



Memorandum

date: April 02, 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 95%
(including marine access dependent)

B. Design / Contract Documents

- 1. **Agencies** (ongoing coordination and communications)
 - a. Ahlstrom Munksjö
 - 1) Plant Engineer
 - 2) Wood Yard Superintendent

- 3) review bypass route alternatives
- 4) review construction site access
- 5) review railroad access and operations
- b. Army Corps (ACoE) (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 bypass route alternatives
- d. Kaukauna Utilities (KU)
 - 1) proposed electric service improvements at meterstation 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
 - c. request and review Community utility maps and references
 - d. coordination through working meeting and field reviews
 - e. Kaukauna
 - 1) communicate with the District regarding Kaukauna's Open Record Request. review the letter request. --
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. review LF summary descriptions, workplan and WhiteBoard, 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

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

1. Visu Sewer (Visu)

- a. review report and TV documentation (December 2021)

D. **Next Steps**

1. District Interim Working Meetings

- a. staff

April 19

2. Community Memoranda of Understanding (MoU)

- a. complete and distribute drafts of MoU with the respective parties following Counsel's ongoing review

3. 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

4. Field Observations - structures and interceptor

- a. 7A and 8, no ladders t b d
- b. Kimberly trunk sewer (mh 60 - 68) April - May

We welcome the opportunity to further discuss these items at your convenience.

enc: as noted

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