



**Memorandum**

**date:** September 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

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**Summary**

- A. Pre-Design
- B. Design / Contract Documents
- C. Amended Services
- D. Next Steps

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**A. Pre-Design**

- 1. **Field / System Review**
  - a. manhole / interceptor structures - review and document conditions 100%
  - b. meter stations - review and document structure conditions 100%

**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 references related to
      - a) site utilities
      - b) interceptor easements and land ownership
    - 4) review bypass route alternatives
    - 5) review construction site access
    - 6) review railroad access and operations
  - b. Army Corps (ACoE) (Chicago, Detroit and St. Paul Districts)
    - 1) ongoing communications, coordination and permit preparations
    - 2) submit plan drawing and work scope references
    - 3) 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 temporary electric service improvements at meter station 3 (Sanitorium), manhole 16 (Vandenberg) and meter station 10 (Wisconsin) for bypass pumping. coordinate purchase order for District with KU
  - e. Canadian National / Union Pacific (CN / UP)
    - 1) ongoing communications regarding proposed construction improvements and access
  - f. Watco / Wisconsin Southern (W / wiSRR / 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
    - 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
  - 4) share the Kaukauna review documents with the District for their distribution
- c. request and review Community utility maps and references
- d. share working drawing markups for the respective Work areas
- e. Combined Locks
  - 1) review bypass pumping routes and alternatives with Public Works staff
- f. Darboy Sanitary District --
- g. Kaukauna --
- h. Kimberly
  - 1) review bypass pumping routes and alternatives with Public Works staff
- i. Little Chute
  - 1) ongoing communications and coordination related to Work sites

**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
- b. review operational costs (diesel vs electric) and alternative to install additional temporary electric service drops

**6. Public Relations**

- a. ongoing communications
- b. public communication (Little Chute - Vandenberg and Kaukauna - Fox River residents)
  - 1) prepare for and participate in working meetings with the District and residents

**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
    - 5) division 09 coating systems
    - 6) division 16 electrical and I / C
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**C. Amended Services**

- 1. **Cured In Place Pipe Liner (CIPP)**
    - a. review and summarize system TV and report documentation related to previous construction
    - b. Visu Sewer (Visu) previously complete
  - 2. **geotechnical investigation**
    - a. coordinate geotechnical site work with Soils Engineering Services, Inc. (SES), Watco (Foxie), Ahlstrom, the member communities and CN.
    - b. field layout the proposed boring locations
    - c. perform subsurface explorations (borings and rock corings) at the respective sites
  - 3. **Kaukauna pump station MIC (meter station 6)**
    - a. observe, document and review structure and equipment conditions (pump station and wet well) with Sewer Utility staff
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**D. Next Steps**

- 1. Community Memoranda of Understanding (MoU)
    - a. complete and distribute drafts of MoU with the respective parties
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We welcome the opportunity to further discuss these items at your convenience.

enc: as noted