



**Memorandum**

**date:** June 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 - STEP 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 - review and document conditions 95%  
(including marine access dependent)
  - 1) Kimberly trunk sewer (mh 60 - 68) T B C

**B. Design / Contract Documents**

1. **Agencies** (ongoing communications, coordination and submittal preparation)
  - a. Ahlstrom Munksjö
    - 1) Plant Engineer
    - 2) Wood / Rail Yard Superintendent
    - 3) review bypass route from ms 5S and 5N (Ahlstrom at Thilmany Road ms 5N)
    - 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
    - 2) organize references and prepare for Chapter 30, ACoE 404, ACoE 408 and Land OutGrant permit applications
  - c. Fox River Navigation System Authority (FRNSA)
    - 1) ongoing communications, coordination and permit preparations with leadership staff
  - 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. coordinate purchase order for District with KU
    - 2) proposed construction easement from ms 5S to Elm Street
  - e. Canadian National / Union Pacific (CN / UP)
    - 1) ongoing communications regarding proposed construction improvements and access
  - f. Watco / Wisconsin Southern (W / wiSR / Foxie)
    - 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
      - a) coordinate river sediment lab testing and technical review with Jim Killian related to nr347
    - 3) Chapter 31
    - 4) ongoing communications, coordination and permit preparations regarding permit submittals

2. **Communications**
    - a. prepare for, communicate with and advise 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
  
  4. **Contractor Team**
    - a. review capital improvement plan (CIP), unit prices and schedules / sequencing
    - b. 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. ongoing communications
    - 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**
    - 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 that generally include
      - 1) division 00 Contract Documents
      - 2) division 01 General
      - 3) division 02 Site
      - 4) division 03 Concrete
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**C. Cured In Place Pipe Liner (CIPP) - additional services**

n / a

1. review and summarize system TV and report documentation (GLTS 2007, 08, 09) related to construction

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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
3. Field Observations - structures and interceptor
  - a. 7A and 8, no ladders t b d
  - b. Kimberly trunk sewer (mh 60 - 68) 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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