



Memorandum

date: March 01, 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**
Interceptor System Rehabilitation
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 (including marine access dependent) 95%

B. Design / Contract Documents

- 1. **Agencies** (ongoing coordination and communications)
 - a. Ahlstrom Munksjö
 - 1) Plant Engineer
 - 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) ongoing communications regarding proposed construction improvements and access
- f. wisDNR
 - 1) environmental staff
- 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) summarize key bullet point topics for the respective communities
 - 2) share template and teleconference with District and Corporation Counsel (William Cole)
 - c. prepare for and participate in 1st quarter community meeting 02/18
 - d. Kimberly
 - 1) review District records related to construction, operation and ownership of the southwest Trunk Sewer
- 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) (02/18) 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 **Specification** sections
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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
 - 2. Visu Sewer (Visu)
 - a. review report and TV documentation (December 2021)
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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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