2026 MASTER PLANNING RFP SCOPE

PORT OF EDMONDS STAFF

FEBRUARY 24, 2026

PORT OF EDMONDS

MP2: Recap

- Phase 1 = A high-level master plan on the entire property
  - Identify and evaluate all developable sites

- Phase 2 = A detailed redevelopment feasibility plan for the east side
  - Keeping the redevelopment document separate allows for the appropriate amount of detail on each plan

MP2: NEXT STEPS

1. Obtain and review a proposals for master planning project management.

2. Prepare a Master Plan Process document for Commission’s review and approval.

RFP Scope Overview

The Port is seeking a qualified consultant to develop a high-level Port Master Plan that provides a comprehensive, strategic framework for the long-term development and use of all Port-owned properties. This plan will serve as Phase One of the Port's 2026 Master Planning effort and will guide future phases, including subsequent detailed redevelopment plans for specific property areas such as the Port's eastside holdings.

The Lead consultant (Project Manager/Lead) will work closely with Port staff, the Port Commission, and the consultant team to evaluate current conditions, identify future opportunities and constraints, and prepare a high-level vision with associated planning concepts, priorities, and implementation options.

Key Components

Planning Development

Port Objectives and Vision Setting

Stakeholder and Community Engagement

Concept Selection and Final High-Level Master Plan Report

Planning Development

Deliverable: Planning document, including timelines, milestones, and specific details for the Master Planning process.

- Conduct a kickoff meeting with Port staff and Commission representatives
- Select consultant team
  - Develop work plans for architect, engineering, and any other disciplines needed
- Review all relevant Port documents and provide a background memo. Documents to review include:
  - Prior planning studies and reports
  - Comprehensive scheme of harbor improvements
  - Capital Improvement Plans
  - Financial and economic reports
  - Existing environmental and shoreline management documents
  - Review Port real estate, parcels, and maps to be included in master planning
- Develop the project schedule

Port Objectives and Vision Setting

Deliverable: Existing conditions summary report

- Prepare an evaluation of current conditions across Port property, including:
  - Land use and zoning
  - Infrastructure (utilities, transportation, access, parking)
  - Current and future revenue streams
  - Operational needs and constraints (Waterfront, marina, and upland facilities)
  - Environmental conditions, resiliency factors, and regulatory considerations
  - Economic and market context

Deliverable: Vision and objectives framework document

- Coordinate with Port staff and the commission to solidify short-term and long-term business goals
- Discuss future revenue options and their integration with the master plan
- Identify developable lots within existing Port property
- Establish a long-term vision for Port properties
- Develop guiding principles for land use, economic development, sustainability, and public access

Stakeholder and Community Engagement

Deliverable: Publish a final engagement report to be included within the Master Plan

The purpose of the community engagement plan is to ensure that the Port's master planning process is transparent, accessible, and reflective of community priorities. Engagement will provide meaningful opportunities for residents, tenants, stakeholders, tribal partners, and local agencies to help shape the future vision of the Port's working waterfront, public spaces, business environment, and long-term redevelopment strategy.

The plan will emphasize clear communication, inclusive outreach, collaborative decision-making, and consistent feedback loops throughout the master planning process.

- Plan design
  - Engagement goals
  - Timline and scheduling
  - Outreach and communication plan
  - Key audiences and stakeholder groups
  - Public survey development
- Collection methods
  - Open houses
  - Digital engagement
  - Visioning charrette
- Documentation and reporting
  - Meeting notes
  - Summary reports
  - Visual representation of data

Concept Evaluation

Deliverable: Alterantive concepts presenation and report

- Conceptual land use organization
- Potential reconfiguration or modernization of facilities
- Waterfront and shoreline improvements
- Open space and public-access opportunities
- Infrastructure considerations
- Operational and functional requirements
- Concepts should be presented in basic formats that illustrate possibilities; not fully detailed design graphics
- Pro-forma analysis to accompany concepts

Deliverable: Implementation plan for the selected concept

- Based on feedback from the Commission and staff, arrive at the preferred high-level master plan
- Recommended phasing
- Policy or regulatory considerations
- Capital investment approach
  - Order-of-magnitude cost ranges
- Detailed pro-forma build out
- Partnership opportunities
- Dependencies and sequencing considerations

Final High-Level Master Plan Report

Deliverable: Produce a clear, visually compelling final report that combines all findings.

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A Final High-Level Master Plan Report summarizes the full planning effort and presents the final recommended long-range vision for Port facilities, land uses, infrastructure, and operations.

- Executive Summary
- Planning Development
- Port Objectives and Vision
- Framework Description
- Concepts Explored
- Preferred Concept
- Stakeholder Engagement
- Existing Conditions and Land Assessments
- Financial Analysis
- Environmental
- Implementation
- Next Steps and Future Timelines

NEXT STEPS

1. Staff will craft a final scope of work to be included with the RFP.

2. Conduct an RFP to select a consultant.

3. Start planning

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