



**Memorandum**

**date:** May 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. Kimberly trunk sewer (mh 60 - 68) T B C

**B. Design / Contract Documents**

**1. Agencies (ongoing coordination and communications)**

- a. Ahlstrom Munksjö
  - 1) Plant Engineer
  - 2) Wood / Rail 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)
  - 1) ongoing communications, coordination and permit preparations
- c. Fox River Navigation System Authority (FRNSA)
  - 1) ongoing communications, coordination and permit preparations with leadership staff
  - 2) review bypass route alternatives and Plan Drawings
- d. Kaukauna Utilities (KU)
  - 1) proposed electric service improvements at meter station 3 (Sanitorium), manhole 16 (Vandenberg) and meter station 10 (Kaukauna) for bypass pumping.
  - 2) proposed construction easement from ms 5S to Elm Street for bypass pumping
- e. Canadian National / Union Pacific (CN / UP)
  - 1) ongoing communications regarding proposed construction improvements and access
  - 2) bypass pumping from ms 5N and 5N (Ahlstrom at Thilmany Road ms 5N)
- f. Watco / Wisconsin Southern (W / wiSR)
  - 1) ongoing communications regarding proposed construction improvements and bypass route (mh 32A, ms 1 and mh 60 - 68)
- g. Warehouse Specialties, Inc. (Prospect, Combined Locks sanitary easement)
  - 1) ongoing communications regarding proposed construction improvements and access mh 32A, ms 1 and mh 60 - 68
  - 2) temporary limited construction easement (TLE)
- h. wisDNR
  - 1) environmental staff (sediment / hazmat)
  - 2) Chapter 30
  - 3) Chapter 31
  - 4) ongoing communications, coordination and permit preparations regarding permit submittals

**2. Communications**

- a. prepare for and facilitate mid-term workshop working meeting with District staff (04/19)
- b. 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) prepare drafts for the respective communities
  - c. request and review Community utility maps and references
  - d. share working drawing markups for the respective Work areas
    - 1) Combined Locks
    - 2) Darboy Sanitary District
    - 3) Kaukauna
    - 4) Little Chute
  
4. **Contractor Team**
  - a. Working Meeting no. 2d Bypass / CIPP 04/14+28
  - b. review capital improvement plan (CIP), unit prices and schedules / sequencing
  - c. ongoing communications with individual disciplines - -
  
5. **Wastewater Flows and Bypass Pumping**
  - a. estimate bypass pump and forcemain equipment sizes related to power requirements and land / marine routes
  
6. **Public Relations**
  - a. prepare for, facilitate and participate in working meeting with the District and Leonard and Fincko (LF) (04/19) preparing for the WhiteBoard and other communication tools.
  - b. 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

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C. Cured In Place Pipe Liner (CIPP) - additional services n / a

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**D. Next Steps**

1. Community Memoranda of Understanding (MoU)
  - a. complete and distribute drafts of MoU with the respective parties
  
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
  - a. 7A and 8, no ladders t b d
  - b. Kimberly trunk sewer (mh 60 - 68) May + 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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