



Public Works Department
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December 4, 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
100% Progress Report & Reimbursement Request (Invoice)
PO# POGG1 PDAA 20160000000000006483**

Dear Mr. Wade,

This letter is submitted as the 100% Progress Report and Reimbursement Request for Telluride's Shandoka Affordable Rental Housing Facility Toilet Replacement Project for \$37,083.00 for P.O. # POGG1 PDAA 20160000000000006483. Please make the check out to "Town of Telluride" and in the notation section please write, "Shandoka Toilet Replacement".

The purpose of the project was 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 final report when 100% 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

**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.

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 4 *Install Replacement Toilets (Selected Contractor)*

At 100% Completion.

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. 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 Monday, November 9, 2015. Building F was completed on Tuesday November 10, 2015. Building A and Building B were completed also on Tuesday. Building C and Building E were completed on Wednesday, November 11, 2015. Building D was completed on November 17. Punch list items were completed shortly thereafter.

All work progressed smoothly and without incident. Unfortunately, the inventory missed 4 toilets that needed to be replaced, which will be covered under the project contingency, since the Purchase Order for this grant was approved only for 125. Also, the project required a second 30 yard dumpster at \$500. This also will be covered under the contingency. The final cost sharing split for this project was: CWCB 60%, TOT 40%.

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

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

- ✓ An **Initial Progress Report**, which was submitted to CWCB on October 16, 2015, included 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 specified the number(s) and model(s) of WaterSense labeled toilets that will replace the older toilets.
- ✓ A **Second Progress Report** was submitted to CWCB on November 11, 2015, when 50% of the toilet replacements were completed providing information on challenges and scheduling.
- ✓ A **Third Progress Report** was submitted CWCB on November 12, 2015, when 75% of the toilet replacements are completed.
- ✓ A **Final Progress Report** was submitted to CWCB on December 4, 2015, when 100% of the toilet replacements were completed and paperwork was available to support Telluride's invoice to the CWCB.

Table 4.2 Original 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.

Table 4.2 Actual Final Costs

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 80 hours)	\$22,339.70		\$ 2,667.20	\$19,672.50
4c Toilet Cost, Elongated (Sterling 40308-0 WHT Windham Pro Force 2pc 12 RI 1.28GPF LH VC ELONG ADA Approved, \$254.00 each, 46 units)	\$11,684.00	\$ 11,176.00		\$ 508.00
4d Toilet Cost, Round (KOHLER K-3887-0 WHT CIMARRON HET 2PC 12 RGH-IN 1.28GPF LH ROUND, \$303.00 each, 83 units)	\$25,149.00	\$ 24,543.00		\$ 606.00
4e Toilet stops (\$6.75 each, 129 units)	\$ 870.75	\$ 864.00		\$ 6.75
4f Old Toilet Disposal (2 30 yard dumpsters)	\$ 1,000.00	\$ 500.00		\$ 500.00
4g Contingency				
Task 5 Project Reporting to CWCB				
Task 6 Contract Close Out				
TOTAL	\$ 61,643.45	\$ 37,083.00	\$ 2,167.10	\$21,893.25

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

Project Schedule

The work was complete at the close of business Wednesday, November 18, 2015.

Task	Proposed Completion Date	Actual Completion Date
1	April 15, 2015	April 15, 2015
2	Start February 1, 2015	Start February 1, 2015
3	October 2, 2015	October 2, 2015
4	October 26, 2015	November 13, 2015
5	Starting October 16, 2015	November 9, 2015
6	November 30, 2015	November 30, 2015

If you have any questions regarding this final (100% completed) progress report and reimbursement request 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

Attachments: Invoices, receipts, and Checks issued in payment