



CALL FOR OFFERS
Tenant Lease Proposals
Retail / Office / Flex Space

Mason Ehrman Annex Building | 208 NW 5th Avenue

Submissions Due: July 20, 2026
[SUBMIT HERE](#)

Direct all questions to Prosper Portland's SOLE POINT OF CONTACT for this CFO:

Ember Breckenridge, Real Estate Asset Manager

Prosper Portland
220 NW 2nd Avenue, Suite 200
Portland, Oregon 97209

(503) 823-3208 (direct)
assetmanagement@prosperportland.us (email)
<http://www.prosperportland.us> (www)

Prosper Portland encourages the participation of certified minority-owned, women-owned, disadvantaged businesses and emerging small businesses in this business opportunity.

Call for Offer Instructions

Retail/Office/Flex Tenant Lease Proposals

Mason Ehrman Annex Building | 208 NW 5th Ave

- 1. Summary.** Prosper Portland (“Landlord”) is soliciting interest from qualified retail/office/flex tenants to lease space in Portland’s Old Town/Chinatown Cultural Historic District within the Mason-Ehrman Annex Building (208 NW 5th Ave). The building offers approximately 9,900 rentable square feet of creative flex space on the ground floor and an additional 9,900 square feet of finished basement space. The building includes secured bike storage, employee lockers, showers and is served by the Downtown Bus Mall and MAX light rail. **This Call for Offers (CFO) is not a public procurement subject to Prosper Portland’s Local Contract Review Board Administrative Rules, ORS 279a, ORS 279b, or ORS 279c.**

- 2. Schedule.** Landlord reserves the right to alter this schedule via written addendum at any time:

Call for Offers Issued	June 15, 2026
Space Walk-Throughs (By Appointment)	June 16 – July 10
Last Day to Request Clarification	July 10, 2026
Consolidated Q&A Issued (<i>anticipated</i>)	July 14, 2026
Lease Proposals Due	July 20, 2026
Candidate Interviews (<i>anticipated</i>)	July 21 – July 24
Landlord Responses (<i>anticipated</i>)	July 31, 2026
Lease Term Sheet Signed (<i>anticipated</i>)	Aug 7, 2026

- 3. Requests for Clarification.** Proposers may email the Sole Point of Contact; assetmanagement@prosperportland.us no later than the clarification deadline listed above to request additional information about the properties or CFO submittal requirements. Landlord will provide all registered applicants with a consolidated Q&A response. All requests for clarification must be submitted to the Sole Point of Contact by the deadline. Any corrections, clarifications, or substitutions made by Landlord will be issued in writing and sent to all prospective respondents by addendum.
- 4. Addenda.** Addenda will be emailed to all those known by Landlord to have received this CFO, and other prospective respondents who have expressed interest by emailing the Sole Point of Contact.
- 5. Submission.** Lease proposals must be submitted via [BidLocker](#) at no later than the deadline listed in Section 2, above, or as changed by addendum. In no case will Landlord be responsible for lost, late, or undeliverable submissions.

- 6. Minimum Qualifications Required to be Selected.** Proposers should meet the following minimum requirements to be considered for the role of Tenant:

Business Experience

- a. 2+ years operating a business, nonprofit, or professional services organization in a commercial environment
- b. Legally incorporated and doing business in the State of Oregon
- c. Demonstrated organizational stability sufficient to fulfill lease obligations

Financial Capacity

- d. Ability to demonstrate sufficient financial resources to support ongoing lease obligations
- e. The legal standing to execute a commercial lease agreement and, where applicable, sign a personal or organizational guarantee
- f. Ability to obtain commercial general liability insurance in amounts required by Landlord (minimum \$1,000,000 per occurrence / \$2,000,000 aggregate)

- 7. Submission Requirements.** To be considered, Proposers must submit the following documents:

Cover Letter – Max 2 pages

- a. Summary information about your organization (e.g. years in business, growth history, number of employees, awards & certifications, etc.)
- b. A conceptual statement describing the proposed use, type of space needed, and approximate square footage needed
- c. A description of how the proposed tenancy aligns with Prosper Portland’s mission of equitable economic development

Business Information – Max 3 pages

- d. Professional CVs and/or Bios of principals and other significant personnel that will be directly involved in business operations
- e. A list of current or prior commercial office leases held by the organization or principals (consider including address, purpose, square footage, and term)
- f. A minimum of one reference from prior landlords or property managers

Statements of Interest and Qualifications

- g. A signed and completed non-binding Letter of Interest form (see Attachment A)
- h. A signed and initialed copy of the Statement of Qualifications (see Attachment B)

- 8. Candidate Interviews.** Landlord may coordinate interviews with all, some, or none of the proposers to inform the selection process. If selected for an interview, reasonable efforts will be made to accommodate proposer schedules within the interview window noted in the schedule above.

- 9. Selection of Tenant.** Landlord reserves the right to determine in its discretion which company or firm should be invited to negotiate a lease, based upon responses to this CFO, or responses in

conjunction with interviews, as Landlord determines is in its best interest. Landlord reserves the right to interview and/or negotiate with any potential tenant. Landlord is not obligated to interview or negotiate with any respondent. Landlord reserves the right to reject any submittal not in substantial compliance with all prescribed submittal procedures and may reject for good cause any or all submittals upon a finding that it is in Landlord's interest to do so.

10. About the Property. The Mason-Ehrman Building and Annex Building are located side-by-side at 234 and 208 NW 5th Avenue in Portland's Old Town/Chinatown Cultural Historic District. The campus offers approximately 88,500 rentable square feet of professional office and creative flex space across two complementary buildings, with direct access to downtown Portland's transit infrastructure, business and entertainment districts. The buildings offer nearby parking, bike room, lockers, showers, and on-site tenant storage.

Attribute	Mason-Ehrman Building	Annex Building
Address	234 NW 5th Ave	208 NW 5th Ave
Year Built / Renovated	1907 / 2001	1940 / 2017
Rentable Square Feet	~60,000 SF	~28,500 SF
Typical Floor Plate	~8,500 SF/floor	~9,900 SF/floor
Certifications	LEED Gold + Historic	—
Character	Historic commercial	Creative Office / Flex

Location Highlights:

- Located within Portland's Old Town/Chinatown Cultural Historic District
- Direct access to the Downtown Bus Mall, MAX light rail, and Union Station
- Public and Private secured parking available in the immediate vicinity
- Walking distance to a wide range of dining and entertainment options

11. About the Landlord. Prosper Portland is the economic and urban renewal agency for the city of Portland. We focus on building an equitable economy by carrying out a range of economic development programs that support small businesses, improve access to workforce training, and create jobs for Portland residents. We work with partners in different areas of the city to help Portland realize capital projects – parks, streetscape improvements, community centers – that would not happen on their own, making the city a better place to live for all Portlanders. View our website at <http://www.prosperportland.us>