

REQUEST FOR PROPOSALS

Short's Family Farm Use and Partnership Opportunities

1720 Center Road, Chimacum, Washington 98325

Issue Date: 10/23/2026

Schedule	
Optional Site Tour / Proposal Meeting	Per Request
Proposals Due	01/31/2027
Anticipated Selection / Negotiations	02/01/2027-03/31/2027

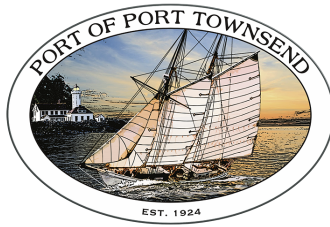
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1. Invitation

The Port of Port Townsend (“Port”) invites proposals from farmers, agricultural businesses, nonprofit organizations, educators, conservation partners, community groups, and other qualified parties interested in using, managing, or partnering on one or more portions of Short’s Family Farm.

The Port welcomes practical and creative proposals that strengthen Jefferson County agriculture and the local food system, improve habitat and environmental conditions, provide public benefit, and contribute financially or operationally to the long-term stewardship of the property.



Proposals may address a single field, structure, or other designated area; combine several areas; or present a coordinated strategy for a substantial portion of the property. The Port may select one proposal, multiple complementary proposals, or no proposal.

2. Property and Planning Context

The Port acquired the approximately 253-acre Short's Family Farm in 2023 to sustain and expand local agriculture, support the health of the local food system, improve habitat, and pursue financially responsible uses. The property has a long agricultural history and includes fields, existing structures, access areas, waterways, wetlands, and designated building envelopes.

The property is subject to a conservation easement held by Jefferson Land Trust and to applicable land-use, environmental, permitting, and regulatory requirements. Flooding, drainage limitations, habitat resources, existing infrastructure, and the location and condition of structures may affect proposed uses. Respondents are responsible for reviewing the RFP attachments and determining whether their proposed use is feasible.

The Port's 2024 Farm Steering Committee plan and subsequent stakeholder engagement inform this solicitation. The Port is intentionally not prescribing a single operating model. Instead, it seeks proposals that demonstrate a realistic use, capable management, compatibility with the property, and clear public and financial value.

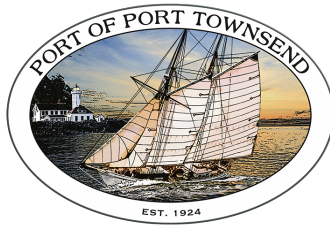
3. Port Objectives

Competitive proposals should advance one or more of the following objectives:

- Support, sustain, or expand agricultural production and agricultural enterprises in Jefferson County.
- Strengthen the local food system, including processing, storage, distribution, workforce development, or market access.
- Improve soil health, water management, fish and wildlife habitat, and ecological resilience.
- Provide appropriate public benefit, education, research, demonstration, or limited public access consistent with farm operations and habitat protection.
- Generate dependable rent, revenue sharing, cost savings, in-kind services, or other measurable value to the Port.
- Use existing land and improvements efficiently while minimizing unnecessary capital investment.
- Comply with the conservation easement and all applicable laws, permits, and Port requirements.

4. Opportunities Available

Respondents may propose use of one or more areas identified in the attached property exhibits.



Potential proposals may include, but are not limited to:

- Crop production, livestock, grazing, orchards, seed production, or other agricultural uses.
- Shared agricultural infrastructure, equipment, storage, aggregation, processing, or distribution.
- Farm incubator, beginning-farmer, land-access, apprenticeship, or workforce programs.
- Regenerative agriculture, conservation, habitat restoration, research, monitoring, or demonstration projects.
- Agricultural education, community programming, or carefully managed public-benefit activities.
- Management of multiple uses under a master lease, operating agreement, or coordinated partnership.
- Other compatible uses that materially advance the Port's objectives.

Respondents may submit jointly. A joint proposal must identify a lead respondent, each participant's responsibilities, and the proposed legal and financial relationship among the participants.

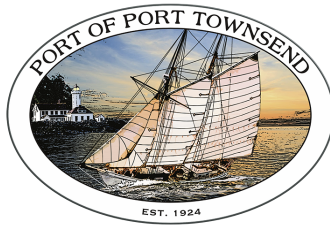
5. Anticipated Agreement

The Port may negotiate a lease, license, operating agreement, partnership agreement, revenue-sharing arrangement, or other lawful instrument appropriate to the selected proposal. Respondents should propose the agreement type and business terms that best support their concept.

Final terms may address:

- Premises and permitted uses.
- Initial term, renewal options, milestones, and performance measures.
- Rent, fees, revenue sharing, in-kind consideration, and payment adjustments.
- Utilities, taxes, assessments, permits, insurance, security, and indemnification.
- Maintenance, repairs, vegetation management, waste handling, and site security.
- Ownership, approval, funding, maintenance, and removal of improvements.
- Environmental protection, conservation-easement compliance, and restoration obligations.
- Access, parking, signage, shared facilities, and coordination with other occupants.
- Assignment, default, termination, reporting, and end-of-term restoration.

No respondent may rely on receiving Port funding or improvements unless the Port expressly agrees in writing. Capital investment decisions will be based on demonstrated need, public benefit, available funding, expected return, regulatory feasibility, and approval by the appropriate Port authority.



6. Proposal Requirements

Submit a concise proposal containing the following information in the order listed:

1. **Respondent information.** Legal name, organization type, mailing address, primary contact, phone, email, and names and roles of key partners.
2. **Requested area.** Identify each field, structure, building envelope, access area, or other portion of the property requested, preferably using the designations in the exhibits.
3. **Proposed use.** Describe activities, products or services, expected users or customers, anticipated community benefits, and any other relevant information.
4. **Implementation plan.** Provide a start-up schedule, major milestones, proposed improvements, utility needs, access and parking needs, and required permits or approvals.
5. **Proposed agreement terms.** State the preferred agreement type, term length, renewal options, and other material terms.
6. **Experience and qualifications.** Summarize relevant agricultural, business, nonprofit, educational, conservation, property-management, or partnership experience. Include up to three references.
7. **Current tenant status.** If applicable, identify the respondent's current Short's Family Farm tenancy or agreement and explain how the proposal builds on existing operations and past performance.

7. Port Assistance During Proposal Development

The Port intends to make this solicitation accessible to a broad range of respondents. Before the deadline, Port staff may offer property tours, one-on-one informational meetings, and reasonable assistance locating or understanding the RFP exhibits. Such assistance will not include writing a proposal, guaranteeing feasibility, or committing the Port to particular terms.

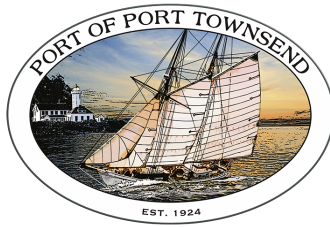
Material clarifications that could affect competition may be issued by written addendum. Respondents are responsible for reviewing all addenda before submitting.

8. Considerations and Selection

Port staff will review responsive proposals and may recommend one or more proposals for negotiation based upon the considerations listed below. Current tenants will receive preference when their proposals are otherwise viable and consistent with the Port's objectives. The Port may also consider how multiple proposals fit together across the property.

Considerations:

1. **Advancement of Port agricultural, food-system, habitat, and public-benefit objectives**
2. **Feasibility, readiness, schedule, and compatibility with site constraints**
3. **Financial sustainability and value to the Port**
4. **Relevant qualifications, capacity, and partnerships**



5. Stewardship, conservation-easement compliance, and risk management

6. Quality, completeness, and clarity of proposal

7. Current tenant of Short's Farm

The Port may request interviews, presentations, financial documentation, site-specific revisions, or a best-and-final proposal. Selection for negotiation is not an award and does not obligate the Port to execute an agreement. Final agreements are subject to legal review and all required Port approvals.

9. Submission Instructions

Submit one electronic proposal in PDF format by **01/31/2027** to:

Port of Port Townsend

Attn: Heron Scott, Lease and Contracts Administrator

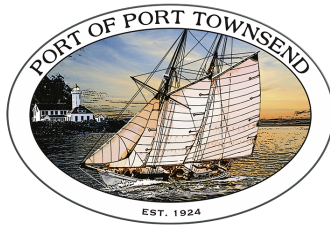
Email: hscott@portofpt.com

Subject line: Short's Family Farm RFP – [RESPONDENT NAME]

Proposals received after the deadline may be rejected. The Port will confirm receipt but is not responsible for transmission failures. Questions must be submitted in writing to the contact above by the deadline shown in the schedule.

10. Reservations and Conditions

- The Port may reject any or all proposals, waive minor irregularities, request clarification, modify or cancel this RFP, or negotiate with one or more respondents when doing so is in the Port's best interest.
- The Port is not responsible for proposal preparation, travel, due diligence, design, permitting, or negotiation costs.
- All proposals become Port records and may be subject to disclosure under Washington's Public Records Act. Respondents must clearly identify material they believe is exempt and state the legal basis; the Port cannot guarantee confidentiality.
- Respondents are responsible for independent investigation of site conditions, utilities, access, flooding, soils, structures, easement restrictions, permitting, and suitability.
- The selected respondent must comply with all applicable federal, state, and local laws, nondiscrimination requirements, Port policies, permits, and insurance requirements.
- Any remaining property may be offered through the Port's standard leasing or licensing process after this solicitation.



11. Scheduled Tours of Property

The Port is reserving the following dates and times for tours of the property. If you would like to join, please RSVP to Heron Scott (hscott@portofpt.com). Heron is also available for tours and meetings upon request.

- **Tour 1 –**
 - Friday, November 13th at 11:00 am
- **Tour 2 –**
 - Monday, November 23rd at 1:00 pm
- **Tour 3 –**
 - Friday, December 11th at 1:00 pm

12. Attachments

1. Short's Family Farm Plan (2024).
2. Jefferson Land Trust conservation easement and related stewardship materials.
3. Property overview and existing-conditions information.
4. Map of fields, including sizes and designations.
5. Map and inventory of current structures, including sizes and designations.
6. Map of other areas available for use, access, parking, utilities, wetlands, waterways, and building envelopes.
7. Current tenants, properties, and rates