



September 3, 2021

**TO: HOLDERS LIST**

**SUBJECT: Clean Air Stakeholder Engagement & Outreach  
RFP NO. 071461**

**ADDENDUM NUMBER # 01**

This addendum is issued to add, remove, clarify and amend the following:

**RFP**

**B. Scope of Services, page 3**

The overall focus of this contract is to provide support to the Port and NWSA efforts to engage tenants, industry partners, and near-port communities in implementation of the Northwest Ports Clean Air Strategy. The specific services to be provided under this contract are listed under the following ~~three~~ **two (2)** categories:

**INITIAL EVALUATION PHASE**

**3. Communications, page 6**

The NWSA will evaluate the team's ability to represent the NWSA, orally and in writing, to provide clear, concise, and accurate communications on NWSA property requirements.

- Provide two relevant sample documents showcasing your ability to both effectively communicate to external parties on the Port/NWSA's behalf, and effectively communicate to Port/NWSA representatives. (The sample documents shall be included in the appendix.)
  - Samples of external communications should be examples of the team's ability to write clear, concise, and accurate testimony, letters, public comments, briefing papers, or other federal communications.
  - ⊖ Samples of communications to **Port**/NWSA representatives should be examples of documents or updates provided to a client to keep them informed on the progress ~~of their property searches.~~