



Memorandum

date: January 30, 2022

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

Summary

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

A. Pre-Design

- 1. **Field / System Review**
 - a. manhole / interceptor structures - document conditions 95%
(including marine access dependent)

B. Design / Contract Documents

- 1. **Agencies** (ongoing coordination and communications)
 - a. Ahlstrom Munksjö
 - 1) Plant Engineer
 - 2) review bypass route alternatives

- b. Army Corps (ACoE) (Chicago, Detroit and St. Paul Districts)
 - c. Fox River Navigation System Authority (FRNSA)
 - 1) review bypass route alternatives
 - d. Kaukauna Utilities (KU)
 - 1) proposed electric service improvements at meter station 3 (Sanitorium) and manhole 16 (Vandenberg) for bypass pumping.
 - e. Canadian National / Union Pacific (CN / UP)
 - 1) coordinate Diggers Hotline utility locate
 - f. wisDNR
 - 1) environmental staff
 - 2) wastewater staff - restart permit discussions
2. **Communications**
- a. prepare for and communicate with District staff
3. **Communities**
- a. ongoing communications coordinated with District Staff
 - b. Memorandum of Understanding (MoU)
 - 1) prepare template and community example.
 - 2) summarize key bullet point topics for the respective communities
 - 3) share template and teleconference with District and Corporation Counsel (William Cole)
 - c. request and review Community utility maps
 - d. share working drawing markups for the respective Work areas
 - 1) Combined Locks
 - 2) Kaukauna
 - 3) Kimberly
 - 4) Little Chute
 - e. coordination through working meeting and field reviews
 - 1) Combined Locks
 - 2) Kaukauna
 - 3) Little Chute
4. **Contractor Team**
- a. ongoing communications with individual disciplines
5. **Wastewater Flows and Bypass Pumping**
- a. review and summarize annual flow data (2010 - 2021) 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) preparing for the WhiteBoard communication tool.
- b. review and organize historical project records, representative infrastructure photographs and references for the WhiteBoard
- c. review LF summary descriptions and workplan, and provide supporting comments

7. **Public Finance**

n / a

8. **Budget / Capital Improvement Plan**

- a. ongoing detailed review of the Capital Improvement Plan (CIP) / budget as coordinated with the Contract Documents

9. **Contract Documents (preliminary)**

- a. topographic survey and base maps for 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 2007, 08, 09) related to construction
 - a. pre-CIPP line 2007 - 8
 - b. post-CIPP install 2007 - 8
 - c. pre-warranty expiration 2009
 - d. the following manhole sections were reviewed
 - 3
 - 4 - 5
 - 5 - 5A
 - 5A - 6
 - 6 - 6A
 - 6A - 7
 - 7 - 7A
 - 7A - 8
 - 8 - 9
 - 15 - 16
 - 16 - 17
 - 17 - 18
 - 25 - 26
 - 26 - 27
 - 27 - 29

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. review report and TV documentation (December 2021)
 5. organize, review and summarize District project 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
 - b. communications
 6. prepare for, communicate and participate in a working meet with District Administrator and Commission President (01/20) to review the reference documents, construction process and TV report documentation.
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D. Next Steps

1. Community Memoranda of Understanding (MoU)
 - a. complete and distribute drafts of MoU with the respective parties as coordinated with Counsel
 2. review CIPP (2008)
 - a. field review remaining infrastructure as coordinated with Visu t b d
 - b. 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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