



Memorandum

date: October 30, 2021

to: **Heart of the Valley Metropolitan Sewerage District**
Dave Casper, Commission President
Commissioners
Brian Helminger, District Director (file copy)
Kevin Skogman, Director of Operations and Maintenance

cc: (none)

from: **Strategic Municipal Services, Inc.**
Scott M. Schramm, PE, PLS
David Schlichting, PE

re: **ACTIVITY SUMMARY - STEP 1 - PRE DESIGN**
Improve Interceptor System
Heart of the Valley Metropolitan Sewerage District
Outagamie County, Wisconsin

Summary

- A. Activity Summary - Pre Design
- B. Design / Contract Documents
- C. Next Steps

A. Activity Summary

- 1. **Agencies**
 - a. Ahlstrom Munksjö
 - 1) ongoing coordination and communications with Plant Engineer
 - 2) review bypass route alternatives
 - b. Army Corps (ACoE)
 - 1) ongoing communications (Chicago, Detroit and St. Paul Districts)
 - c. Fox River Navigation System Authority (FRNSA)
 - 1) review bypass route alternatives
 - 2) ongoing communications, coordination and permit preparations with leadership staff

- d. Kaukauna Utilities (KU) n / a
 - e. Canadian National / Union Pacific (CN / UP) n / a
 - f. wisDNR
 - 1) environmental staff
 - a) ongoing communications and coordination regarding permit submittals
2. **Communications**
- a. prepare for and facilitate mid-term workshop with District staff 10/21
 - b. prepare for and communicate with District staff
 - c. prepare for and facilitate mid-term workshop with Commission 10/28
3. **Communities**
- a. ongoing communications coordinated with District Staff
 - b. prepare Memorandum of Understanding (MoU) template and community example
 - c. prepare for and participate in 3rd quarter community meeting 10/28
 - d. coordination through working meeting and field reviews
4. **Contractor Team**
- a. ongoing communications with individual disciplines --
5. **Field / System Review**
- a. review and summarize system TV and report documentation (GLTS 2016, 18, 19, 20)
 - b. manhole / interceptor structures - document conditions 95%
(including marine access dependent)
 - c. meter stations - document structure conditions 100%
6. **Wastewater Flows and Bypass Pumping**
- a. review and summarize annual flow data (2010 - 2020) and wet weather events
 - b. review bypass routes and communicate with agencies and Contractor Team
 - c. review wet weather statistics
7. **Public Relations**
- a. review LF summary descriptions and workplan, and provide supporting comments
8. **Public Finance**
- a. support the District with annual wisDNR Intent to Apply (ITA) steps including resolution
9. **Contract Documents** (preliminary)
- a. prepare preliminary **Plan Drawings** for the respective Work Areas and bypass routes
 - b. prepare outline **Specifications** for general project disciplines
 - 1) outline **Agreement** timeframes / requirements for the Work areas related to substantial and final completion

10. Cured In Place Pipe Liner (CIPP) - additional services

- c. review and summarize system TV and report documentation (GLTS 2016, 18, 19, 20)
 - a. organize televised documentation related to "areas in question"
 - b. communicate and coordinate with Ahlstrom related to access for upcoming jet cleaning and televising through woodyard
 - c. prepare for, communicate with, and share references with Great Lakes TV Seal (GLTS) and Visu Sewer (Visu) related to the "areas in question"
 - d. prepare and share a scope of work / checklist related to jet cleaning and televising CIPP in the "areas in question" with Visu
 - e. prepare for, communicate and meet with the Commission (10/12) and staff (09/30) to share observations and a proposed action plan for the "areas in question"
 - d. prepare a checklist of and summary review District records / documentation related to the 2008 improvement project
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B. Design / Contract Documents

- 1. Plan Drawings
 - a. prepare Plan Drawings for the respective Work Areas and bypass routes
 - 2. Specifications
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C. Next Steps

- 1. Field Observations - structures and interceptor (no ladders) t b d
 - 2. complete the technical review of the Capital Improvement Plan (CIP) / budget
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We welcome the opportunity to further discuss these items at your convenience.

enc: as noted