

Memorandum

date: August 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
 - b. Army Corps (ACoE) (Chicago, Detroit and St. Paul Districts)

- c. Fox River Navigation System Authority (FRNSA)
- d. Kaukauna Utilities (KU)
- e. Canadian National / Union Pacific (CN / UP)
- f. Watco / Wisconsin Southern (W / wiSRR / Foxie)
- g. Kampo Warehouse (ms 4/7)
- h. Warehouse Specialties, Inc. (Prospect, Combined Locks sanitary easement)
- i. wisDNR
 - 1) environmental staff (sediment / hazmat) complete
 - 2) Chapter 30
 - 3) Chapter 31
 - 4) NR 151 / 216
 - 5) 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. share working drawing markups for the respective Work areas
- e. Kaukauna
 - 1) incorporate ms 6 pump station wetwell rehabilitation into Bid Documents

4. Wastewater Flows and Bypass Pumping

5. Public Relations

6. Public Finance

- a. ongoing communications with wisDNR EIF Staff

7. Budget / Capital Improvement Plan

- a. complete the technical review of the Capital Improvement Plan (CIP) / budget as coordinated with the Contract Documents

8. Contract Documents

- a. topographic survey and base maps for work areas completed previously
- 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

9. 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 hardcopy and electronic Plan Drawing and Specification distribution.
 - e. Prepare for and coordinate the mandatory pre-bid meeting (June 22).
 - f. Communicate with and advise Bidders during the Bid Process.
 - g. Prepare for and participate in the public bid opening (July 27).
 - h. Review the Bidder's submittals and math.
 - i. Provide a letter to the District that recommends awarding and executing Contract.
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C. Amended Services

- 1. **Cured In Place Pipe Liner (CIPP)** (completed previously)
 - 2. **geotechnical investigation** (completed previously)
 - 3. **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
 - 4. **electric**
 - a. Amend the Plan Drawings and Specifications to incorporate KU electric service drops as the primary power source for bypass equipment.
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D. Next Steps

- 1. Support the District execute Contract Documents and begin coordination leading to 2024 construction.
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We welcome the opportunity to further discuss these items at your convenience.

enc: as noted