

## Toilet and Showerhead Replacement program, funded by DHCD Sustainability Funds

**Eligibility** for the program requires meeting the following criteria:

- 1) Water Price per Unit per Month (PUM) must be:
  - a.  $\geq \$60$  for 667 units;
  - b.  $\geq \$75$  for 705, 200 or 689 units; (note, PUM is per unit, not per bedroom, so family units will always be higher)PUMs can be estimated from annual \$ cost, divided by # of units, and are identified on the CIP review. Please contact Greg Abbe for any questions:  
[gregory.abbe@mass.gov](mailto:gregory.abbe@mass.gov).
- 2) Existing toilets must:
  - a. be  $> 10$  years old; or
  - b. use a minimum of 3.5 gallons per flush (gpf); (looking up model #s will provide the gpf); or
  - c. require extensive maintenance repair (with documentation provided).
- 3) In the case of a PUM  $\geq \$110$ , the LHA needs to:
  - a. check the last 18 months of HAFIS for potential data entry errors (more common for water because of only quarterly or semi-annual billing); and
  - b. have made efforts to make sure there isn't excessive exterior water use – i.e. from washing cars, running sprinklers or filling mini-pools for kids. (An award won't be held up during non-summer months, but the LHA will need to make a commitment to reviewing tenant behavior during the upcoming summer – i.e. when exterior water use is greatest.)

**Requirements** for participation include:

- 1) The LHA must replace *both the showerhead and the toilet* with low flow versions in each unit. Showerheads are sourced directly by the LHA. DHCD's recommended showerhead replacements are:
  - a. Niagara SavaSpa for traditional showerheads with a plastic, but strong housing. Bulk price for a case of 40 is \$185, or \$4.63 per. Cases can be broken for 10+ orders. For lower volumes, these can be purchased at many box stores for approximately \$9 per.
  - b. Niagara Luxury Spa for traditional showerheads with metal body. Cost is \$12 for a standard model and \$15 for a tamper-proof model (with special wrench supplied only to the LHA).
  - c. Niagara Earth for hand-held showerheads (ADA units or for other tenants who request these). Price is \$9.25 per for a case of 12.

These preferred pricings are available directly from the following national sales rep:

Jamie Mascarin, Account Executive at AM Conservation Group:

[jmascarin@amconservationgroup.com](mailto:jmascarin@amconservationgroup.com) or 843-437-2723.

- 2) An LHA's maintenance staff must fill out the attached template indicating exactly the specifications for toilet required in each unit. (This eliminates change orders which have proven costly in the past when the bid hasn't specified correctly the size of the rough, whether there is a flushometer, etc.).
  - a. Accessories (e.g. flanges, etc.) are not always known, and these can either be estimated or not specified. In the latter case, accessories can be added via change-order.
  - b. Model choices:
    - i. A minimum of three options per each type of toilet are included in the draft Scope of Service, attached.
    - ii. The LHA may specify a proprietary toilet if it has reason to match other toilets in the portfolio, or for other preferences (e.g. a flapperless version, which is designed to prevent leaks). A proprietary choice must be approved by the LHA's board, as is standard for all proprietary choices.
- 3) Toilets must be removed by a contractor which verifies that the toilets will be recycled. (Generally the porcelain is ground.) This verification must either be on the contractor's invoice, or provided in a separate email (1-2 sentences suffices). The LHA contracts directly for toilet removal.

**Implementation of the program:**

- 1) The award is based on an estimated construction cost of \$450 per toilet/showerhead combination. Approval and processing of the award follow the same process as for other sustainability awards. To receive an award, the LHA needs to:
  - a. Submit a Sustainability Application and Toilet Spread sheet to Greg Abbe,
  - b. Make a revision to the CIP to include the project,
  - c. Greg Abbe will review the project for approval and award.
- 2) Procurement procedure:
  - a. The project is based on the LHA doing an independent project or with the assistance of the RCAT.
  - b. The project is to be bid using the standard DHCD procurement package based on the estimated cost for the project. Attach the following documents to the procurement package:
    - i. The Toilet Scope of Work document modified to reflect your project,
    - ii. The Toilet Spread Matrix listing all the toilets to be replaced and the details of those toilets,

- iii. The waste management sections typically found in larger projects. These sections outline the requirements for recycling the toilets. The sections are:
    - 1. 01.74.19 Construction Waste management and Disposal found at <https://www.mass.gov/files/documents/2017/12/01/dhcd017419constructionwastemanagement.doc> , and
    - 2. 01.74.19.01 Pre-Construction Waste management Report for Mandatory Recycling, listing only toilets, found at <https://www.mass.gov/files/documents/2017/12/01/dhcd01741901constructionwastemanagementmandatoryreport>
  - c. The project should be bid either through Biddocsonline using SmartSpec or through ProjectDog. If you would like to use SmartSpec, contact Dave McClave (david.mcclave@mass.gov) to initiate the SmartSpec bidding process.
- 3) Construction Management staff is generally not involved in overseeing toilet replacements unless a problem arises and the LHA requests assistance. Likewise, Project Management staff is not involved and questions should go to Greg Abbe, [gregory.abbe@mass.gov](mailto:gregory.abbe@mass.gov) or 617-573-1244. Greg should be notified of change orders that will be > 20% of the original award.
- 4) For request for payment reimbursement, the project should be treated as a small project.
- a. Invoices should be submitted with the Certification of Compliance and Invoice Form for Small Projects. These forms can be accessed through the DHCD website by selecting the link for the “\$0-25,000 DHCD Small Projects Guide,” found in the “Public Housing Modernization” section of the “Housing” portal. Please note, though projects may exceed \$25,000, the above forms remain applicable due to the unique nature of toilet/showerhead projects.
  - b. A bona fide statement from the removal contractor needs to indicate toilet recycling, as discussed above. This statement needs to be either written on or accompany the contractor’s invoice.
  - c. Showerhead invoices should be sent either in conjunction with, or as timely as possible to correspond with toilet invoices.