordinated with Beth Whikehart and Priscilla Villanueva to finalize and submit Engineering Review Comments #1 to the City on 02/22/24; and Starbucks => prepared and issued an email to CPH on 02/22/24 regarding the requirement for an inspection of the underground retention systems.

- The week of February 18, 2024, Pegasus Engineering (Beth Whikehart) reviewed the Eloah Estates draft Review Comments Project Memorandum and provided comments; reviewed the Catalina Pointe draft Review Comments Project Memorandum and provided comments; and updated the Lake Theresa Watershed lake level data and submitted to the SJRWMD (David Miracle) on 02/23/24.
- The week of February 18, 2024, Pegasus Engineering (Shannon Medeiros) Eloah Estates => reviewed the construction plans; began preparing draft Engineering Review Comments #1; reviewed the following eight SFR applications and prepared draft Review Comments #1 for David Hamstra's review: BLDR23-3752, BLDR23-4187, BLDR23-6405, BLDR23-6406, BLDR23-6407, BLDR23-6408, BLDR23-6409, and BLDR23-6410.
- The week of February 18, 2024, Pegasus Engineering (Donny Greenough) prepared Figures 1 and 2, as well as the NRCS Custom Soils Report, for BLDR22-3265 and BLDR23-5559.
- The week of February 18, 2024, Pegasus Engineering (Amber Tirado) assisted David Hamstra to review the HGL input data against the construction plans for Catalina Pointe.
- The week of February 18, 2024, Pegasus Engineering (Priscilla Villanueva) Eloah Estates => assisted David Hamstra to finalize Engineering Review Comments #1; BLDR23-6405 (940 Clayton Drive) assisted David Hamstra with Engineering Review Comments #1; BLDR23-6406 (3216 Hanley Street) assisted David Hamstra with Engineering Review Comments #1; BLDR23-6407 (2311 East Timbercrest Drive) assisted David Hamstra with Engineering Review Comments #1; and BLDR23-6408 (1418 Lambert Street) Assisted David Hamstra with Engineering Review Comments #1.

LABOR COSTS

Sr. Project Manager, Hamstra, P.E.	112.0 hrs	@	\$ 195.00/hr	=	\$ 21,840.00
Sr. Project Engineer, Saavedra, P.E.	10.0 hrs	@	\$ 180.00/hr	=	\$ 1,800.00
Sr. Project Engineer, Medeiros, P.E.	110.0 hrs	@	\$ 180.00/hr	=	\$ 19,800.00
Project Engineer, Whikehart, P.E.	24.0 hrs	@	\$ 150.00/hr	=	\$ 3,600.00
Senior Designer, Greenough	96.0 hrs	@	\$ 100.00/hr	=	\$ 9,600.00
Engineering Assistant, Tirado	24.0 hrs	@	\$ 80.00/hr	=	\$ 1,920.00
Clerical, Villanueva	<u>22.0 hrs</u>	@	\$ 80.00/hr	=	<u>\$ 1,760.00</u>
	398.0 hrs				

Sub-Total Labor Costs \$ 60,320.00
 (Total Labor Costs to Date \$141,345.00)

OTHER DIRECT COSTS

Triangle Reprographics	\$ 816.09
Travel expenses (meetings and site inspections)	<u>\$ 184.92</u>

Sub-Total Other Direct Costs \$ 1,001.01
 (Total Other Direct Costs to Date \$2,869.53)

SUBCONSULTANT COSTS

None this billing period \$ 0.00

Sub-Total Subconsultant Costs \$ 0.00
 (Total Subconsultant Costs to Date \$0.00)

Amount Due This Invoice \$ 61,321.01

Total Authorization	\$ 150,000.00
Total Amount Billed to Date	<u>\$ 144,214.53</u>
Balance Remaining	\$ 5,785.47