



Memorandum

date: February 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 communicate with Visu Sewer Inc. (Visu) to begin pre-construction discussions related to proposed schedules and sequencing Work.

2. Public Relations

- a. Review ongoing communications between the respective parties.
- b. Prepare and distribute final drafts of the Memoranda of Understanding (MoU) with the Member Communities and private parties. Communicate with the respective parties.



3. Coordination

- a. Prepare for and communicate with Kaukauna Utilities regarding the temporary electric service drops for the bypass equipment.
- b. Forward service Agreements to the District for execution and required downpayments to secure the "equipment lease".

4. Contract Administration

- a. Distribute executed copies of the Contract Documents to the respective parties.

5. Submittals

- a. review and process Contractor submittals.

B. Public Finance

1. Clean Water Fund (CWF)

- a. Prepare the CWF loan application on the District behalf. Incorporate District records.
- b. Prepare for and communicate with wisDNR CWF, Ehlers Associates and Quarles Brady staff regarding the loan application and closing process.

C. Staking and Reference Markers (n / a)

D. Site Observation (n / a)

E. Documentation (n / a)

F. Next Steps

- 1. preconstruction conference (estimated late March)

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

enc: as noted

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