



PROSPER
PORTLAND

REQUEST FOR QUALIFICATIONS ADDENDUM

Request for Proposals Title: On-Call Economic Development, Real Estate, & Policy Analysis Services

Solicitation Number: RFQ #25-03

Addendum Number: 02

Issue Date of this Addendum: April 21, 2026

Solicitation Coordinator: Nan Rodriguez, Procurement Specialist

Contact Information: 503.823.3199 (direct)
rodriguezn@prosperportland.us (email)

1.0 PURPOSE OF THIS ADDENDUM

Prosper Portland ("Prosper Portland") is issuing this Addendum to the Request for Qualifications named-above (the "RFQ") to respond to questions Prosper Portland received regarding the RFQ.

2.0 CLARIFICATION OF THE RFQ

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

- Question 1: Regarding Section 4.5.1 Contract Value: Do the initial contract amounts apply to the first task order of potentially multiple requests within a scope category, or do they represent each category's total value?
Prosper Portland Response: The initial contract value listed under Section 4.5.1 represent each category's total not-to-exceed amount.
- Question 2 Regarding 5.3.1 Previous Related Projects: If proposers are submitting for all four (4) service categories, are they limited to providing a total of five (5) projects or can they provide up to five (5) projects for each category?
Prosper Portland Response: Please submit no more than five (5) projects per category your firm is interested in performing for Prosper Portland.
- Question 3: Regarding Section 5.5.3 Past Experience: It asks proposers to include a list of projects and roles performed by firms certified through OMWESB/similar programs within the last three years. Our firm has subcontracted minority- and women-owned firms for numerous projects over that time period. Would it be acceptable to provide a select list of relevant projects/firms?
Prosper Portland Response: Please provide a list of projects and roles you've subcontracted to certified firms within the past thirty-six (36) months.

- Question 4: Regarding 5.4.4 Travel Expenses: Could you please clarify the reimbursement policy for out-of-town consultants? Specifically, we'd like to confirm whether any flight and/or lodging costs would be reimbursed.

Prosper Portland Response: Section 5.4.4 Travel Expenses states the following:
“Prosper Portland will not reimburse any expenses related to Contractor’s travel unless Prosper Portland explicitly directs Contractor to travel to a project site. If so directed, reimbursement of Contractor’s travel expenses will be limited solely to reimbursement of local automobile travel, which will be reimbursed at the current U.S. General Services Administration mileage rate for privately-owned vehicles, or expenses related to local public transportation (which will be reimbursed at actual costs). In no case will Prosper Portland reimburse travel expenses related to attendance at a meeting at Prosper Portland offices (e.g. mileage, parking, etc).”

4.0 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 ADDENDUM.