



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:	04
Issue Date of this Addendum:	April 29, 2026
Solicitation Coordinator:	Nan Rodriguez, Procurement Specialist
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Date Proposals are Due	May 6, 2026 (Revised)

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 REVISED PROPOSAL DUE DATE

The revised Proposal Due Date and Time is: **Wednesday, May 6, 2026 at 2:00 p.m. (Pacific)**

3.0 CLARIFICATION OF THE RFQ

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

- Question 1: What is the general expected timeline for each of the four categories within the scope?

Prosper Portland Response: The initial contract timeline is for 3yrs and the scopes are set as perimeters for any work within that timeline. Each issued work order will have their own deliverables and timelines.

- Question 2: When benchmarking, does Prosper Portland have a preferred set of comparison regions and markets?

Prosper Portland Response: Benchmarking will vary by Work Order.

- Question 3: For survey and related data analysis work, does Prosper Portland have existing contacts lists that can be provided?

Prosper Portland Response: No, but Prosper Portland is open to working collaboratively with Proposers.

- Question 4: Will Prosper Portland's be able to provide access to internal data to support any subset of the analysis within the four categories?

Prosper Portland Response: Yes, Prosper Portland is open to allowing access to necessary information to complete analysis when available.

- Question 5: Does the scope and budget assume a specific subset of deliverables mentioned in the RFP (written report, verbal report, dashboards)?

Prosper Portland Response: Varies by Work Order.

- Question 6: . Regarding dashboards, is there a particular software platform preferred by Prosper Portland?)?

Prosper Portland Response: Dashboards vary by program and may be specified in the Work Order.

- Question 7: Does the scope and budget include annual reporting?

Prosper Portland Response: The scope, budget, and deliverables will be established through a Work Order.

- Question 8: Does the scope and budget include annual reporting?

Prosper Portland Response: The scope, budget, and deliverables will be established through a Work Order.

- Question 9: Regarding Section 5.3: Can we use more than one Prosper Project if they are in different categories? Can we use a Prosper staff member as a reference?

Prosper Portland Response: Yes, you may use more than one Prosper Portland project if they are in different categories. You may also use Prosper Portland staff as a reference for those projects.

- Question 10: Can you please describe the intended use of deliverables anticipated under this flexible services contract? Will the deliverables be made available to or shared with any third parties (including the general public)?

Prosper Portland Response: Prosper Portland's public records are available for public inspection and/or copying, with the exception of those records specifically exempted from general disclosure by statute.

- Question 11: Does Prosper Portland prefer consultant-branded deliverables?

Prosper Portland Response: Varies by Work Order.

- Question 12: How does Prosper Portland envision consultants balancing traditional real estate feasibility (e.g., returns, gap financing, absorption) with the equity outcomes outlined in Prosper Portland's Equity Framework, Strategic Plan, and Advance Portland (e.g., anti-displacement, community wealth creation for BIPOC and low-income communities, cultural preservation, and healthy, complete neighborhoods)? Our work typically includes an equity focused supply & demand and demographic analysis directly into market studies and pro formas; please inform if Prosper has any specific equity metrics, tools, or frameworks you would like us to align with, or if development of this should be included in our analysis?

Prosper Portland Response: Varies by Work Order.

- Question 13: In Category One, in line with the Equity Framework, Strategic Plan, and Advance Portland, the Category 1 approach needs to extend site specific feasibility to neighborhood scale analysis by tracking indicators such as changes in rents, business mix, demographics, and small business vulnerability, and then tying those findings to potential anti displacement and community wealth building strategies. Does Prosper Portland have a preferred set of neighborhood level indicators and reporting formats that consultants should use consistently, or should our scope include a standard equity integrated neighborhood impact framework to be refined with your team?

Prosper Portland Response: Varies by Work Order. Prosper Portland understands the complexities of this analysis varies by project.

- Question 14: In RFQ Section 4.7.3 Equal Employment Opportunity, the link to the City's EEO website included in the RFQ appears to be broken. Will the City provide a live link so it can be reviewed to confirm compliance?

Prosper Portland Response: Please see correct link below.

[HRAR-2.01 - Equal Employment Opportunity \(EEO\)/Affirmative Action | Portland.gov](#)

- Question 15: In RFQ Section 7. Proposer Certification, sub-section 71., the City says that we are certifying that we will accept the terms and conditions without exception which are not clearly stated in the proposal. However, this seems to contradict the requirement in 6.4 Requests for Clarification or Change where it requires them to be submitted by the "Deadline for Questions and Requests for Changes." If a Proposer submits specific redlines to terms and conditions in its proposal, will they be considered?

Prosper Portland Response: Yes, Proposers who take objections to any contract terms or conditions clearly state their objections in their proposal. Terms and Conditions can be found on Exhibit C.

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.