



Solicitation for Proposals

March 25, 2026

Re: Invitation to Bid

To Whom it May Concern

The City of Molalla is soliciting proposals for the project described below. You are invited to submit a proposal in accordance with this email and the attached/linked solicitation documents.

Project Name: Cross Street Banner Holder

Project Number: 25-20

Solicitation Number: 26-02

Project Scope

The City of Molalla is soliciting bids from qualified contractors/fabricators to **design, fabricate, deliver, and install** a permanent cross-street banner holder system within the public right-of-way. The system will support the safe and efficient display of removable banners across N Molalla Ave and shall be designed for long-term public use, safety, durability, and ease of operation. The system may also include optional decorative or artistic embellishments integrated into the pole structures if authorized by the City.

The selected contractor shall furnish all labor, materials, equipment, transportation, tools, supervision, and incidentals necessary to complete the work, including but not limited to:

- Field verification and coordination with City staff.
- Preparation of shop drawings and fabrication details.
- Structural fabrication of a two-pole cross-street banner holder system.
- Fabrication and installation of pole bases, anchor hardware, hoisting components, and banner support components.
- Delivery to the project site.
- Installation within the public right-of-way, including crane work and traffic-safe erection procedures.
- Site restoration and cleanup.
- Testing, adjustment, and demonstration of system operation.
- Turnover of maintenance information, hardware specifications, and finish information to the City.

The banner holder system shall:

- Consist of two permanent pole structures installed on opposite sides of the street to support one cross-street banner.
- Be designed to allow safe raising and lowering of banners without requiring a bucket truck, through an integrated self-hoisting or equivalent mechanism.
- Provide sufficient structural stability to support banner installation and operation without creating pedestrian trip hazards from guy wires or sidewalk obstructions.
- Be suitable for installation in a public street environment and designed for exposure to weather and repeated banner changes.
- Include durable, corrosion-resistant hardware and components intended for long service life.
- Allow the City to change paint color selection and, if desired, authorize decorative embellishments at the tops of the poles.

Unless approved otherwise by the City as an equal or better system, the work shall be based on the following minimum characteristics:

Pole Structures

- Two fabricated tapered pole structures, approximately 22 feet in length.
- Poles to include a reinforcing framework that creates a structurally stable profile for banner support.
- Pole system to be self-supporting and not dependent on conventional sidewalk guy wires/backstays that create pedestrian hazards.

Base Plate and Anchoring

- Pole base assembly fabricated from 1/2-inch plate or approved equivalent structural assembly.
- Anchor bolts 3/4-inch embedded in concrete to a minimum depth of 10 inches.
- Foundation area minimum 4-foot square concrete foundation, subject to final engineering and site conditions.
- Contractor shall verify final footing size, reinforcing, embedment, and anchor design through engineering appropriate to the site and loading conditions.

Hoisting and Hardware

- Integrated hoisting system to include winches, pulleys, cable, terminations, and connections necessary for banner raising/lowering.
- Exterior hardware shall be marine-grade stainless steel or approved equal suitable for weather exposure and long-term maintenance.

Finish

- Shop-prepared and field-finished coating system suitable for exterior structural steel.
- Commercial-grade handrail paint designed to resist chipping.
- Final color shall be selected or approved by the City.

The contractor shall provide all engineering and design work necessary for a complete and code-compliant installation, including:

- Verification of dimensions, layout, and clearances at the selected site.
- Structural calculations stamped by an engineer licensed in Oregon.
- Design of footings, anchor bolts, base plates, and connections.
- Review of banner span, pole loading, wind loading, and operational loads.
- Confirmation that the installation is suitable for the intended right-of-way location and does not conflict with utilities, traffic operations, ADA access, or required clear zones.
- Preparation of shop drawings and submittals for City review prior to fabrication.

Where the proposal/specifications identify conceptual or proprietary dimensions/components, bidders may propose an equivalent system provided it meets the same performance intent, durability, and safety requirements.

The contractor shall be responsible for complying with all applicable requirements for work in the public right-of-way, including:

- Coordination with the City regarding work hours, staging, and access.
- Utility locating and protection of existing facilities.
- Traffic control necessary for delivery, crane operation, lane impacts, and installation.
- Obtaining permits, if required by the contract documents, for construction activity within the public right-of-way.
- Protection of pedestrians, motorists, adjacent improvements, and public infrastructure.
- Restoration of any disturbed surfaces, landscaping, or site features affected by the work.

Installation shall include, at minimum:

- Mobilization to the site.
- Site verification and layout.
- Delivery of fabricated system components.
- Foundation/anchor preparation as required by the approved design.
- Crane-assisted erection and installation of both pole structures.
- Installation and adjustment of hoisting mechanisms, cables, pulleys, and banner attachment points.
- Alignment, plumbing, fastening, and final tightening of all assemblies.
- Operational testing of the system.
- Final cleanup and removal of debris, excess materials, and temporary traffic control devices.

The City may elect to include decorative or artistic embellishments at the tops of the pole structures. If authorized, embellishments shall:

- Be integrated into the overall system design.

- Be structurally compatible with the banner pole system.
- Be subject to City review and approval of concept/renderings before fabrication.
- Be priced separately as an additive alternate or separate line item.

The reference materials describe embellishments as optional and note that a separate concept and budget may be developed upon receipt of a City concept.

The contractor shall provide the following:

- Proposed work schedule.
- Shop drawings and fabrication details.
- Structural calculations and stamped engineering, if required.
- Foundation and anchor details.
- Product data for winches, cable, hardware, coating system, and other major components.
- Traffic control plan, if required.
- Installation plan and equipment list.
- Operations and maintenance information at project closeout.
- Hardware and paint specifications/formulas for future maintenance touch-up.

The proposal states that hardware, mechanism, and paint formula information will be provided at installation, and that maintenance inspection guidance should accompany the system.

The contractor shall provide:

- A minimum one-year warranty on workmanship and installed components, unless a longer period is offered.
- Manufacturer warranties for purchased components where applicable.
- Written maintenance instructions for periodic inspection of cables, threaded eye terminals, pulleys, upper pulley wheels, and coating system.
- Recommended inspection intervals and replacement considerations for wear items.

The City anticipates the following general sequence:

- i. Contract execution.
- ii. Site visit/field verification with City representatives.
- iii. Submittals and approvals.
- iv. Fabrication period.
- v. Delivery and installation.
- vi. Final inspection and acceptance.

For procurement purposes, bidders should include:

- Lump sum price for complete fabrication, delivery, and installation of the banner holder system.
- Separate pricing for engineering, fabrication, materials, coating, transport, crane, installation, and any other major cost components.
- Separate additive alternate for artistic embellishments.
- Proposed schedule from notice to proceed to installation.
- Description of similar installations completed by the bidder.
- Identification of any proposed deviations from the City’s scope or reference concept.
- Confirmation that the bid includes all labor, materials, transport, equipment, and cleanup necessary for a complete installation.

Tentative Project Timelines

Anticipated Notice to Proceed:

- May 1, 2026

Substantial Completion:

- June 15, 2026

Final Completion:

- June 30, 2026

Requirements

Proposers must meet the following minimum requirements at the time of proposal and for the duration of the contract:

Licensure: Valid Oregon CCB license

Insurance: General liability, auto, workers’ compensation in accordance with Oregon law, professional liability; \$1 million per occurrence, \$2 million in aggregate.

Prevailing Wage: BOLI prevailing wage rates may apply per ORS 279C.800–.870

Other Information to Be Included in Proposal

Please include the following in your proposal:

Relevant project experience, including at least 2 similar projects completed in the last 7 years

Proposed project team and key personnel

Proposed approach and methodology

Fee proposal / pricing structure

Schedule

Addenda

The City may issue written addenda, including responses to questions/clarifications, to this Request for Proposals as needed. The final addendum, if any, will be issued no later than 4pm on

April 2, 2026 and will be posted to the City Website under this bid number at <https://www.cityofmolalla.com/Business/Bids-and-RFPs>

Last Date/Time to Submit Questions/Clarifications

All questions and requests for clarification must be submitted to Mac Corthell, Assistant City Manager, by email at mcorthell@cityofmolalla.com no later than 4pm on April 1, 2026.

Proposal Due Date/Time

4pm on April 8, 2026

Submission method: Email Only, mcorthell@cityofmolalla.com

Notice of Intent to Award Date/Time:

3pm on April 9, 2026

Proposers are solely responsible for:

Monitoring the above site for addenda; and

Downloading, reviewing, and including all issued addenda in their proposals.

Failure to acknowledge and incorporate all addenda may result in the proposal being rejected as non-responsive.

We appreciate your interest in doing business with the City of Molalla and look forward to receiving your proposal.

Sincerely,

Mac Corthell
Assistant City Manager
City of Molalla
mcorthell@cityofmolalla.com