



Memorandum

date: September 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 - STEPS 2 - DESIGN and 3 - PRE-CONSTRUCTION**
Interceptor System Rehabilitation
Heart of the Valley Metropolitan Sewerage District
Outagamie County, Wisconsin

Summary

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

A. **Pre-Design** (completed previously)

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) **complete**
 - 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
- 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. Midwest Paper Group - Appleton Papers (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) wastewater
- 2. **Communications** complete
- 3. **Communities** complete
- 4. **Contractor Team** complete
- 5. **Wastewater Flows and Bypass Pumping** complete
- 6. **Public Relations** complete
- 7. **Public Finance**
 - a. ongoing communications with wisDNR EIF Staff
- 8. **Budget / Capital Improvement Plan** complete
- 9. **Contract Documents** complete
- 10. **Public Bidding Process** complete



C. Pre-Construction

1. District

- a. prepare for and facilitate working meeting with District staff and President Casper to discuss pre-construction topics
- b. Contract Documents
 - 1) prepare, assemble and transmit Contract Documents to Contractor for their completion and execution

2. Contractor

- a. prepare for and communicate with Contractor regarding pre-construction checklist topics and actions

3. Other Parties

- a. communicate with other parties including but not limited to Ahlstrom, Kaukauna and FRNSA regarding the public bid and award status and general proposed construction schedule.

D. Amended Services

complete

- 1. Cured In Place Pipe Liner (CIPP)
- 2. geotechnical investigation
- 3. Kaukauna pump station MIC (meter station 6)
- 4. Bidding Documents
- 5. electric service for wastewater bypass

E. Next Steps

- 1. Pre-Construction Conference 1st quarter '24
- 2. Public Relations - coordination strategy
- 3. Contractor
 - a. preconstruction checklists
- 4. Kaukauna Utility - renew communications to coordinate temporary electric service drops
- 5. Finalize Memoranda of Understanding (MoU)
- 6. Support the District execute Contract Documents and begin coordination leading to 2024 construction.

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

enc: as noted

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