

REQUEST FOR EXPRESSIONS OF INTEREST FOR THE DEVELOPMENT OF THE EVANS VISTA NEIGHBORHOOD

The City of Port Townsend, Washington (City), is soliciting qualified development teams to express interest in partnering with the City to develop the Evans Vista Neighborhood, a City-owned, approximately 14-acre site located near the Rainier Street roundabout along Sims Way. The project is intended to deliver 321 units in a new mixed-income, mixed-housing neighborhood that advances the City's long-term affordable and workforce housing goals.

The City is conducting a two-round solicitation process. The first round consists of this Request for Expressions of Interest (RFEI), which is intended as a high-level, nonbinding, market-sounding process. In the RFEI stage, respondents are asked to submit qualifications, relevant experience, and a conceptual development approach. Detailed designs, fully engineered plans, and finalized financing commitments are not required in this first round.

Following evaluation of RFEI responses, the City anticipates shortlisting one or more development teams to proceed to the second round, which will consist of formal proposals. The second round will invite more detailed and refined proposals from the shortlisted teams, including site planning concepts, phasing strategies, funding strategies, affordability commitments, and financial feasibility for construction and long-term operational sustainability. Selection through the RFEI first round does not constitute project award, nor does it obligate the City to convey property or enter into a development agreement. If this two-round solicitation process is successful, final firm selection in round two may result in a contractual agreement to deliver the project as proposed.

The City seeks development firms with demonstrated experience in affordable and mixed-income housing, capacity to deliver phased projects, and the ability to work collaboratively with the City to meet applicable public funding requirements, long-term affordability obligations, and community goals. At a minimum, the project will require that at least 25% of the total residential units be restricted to households earning 80% of area median income (AMI) or below for a minimum of 25 years, consistent with state grant requirements.

The City has developed a Master Site Plan for the Evans Vista Neighborhood that communicates the City's vision for the project. Firms may submit expressions of interests that vary from the City's Master Plan.

The RFEI is scheduled to be issued on or about May 1, 2026. Responses to the RFEI are due no later than **May 29, 2026, at 5:00 p.m.** Pacific Time. Tentative dates for a site visit, question-and-answer session, shortlist selection, and issuance of the subsequent RFP are included in the solicitation document.

[Interested parties](#) are encouraged to register for information and updates on the City of Port Townsend's procurement webpage at <https://cityofpt.us/rfps>. All addenda, updates, responses to questions, and future procurement materials will be posted on the City's website.

This notice does not commit the City to award a contract, convey property, or reimburse any costs incurred in preparing a response. The City reserves the right to modify or cancel this solicitation, reject any or all responses, and proceed in a manner determined to be in the best interest of the City.

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Evans Vista Neighborhood Master Site Plan

The Evans Vista Master Site Plan, adopted by the City Council in November 2023, establishes a high-level framework for the long-term development of approximately 14 acres as a mixed-income, mixed-use neighborhood. The plan is intended to provide predictability around overall site capacity, infrastructure concepts, and community objectives, while deliberately avoiding prescriptive requirements that would limit a developer's ability to respond to market conditions, funding availability, and phased implementation strategies. The Master Site Plan should be understood as a guiding document rather than a rigid blueprint.

At full buildout, the Master Site Plan contemplates approximately 321 residential units distributed across a range of housing types, including multifamily buildings, walkup apartments, townhomes, and potential mixed-use structures. The unit count is an estimate rather than a mandate, reflecting planning-level assumptions about what the site could support rather than a required outcome. Development teams are encouraged to propose alternative unit counts, building forms, and housing mixes that achieve project goals while aligning with financial feasibility, affordability requirements, and phasing considerations. Proposals are not required to match the Master Site Plan precisely, provided they are consistent with its overarching intent.

The Master Site Plan emphasizes flexibility in site organization and allows for varied building placement, block configurations, and internal circulation patterns. A centrally located open space is identified as a potential organizing feature, but its size, configuration, and programming are intentionally nonfixed. Developers may propose alternative layouts that achieve functional open space, connectivity, and resident amenities while improving feasibility or operations. Similarly, opportunities for community-serving uses such as childcare, small-scale commercial space, or neighborhood amenities are identified as encouraged but not required elements.

Infrastructure planning is a core component of the Master Site Plan. The document outlines a conceptual approach to internal streets, utilities, and pedestrian connections that support incremental, phase-based delivery rather than requiring all backbone infrastructure to be installed upfront. This approach is intended to reduce early capital burden, support scalable financing, and allow development to proceed in discrete, financially viable phases. Developers are expected to clearly articulate how infrastructure is phased and delivered.

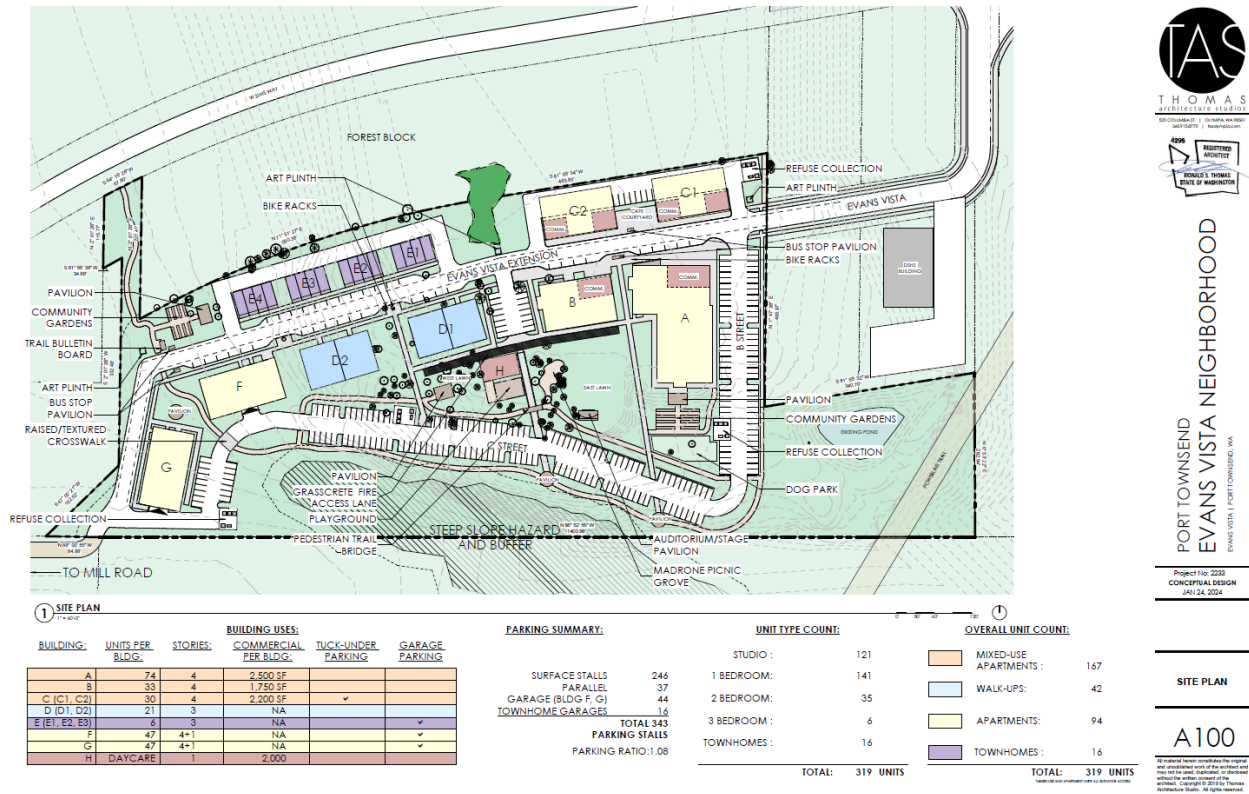
The Master Site Plan also integrates the site into the broader transportation and trail network, including connections to the Larry Scott Trail and surrounding active transportation facilities. These connections are part of the City's long-term mobility vision but may be implemented incrementally or in coordination with later phases. Parking strategies are similarly flexible, with no mandated configuration, allowing developers to propose approaches consistent with market demand, affordability goals, and City policy.

Environmental stewardship is addressed at a planning level through identification of forested areas, ecological corridors, and commitments related to Tribal consultation and cultural resource protection. The Master Site Plan establishes expectations for preservation and sensitive site design but does not prescribe exact boundaries or mitigation measures, allowing developers to refine solutions during project design and environmental review.

Thomas Architecture Studios (TAS) supported the City of Port Townsend under a Professional Services Agreement by advancing the Evans Vista Neighborhood from vision to implementation readiness. TAS provided master-planning and architectural services, developed schematic site and building concepts to test feasibility and phasing, coordinated with City staff and the consultant team,

facilitated public meetings and other engagement activities, and prepared presentation and technical materials to inform entitlement and permitting discussions.

Exhibit 1: Evans Vista Master Site Plan



Site Location and Zoning

The Evans Vista site is located near the Rainier Street roundabout along Sims Way, within the Rainier Street and Upper Sims Way Subarea of Port Townsend. The approximately 14-acre, City-owned site is zoned for Mixed Light Manufacturing and Commercial (M/C) pursuant to Port Townsend Municipal Code (PTMC) Chapter 17.22. The M/C district is intentionally flexible and is designed to accommodate housing, light manufacturing, artisan production, and small-scale commercial uses in a coordinated, mixed-use environment. Residential uses are permitted outright in this district, provided they are designed to avoid conflicts with adjacent manufacturing activities. This zoning framework supports housing-led development while preserving opportunities for neighborhood-serving commercial and employment uses.

The M/C zoning district does not establish either minimum or maximum residential density limits expressed as dwelling units per acre. There is no numeric cap on the number of residential units that may be developed within the district. Instead, residential capacity is determined by physical and performance-based standards, including allowable building height, setbacks, lot coverage, environmental constraints, site access, and available infrastructure. As a result, the maximum residential density that can be achieved on the Evans Vista site is site-specific and is defined by how many units can be accommodated within the permitted building envelope while meeting all applicable development standards. This approach provides a high degree of entitlement certainty and allows development teams to optimize unit count, building form, and unit mix based on market

conditions, financing strategies, and phasing considerations rather than being constrained by preset density limits.

Commercial and mixed-use development is also permitted outright in the M/C district and may be developed either as standalone commercial projects or integrated vertically or horizontally with residential uses. The district allows a wide range of neighborhood-serving commercial uses, including retail, services, light manufacturing, artisan production, childcare, and other small-scale employment uses that support a complete, walkable neighborhood. Commercial development is subject to the same form-based standards governing height, setbacks, and site design, but is not subject to minimum residential density requirements or mandatory mixed-use sequencing.

In addition to the primary residential development area, the Evans Vista neighborhood includes two nearby commercial sites that are fully connected to utilities and are development-ready for near-term commercial or mixed-use projects. These parcels are strategically located along key access corridors within the neighborhood and offer immediate opportunities for developers or commercial partners to deliver services, employment space, childcare, or neighborhood-serving retail that supports the residential buildout. The presence of these ready-to-develop commercial sites reduces upfront infrastructure risk and creates opportunities for phased delivery of amenities that enhance the overall marketability and functionality of the neighborhood.

City Entitlement Process

Once a final firm is selected, negotiations may begin for land disposition and then the entitlement process may start, as described in this section. For a large, multi-phase master-planned development, the entitlement process is structured to emphasize early coordination, predictability, and phased implementation.

Projects typically begin with a pre-application conference through the Planning and Community Development Department (PCD), where the development team meets with planning, engineering, and other reviewing staff to discuss zoning allowances, site constraints, infrastructure expectations, environmental considerations, and the anticipated review pathway. This early coordination step is intended to clarify applicable development standards, identify potential issues upfront, and align a high-level master plan with the City's Comprehensive Plan and the Rainier Street and Upper Sims Way subarea policies.

Entitlement for a large site generally proceeds through a master-level land-use approval that establishes a long-term development framework for the property. This approval evaluates overall site organization, access, internal circulation, infrastructure networks, open space, and environmental protection measures, while deliberately allowing flexibility in building design, unit mix, and phasing.

Environmental review under the State Environmental Policy Act (SEPA) is commonly conducted at this stage at a programmatic level, allowing cumulative impacts to be assessed comprehensively across the site while reserving detailed design review for subsequent phases. Conditions of approval typically define performance standards, mitigation requirements, and infrastructure triggers that guide development over time without requiring full buildout at the outset.

Once a master approval is in place, development may advance incrementally through phase 1 and later phases, each of which is reviewed for consistency with the approved framework and applicable conditions. Building permits, civil construction permits, and utility approvals are issued on a phase-by-phase basis as engineering is completed and financing becomes available.

The City has filed a preliminary plat application, SEPA checklist and planned unit development using the approved Master Site Plan. The applications are pending review, vested to the land use and building codes in effect at the time of existing complete application. Participants submitting proposals may use, but are not required to use the existing pending applications.

Evans Vista Neighborhood Project Goals

This Master Site Plan is an ambitious vision for the Evans Vista Neighborhood. The implementation of the Master Site Plan faces a critical distinction between flexible community aspirations and rigid legal obligations tied to public funding. The inclusion of amenities like mixed-use commercial space and a dedicated childcare facility are currently categorized as negotiable because their inclusion depends heavily on market-driven financial feasibility.

The City is using a RFEI as an early, exploratory step to reduce upfront burden on developers and to identify teams with the capacity and experience to deliver a multiphase affordable housing project. Unlike a formal RFP, this RFEI does not require fully engineered plans or binding financial commitments. Instead, it is intended to solicit high-level concepts and qualifications, allowing developers to engage without incurring the cost of detailed technical work before a partner is selected.

Affordability

No less than 25% of all residential units must be affordable to households earning at or below 80% AMI for a period of at least 25 years. The City strongly encourages proposals that plan to exceed the minimum requirement by providing a higher share of income-restricted units and deeper affordability, particularly units serving households earning between 30% and 50% of AMI. Proposals that include housing for seniors, people with disabilities, farm workers, or other special-needs populations are also encouraged. Additional consideration will be given to teams that propose to own, operate, and manage the affordable units over the long-term, demonstrating capacity for compliance and stewardship.

Mixed-Income

Evans Vista is envisioned to create a new mixed-income neighborhood that includes affordable, workforce, and middle-income housing to support local employment and promote socioeconomic diversity. Housing serving households earning between 80% and 120% of AMI is encouraged to provide options for essential workers and support a balanced community. The surrounding properties offer opportunities for commercial development in support of this new neighborhood.

Mixed-Housing Typology

The City of Port Townsend envisions Evans Vista as a neighborhood comprising a harmonious blend of mixed-use buildings, walk-up apartments, traditional apartments, and townhomes. Increasing housing variety is essential to keep up with population growth. It provides options for multi-generational families, seniors looking to downsize, and young adults, promoting diverse, walkable neighborhoods.

American Community Survey (ACS) data reports that the vast majority of Port Townsend's housing supply is single-family residents (SFR), with detached SFRs accounting for nearly 80% of the housing stock. Only 7% of housing units are "Middle Housing" units; 5% are mobile homes and only 8% are

apartments. This lack of diversity of housing types can present barriers to housing segments of the population, including lower-income households and working-class families.

Vertical Mixed-Use Commercial

Vertical mixed-use development is a notable theme for the Evan Vista project. By stacking residential units above commercial or community spaces, developers can create a “live-work-play” environment that places essential services like grocery stores, healthcare, and childcare directly on-site.

The community values neighborhoods with corner stores and local businesses because these establishments serve as vital spaces that foster social cohesion and strengthen the local identity. These spaces often function as informal community hubs where neighbors build a sense of belonging.

Childcare, Community Garden, Pavilions & Art

Incorporating elements like community gardens and childcare into housing development is a core strategy for building long-term community resilience and social equity. This integrated approach reflects a shift toward holistic neighborhood design that addresses people, planet, and prosperity.

Childcare integration is considered a foundational element of housing stability. Providing childcare helps low-income parents maintain steady employment, acts as a protective cocoon for children, and aligns with community goals to encourage neighborhood walkability.

Community gardens are valued as essential infrastructure for improving individual and community health. Gardens help combat food insecurity, act as gathering spaces that foster social connection, and help preserve local open space and support the City’s climate goals.

Infrastructure & Phasing

A clear approach to phasing and infrastructure is central to the feasibility of the Evans Vista project. The sequencing of phase 1, subsequent phases, timelines, and installation of utilities and streets directly affects financing, regulatory compliance, long-term operations, and the City’s ability to achieve its housing goals. For a project of this scale, a well-considered phasing strategy functions as a roadmap that manages risk, controls costs, and supports full buildout over time.

For this RFEI, a preliminary phase 1 site concept accompanied by high-level phasing and infrastructure concepts are expected. This level of detail allows the City to understand how respondents would initiate development, install essential infrastructure, and position the project for early financing and construction.

Clearly describing how infrastructure will be delivered across phases is particularly important given the high upfront cost of backbone systems such as utilities and streets. Outlining this approach helps demonstrate financial realism and guard against scenarios in which early phases are completed without a viable plan to deliver later stages, ensuring the full buildout of promised housing and protection of the public investment.

Development Solicitation Process Overview

The City of Port Townsend is using a two-round development solicitation process to identify a qualified partner for the development of the Evans Vista Neighborhood. This approach is intentionally designed to balance transparency, efficiency, competition, and public accountability,

while also recognizing the complexity, cost, and risk associated with planning and financing large-scale affordable and mixed-income housing projects.

Round 1: Request for Expressions of Interest

The first round in this process is an RFEI. The RFEI is an exploratory, nonbinding solicitation commonly used by public agencies to assess market interest, identify experienced development teams, and gather early input on how a project may be approached. At this stage, the City is not requesting fully engineered plans, detailed architectural designs, or binding financing commitments. Instead, respondents are asked to provide qualifications, relevant experience, and a high-level conceptual approach to meeting the City's goals, including affordability, phasing, and site development strategy. This structure allows a broad range of qualified teams to participate without incurring the significant upfront costs associated with preparing a full proposal.

Round 2: Request for Proposals

Following evaluation of the RFEI submissions, the City anticipates selecting a shortlist of respondents to advance to the second phase: a Request for Proposals (RFP). Only the shortlist of respondents from the RFEI will be eligible to submit a proposal in response to the RFP. The RFP will require more detailed and refined proposals. These may include preliminary site layouts, clearer affordability commitments and housing mix, phasing and infrastructure strategies, high-level financial assumptions, and a proposed framework for ownership, leasing, or long-term stewardship. While still not requiring final construction documents, the RFP phase is intended to provide sufficient detail for the City to evaluate financial feasibility, compliance with public funding requirements, long-term affordability protections, and overall public benefit.

Selection of a development partner will occur, if at all, only after completion of the RFP phase and will be subject to City Council approval, environmental review, and compliance with all applicable state and federal funding requirements. Even at that stage, the City retains flexibility to negotiate final terms, project structure, and implementation sequencing to ensure the best outcome for the community.

By structuring the solicitation in two phases and incorporating a site visit and formal Q&A process, the City reduces unnecessary upfront costs for developers, encourages thoughtful and responsive participation, and increases transparency for the public. This approach helps ensure that any final proposal is both financially viable and aligned with community values, while allowing residents and stakeholders to understand how the project will move from early exploration to potential implementation.

Solicitation Schedule & Deadlines

The solicitation schedule is designed as a phased process to efficiently gauge market interest, identify qualified development teams, and allow refinement of development concepts prior to final selection. The City intends to balance clarity and transparency with flexibility, recognizing the complexity of large-scale affordable housing development and the need for collaboration as project details evolve.

The original response must be provided in electronic PDF format via email by **Friday, May 29, 2026, at 5:00 pm**. Based on responses to the submittal criteria, the City will select a firm within the following **four** weeks. Please submit one digital version of your proposal via email to

frontdesk@cityofpt.us. Subject line should be: Proposal for Development of the Evans Vista Neighborhood — Attn: Renata Munfrada, Housing Grants Coordinator.

Timely submission of proposals is the sole responsibility of the proposer. Proposers accept all risks of late delivery of submittals, regardless of fault. The City assumes no responsibility for any circumstances resulting in late submittals. The City reserves the right to determine the timeliness of all submittals.

The project schedule will be as follows. The items below are tentative dates only, and the City reserves the right to adjust these dates at its sole discretion.

Table 3: Solicitation Schedule and Deadlines

EVENT	DATE
Development Solicitation Issued	May 1, 2026
Evans Vista Site Visit	May 15, 2026
Question & Answer Session	May 20, 2026
RFEI Response Deadline	May 29, 2026
Evaluation & Short List Selection	June 26, 2026
Refined Proposals Deadline	August 14, 2026
Final Proposal Selection	September 18, 2026
Anticipated to Break Ground	July 1, 2027

Process Considerations

The solicitation schedule is intended to provide prospective developers with a clear understanding of the City’s anticipated process while preserving flexibility necessary for a project of this scale and complexity. The phased approach is designed to minimize upfront costs, encourage thoughtful participation, and allow for refinement of concepts, phasing, and financial strategies as the process advances. All dates are preliminary and subject to change at the City’s discretion. The City reserves the right to modify the schedule, request additional information, adjust or consolidate phases, or suspend the process if doing so is determined to be in the best interest of the project or the public. The City anticipates managing the process collaboratively and transparently, recognizing that successful delivery will depend on alignment among market conditions, funding availability, regulatory requirements, and development feasibility.

Event 1: Development Solicitation Issued

The City will issue this RFEI to initiate a market-sounding process and identify development teams with the experience, capacity, and interest to advance the Evans Vista project. At this stage, the City is seeking high-level qualifications and conceptual approaches only; detailed designs, fully engineered plans, or binding financial commitments are not required. The intent is to encourage broad participation while minimizing upfront costs for respondents.

Event 2: Evans Vista Site Visit

The City will host an optional site visit to allow interested respondents to become familiar with existing site conditions, surrounding land uses, access points, and infrastructure context. This visit is intended to support informed conceptual responses rather than detailed planning and is not mandatory for participation. Information shared during the site visit will be made available to all interested parties to ensure equal access.

Event 3: Questions & Answers Session

The City intends to hold a virtual Question and Answer session to provide clarification regarding the project goals, site context, regulatory framework, and RFEI submittal expectations. Questions and City responses will be documented and shared with all [registered interested parties](#) to maintain transparency and consistency. The Q&A process is intended to reduce uncertainty and support well-aligned responses.

Event 4: RFEI Response Deadline

Interested development teams must submit their Expressions of Interest by the published deadline. Submittals should focus on qualifications, relevant experience, and a high-level understanding of how the respondent would approach the project. Late submissions will not be considered.

Event 5: Evaluation & Short-List Selection

Following the response deadline, the City will evaluate submissions against the published criteria to identify development teams that demonstrate the strongest alignment with project objectives, capacity, and feasibility. The City anticipates creating a short list of respondents who will be invited to advance to the next stage. Selection for the short list does not constitute project award and does not obligate either party to proceed.

Event 6: Refined Proposals Deadline

Shortlisted teams may be invited to submit refined proposals that provide additional detail regarding site planning concepts, phasing strategies, affordability approaches, and high-level financing assumptions. The City may also request interviews, presentations, or pricing elements, as appropriate. This phase is intended to deepen dialogue and allow refinement of concepts prior to final selection, rather than require fully resolved designs.

Event 7: Final Selection and Contract Negotiation

Following evaluation of refined proposals, the City anticipates selecting a preferred development team and entering negotiations to define project scope, phasing, affordability commitments, infrastructure responsibilities, and contractual structure. Any final agreement will be subject to City Council approval and satisfaction of applicable legal, funding, and regulatory requirements. Selection does not guarantee conveyance of property or execution of a contract.

Event 8: Break Ground

The anticipated groundbreaking milestone reflects the City's goal of advancing the project into construction following completion of contracting, permitting, environmental review, infrastructure coordination, and financing. The City recognizes that large, phased, affordable housing developments require coordination across multiple funding sources and approval processes. As

such, the break-ground date is an aspirational target and may be adjusted based on phasing strategies, infrastructure sequencing, and market conditions.

Submittal Information

Respondents shall submit an Expression of Interest that clearly addresses the requirements listed below. Submittals should be concise, well-organized, and focused on qualifications, experience, and conceptual readiness. Detailed designs, engineered plans, firm pricing, and binding financial commitments are not required in this first round. Submittals that materially exceed the stated page limits may not be reviewed.

Successful submittals shall provide a clear, concise narrative describing the development team's qualifications, relevant experience, and high-level conceptual approach to the Evans Vista Neighborhood, including affordability strategy, phasing and infrastructure concepts, and implementation readiness. Respondents may include limited addenda or attachments to support the narrative or demonstrate comparable experience, provided such materials are concise and directly relevant to the evaluation criteria. Conceptual site diagrams or illustrative renderings are not required but may be included if helpful; any such materials shall remain illustrative and nonbinding.

1. Applicant Information

This section will be evaluated for clarity of team structure and the City's ability to readily understand roles, responsibilities, and points of contact. 2 pages maximum.

Provide basic identifying information for the development team, including the legal name, address, and organizational structure of all participating entities. Identify the lead applicant and describe the anticipated roles and responsibilities of each team member at a high level. Designate a single primary point of contact responsible for communications with the City and include complete contact information.

2. Organizational Background & Qualifications

This section will be evaluated based on the development team's relevant experience, organizational capacity, and demonstrated ability to deliver comparable, affordable or mixed-income housing projects. 3 pages maximum.

Describe the background, mission, and core expertise of each participating organization, with emphasis on experience delivering affordable housing, mixed-income housing, or complex, multiphase development projects. Summarize relevant comparable projects, noting scale, funding sources, and regulatory complexity. Identify key personnel proposed for the project and discuss the team's overall capacity to undertake the Evans Vista development considering current commitments.

3. High Level Project Concept

This section will be evaluated for the respondent's understanding of the site, alignment with the Master Site Plan, and ability to articulate a coherent and feasible conceptual vision. 5 pages maximum.

Provide a narrative description of the respondent's conceptual vision for the Evans Vista site, including anticipated housing types, approximate unit counts, income targeting, and general site organization. Describe how the concept aligns with the Evans Vista Master Site Plan and advances

the City's affordability, phasing, and community integration goals. Concepts should remain flexible and illustrative rather than prescriptive and may be supported by simple diagrams or sketches.

4. Preliminary Phase 1 Concept

This section will be evaluated for the feasibility and clarity of the proposed phase 1 approach and its ability to support long-term buildout. 2 pages maximum.

Describe the respondent's preliminary thinking regarding phase 1 development, including an estimated number of units, anticipated affordability mix, and general location within the site. Summarize expected phase 1 infrastructure improvements and explain how phase 1 is intended to function as a viable standalone phase that supports long-term buildout. This section should remain conceptual and is not expected to include detailed layouts or engineering.

5. Project Budget & Financing Strategy

This section will be evaluated for evidence of financial realism and familiarity with affordable housing finance, rather than detailed or binding commitments. 2 pages maximum.

Provide a high-level overview of anticipated development costs for phase 1 and identify major cost drivers. Describe likely financing sources that may be pursued, such as tax credits, state or federal grants, local participation, or private debt or equity. Discuss anticipated funding gaps and conceptual strategies to address them, demonstrating familiarity with affordable housing finance without providing detailed pro formas. The financial strategy should include whether the firm has access to a project guarantor if needed.

6. Implementation Approach

This section will be evaluated for the team's readiness to advance the project, understanding of implementation risks, and experience delivering publicly funded or phased developments. 2 pages maximum.

Outline a preliminary approach to implementing the project, including a conceptual timeline from selection through phase 1 construction and identification of key milestones. Describe the proposed ownership, development, and long-term operations structure at a high level. Discuss known risks or challenges and the team's experience addressing similar issues in publicly funded or multiphase developments.

7. Financial Documentation

This section will be evaluated for evidence of the lead entity's financial stability and overall capacity to undertake phase 1. 4 pages maximum.

Provide financial documentation sufficient to demonstrate the lead entity's financial capacity and stability, such as the most recent audited or unaudited financial statements or a signed summary letter from a senior financial officer. Clearly identify which entity's financials are provided and their anticipated role in the project. Detailed project-specific financial models, lender commitments, or guaranty structures are not required at the RFEI stage.

8. Additional Required Attachments

This section will be evaluated for supporting evidence of team experience, qualifications, and prior performance on comparable projects. 6 pages maximum.

Include brief resumes or biographies of principal team members, highlighting relevant project experience. Provide a list of anticipated partners or consultants, if known, and at least three references from public-sector or housing development partners familiar with comparable work. Optional project sheets may be included if concise and directly relevant; materials should not duplicate narrative content provided elsewhere in the submittal.

Review Criteria & Evaluation Weight

The City shall review each submittal to determine whether it is responsive to the requirements of this RFEI. Only submittals determined by the City, in its sole discretion, to be responsive will be evaluated and assigned a score.

Responses that are late, incomplete, conditioned, or that fail to satisfy the minimum submittal requirements may be rejected as nonresponsive and will not be scored. The maximum total score is **100** points. Each evaluation criterion is assigned a weighted percentage of the total available points.

Each criterion includes one or more scoring elements, and each scoring element is assigned a maximum point value. Except as expressly stated as a minimum requirement, elements of the Evans Vista Master Site Plan are not mandatory; however, submittals that propose to deliver identified, nonrequired elements in a manner that is financially feasible and consistent with the City’s objectives may receive higher scores, as set forth in the scoring rubric.

Table 1 (Scoring Rubric) identifies the evaluation criteria and scoring elements and specifies, for each, the minimum requirements and the City’s preferred responses. Table 2 (Evaluation Rating Definitions) sets forth the qualitative rating descriptions and the corresponding quantitative point ranges used to assign points up to the applicable maximum for each scoring element.

Table 1: Scoring Rubric

Scoring Element	Minimum Requirements	Preferred Responses	Max Points
<p style="text-align: center;">Criterion 1: Project Team, Relevant Expertise, and Capacity (20%)</p> <p>Successful proposals will demonstrate that the development team has the experience, qualifications, and organizational strength required to deliver a complex, multi-phase, affordable housing project. Responses should clearly show that the team possesses the technical, financial, and collaborative capacity necessary to carry the project from concept to completion.</p> <ul style="list-style-type: none"> • Demonstrated experience completing affordable, mixed-income, or multi-phase housing development of similar scale and complexity. • A strong, clearly defined partnership structure, including all partners and roles. • Capacity to navigate public sector development processes, regulatory requirements, and funding compliance. • Organizational and financial capacity to deliver Phase 1 and sustain long-term project responsibilities. 			
<p>Developer’s Experience and Ability to Complete the Project</p>	<p>Developers must show expertise and capacity to execute the project. Firms must provide examples of past developments.</p>	<p>Submittals which include a complete partnership roster, stipulating the roles of each partner, allows the City to determine project feasibility.</p>	<p>10</p>

		Partners allow developers to bridge funding gaps, reduce project risk, and access special expertise needed for successful, high-impact, and sustainable projects and will be scored accordingly.	
Capacity for Construction and Operations and Maintenance	Developers must show capacity and financing for construction of the first phase of the project but are not required to manage operation and maintenance for the property.	Proposals including operations and maintenance of the overall site ensure long-term structural viability, resident safety, financial sustainability, and improved operational efficiency and will receive higher scores.	10
<p>Criterion 2: Proposed Site Development (25%)</p> <p>Successful proposals will communicate a thoughtful, feasible development concept that aligns with the Evans Vista Master Site Plan and reflects best practices in urban design, connectivity, and community integration. Responses should demonstrate a cohesive vision that balances density, open space, infrastructure, and resident needs.</p> <ul style="list-style-type: none"> • A clear, cohesive development concept that aligns with the intent of the Evans Vista Master Site Plan. • A site layout that thoughtfully incorporates buildings, infrastructure, circulation, and open spaces. • A realistic, feasible vision for creating a connected, mixed-income neighborhood that complements surrounding land uses. 			
High Level Site Concept	Developers are required to provide a preliminary phase 1 site concept. However, the developer is not required to be the master developer for the project.	A high-level master site plan will help the city understand the developer’s overall vision for the project. Proposals from firms interested in master site planning will be given higher scores.	9
Phase 1 Preliminary Concept Plan	A preliminary phase 1 site concept is required for the City to determine how the developer proposes to start the project and install the necessary phase 1 infrastructure.	A more detailed site plan including building footprints and layout, site access and circulation, parking strategy, utility infrastructure, landscaping and open space, serves as a “conversation starter” for the City planning department to verify compliance with zoning, density, and environmental regulations.	8
Subsequent Phasing and	Developers are not required to be the master developer for the project. However,	A high-level vision for project phasing and infrastructure helps the City determine feasibility of	8

Infrastructure Installation	infrastructure installation, particularly streets and utilities will be required for the first phase.	the overall project and ensure that the project is completed in a timely manner, without necessitating that the City issue multiple requests for proposals per phase of the project.	
Criterion 3: Affordable and Workforce Housing (30%)			
<p>Successful proposals will present a robust affordability strategy and a diverse mix of housing types that address Port Townsend’s urgent housing needs and support long-term income diversity. Responses must show a clear plan for delivering required affordable units and providing deeper affordability wherever possible.</p> <ul style="list-style-type: none"> • Compliance with the requirement that at least 25% of units be affordable to households earning ≤80% AMI for no fewer than 25 years. • A strategy that incorporates deeper levels of affordability (≤30% AMI, 30-50% AMI, 50-80% AMI). • A mix of housing types (e.g., walk-up apartments, multifamily buildings, townhomes, mixed-use) that meet community needs and support socioeconomic diversity. • A commitment to maximizing affordable housing outcomes wherever feasible. 			
Affordability Requirements	Proposals must reserve 25% of total units at or below 80% AMI for a period of no less than 25 years at a minimum.	Submittals including a higher number of affordable units, and deeper levels of affordability, will be given higher scores.	10
Total Residential Unit Count in Evans Vista Neighborhood	Proposals to develop a single phase of the master planned development must provide at least 75 units in the first phase, 25% of which must be affordable to households earning 80% AMI or less, for a period of no less than 25 years.	Inclusion of at least 321 units of affordable and workforce housing throughout the master planned development will be prioritized. None of the units are to be priced above 120% AMI.	8
Long-Term Affordability	Proposals must restrict the affordable units for a period of no less than 25 years to satisfy grant funding requirements.	Extending the affordability period longer than 25 years (e.g., 50-year, 99-year, or permanent affordability) will be given higher scores.	8
Mixed-Income Neighborhood	Inclusion of Workforce or “Middle Housing” restricted at 80% to 120% AMI is not required.	Reserving a small set-aside of workforce housing units is encouraged to ensure socioeconomic diversity.	1
Mixed-Use Commercial	Inclusion of mixed-use commercial space is not required.	Inclusion of commercial spaces within the neighborhood encourages vibrant, walkable communities and is preferred.	1

Homeownership Units	Inclusion of for-sale homeownership units is not required but is encouraged.	Inclusion of homeownership units creates a pathway to generational wealth and stability and are preferred.	1
Special Populations Housing	Special needs housing is not required but is encouraged.	Inclusion of housing serving families earning 30% AMI or less, including the unhoused, those with disabilities, and/or seniors will be given higher scores.	1

Criterion 4: Evidence Financial Feasibility (20%)

Successful proposals must present a credible, well-supported financial approach that demonstrates the team’s ability to fund, construct, and operate the project in accordance with public funding requirements. Responses should illustrate a clear understanding of project costs, funding gaps, and financing strategies that ensure long-term viability.

- A credible, high-level financing strategy that supports Phase 1 and aligns with public funding requirements.
- An understanding of major cost drivers expected funding gaps, and strategies to close those gaps.
- The team’s ability to secure capital, manage risk, and ensure long-term affordability compliance.

Project Timeline, Project Cost, and Ability to Fill the Gap	Developers must show the ability to close the funding gap for development of the first phase of the project.	Proposals including an overall project timeline, project costs, and ability to close the funding gap to ensure the long-term success and sustainability of the project and will receive higher scores.	10
Developer’s Ability to Secure Capital and Manage Risk	At a minimum, submittals should identify likely financing sources, anticipated funding gaps, and a high-level strategy for closing those gaps, along with experience delivering comparable publicly funded housing projects.	Proposals that demonstrate a proven track record of successfully closing similar financing, managing cost and schedule risk, navigating layered public funding, and delivering projects on time and within budget will receive higher scores.	10

Criterion 5: Amenities & Other Community Goals (5%)

Successful proposals will incorporate amenities that enhance livability, strengthen community identity, and support residents’ daily needs. Responses should demonstrate how amenities are integrated into the site design to create an inclusive, vibrant neighborhood consistent with Port Townsend’s values.

- Inclusion of amenities that enhance livability and reflect community priorities, such as childcare, community gardens, playgrounds, public art, gathering spaces, or on-site services.

- Thoughtful integration of amenities into the site layout to support accessibility, social connection, and everyday resident needs.
- Alignment with Port Townsend’s cultural identity and emphasis on creating inclusive, community-oriented spaces.

Attention Development Teams:

Respondents must present one of the following options in response to this RFEI:

- **Option A:** Propose the specific neighborhood amenities listed below.
- **Option B:** Designate a portion of the site for a City park.

Please note, if the proposed amenities are not included, a park set-aside will be mandatory as a condition for any future agreement. The size and location of the park must be acceptable to the City. If implemented, the park will be owned, operated, and maintained by the City.

Neighborhood Amenities (e.g., childcare, gathering space, playground, art, and on-site services)	The developer is not required to provide amenities for the project. However, the inclusion of these amenities is very highly encouraged. These amenities are an important aspect of the community’s vision for this new neighborhood.	Inclusion of childcare allows working parents to maintain employment and supports families. Community gathering space encourages social interaction and strengthens community ties. Art encourages community identity, reflecting local culture, history, and the Port Townsend “funk factor.”	5
City Park	If the development team is unable to provide the above requested amenities, the City will require a small set-aside for the inclusion of a City Park to be installed and managed by the City.	The City prefers proposals that incorporate neighborhood serving amenities such as childcare facilities, community gardens, and playgrounds, and such proposals will receive higher scores.	
100 Points Available			

Table 2: Evaluation Grading Definitions

The scoring rubric definitions are intended to provide a consistent, transparent framework for evaluating Expressions of Interest based on responsiveness, qualifications, and alignment with the City’s goals, rather than finalized designs or binding commitments. The rubric distinguishes levels of understanding, experience, and conceptual readiness appropriate to an early, market-sounding stage, and is used to identify respondents best suited for shortlisting and advancement to a subsequent Request for Proposals.

GRADING	PERFORMANCE LEVEL	QUALITY OF SUBMITTAL
0% of Max Points	Non-Responsive / Fails to Meet Requirements / Disqualified	The response does not address the criteria, is materially incomplete, or fails to meet one or more stated minimum requirements. Information provided is insufficient for evaluation or demonstrates a failure to understand the intent or scope of the RFEI.

20% of Max Points	Adequate / Satisfactory	The response addresses the criteria at a basic level but lacks clarity, relevance, or meaningful supporting detail. Information is largely generic, poorly connected to the Evans Vista project, or raises concerns about the respondent’s understanding, capacity, or seriousness of interest.
40% of Max Points	Proficient / Strong Concept Plan	The response addresses the criteria with clear, relevant, and project-specific information and demonstrates a sound understanding of the City’s objectives and project context. The submittal reflects competent qualifications, reasonable feasibility, and a coherent conceptual approach appropriate to an expression of interest, though it does not yet exhibit the depth, differentiation, or added value associated with higher-rated responses.
60% of Max Points	Excellent Concept / Impactful Strategy	The response clearly and competently addresses the criteria with project-specific information. The submittal demonstrates a solid understanding of the City’s goals, site context, and development considerations, and presents a credible, well-articulated approach appropriate to an expression of interest.
80% of Max Points	Robust / Highly Compelling Concept	The response thoroughly addresses the criteria with clear, well-organized, and relevant detail. The submittal demonstrates strong alignment with City priorities, relevant experience with comparable projects, and a thoughtful, well-considered conceptual approach that provides confidence in the team’s qualifications and readiness for shortlisting.
100% of Max Points	Optimized / Exceptional	The response substantially exceeds RFEI expectations and presents a remarkable expression of interest. The submittal demonstrates superb understanding of project goals and constraints, clear and relevant experience, and a differentiated, well-integrated conceptual approach that clearly positions the respondent as a leading candidate for advancement to the RFP stage. Submittal has delivered on the preferred responses.

The City will conduct a preliminary evaluation of all responses submitted by the deadline to determine compliance with proposal requirements. All responses shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing.

Responses shall be evaluated per the above criteria, scored, and ranked. The City reserves the right to request additional information to clarify any information contained in a response, conduct conference calls or interviews as part of the evaluation process, or take any other action necessary in order to thoroughly evaluate each response.

The City reserves the right to verify the information received in the responses. If the entity knowingly and willfully submits false information or data, the City reserves the right to reject that response. If it is determined that an agreement is awarded because of false statements or other data submitted in response to this request, the City reserves the right to terminate any contract or agreement.

City Sources of Funding

The City has received subsidies for the project from a number of sources. In 2021 the City received \$1,372,000 from the Local & Community Projects Program for the capital costs necessary for the acquisition and closing costs of property located at Evans Vista Drive

In 2022, the City approached the County seeking financial support for the project using ARPA funds. The Board of County Commissions committed to \$500,000 in funding. The funding scope of work included: site studies (\$50,000); schematic design (\$150,000); financial analysis (\$50,000); preliminary engineering (\$100,000); entitlements (\$50,000); project management (\$50,000); and contingency (\$50,000).

In 2023, the City was awarded \$1,650,000 in CHIP State Capital Funds to support the construction of affordable housing for water, sewer, and stormwater utility improvements for the associated Mill Road Lift Station project. Funding scope includes: purchasing, permitting, and design (\$504,000); project management and design engineering (\$150,000); construction engineering for the lift station and force main (\$273,000); and construction (\$723,000).

In 2023, the City of Port Townsend received a grant via Jefferson County in the amount of \$7,000 for the homeless encampment clean up located at the Evans Vista site. The City recognizes that this grant amount is under the \$10,000 threshold for this grant application; however, the homeless encampments are an important part of the overall project narrative and are illustrative of the desperate need for affordable housing in Port Townsend. The City has also contributed \$293,500 to the project for abatement and mowing at the project site (\$100,000); sewer SDC waivers (\$150,000); and other associated costs (\$43,500).

The City's layered sources of subsidy are essential to the financial feasibility of the Evans Vista project because they offset extraordinary upfront costs—such as land acquisition, utility infrastructure, environmental compliance, and prevailing-wage construction—that cannot be supported by affordable rental rates alone. These public investments make it possible to deliver affordable and workforce housing at scale in a high-cost, low-rent market like Port Townsend, while also reducing development risk and enabling long-term affordability. Strict adherence to each grant's guidelines and requirements is vital because those funds are legally conditioned on specific outcomes, timelines, and affordability commitments; failure to comply could jeopardize reimbursement, trigger repayment obligations, or disqualify the City and its partners from future funding. Collectively, these agreements tie public dollars to public benefit, ensuring that the project is not only financially viable, but also accountable, durable, and aligned with the City's long-term housing and community goals.

Mandated Elements Per State and Federal Programs

Federal and state affordable housing funds come with strict development requirements as public dollars must be used in a way that guarantees long-term community benefits, financial

accountability, and compliance with laws governing civil rights, labor, and land use. Programs such as Low-Income Housing Tax Credit (LIHTC), Housing Trust Fund (HTF), and Washington’s Connecting Housing to Infrastructure Program (CHIP) and Local Community Projects (LCP) funds require developers to reserve units for specific income levels for extended periods and secure those commitments through recorded covenants, deeds of trust, and regulatory agreements.

These funding sources mandate adherence to prevailing wage laws, accessibility and nondiscrimination standards, and consultation with tribes, when applicable. They also impose detailed financial reporting and ongoing compliance monitoring to verify that rents, tenant incomes, and operations remain aligned with statutory guidelines.

Several components of the Evans Vista project are legally required due to the state and federal funding secured for land acquisition, infrastructure, and affordable housing development. These elements are not discretionary; they are tied directly to the City’s funding agreements, regulatory obligations, and long-term monitoring requirements. Developers must incorporate these mandates into their proposals and project designs.

These mandates are embedded in the legal terms of the City’s state and federal grants and may be reinforced through covenants, promissory notes, deeds of trust, and statutory requirements. Any deviation would jeopardize current funding, restrict future reimbursement, and risk noncompliance with state law. As a result, these elements must be explicitly incorporated into all development concepts, financing strategies, phasing plans, and long-term operational modes.

1. Minimum Affordable Housing Set-Aside

- The project must reserve at least 25% of all units for households earning 80% AMI or below, for a minimum of 25 years.
- This requirement is tied to the City’s grant funding requirements and compliance with RCW 43.185A.010.
- Affordability cannot be reduced or traded away, as these protections may be secured through recorded covenants, deed restrictions, or other compliance mechanisms that must remain in place throughout the compliance period.

2. Long-Term Affordability Monitoring and Enforcement

- Affordability requirements must be monitored for at least 25 years through an approved mechanism such as Housing Trust Fund oversight, LIHTC-style compliance, or a compliant City monitoring process.
- Property management teams must participate in ongoing reporting on income qualifications, rent levels, and occupancy to ensure continued compliance.

3. Site Control and Timely Construction Readiness

- State and Federal programs require the project to demonstrate site control, environmental review, and progress toward permitting prior to contract execution.

4. Infrastructure Requirements Tied to Public Funding

- State funds awarded for Mill Road Lift Station and related utilities must directly support multiunit affordable housing.
- Infrastructure must be installed in a way that aligns with the project’s affordability obligations and the City’s approved utility improvement plan.

5. Prevailing Wage and Labor Standards

- All construction financed through these grants must meet state prevailing wage requirements and related labor compliance rules.
- Developers will be required to verify compliance and maintain appropriate documentation.

6. Tribal Consultation and Cultural Resource Protection

- Funding requirements mandate formal consultation with affected Tribes and the Department of Archaeology and Historic Preservation (DAHP).
- A Cultural Resources Survey was completed by the City for purchase of the property. An updated study will be required for development of the property.
- Developers must adhere to all cultural resource protection commitments, including protocols for ground disturbance and discovery of sensitive materials.

7. Environmental and High-Performance Building Standards

- Certain state capital-funded projects must meet high-performance building standards, including progress toward LEED Silver certification, unless exempted.
- Documentation of compliance or formally approved exemptions is required prior to reimbursement.

8. Documentation of Financial Capacity and Commitment of Funds

- As part of round 2, agreements with the City may require the developer to demonstrate that all capital needed to complete the project (or a distinct, usable phase) is committed prior to execution of each phase.

Development Contract Type

The City anticipates entering into one or more legally binding agreements with the selected development team to implement the Evans Vista Neighborhood in a manner that advances public affordability objectives, supports timely infrastructure delivery, and ensures long-term stewardship of the site. This RFEI is intended to identify qualified development entities and does not constitute a commitment by the City to enter any contractual structure or to convey City-owned property.

Given the size, phasing, and public funding considerations of the project, the City intends to retain flexibility in structuring the contractual relationship and will determine the appropriate contract form based on project feasibility, risk allocation, funding requirements, and long-term public benefit. Contractual arrangements may include, but are not limited to, a purchase and sale agreement with recorded affordability covenants, a long-term ground lease, a development agreement with phased or conditional conveyance, or a combination of such instruments. Any conveyance or lease of property shall be subject to enforceable affordability restrictions, permitted use limitations, performance milestones, and remedies for nonperformance.

Where fee title conveyance is utilized, such conveyance may occur in phases and shall be conditioned upon satisfaction of defined development milestones, demonstration of committed financing, and recording of all required regulatory instruments. Where a ground lease or other leasehold structure is used, the City shall retain ownership of the land while granting development and operational rights for a defined term, and the lease shall incorporate all affordability, performance, and compliance obligations, including restrictions on assignment or encumbrance.

Regardless of contract structure, the selected developer shall be required to enter into an enforceable agreement that consolidates all statutory requirements, funding program conditions,

and City policy objectives applicable to the project. Where multiple agreements or recorded instruments are used, such documents shall be structured to function cohesively and shall establish an order of precedence. Recorded affordability and use restrictions shall run with the land and bind all successors.

Selection through this RFEI does not constitute a contract award, does not guarantee conveyance of City-owned property, and does not obligate the City to proceed with negotiations or execute a final agreement. Any agreement remains subject to City Council approval, satisfaction of funding conditions, completion of required environmental and consultation processes, and compliance with applicable law.

Protest Process

A responsive, but non-selected respondent may protest their non-selection to the RFEI and/or RFP. Protest procedures are intended to promote fairness and integrity in the process and are not a forum for delaying or disrupting procurement. Subcontractors or suppliers of responding firms do not have independent protest rights.

Protests must be in writing, state the specific grounds for protest with supporting facts, and describe the relief requested. Protests based on alleged defects or improprieties apparent on the face of the RFEI or RFP must be filed prior to the deadline for responsive submissions – this allows the City to correct the issue so that all respondents have a fair opportunity. Protests based on other grounds must be filed within a week after the City sends notification of non-selection. Failure to file a protest timely constitutes a waiver of protest rights.

The City Manager will review any timely protest and issue a written determination, which shall be final unless otherwise required by applicable law. The City may proceed with, suspend, or modify the RFEI and/or RFP process during the pendency of a protest, at the City's sole discretion.

Reserved Rights

The City reserves the right to accept or reject any and/or all responses or proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the City, depending on available competition and timely needs of the City. The City reserves the right to award the project to the respondent that is most advantageous and in the best interest of the City. The City shall be the sole judge of the proposals, and the resulting negotiated agreement that is in its best interest, and its decision shall be final. Additionally, the City reserves the right to conduct such an investigation or to request clarifications, as it deems necessary, to determine the ability of any respondent to complete the project.

Disclaimers

This RFEI does not commit the City to award an Agreement or to pay any cost incurred with preparation of the submittal. The City reserves the right to accept or reject any or all submittals received in response to this Request for Expressions of Interest, to negotiate with any qualified source, or cancel in whole or in part this process at its sole and absolute discretion. Subsequent to negotiations, prospective development entities may be required to submit revisions to their submission. All persons or entities responding to this RFEI should note that any Agreement pursuant to this solicitation is dependent upon the recommendation of the City staff and the approval of the City after all legally required steps have been taken.

The City reserves the right to postpone selection for its own convenience, to withdraw this RFEI at any time, and to reject any and all submission without indicating any reason for such rejection. As a function of the RFEI process, the City reserves the right to remedy any technical errors in RFEI and to modify the published scope of this document if determined necessary.

If a proposer discovers any ambiguity, conflict, discrepancy, omission or other error in the RFEI, they shall immediately notify the City of such error in writing and request modification or clarification of the document. Clarifications will be given by written notice to all parties who have registered as an interested party of this RFEI.

If a proposer fails to notify the City prior to the date indicated as the last day for questions, they shall submit a proposal at their own risk. Questions received after the indicated last day for questions will not be responded to.

The City reserves the right to abandon the RFEI process and/or change its procurement process for the Agreement at any time it is determined to be in the best interest of the City. The City will not be liable to any Proposer for any costs or damages arising out of its response to the RFEI.

Title VI Statement

The City of Port Townsend, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Americans with Disabilities Act (ADA) Information

The City of Port Townsend, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing the City of Port Townsend ADA Coordinator, Alyssa Rodrigues at arodrigues@cityofpt.us or by calling collect 360-379-5083.

Public Inspection of Certain Records

Per [RCW 39.10.47](#), Public inspection of certain records—Protection of trade secrets—Protection of documents submitted.

(1) Except as provided in subsections (2) and (3) of this section, all proceedings, records, contracts, and other public records relating to alternative public works transactions under this chapter shall be open to the inspection of any interested person, firm, or corporation in accordance with chapter 42.56 RCW (Public Records Act).

(2) Trade secrets, as defined in RCW 19.108.010, or other proprietary information submitted by a bidder, offeror, or contractor in connection with an alternative public works transaction under this chapter shall not be subject to chapter 42.56 RCW if the bidder, offeror, or contractor specifically states in writing the reasons why protection is necessary, and identifies the data or materials to be protected.

(3) All documents related to a procurement under RCW 39.10.330 are exempt from disclosure until the notification of the highest scoring finalist is made in accordance with RCW 39.10.330(6) or the selection process is terminated, except as expressly required under RCW 39.10.330(3).

If the City receives a Public Records Request relating to submissions under this RFEI or RFP, the City will evaluate the request and to the extent legally permissible, assert privileges or exemptions under the Public Records Act. If appropriate, the City will provide respondents with third-party notice of the release of records relating to their submissions. The respondents acknowledge that this does not create any binding requirements on the City to coordinate, redact, or withhold records and while the City will make best efforts to apply privileges or exemptions under the Public Records Act, the respondents acknowledge that their information may be shared with third parties.

City Contact

Please submit questions via email to frontdesk@cityofpt.us. Subject line should be: Questions for Development of the Evans Vista Neighborhood — Attn: Renata Munfrada, Housing Grants Coordinator.

Responses to the RFEI are due no later than **May 29, 2026, at 5:00 p.m.** Pacific Time. Tentative dates for a site visit, question-and-answer session, shortlist selection, and issuance of the subsequent RFP are included in the solicitation document.

Interested parties are encouraged to complete the [Evans Vista Development Solicitation Interested Parties Registration](#). Interested parties may also register for information and updates on the City of Port Townsend's procurement webpage at <https://cityofpt.us/rfps>.

For additional information about the Evans Vista Neighborhood, project milestones, planning efforts, community engagement, and supporting documents please visit the following link below: <https://cityofpt.us/engagept/page/evans-vista-neighborhood-master-plan>.

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