



Memorandum

date: October 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 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)

- 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) 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 (activities below the ordinary high water mark)
 - 4) Chapter 31
 - 5) NR 151 / 216 (land disturbing activities)
 - 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. Little Chute
 - 1) ongoing communications and coordination related to Work sites
- 4. **Contractor Team** complete
- 5. **Wastewater Flows and Bypass Pumping** complete
- 6. **Public Relations**
 - a. share project references and summarize the CIP
 - b. prepare for, facilitate and participate in working meeting with the District and Leonard and Fincko (LF) (09//26) preparing for upcoming construction and public communication tools and strategy.
 - c. review LF press / community updates and provide supporting comments
- 7. **Public Finance**
 - a. ongoing communications with wisDNR EIF Staff
 - b. support the District with annual wisDNR Intent to Apply (ITA) steps including resolution
 - c. prepare for the upcoming CWF loan application
- 8. **Budget / Capital Improvement Plan** complete
- 9. **Contract Documents** complete
- 10. **Public Bidding Process** complete

C. Pre-Construction

- 1. **District**
 - a. Contract Documents
 - 1) review and forward the Contract Documents to District Legal Counsel for their review
- 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, Little Chute and FRNSA regarding the public bid and award status and general proposed construction schedule.

D. Amended Services

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

1. Pre-Construction Conference
2. Public Relations - coordination strategy
3. Contractor
 - a. preconstruction checklists
4. Kaukauna Utility - ongoing coordination for temporary electric service drops
5. Support the District execute Contract Documents and begin coordination leading to 2024 construction.

1st quarter '24
September 26

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

enc: as noted

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