



Public Works Department
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November 11, 2015

Colorado Water Conservation Board
Attn: Ben Wade
1313 Sherman Street, Room 718
Denver, CO 80203

Via email ben.wade@state.co.us

**RE: Shandoka Affordable Rental Housing Facility Toilet Replacement Project
50% Progress Report**

Dear Mr. Wade,

This letter is submitted as the 50% Progress Report for Telluride's Shandoka Affordable Rental Housing Facility Toilet Replacement Project. The purpose of the project is to replace older toilets at Shandoka with WaterSense labeled toilets that are 1.28 gallons per flush so that water use for this purpose decreases. Based on the number of leaking toilet facilities that were identified in the Initial Inventory, the amount of water wasted through leaks will also be reduced. According to Task 5 of the Project, Telluride is to submit this this second report when 50% of the toilets are replaced.

**Task 1 Define the scope of the toilet replacements internally
(Shandoka Director and Shandoka staff)**

Complete. Staff completed preliminary research into WaterSense labeled toilets and their quality rating by Consumer Reports. Budget for Telluride's portion of the project is secure.

Task 2 Secure Grant Funding (Telluride Public Works)

Complete. Ms. Guglielmone secured a grant with the CWCB to provide a portion of the funding for the toilet replacement project.

Task 3 Issue a request for bids (Telluride Public Works), Select a Contractor and Secure a Contract for Work

Complete. Staff issued a Request for Bids pursuant to Telluride's Procurement Code, which requires that each project anticipated to cost over a specified amount undergo a process of competitive bidding. The RFB was issued on August 5, 2015. Three bids were received and analyzed by Staff. A preferred contractor was selected using criteria from Telluride Procurement Code, and a contract was put in place to complete the work.

**Task 5 Project Reporting to CWCB
(Telluride Public Works staff)**

- ✓ An **Initial Progress Report**
- ✓ A **50% Progress Report** to CWCB will occur when 50% of the toilet replacements are completed providing information on challenges and scheduling.
- A **75% Progress Report** to CWCB will be submitted when 75% of the toilet replacements are completed.
- A **Final Progress Report** to CWCB will be submitted when 100% of the toilet replacements are completed.

Task 4 Install Replacement Toilets (Selected Contractor)

This task commenced on October 5, 2015, with an inventory of the toilets that were in place to determine the number that would require replacement and which would require a round versus elongated bowl due to limited space. Table 4.1 reflects the final inventory results, which determined that nine toilets had already been replaced within the last year with WaterSense-labeled 1.28 gpf toilets. The inventory also revealed 128 leaking toilet stops that would have to be replaced during this work.

Work to replace toilets and stops in Building F began this past Monday, November 9, 2015. Building F was completed on Tuesday November 10, 2015, and then work to replace toilets and stops in Building A and Building B began. All work has been progressing smoothly and without incident. At this time, there have been no contingency items.

Table 4.1 Toilet Inventory Results

Component	Original Grant Request Scope	Scope Revised Based on Inventory
Total number of toilets to be replaced	134	125
Round	Unknown	81
Elongated	Unknown	44
Total number toilet stops to be replaced	Unanticipated	128

Table 4.2 Budget Based on Contract and Toilet Inventory (submitted in the Initial Progress Report dated October 16, 2015)

Component	Budget, \$	CWCB Grant	Telluride's Match	
			In-Kind (Jesse Browning @ 33.43/hr)	Cash
Task 1 Define Scope of Project Internally				
Task 2 Secure Grant Funding				
Task 3 Issue RFB, Select Contractor, Secure Contract				
Task 4 Install Replacement Toilets				
4a Contractor cost for toilet inventory	\$ 600.00			\$ 600.00
4b Labor Cost (Contracted at \$110 per toilet; \$42.50 per stop. Telluride personnel cost at \$33.34 per hour for 65 hours)	\$21,357.10		\$2,167.10	\$19,190.00
4c Toilet Cost, Elongated (Sterling 40308-0 WHT Windham Pro Force 2pc 12 RI 1.28GPF LH VC ELONG ADA Approved, \$254.00 each, 44 units)	\$11,176.00	\$ 11,176.00		
4d Toilet Cost, Round (KOHLER K-3887-0 WHT CIMARRON HET 2PC 12 RGH-IN 1.28GPF LH ROUND, \$303.00 each, 81 units)	\$24,543.00	\$ 24,543.00		
4e Toilet stops (\$6.75 each, 128 units)	\$ 864.00	\$ 864.00		
4f Old Toilet Disposal	\$ 500.00	\$ 500.00		
4g Contingency	\$ 1,000.00			\$ 1,000.00
Task 5 Project Reporting to CWCB				
Task 6 Contract Close Out				
TOTAL	\$60,040.10	\$37,083.00	\$2,167.10	\$20,790.00

* Town personnel must accompany the contractors while they are in a rented apartment.

Task 5 Project Reporting to CWCB (Telluride Public Works staff)

- ✓ An **Initial Progress Report** to CWCB will include the hours and rates of the contractor who will be performing the work based on the Bid Selection Process, which will occur according to the Town of Telluride Procurement Code. It will also specify the number(s) and model(s) of WaterSense labeled toilets that will replace the older toilets.
- ✓ A **Second Progress Report** to CWCB will occur when 50% of the toilet replacements are completed providing information on challenges and scheduling.
- A **Third Progress Report** to CWCB will be submitted when 75% of the toilet replacements are completed.
- A **Final Progress Report** to CWCB will be submitted when 100% of the toilet replacements are completed.

Project Schedule

The work to replace toilets and toilet stops began on Monday, November 9, 2015, and is anticipated to be complete by close of business Friday November 13, 2015. The project schedule below has been revised to reflect this new information.

Task	Completion Date
1	April 15, 2015
2	Start February 1, 2015
3	October 2, 2015
4	October 26, 2015 October 5, 2015
5	Starting October 16, 2015 November 9, 2015
6	November 30, 2015

If you have any questions regarding this second (50% completed) progress report please email me at karen@telluride-co.gov or call me at 970.729.1015.

Thank you for your time and consideration.

Respectfully,



Karen Guglielmone
Manager, Environmental & Engineering Division
Public Works Department

Cc: Dave Johnson, Director, Shandoka Affordable Rental Housing Complex, djohnson@telluride-co.gov
Lynne Beck, Finance Director, Town of Telluride, lbeck@telluride-co.gov
Greg Clifton, Town Manager, Town of Telluride, gclifton@telluride-co.gov