



Memorandum

date: July 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)
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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) submit concept plan drawings 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) 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)
 - 1) ongoing communications regarding proposed construction improvements and bypass route (mh 29 - 32C, ms 1, mh 39 - 56 and mh 60B - 68)
 - g. Kampo Warehouse (ms 4/7)
 - 1) ongoing communications regarding proposed construction improvements and bypass route (mh 39 - 56)
 - 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
 - a) organize references and prepare for Chapter 30, ACoE 404, and nr347 permit applications
 - 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)
 - 1) summarize key bullet point topics for the respective communities
 - 2) prepare and distribute drafts with the respective communities

4. **Contractor Team** complete
5. **Wastewater Flows and Bypass Pumping** complete
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. prepare **Plan Drawings** for the respective Work Areas and construction items
 - b. 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. 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 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 (June 22).
 - f. Communicate with and advise Bidders during the Bid Process.



n / a

C. Amended Services

- 1. **Cured In Place Pipe Liner (CIPP)** complete
- 2. **geotechnical investigation** complete
- 3. **Kaukauna pump station MIC (meter station 6)** complete
 - 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. Public Bidding Process (began) 1st quarter 2023

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

enc: as noted

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