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**CHARTER TOWNSHIP OF HAMPTON**

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WEB SITE: [www.hamptontownship.org](http://www.hamptontownship.org)

**TRUSTEES**

Emily Benchley  
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Pamela Wright

**Request for Proposals  
Professional Engineering for Design Services  
for FEMA Safe Room Grant Project  
February 13, 2024**

The Charter Township of Hampton is requesting Sealed Bids for the **Design Phase** of a *Safe Room* in compliance with the Federal Emergency Management Agency (FEMA) grant under the Hazard Mitigation Grant Program. Bids for the design of this Project will be received at the Hampton Township Administration Office located at 801 W. Center Road, Essexville, MI 48732, until **3:00 p.m. local time, March 29, 2024**. The Bids will be publicly opened and read during the April 1, 2024, Board of Trustee meeting that begins at 7:00 p.m.

**Introduction and Project Description:**

The Charter Township of Hampton has been approved for a Federal Emergency Management Agency (FEMA) grant under the Hazard Mitigation Grant Program. Phase I will involve all non-construction work as outlined in the scope of services below. Once reviewed and if approved by FEMA, Phase II will be the construction of the multi-use community safe room.

The safe room will be constructed adjacent to an existing bathhouse structure within Finn Road Campground with the intent to provide shelter and necessities such as water, restroom facilities, lights, communications, etc. that would be needed during a severe weather event. The safe room shall be approximately 1,600 square feet and designed and constructed to meet FEMA P-361 requirements and the flood plain management criteria set forth in Title 44 of the Code of Federal Regulations (CFR) Part 60.3. The total project estimated cost is up to \$750,000.

**Project Location:**

Finn Road Campground  
2300 N. Finn Road  
Essexville, Michigan 48732

A site visit is highly recommended prior to the proposal deadline and can be arranged by contacting Terri Close, Supervisor, at [tmclose@hamptonmi.net](mailto:tmclose@hamptonmi.net) or 989-893-7541. The proposal must indicate if a site visit was carried out.

**Project Schedule:**

The Township is estimating Phase I of the project may take up to 12 months to complete. Due to time restrictions placed on the project by grant requirements, both Phase I and Phase II must be completed within a specified timeframe. Due to this restriction, time is of the essence.

**Scope of Services:**

At this time, the Township is seeking proposals for Phase I non-construction work. This work includes:

- Preliminary Engineering Analysis. This includes:
  - Conceptual planning of the project
  - Reviewing the site and existing building
  - Evaluating construction materials and methods to provide a basis of design.
- Topographic Survey
- Schematic Design
- Design Development
- Construction Documents
- Additional documents and administration as required for Phase II FEMA review. This includes:
  - Development of a detailed line-item budget for the construction and administration of the safe room as required per P-361 requirements.
  - Assistance in the development of a benefit cost analysis
  - Engineering Narrative
  - Permit or documentation of coordination with required departments
  - Assistance in completing FEMA Executive Order 11988 Floodplain Management Checklist (44 CFR Part 9)
  - Assistance in developing request for information responses to FEMA during the review process

**Proposal Submission Requirements:**

Bidders must submit the following information in a sealed envelope:

- Company Overview
- Design Experience
- Related Project Experience
- Consultants
- Detailed budget
- Detailed schedule

**Evaluation of Bids:**

The Township will evaluate the bids and may conduct such investigations as deems necessary to establish the responsibility, qualifications and financial ability of the Bidders.

The Charter Township of Hampton reserves the right to accept any bid, reject any or all bids, to waive informalities and make the award in any manner deemed in the best interest of the Township.

Proposals shall be received by 3:00 PM on March 29, 2024, and be addressed to:

**Hampton Township Supervisor  
SAFE ROOM PROFESSIONAL ENGINEERING SERVICES  
801 W. Center Road  
Essexville, MI 48732**