



## Memorandum

**date:** November 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

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### Summary

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

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#### 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
  - 2) 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. Midwest Paper Group - Appleton Papers ( Kampo Warehouse ) ( ms 4/7 )
- h. Warehouse Specialties, Inc. ( Prospect, Combined Locks sanitary easement )
- i. wisDNR
  - 1) ongoing communications, coordination and permit preparations with leadership staff
  - 2) prepare respective permit submittals
  - 3) environmental staff (sediment / hazmat) complete
  - 4) Chapter 30 ( activities below the ordinary high water mark )
    - a) prepare application materials
  - 5) Chapter 31 ( activities related to floodplains )
  - 6) NR 151 / 216 ( land disturbing activities )
    - a) prepare application submittal
  - 7) Endangered Resource ( related to chapter 30 / 31 and NR 151 )
    - a) prepare application submittal
  - 8) wastewater
    - a) prepare abbreviated engineering report ( Facility Plan ) as required by CWF loan program
    - b) prepare wastewater plan review submittal

**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** complete
  - 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 summary descriptions, workplan and WhiteBoard, 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. organize and prepare the CWF loan application submittal
  
- 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 and communications with District staff and President Casper to discuss pre-construction topics
  - b. Contract Documents
  
- 2. **Contractor**
  - a. prepare for, meet 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. **Bidding Documents** - additional work items
- 2. **electric** service for wastewater bypass

complete  
complete  
complete

**E. Next Steps**

- 1. Pre-Construction Conference
- 2. Public Relations - coordination strategy
- 3. Contractor
  - a. preconstruction checklists
- 4. Kauakauna Utility - ongoing coordination for temporary electric service drops
- 5. Finalize Memoranda of Understanding (MoU)
  - a. incorporate review comments from the respective parties in a final draft

1<sup>st</sup> quarter '24  
November 07

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

enc: as noted

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