REQUEST FOR PROPOSALS #26-04
CULLY TIF DISTRICT BUSINESS ENGAGEMENT

Proposals Due: December 18 by 2:00 PM (Pacific)

1.0 REQUEST FOR PROPOSALS SUMMARY

Through this Request for Proposals (this "RFP"), **Prosper Portland**, the economic development and urban renewal agency of the City of Portland, Oregon, requests competitive proposals from qualified and experienced individuals, firms, or teams ("Proposers" or "you[r]") for the performance of public engagement to better understand the unique challenges facing people and businesses in the Cully Tax Increment Financing (TIF) District who may be vulnerable to displacement. This information is vital to delivering effective and equitable investments that support the goals of the Cully TIF 5-year Action Plan.

2.0 CONTACT AND PROPOSAL DELIVERY INFORMATION

Direct all questions to the Solicitation Coordinator listed below and submit a signed copy of your proposal in pdf format through Prosper Portland's Bid Locker website.

Solicitation Coordinator *	Proposal Delivery Location **
Caleb Comas comasc@prosperportland.us	The folder for this opportunity at: https://bidlocker.us/a/prosperportland/BidLocker

* The Solicitation Coordinator named here is Prosper Portland's **SOLE POINT OF CONTACT** for this RFP.

** To be considered for award of the contract, proposals must be uploaded to Prosper Portland's Bid Locker site no later than the Proposal Due Date and Time listed below.

3.0 PROCUREMENT SCHEDULE

Prosper Portland reserves the right to change this schedule for any reason.

Procurement Activity or Milestone	Date
Request for Proposals Issued	Wednesday, November 4, 2026
Deadline for Questions	Monday, November 20, 2026
Proposal Due Date and Time	**2:00PM ON DECEMBER 18, 2026**
Evaluation Period, Ending *(anticipated)*	Friday, January 15, 2027
Contract Effective Date *(anticipated)*	January 25, 2027

4.0 PROJECT BACKGROUND

The Cully TIF Action Plan directs $31 million in projected investment over the next five years, including $14 million dedicated to economic and urban development priorities aligned with the Cully TIF District Plan's goals of community stabilization, business retention and expansion, wealth building for people vulnerable to displacement, and support for cultural and community assets. A key requirement for effective and equitable investment is to better understand the unique challenges facing people and businesses in the district who may be vulnerable to displacement.

This engagement will provide Prosper Portland and the Cully Community Leadership Committee (CLC) with a more detailed understanding of businesses operating in the district, including strengths, challenges, growth opportunities, how they may be vulnerable to displacement, and what their particular needs may be to prevent displacement. Prosper Portland and the CLC will use the findings to help inform business engagement and funding strategies in alignment with the Action Plan priorities.

5.0 STATEMENT OF WORK

The work performed by the successful Proposer (the "Consultant") under the contract awarded from this RFP (the "Contract") will be community and business engagement. Key services and deliverables (or "Work Products") Consultant will provide Prosper Portland under the Contract include:

Task 1. Small Business Survey: Conduct a survey with a large representative sample of businesses across retail, services, industrial sectors, and home-based enterprises throughout the Cully area.

Task 2. Small Business Interviews: Based on the results of Task 1, conduct additional engagement with those that may be vulnerable to displacement within each sector, and those experiencing barriers to growth. Engagement may occur through in-person visits, phone interviews, focus groups.

- For home-based business owners, additional engagement should aim to understand business growth opportunities and challenges specifically regarding physical expansion of the business operation.

Task 3. Commercial Property Owner Interviews: Conduct interviews with commercial property owners to understand real estate opportunities and barriers to leasing, cash flow, reinvestment, and redevelopment.

Deliverables:

Monthly Reporting including:

- List of small business owners and commercial property owners surveyed or interviewed
- Contact information, addresses of business

- Type of business
- Duration in Cully
- Notes from discussion/activity
- A Final Report containing the following components:
    - Executive Summary of approach, findings and recommendations. Summary of methodology used to complete Tasks 1-3, including limitations to outreach and information.
    - A summary of stakeholder feedback describing business and property owner respective needs, business challenges, market perceptions, and priorities for support. The summary should highlight key commonalities and differences found across retail, service, industrial sectors and home-based business enterprises.
    - Recommendations tied directly to District Plan goals including business retention, return, expansion, stabilization, and cultural asset support. Recommendations for Prosper Portland on best ways to market funding opportunities and support application submission from business owners in the Cully TIF District who may be vulnerable to displacement.

Prosper Portland reserves the right to modify, add, and/or remove certain tasks and activities prior to Contract execution; or though amendment to the Contact, after Contract execution.

6.0 PERFORMANCE SCHEDULE

The performance schedule will be negotiated by Prosper Portland and the selected Proposer prior to contract execution, with a final completion date by July 30, 2027.

7.0 SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA

To respond to this RFP, submit the following information and organize your proposal in the order of the sections below.

Word Limit. Excluding the title page, cover letter and pricing information, please keep your proposal to no more than **3,000 words** in length.

7.1 Cover Letter

Summarize your proposal in a one-page cover letter. In this cover letter, also include the name, mailing address, phone number, and email address of your primary point of contact for this RFP. The cover letter must be signed by a representative of the Proposer authorized to make a binding offer to Prosper Portland.

7.2 Experience and Capabilities

Provide a description of your organization and personnel's experience in providing services similar to those described in this RFP. For this section also include:

- General scope of services your organization provides and number of years your organization has been in business.
- A short profile of each key individual proposed to perform work under the Contract, including their work history and relevant professional qualifications

and certifications. Personnel résumés may be used in lieu of personnel profile(s), but are not required. (Limit one page per person, *does not count toward Proposal Word Limi*t)

- Describe experience designing and conducting surveys, interviews, and other outreach methods to gather meaningful input from small business owners and commercial property owners across diverse industries and communities.
- Brief description of similar projects performed in the past three (3) years that best characterize your organization's ability to complete the Statement of Work.
- List three (3) current or past references using projects of similar scale scope as described in this RFP. For each reference, include the reference's company name, contact person, phone number, email address, and a description of the services provided for that reference. References may be checked at Prosper Portland's discretion.

7.3 **Community Connections and Local Knowledge**

Describe and provide examples of your experience with the following:

- Proposers prior initiatives or work within the Cully TIF district boundary, regardless of scope relevance
- Experience engaging and building trust with small business owners and commercial property owners including culturally responsive approaches to capture a range of experiences and perspectives
- Experience identifying and assessing barriers to business growth, access to commercial space, lease affordability and stability, and vulnerability to commercial displacement

7.4 **Project Approach and Understanding**

Provide a clear and concise description of your understanding of Prosper Portland's needs and the approach you propose to complete the work described in this RFP, including:

- Specific personnel assigned to perform the tasks
- Approximate timeframe to perform and complete the work, highlighting milestones
- Type of Work Products produced
- Whether you can fulfill the performance schedule listed in Section 6 of this RFP
- Any proposed changes from the Statement of Work listed in Section 5.

7.5 **Business Equity**

Prosper Portland seeks to encourage broad participation in its contracting opportunities in a manner consistent with applicable federal and state law, including all relevant executive orders regarding nondiscrimination and equal opportunity. Demonstrate your capacity to support small business participation, workforce development, and community engagement through lawful, merit-based, and inclusive business practices, including the following:

- Your firm's approach to equal employment opportunity, nondiscrimination, and compliance with applicable federal and state labor and employment laws.
- How you approach project staffing, training, mentoring, technical skill development, and professional advancement opportunities for employees.
- A general description of your employee compensation and benefits structure (e.g., wages, healthcare coverage, leave policies, and other benefits).

7.6 **Fee Proposal**

Propose the **total estimated cost** to complete the Statement of Work in this RFP. **Estimated Fees totaling over $50,000 may cause Proposal to be deemed non-responsive**. The total estimated cost must also include:

- **Hourly rates of each person** assigned to perform work under the Contract as well as the **estimated number of hours** each person will be expected to complete each task. A RANGE OF HOURLY RATES IS NOT ACCEPTABLE.
- Any direct or indirect **reimbursable expenses**, including travel expenses, and any other expenses necessary to complete the work. State whether reimbursable expenses will be billed at direct cost or at cost plus a mark-up percentage.

All unspecified costs will be borne by Consultant.

SUMMARY OF SUBMITTAL REQUIREMENTS AND EVALUATON SCORING FOR THIS RFP	
SUBMITTAL REQUIREMENTS	**MAXIMUM POINTS**
• Cover Letter	Not Scored
• Experience and Capabilities	30 Points
• Community Connections and Local Knowledge	20 Points
• Project Approach and Understanding	30 Points
• Business Equity	20 Points
• Fee Proposal	Pass/Fail
Total Points Available	**100 Points**

8.0 CONTRACT REQUIREMENTS

8.1 **Form of Agreement.** The Proposer selected to perform the work described in this RFP will be invited to enter into a Personal Services Contract (the "Contract") with Prosper Portland. The terms and conditions that will govern the Contract can be found on Prosper Portland's website [**link**]. PROPOSERS WHO PROPOSE CHANGES TO ANY CONTRACT TERM OR CONDITION MUST INCLUDE THEIR PROPOSED CHANGES IN THEIR PROPOSAL; HOWEVER PROSPER PORTLAND IS UNDER NO OBLIGATION TO ACCEPT ANY SUCH PROPOSED CHANGES. The Contract will become effective upon execution by both parties.

8.2 **Compensation and Payment.** The "Not to Exceed" value of the Contract will be based on the sum of all proposed costs including reimbursable expenses. Consultant's personnel and reimbursable expenses, up to the Not to Exceed amount, will be payable

on the basis of the Consultant' time and materials. Prosper Portland PAYMENT TERMS: NET 30 DAYS.

8.3 **Contract Term.** The initial term of the Contract will be for a period of six (6) months which may be extended upon the mutual written agreement between the parties to the Contract.

8.4 **Contract Budget.** Prosper Portland's budget for the Contract is $25,000 - $50,000.

8.5 **Contract Compliance.** Consultant must comply with the following before Prosper Portland will execute any Contract with that firm:

- Be a legal entity that has the authority to transact business in the State of Oregon <http://www.filinginoregon.com/business/index.htm>
- Obtain a City of Portland business license
- Provide insurance documents consistent with the requirements listed below.

The conditions in this section apply only to the successful Proposer and are not a condition to submit a proposal in response to this RFP**.**

8.6 **Insurance Requirements.** Prior to execution of the contract, Consultant must furnish Prosper Portland with proof of the following types of insurance:

- **Workers' Compensation Insurance** in compliance with ORS 656.017, which requires subject employers to provide workers' compensation coverage for all their subject workers, unless exempt under ORS 656.027.
- **Commercial General Liability** (CGL) insurance provided on an occurrence basis with a combined single limit of not less than **$1,000,000** each occurrence, **$2,000,000** general aggregate. Consultant shall endorse the following as an additional insured on its CGL policy: **"Prosper Portland, the City of Portland, and each of their respective officers, agents, and employees."**
- **Automobile Liability** with a combined single limit of not less than **$500,000,** each accident, covering all owned, non-owned, or hired vehicles. If Consultant does not own any automobiles, Consultant agrees to maintain coverage for hired and non-owned automobiles.

8.7 **Insurance Certificates.** As evidence of coverage and prior to execution of the Contract, Consultant must provide certificates of insurance to Prosper Portland listing the Prosper Portland at 220 NW 2nd Avenue, Suite 200; Portland, OR 97209 as a certificate holder. The certificate should be sent to the attention of the Solicitation Coordinator identified in Section 2.0 of this RFP. Insuring companies or entities are subject to Prosper Portland's acceptance and must be licensed to provide insurance in the state of Oregon. Consultant's insurance shall be primary insurance, and any commercial insurance or self-insurance maintained by the City of Portland and/or Prosper Portland shall not contribute to it.

9.0 GENERAL CONDITIONS OF THIS RFP

All proposals submitted in response to this RFP are subject to the conditions and requirements contained within this RFP. All matters not specifically addressed in this RFP or the Contract, will

be governed by Prosper Portland's *Local Contract Review Board Administrative Rules* as well as applicable Oregon Revised Statutes and other rules pertaining to procurement and contracting at Prosper Portland.

9.1 **Proposal Preparation and Submission Instructions**

9.1.1 **Proposal Submission.** Proposals are due no later than the "Proposal Due Date and Time" listed in Section 3.0 of this RFP. Proposals must be submitted in Adobe Acrobat (.pdf) format through Prosper Portland's Bid Locker platform, available at:

https://bidlocker.us/a/prosperportland/BidLocker

Please see the Bid Locker instructions to create a vendor profile and submit your proposal.

PROSPER PORTLAND IS NOT RESPONSIBLE FOR ANY LATE PROPOSALS OR TECHNICAL ISSUES WHEN UPLOADING A PROPOSAL.

9.1.2 **Form of Proposal.** Proposals must be typewritten for printing on 8.5" x 11" paper in no less than 11-point typeface. NO ORAL, EMAIL, OR FACSIMILE PROPOSALS WILL BE ACCEPTED. Proposals should address the submittal requirements of this RFP in a clear, concise, and direct manner. Unnecessarily elaborate or lengthy proposals are not desired.

9.2 **Preparation Costs.** Prosper Portland is not responsible for any costs you might incur in the preparation or submission of a proposal for this RFP.

9.3 **Questions and Changes to this RFP.** Any requests for clarification or change to any matter contained in this RFP must be submitted by email to the Solicitation Coordinator listed in Section 2 of this RFP no less than five (5) business days prior to the date proposals are due. Any material change or clarification of any matter contained in this RFP will be issued in the form of a written Addendum to this RFP. Oral comments offered by Prosper Portland staff will not modify this RFP in any way.

Prosper Portland encourages all parties interested in this RFP to click the "Express Interest" option for this opportunity in Bid Locker. Doing so will add your contact information to the "Interested Parties" list and you should receive an automated email if Prosper Portland posts any addenda for this RFP. Interested parties are encouraged to check their "spam" folder or similar email filter to ensure Bid Locker's automated messages are being delivered to you.



Whether or not they receive an automated message, interested parties are ultimately responsible for being aware of addenda issued by Prosper Portland and modifying their proposal accordingly.

9.4 **Public Records and Disclosure.** All proposals submitted in response to this RFP will become the property of Prosper Portland and will be subject to public disclosure pursuant to Oregon Public Records Law (ORS Chapter 192), except those portions of proposals that are

clearly marked as exempt from ORS 192. Any such portion of a proposal must (1) meet the requirements of ORS 192.345(2), (2) be clearly marked as "Confidential," and (3) by easily separable from the rest of the proposal to facilitate public review of the non-confidential portions. IF THE ENTIRE PROPOSAL IS MARKED "CONFIDENTIAL," "PROPRIETARY," OR SIMLAR MARKING, THIS RFP WILL NOT BE MET AND THE PROPOSAL WILL NOT BE DEEMED TO HAVE BEEN SUBMITTED IN CONFIDENCE.

9.5 **Method of Evaluation.** All responsive proposals will be reviewed and scored by an evaluation committee. Using the Evaluation Criteria listed in Section 7 of this RFP, evaluators will use their judgment to score the Proposers' written response as well as any relevant information that Prosper Portland may subsequently request or discover. Prosper Portland will then add individual committee members' advisory scores to produce an initial ranking. The highest-ranked Proposer(s) following this preliminary review will be considered the finalist Proposer(s).

9.6 **Selection Process and Award Notice.** At Prosper Portland's option, formal interviews with the Finalist Proposer(s) may be part of the evaluation process of this RFP. If interviews are conducted, Prosper Portland reserves the right to either re-score the Finalist Proposers' proposal based on the interviews or use the original scores solely as the basis to determine the Finalist Proposers and re-rank the proposals based on the combined strength of the Finalist Proposers' proposals and interviews. Prosper Portland's Purchasing Manager will review the details of the evaluation process and proceed as follows:

9.6.1 After considering the Committee members' advisory scores, make a final written determination of the Proposer that has best fulfilled the evaluation criteria set forth in Section 7.0, and direct the Solicitation Coordinator to post the Notice of Intent to Award the Contract to the successful Proposer; or

9.6.2 Require Proposers to submit further information for Committee or Purchasing Manager deliberation (e.g., to resolve unanswered questions; to consider new information; to submit best and final offers; other) and re-scoring or re-ranking; or

9.6.3 If the Purchasing Manager determines that it is in the public interest, require the formation of a new evaluation committee(s) that will begin the evaluation process or take other actions in the public interest.

9.7 **Consent of Terms.** By submitting a proposal in response to this RFP, you: (1) agree to make your proposal a binding offer to Prosper Portland for a period of sixty (60) calendar days after the date proposals are due; (2) have read, understand, and agree to be bound by all work and schedule requirements (Sections 5 and 6), contract requirements (Section 8), RFP general conditions (this Section 9), and contract terms and conditions (Section 10) contained in this RFP (including any addenda issued for this RFP); and (3) and that the information provided in your proposal is true and accurate.

9.8 **Reservation of Rights.** Prosper Portland, in its sole discretion, reserves the right to change, extend the deadline or cancel this RFP pursuant to ORS Chapter 279B.100; to reject any or all proposals received in response to this RFP; to decide whether a proposal does or does not substantially comply with the requirements of this RFP; to waive any minor informality of a proposal; to obtain references regarding any

Proposer's past performance from any source; and to negotiate the terms, pricing, and requirements of a Contract with the successful Proposer. Neither issuance of this RFP nor evaluation of proposals obligates Prosper Portland to award a contract from this RFP.

END OF RFP 26-04