



## Memorandum

**date:** November 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 - STEPS 1 - PRE DESIGN and 2 - DESIGN**  
**Improve Interceptor System**  
Heart of the Valley Metropolitan Sewerage District  
Outagamie County, Wisconsin

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### Summary

- A. Pre-Design
- B. Design / Contract Documents
- C. Cured In Place Pipe Liner (CIPP) - additional services
- D. Next Steps

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### A. Pre-Design

- 1. **Field / System Review**
  - a. review and summarize system TV and report documentation (GLTS 2016, 18, 19, 20)
  - b. manhole / interceptor structures - review and document conditions 95%  
(including marine access dependent)

**B. Design / Contract Documents**

**1. Agencies**

- a. Ahlstrom Munksjö
  - 1) ongoing coordination and communications with Plant Engineer
  - 2) review references related to
    - a) interceptor easements and land ownership
  - 3) review bypass route alternatives
  - 4) review construction site access
  - 5) review railroad access and operations
- b. Army Corps (ACoE)
  - 1) ongoing communications (Chicago, Detroit and St. Paul Districts)
- c. Fox River Navigation System Authority (FRNSA)
  - 1) ongoing communications, coordination and permit preparations with leadership staff
  - 2) review construction site access related to Island, Doyle and Heesakker Parks; and Kaukauna Locks 2 - 5
  - 3) review bypass route alternatives
- d. Kaukauna Utilities (KU)
  - 1) ongoing communications regarding proposed electric service improvements at meter station 3 (Sanitorium) and manhole 16 (Vandenberg) for bypass pumping.
- e. Canadian National / Union Pacific (CN / UP)
  - 1) ongoing communications regarding proposed construction improvements and access
  - 2) coordinate Diggers Hotline utility locate
- f. wisDNR
  - 1) environmental staff
    - a) ongoing communications and coordination regarding permit submittals

**2. Communications**

- a. prepare for and communicate with District staff

**3. Communities**

- a. ongoing communications coordinated with District Staff
- b. prepare Memorandum of Understanding (MoU) template and community example.  
summarize key bullet point topics for the respective communities
- c. request and review Community utility maps
- d. coordination through working meeting and field reviews
  - 1) Combined Locks 11/03
  - 2) Kaukauna 11/03
  - 3) Little Chute 11/30

4. **Contractor Team**
  - a. ongoing communications with individual disciplines --
  
5. **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
  
6. **Public Relations**
  - a. prepare for, facilitate and participate in working meetings / teleconferences with the District and Leonard and Fincko (LF) (11/17)
  - b. review LF summary descriptions and workplan, and provide supporting comments
  
7. **Public Finance** n / a
  
8. **Budget / Capital Improvement Plan**
  - a. review the Capital Improvement Plan (CIP) / budget
  
9. **Contract Documents** (preliminary)
  - a. topographic survey and base maps for work areas
    - 1) review and establish survey control based on usPLS (horizontal) and usNGS (vertical) reference marks
    - 2) coordinate Diggers Hotline utility locates with the respective communities, Ashlstrom, Canadian National and ACoE properties
    - 3) perform topographic surveys of the work areas
  - b. prepare preliminary **Plan Drawings** for the respective Work Areas and bypass routes
  - c. prepare outline **Specifications** for general project disciplines
    - 1) outline **Agreement** timeframes / requirements for the Work areas related to substantial and final completion

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

1. review and summarize system TV and report documentation (GLTS 2016, 18, 19, 20)
2. summarize observed defects based on televised documentation related to "areas in question"
3. communicate and coordinate with 1) Ahlstrom 2) ACoE and 3) Kaukauna related to access for upcoming jet cleaning and televising
4. **Visu Sewer (Visu)**
  - a. prepare for, communicate with, meet (11/30), review the work areas and share references with Visu related to televising the "areas in question"
  - b. prepare and share a scope of work / checklist related to jet cleaning and televising CIPP in the "areas in question" with Visu

5. prepare for, communicate and meet with staff (11/30) to share observations and a proposed action plan for the "areas in question"
  6. organize and review District records / documentation related to the 2008 improvement project including but not limited to:
    - a. Contract Documents - Plan Drawings and Specifications (Spiniello and Lunda)
    - b. construction submittals
    - c. communications
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**D. Next Steps**

1. Community Memoranda of Understanding (MoU)
    - a. share template with District Legal Counsel
    - b. complete and distribute drafts of MoU with the respective parties as coordinated with Counsel
  2. review CIPP (2008)
    - a. field review infrastructure as coordinated with Visu week 12/06
    - b. review project records
    - c. prepare for and advise District on observations, record review and followup actions
  3. Field Observations - structures and interceptor (7A and 8, no ladders) t b d
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We welcome the opportunity to further discuss these items at your convenience.

enc: as noted

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