



Memorandum

date: January 02, 2023

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. Amended Services
- D. Next Steps

A. Pre-Design

- | | |
|---|---------------------------|
| <ul style="list-style-type: none"> 1. Field / System Review a. manhole / interceptor structures b. meter stations c. interceptor sewers d. observe and document work area site conditions | <p>complete</p> <p>--</p> |
|---|---------------------------|

B. Design / Contract Documents

1. **Agencies** (ongoing communications, coordination and submittal preparation)
 - a. Ahlstrom Munksjö
 - 1) ongoing communications, coordination and permit preparations
 - 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) ongoing discussions regarding electric service at other bypass sites
 - 2) prepare 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 (Ahlstrom woodyard site - ms 5N)
 - f. Watco / Wisconsin Southern (W / wiSRR / Foxie)
 - 1) ongoing communications regarding proposed construction improvements and bypass route (mh 29 - 32C, ms 1, mh 39 - 54 and mh 60 - 68B)
 - g. Kampo Warehouse (ms 4/7)
 - 1) ongoing communications regarding proposed construction improvements and bypass route (mh 39 - 54)
 - h. Warehouse Specialties, Inc. (Prospect, Combined Locks sanitary easement)
 - 1) ongoing communications regarding proposed construction improvements and access mh 29 - 32C, ms 1 and mh 60 - 68B
 - 2) temporary limited construction easement (TLE)
 - i. wisDNR
 - 1) environmental staff (sediment / hazmat) complete
 - 2) Chapter 30
 - 3) Chapter 31
 - 4) ongoing communications, coordination and permit preparations regarding permit submittals
 - 5) wastewater
2. **Communications**
 - a. prepare for and facilitate mid-term workshop working meeting with District staff (12/28)
 - b. prepare for, communicate with and advise District staff



3. **Communities**

- a. ongoing communications coordinated with District Staff
- b. ongoing communications and coordination related to Work sites
- c. Memorandum of Understanding (MoU)
 - 1) summarize key bullet point topics for the respective communities
 - 2) prepare drafts for the respective communities
- 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. review and summarize annual flow data (2010 - 2022) and wet weather events
- b. review wet weather statistics

6. **Public Relations**

n / a

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 complete
- b. prepare **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
 - 7) technical references

C. Amended Services

1. **Cured In Place Pipe Liner (CIPP)** complete
2. **geotechnical investigation**
 - a. design shoreline access pile bulkhead wall systems at marine access sites (2)
3. **Kaukauna pump station MIC (meter station 6)**
 - a. incorporate work items into the Bidding Documents

D. Next Steps

1. Community Memoranda of Understanding (MoU)
 - a. complete and distribute drafts of MoU with the respective parties
2. Public Bidding (begin) 1st quarter 2023

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

enc: as noted

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