



Memorandum

date: June 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** (completed previously)

1. Agencies
 2. Communities
 3. Contractor Team
 4. Field / System Review
 5. Wastewater Flows and Bypass Pumping
 6. Public Finance
 7. Contract Documents (preliminary)
-

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 coordination regarding installing electric service at other bypass sites in advance of construction
 - 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)
 - g. Kampo Warehouse (ms 4/7)
 - 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 60B - 68
 - 2) temporary limited construction easement (TLE)
 - i. wisDNR
 - 1) ongoing communications, coordination and permit preparations with leadership staff
 - 2) environmental staff (sediment / hazmat) complete
 - 3) Chapter 30
 - 4) Chapter 31
 - 5) NR 151 / 216
 - 6) ongoing communications, coordination and permit preparations regarding permit submittals
 - 7) wastewater
2. **Communications**
 - a. 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)
- d. prepare for and participate in 2nd quarter community meeting
- e. share working drawing markups for the respective Work areas
- f. Kaukauna
 - 1) incorporate ms 6 pump station wetwell rehabilitation into Bid Documents
- g. Little Chute
 - 1) ongoing communications and coordination related to Work sites

05/ 17

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**

6. **Public Relations**

- a. review LF press / community updates and provide supporting comments

7. **Public Finance**

- a. ongoing communications with wisDNR EIF Staff

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

- d. perform **Quality Reviews** of the Bidding Documents

10. **Public Bidding Process**

- a. Encourage Contractors (general and subcontractor disciplines) to submit prequalification statements. Distribute summary memoranda and prequalification statement forms.
- b. Publish articles through Western Builder Magazine and ConstructConnect encouraging Contractors to submit prequalification statements.

- c. Review Contractor prequalification statements as a condition of receiving Bidding Documents and submitting a public bid.
- d. Coordinate electronic Plan Drawing and Specification distribution through QuestCDN.
- e. Prepare for and coordinate the mandatory pre-bid meeting.

C. Amended Services

- 1. **Cured In Place Pipe Liner (CIPP)** complete
- 2. **geotechnical investigation** (completed previously)
- 3. **Kaukauna pump station MIC (meter station 6)**
 - a. incorporate work items into the Bidding Documents
- 4. **Bidding Documents**
 - a. Amend the Plan Drawings and Specifications to incorporate additional Work items at
 - 1) the "old" meter stations (ms1, 2, 3, 5N and 6) that generally include 1) automated ventilation system operation and 2) replacing building exterior doors.
 - 2) meter station 9 (ms9) that generally include
 - a) replacing level sensing equipment
 - b) replacing old local control panels
 - c) installing rated junction boxes, disconnect panels and local control panels
 - d) improving instrumentation controls (I/C) for the wetwell pumps (2) and bar screen operation
- 5. **electric**
 - a. Amend the Plan Drawings and Specifications to incorporate KU electric service drops as the primary power source for bypass equipment.

D. Next Steps

- 1. **Community Memoranda of Understanding (MoU)**
 - a. incorporate review comments from the respective parties in a final draft
- 2. complete the technical review of the Capital Improvement Plan (CIP) / budget
- 3. **Public Bidding Process (begin)** 1st quarter 2023

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

enc: as noted