



Port of Benton

3250 Port of Benton Blvd

Richland WA 99354

December 3, 2025

Request for Proposal

Crow Butte Park Master Plan Update

RFP Coordinator	Sheri Collins
RFP Coordinator Contact Information	procurement@portofbenton.com 509-375-3060
Issue Request for Proposals	December 3, 2025
Proposals due	January 22, 2026, 2:00 p.m. Pacific Time
Complete Proposal Evaluation	January 29, 2026
Interviews and Demo	February 2-5, 2026
Announce "Apparent Successful Proposer"	February 11, 2026
Begin contract work	Upon Signed Contract

Proposals must be submitted as hard copies (electronic proposals will not be accepted) Proposals should be submitted to the Port no later than 2:00 p.m. local time, January 22, 2026 and should be addressed to:

Submitted: Port of Benton

c/o procurement

3250 Port of Benton Blvd.

Richland, WA 99354

email: procurement@portofbenton.com



Purpose: The Port of Benton (Port) invites qualified vendors to submit proposals for the Crow Butte Park Master Plan Update. Crow Butte is located 14 miles west of Patterson on Washington Highway 14 in Benton County. Crow Butte Park was developed in the 1970's and is owned by the Corps of Engineers. The Port entered a 25-year lease with the Corps for ongoing operation and maintenance of the Park in 2007, the Park continues to be a centerpiece of the local community and is a destination for campers and boaters from around the region.

History:

Port of Benton (Port) was created by a vote of the people in 1958 as a special purpose district under RCW 53. It was created following the transfer of ownership of the City of Richland from the U.S. Army Corps of Engineers (USACE) to the citizens. Previously, Richland was the property of the federal government and housed World War II operations for a secret mission called the Manhattan Project. The 290-acre property that was originally designated as the Port's district was known as Camp Hanford, which was transferred from the USACE to the Port in 1959.

The Port was chartered to "promote industrial development and transportation, including general aviation, in Benton County." The Port's district encompasses two-thirds of Benton County and is bordered on the west by Yakima and Klickitat counties, on the north by the Columbia River, on the east by the Port of Kennewick, and on the south by the Columbia and Yakima River. The Port of Kennewick's district boundaries, created in 1915, encompass the remaining east section of the county, including the south quarter of Richland.

The Port owns and operates several commercial and industrial properties within its district boundaries.

It also owns and maintains several multimodal transportation operations, including a barge terminal facility, two airports and its short line railroad.

Port of Benton was designated as a Nuclear Port in 1965 by the U.S. Coast Guard and is one of only a handful of ports in the nation authorized to handle radioactive materials.



Port of Benton Mission from Strategic Plan:

It is the mission of the Port of Benton to manage our public assets and make strategic investments to be a catalyst for regional economic growth and prosperity.

SCOPE OF WORK: Proposals should include methodology for the following:

- Complete inventory of the park facility inventory
- Thorough review of projects, both completed and proposed
- Public involvement
- Demand need analysis
- Capital project phasing schedule (short, medium and long-term goals)
- Assistance with plan adoption through commission resolution

All elements of the Master Plan Update must be done in accordance with the guidelines provided by the Recreation and Conservation Office (RCO) which are included with this request.

Evaluation Criteria

1. Understanding of the Project 10%

- Demonstrated comprehension of the scope, goals, and challenges.
- Clarity in identifying key issues and opportunities.
- Alignment with the vision and strategic objectives.

2. Team Qualifications and Experience 20%

- Relevant experience in similar master planning projects.
- Credentials and expertise of key personnel.
- Experience with stakeholder engagement and public consultation.

3. Methodology and Approach 20%

- Proposed planning process and timeline.
- Innovation and creativity in approach.
- Integration of sustainability, equity, and resilience principles.

4. Past Performance and References 20%

- Quality and relevance of previous work.
- Client references and testimonials.
- Demonstrated ability to deliver on time and within budget.

5. Deliverables 20%

- Clarity and quality of proposed deliverables.
- Use of visualizations, maps, and digital tools.
- Final report structure and usability.

6. Compliance and Responsiveness 10%

- Adherence to RFP instructions and requirements.
- Completeness and professionalism of the submission.
- Responsiveness to questions or clarifications

Process: Proposals will be reviewed by a committee. Shortlisted vendors will be invited for interviews and a demo.



GENERAL INFORMATION FOR PROPOSERS

- **REQUEST FOR PROPOSALS (RFP) COORDINATOR**

The RFP Coordinator Sheri Collins (procurement@portofbenton.com) is the sole point of contact at the port for this procurement. All communication between the Proposer and the Port upon receipt of this RFP shall be with the RFP Coordinator specified on the cover page of this RFP.

- **SUBMISSION OF PROPOSALS**

The proposal must be received by the Port no later than 2:00 p.m. Pacific Time on January 22, 2026.

- **PROPRIETARY INFORMATION DISCLOSURE**

All proposals received shall be deemed public records as defined in Chapter 42.56 RCW, "Public Records." Any information in the proposal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW must be clearly designated. The page must be identified and the particular exception from disclosure upon which the Proposer is making the claim must be stated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right-hand corner of the page.

- **REVISIONS TO THE RFP**

In the event it becomes necessary to revise any part of this RFP, or if questions arise, an addendum will be published through the Port's website, at <https://portofbenton.com/business-with-us/#bids>.



ADDITIONAL RFP TERMS AND CONDITIONS.

- The Port reserves the right to reject any and all RFP responses.
- The Port reserves the right to waive minor irregularities if the Port determines that waiver would be in its best interest and would not result in an unfair advantage for other Offerors and potential Offerors.
- Reject any timely and properly submitted response in its entirety for failing to meet any of the mandatory requirements identified herein.
- The Port reserves the right to request clarification of information submitted, and to request additional information from any firm.
- The Port reserves the right to award any contract to the next most qualified firm if an agreement is not reached.
- The contract resulting from acceptance of a proposal by the Port shall be in a form supplied or approved by the Port and shall reflect the specifications in this RFP. The Port reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and/or is not approved by the Port Attorney and Executive Director.
- The Port of Benton reserves the right to take any final contract subject to approvals of the Port of Benton Commission.
- The Port shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFP.