

Memorandum

date: January 02, 2024

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 4 - CONSTRUCTION
Interceptor System Rehabilitation
Heart of the Valley Metropolitan Sewerage District
Outagamie County, Wisconsin

Summary

- A. Administration
- B. Public Finance
- C. Staking and Reference Markers
- D. Site Observation
- E. Documentation
- F. Next Steps

A. Administration

1. Communication

- a. Prepare for and communicate with the District, member communities and private parties.
- b. Prepare for and meet with Visu Sewer Inc. (Visu) to begin pre-construction discussions related to proposed schedules and sequencing Work.
- c. Prepare for and communicate with the District and member communities at the 4th quarter meeting. Prepare a plan drawing that communicates the general proposed Work schedule.

2. Public Relations

- a. Prepare for and meet with the District and Leonard Finco (November 07) to discuss the communication strategy.
- b. Prepare draft letters for three (3) public audiences (Sanitorium, Vandenberg and Fox River residents).



- c. Review ongoing communications between the respective parties.

3. Coordination

4. Contract Administration

- a. Prepare and forward the Contract Documents to Visu for execution.
- b. Review and forward the Contract Documents to District legal counsel for review and advisement.
- c. Forward the Contract Documents to the District for execution.

5. Submittals

B. Public Finance

1. Clean Water Fund (CWF)

- a. Prepare the CWF loan application on the District behalf. Incorporate District records.
 - b. Communicate with wisDNR CWF staff.
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C. Staking and Reference Markers

- 1. Review surveys of record for the Work sites.
 - 2. Observe and mark survey monuments at the Work sites.
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D. Site Observation

- 1. Prepare for and observe meter stations with Visu and Subcontractors (mechanical, HVAC, electrical and I/C) (November 30). Participate in communications and summarize the respective project Work items.
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E. Documentation

F. Next Steps

- 1. preconstruction conference (estimated late March)
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We welcome the opportunity to further discuss these items at your convenience.

enc: as noted