



Legislation Text

File #: 17-130, Version: 1

TO: Mayor and Commissioners
FROM: John Morgan, Environmental Services Director
THROUGH: Chief Neal de Jesus, Interim City Manager
DATE: February 21, 2017

ACQUISITION OF A NEW 100' ALUMINUM CHRISTMAS TREE AND GENERAL CONTRACTOR SERVICES FOR THE CONSTRUCTION OF THE TREE CONCRETE FOUNDATION AND ELECTRICAL SERVICE, ASSEMBLY/DISASSEMBLY, MAINTENANCE, AND STORAGE/TRANSPORTATION OF THE TREE AND THE NORTH POLE VILLAGE STRUCTURES TO THE EVENT SITE AT OLD SCHOOL SQUARE

Recommended Action:

Motion to Approve expediting the acquisition of a new 100' Aluminum Christmas Tree and General Contractor Services for the construction of the tree foundation and electrical service, the annual assembly and disassembly of the tree, tree maintenance, and the storage and transportation of the Christmas Tree and North Pole Village Structures to the event site at Old School Square (Project No. 17-062).

Background:

In February 2015, Kimley-Horn and Associate (KHA) performed a structural integrity evaluation for the existing steel tree frame (attached). This analysis found that all the steel members of the frame showed evidence of rust ranging from minor to severe. The analysis also recommended an ongoing replacement program with the objective of replacing all the steel frame members over a 5 year period. Although some steel members were replaced during the disassembly/reassembly of the tree for the 2015 and 2016 holiday seasons, the extent of steel member replacement has not met the recommended objective of 40% (20% per year for 5 years).

On January 24, 2017 staff presented additional information to the Commission with respect to the safety and structural integrity of the steel frame. In order to certify that the tree frame will meet the 2014 Building Code (5th Edition), and certify that the tree is safe to re-assemble for the 2017 holiday season, a complete in-depth engineering structural analysis would be required at a cost of approximately \$100,000.

At this meeting the Commission directed staff to gather information on the cost for purchasing a new aluminum 100' Christmas tree including estimated costs for assembly/disassembly, storage, transportation, and maintenance.

Staff recommends Commission approval of an expedited acquisition process to purchase a new aluminum 100' Christmas Tree with dimensions similar to the existing steel tree. In addition, staff is recommending that Commission approve an expedited acquisition process for the selection of a

general contractor to construct the foundation and electrical service as well as provide all personnel, materials, and labor (turnkey operation) necessary to manage the assembly/disassembly, maintenance, and storage/transportation of the new 100' Christmas Tree and North Pole Village Structures. Staff recommends that the Commission consider a 5-year contract term.

City Attorney Review:

Approved as to form and legal sufficiency.

Finance Department Review:

Finance has reviewed.

Funding Source:

Funding for the new tree and turnkey operations for the 2017 holiday season will be requested from reserves.

Timing of Request:

In order to prepare for the 2017 holiday season events, it is critical to expedite the acquisition of a new 100' Christmas Tree and General Contractor services.