



REQUEST FOR QUALIFICATIONS ADDENDUM

Request for Qualifications Title: On-Call Economic Development, Real Estate, & Policy Analysis Services
Solicitation Number: RFQ #25-03
Addendum Number: 01
Issue Date of this Addendum: April 16, 2026
Solicitation Coordinator: Nan Rodriguez, Procurement Specialist
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Date Proposals are Due: May 1, 2026 at 2:00 pm

1.0 PURPOSE OF THIS ADDENDUM

Prosper Portland is issuing this Addendum to the Request for Qualifications named above to respond to questions Prosper Portland received and to provide a corrected Exhibit D.

2.0 CLARIFICATION OF THE RFQ

The following questions were asked by potential respondents to the RFQ. Prosper Portland's answers are in **bold blue**.

1. Section 5.4.1 requests hourly rates for all known key personnel by name/title or title alone, and states that a range of hourly rates is not acceptable. However, Exhibit D appears to request markup percentages, overtime formulas, and buy-out fees associated with temporary staffing. Could you please confirm we should expect a revised fee schedule worksheet?

Prosper Portland Response: Revised Exhibit D has been attached to this addendum.

2. If proposer submits for multiple categories, will Prosper Portland evaluate and rank proposer separately by category, or as one combined submission? Is one integrated proposal preferred for multiple categories?

Prosper Portland Response: Each category will be scored individually. Please submit one (1) proposal, including all categories your firm is interested in performing for Prosper Portland.

3.0 TERMS OF THIS ADDENDUM

This Addendum constitutes an integral part of the RFQ and is to be read in conjunction with the RFQ. Unless specifically changed by this Addendum, all other requirements and terms of the RFQ remain unchanged. Capitalized terms used in this Addendum without definition have the same meaning ascribed to those terms in the RFQ. It is the responsibility of all Proposers to conform to this Addendum and modify their proposals accordingly.

END OF THIS ADDENDUM