



Memorandum

date: December 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
 - 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) submit 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)
 - 1) prepare and distribute "final" drafts with the respective communities
 - d. prepare for and participate in 4th quarter community meeting 11/02

- 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
 - 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 with District staff to discuss pre-construction topics
 - b. Contract Documents
 - 1) communicate with the Contractor and District Legal Counsel and review the final documents.

- 2. **Contractor**
 - a. prepare for, meet and communicate with Contractor regarding pre-construction checklist topics and actions



3. Public Relations

- a. prepare for and facilitate working meetings with District staff and Leonard Fincko to discuss pre-construction topics and coordination with the member communities and affected public parties

4. 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

complete

- 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

E. Next Steps

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

1st quarter '24
ongoing

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

enc: as noted

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