

PRE-CONSTRUCTION CONFERENCE
March 27th, 2024 9:00 am

Interceptor System Rehabilitation
Heart of the Valley Metropolitan Sewerage District

Summary of Topics

- A. Introductions
 - B. General Description of the Project
 - C. Coordination with Utility Companies / Other Parties
 - D. Contract Responsibilities (defined communication / coordination process)
 - E. Status Overview
 - F. Schedules
 - G. Changes in Work
 - H. Highlights and Special Considerations
-

A. Introductions

- 1. **Owner / District**
 - a. **David Casper, President**
 - b. **Brian Helminger, Director**
 - c. **Dustin Jerabek, Director of Operations**
- 2. **Contractor(s)** (including project representatives)
 - a. general **Visu Sewer, Inc.**
- 3. **Subcontractor (s)** identified by Contractor
 - a. interior rehabilitation **Visu Sewer, Inc.**
 - b. bypass wastewater, utility **David Tenor Corporation, Inc.**
 - c. marine access **McMullen and Pitz Construction Company**
 - d. others
- 4. **Independent Subcontractor (s)**
 - a. asphalt pavement **Outagamie County Highway Department**
- 5. **Engineer** **Strategic Municipal Services, Inc.**
 - a. Scott M. Schramm, PE, PLS
 - b. Dave Schlichting, PE
 - c. Dale Wuestenhagen, CST

6. **Private Utilities**

- a. electric
- b. natural gas
- c. telecom / cable TV
- d. water

Kaukauna Utilities
WE Energies
Time Warner / Spectrum / TDS
Kaukauna Utilities, member communities

7. **other**

- a. railroads

reference **Specification Appendix C.2**

8. **communications**

- b. lead contact(s)
- c. email

B. General Description of the Project

1. **rehabilitate (protect)** the interceptor system (**exhibit B.1**)

- a. access (land and marine)
- b. bypass wastewater
- c. interceptor (CIPP)
- d. structures
 - 1) modify, replace
 - 2) rehabilitate / protective coat interior surfaces

2. **Private Utilities (n / a)**

- a. temporary electric service (bypass wastewater)

C. Coordination with Utility Companies / Other Parties

- 1. Possible conflicts and resolution
- 2. Contractor(s) responsible to contact **Diggers Hotline** and coordinate with respective utilities
- 3. **Kaukauna Utilities**
 - a. temporary electric service (bypass wastewater)
 - 1) confirm transformer sizes and locations
- 4. **WE Energies** (natural gas - **Thilmany** HDD directional drill)
- 5. railroads
 - a. reference **Specification Appendix C.2** (flagging, 'inspection')

D. Contract Responsibilities (defined communication / coordination process)

1. general

- a. email
- b. lead / emergency contact(s)
- c. emergency response
 - 1) **Outagamie County Sheriff**
 - 2) member communities
 - 3) after hours

2. Owner / District (and their Agents)

- a. provide work area
- b. contract administration (including payment applications)
- c. review / authorize changes
- d. construction
 - 1) observe ("inspect") the work per the **Contract Documents**
- e. project acceptance
 - 1) **Certificates of Substantial Completion** (begin warranty periods)

3. Contractor(s)

- a. coordinate with **District**
- b. comply with **Contract Documents** (**Plan Drawings, Specifications**)
- c. meet schedules
- d. means, methods, techniques, sequences of construction (MMTS)
- e. **safety and protection**
 - 1) confined space
 - 2) emergency response
 - 3) work site safety
- f. private utilities (coordination)
- g. provide and maintain **traffic control**
- h. install and maintain **erosion control / site stabilization practices**
- i. maintain existing systems for operation (wastewater, roadways, sanitary sewer, drainage)
- j. labor requirements (as required by Local, **State** and **Federal Laws**)
 - 1) **State of Wisconsin**
 - a) Review **wisDWD** references (**Specification Manual**)
 - 2) **Federal Department of Labor (usDoL) (Davis Bacon)**
 - a) monthly reports (CONTRACTOR responsibility)
 - b) periodic / random worker interviews (ENGINEER)
- k. documentation
 - 1) quality control / documentation
 - 2) record drawings (contractor markups / “as-builts”)

- 3) operations and maintenance (O&M)
 4. **Engineer**
 - a. contract administration
 - 1) observe the work for general conformance with the **Contract Documents**
 - 2) review submittals
 - 3) review / measure construction quantities completed (joint with CONTRACTOR)
 - 4) review pay requests (based on joint field measurements)
 - 5) clarify / answer questions and information requests
 - 6) project closeout
 - b. construction staking / reference markers
 - c. site observation
 - 1) two (2) working day notice for observation
 - 2) key periods
 - a) prepare interior surfaces (dry abrasive blast)
 - b) interior coating system
 - c) CIPP (preparations)
 - d) replace / modify structures
 5. **Private Utilities**
 - a. coordination
-

E. Status Overview

1. **ALL ITEMS MUST be COMPLETED PRIOR to START of CONSTRUCTION**
2. **Award and **Contract Documents** (status of OWNER's CONTRACTOR(s))**
3. **Contract Documents (**Plan Drawings** and **Specifications**)**
 - a. **Addenda One (1)**
 - b. "Released for Construction"
 - c. **Technical References**
 - 1) meter station - flow data (**District** laptop)
4. **Insurance Certificates (including additional insureds)**
 - a. reference the **Supplementary Conditions**
5. **Surety / Performance and Payment Bonds**

6. Permits / Approvals

- a. ACoE (chapter 401) pending
- b. Memoranda of Understanding (MoU)
 - 1) member communities
 - a) Kaukauna - non fee right of way to do
 - b) Little Chute - utility permit (Sanitorium - KU) to do
 - 2) private parties
- c. Outagamie County Highway Department n / a
- d. usDoL (Davis Bacon) wage rates approved
- e. wisDNR
 - land disturbing activities (above OHWM) NR 151 / 216 approved
 - wastewater pending
 - Chapter 30 / 31 pending
 - 1) bypass line in navigable waters
 - 2) use river water for construction purposes
 - 3) grading below the OHWM
 - 4) riprap
 - endangered / historical resources (ER / NHI) approved
 - river bed sediment approved
 - sanitary sewer and watermain extensions n / a
- f. railroads
 - a. Canadian National approved
 - b. Watco Foxy pending
- g. wisDOT "Permit to work within Highway Right of Way" n / a
- h. wisDWD prevailing wage rates n / a
- i. wisSHPO (State Historic Preservation Office) approved

7. Submittals

- a. Exhibit E.7a - Submittal Log, general
- b. Exhibit E.7b - Section 01330 page 4
 - 1) forms
 - 2) Electronic Documents (Adobe .pdf)
 - a) manufacturer documents
 - b) must be "clean" (not low resolution, poor quality)
- c. concept reviews
- d. incomplete, partial
- e. review the transmittal responses and requirements
- f. equipment lead times

8. Work Limits

- a. member communities rights of way / public properties
 - b. OWNER's utility easements
 - c. OWNER's properties
 - d. other
 - 1) Ahlstrom
 - 2) WSI
 - 3) McKinley Paper
-

F. Schedules

1. **Contract Times / Schedule** (reference the **Agreement page 2**)
 - a. **substantial completion** September 30, 2025
 - b. **final completion** October 25
 2. Contractor's tentative schedules submitted and discussed (**Exhibit F.1**)
 3. **Subcontractor (s)**
 - a. scope of work and schedules
-

G. Changes in Work

1. Owner **must** be notified prior to performing work
 2. **Field orders** will be issued by OWNER / ENGINEER where immediate direction is required
 3. **Change orders** (formal documentation) submitted to ENGINEER (copied to OWNER, wisDNR)
-

H. Highlights and Special Considerations

1. **Coordination**
 - a. progress / working meetings
 - 1) location
 - 2) day / time
 - b. ACoE levee (locked gate access)
 - c. Ahlstrom
 - 1) access (wood yards, Stribley)
 - 2) bypass
 - a) staging, storage, assembly
 - b) route (review and stake)
 - 3) Canadian National (daily / weekly schedule)
 - 4) HDD (Thilmany and rail spur)

- d. **FRNSA**
 - 1) **Kaukauna lock 1** (guard lock, tour boat)
- e. **Kaukauna**
 - 1) bypass
 - a) **mh 9 (Wisconsin, Chamber of Commerce)**
 - b) **ms 5S (Elm, Thilmany)**
 - c) **ms 5N (mh 6B) Thilmany**
 - d) **ms 6 (Augustine)**
 - e) **ms 9 (Thilmany)**
 - 2) **Riverside Park**
 - a) perimeter chain link fence
 - b) working pad
 - c) **River Street** pavement
 - 3) lift bridge

2. **Access, Closures and Staging**

- a. equipment and supplies
 - 1) OWNER locations (short term)
- b. Public Notice
 - 1) coordination through OWNER
 - 2) School Districts
 - 3) Member Communities (fire, safety and first responders)
 - 4) ambulance
 - 5) residents (local press release - door hanger fliers)
 - 6) **Outagamie County** (emergency dispatch)
 - 7) local access channels
- c. Staging
 - 1) erosion control
 - 2) restoration / cleanup
 - a) roadways

3. **Construction Staking (CONTRACTOR's needs)**

- a. sanitary
 - 1) structure adjustments - manhole rims 1/4 - 1/2 inch below asphalt
 - 2) structures (joint field measure)
 - a) modifications
 - b) new
- b. access routes
- c. work sites / limits

Doyle / Heesakker Parks
property / right of way

- d. marine access bulkhead wall
- e. HDD alignment general

- f. CONTRACTOR to preserve
 - 1) survey control / benchmarks
 - 2) property markers

- g. stormwater Heesakker culvert

h. ENGINEER Staff and Procedures

- 1) notice
- 2) survey cut sheets

4. Contamination / Hazardous Work Environment (n / a)

5. wisDNR / Clean Water Fund (CWF) Exhibits H.5

6. Erosion Control / Site Stabilization

- a. devices installed **prior** to **any** construction
 - 1) silt fence
 - 2) inlet protection (n / a)
- b. dewatering
- c. additional measure determined in field as required

7. Excavated Materials

- a. ENGINEER's estimated quantities (reference **specifications**)
- b. CONTRACTOR's estimated quantities
- c. "on-site" disposal / sites provided by OWNER (n / a)
 - 1) temporary stockpile
- d. "off-site" disposal (CONTRACTOR requirement)
 - 1) Responsible for permits / permission
 - 2) Section **02310**
 - 3) **Fox River** bed sediment - non hazardous (**Specifications**)

8. Utilities

- a. **granular backfill required** (pavement and shoulders)
 - 1) density testing (n / a)
 - 2) mechanical compaction (lifts), water source
- b. **testing**
 - 1) **interior coating systems**
 - a) thickness
 - b) **Haliday** / spark

- c. **Adjustments to Finish Grade**
 - 1) Manholes **final** grade
 - 2) Temporary ramping / protection
 - 3) joint inspection / “walk-through” with OWNER and CONTRACTOR

- d. **Storm Sewer and Drainage (n / a)**
 - 1) preserve drainage

- 9. **Access**
 - a. Staging area / storage

- 10. **Traffic control**
 - a. locations
 - 1) **Prospect (WSI)**
 - 2) bypass - concrete barriers along road edges

 - b. address **WMUTCD**
 - c. caily installation and maintenance
 - d. protect existing structures

- 11. **Clean Up**

- 12. **Material storage / staging areas (identified)**

- 13. **Adjoining properties**
 - a. Roadway / driveway access and utility service
 - b. Timing

- 14. **Other Discussions**

- 15. **Field Review**

S:\Projects\HOVMSD\10065 rehabilitate\admin\correspondence\4) crs\cd precon 032724 outline .doc

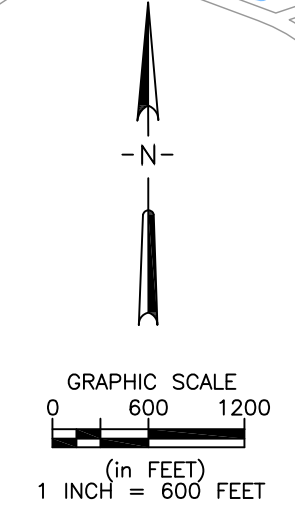
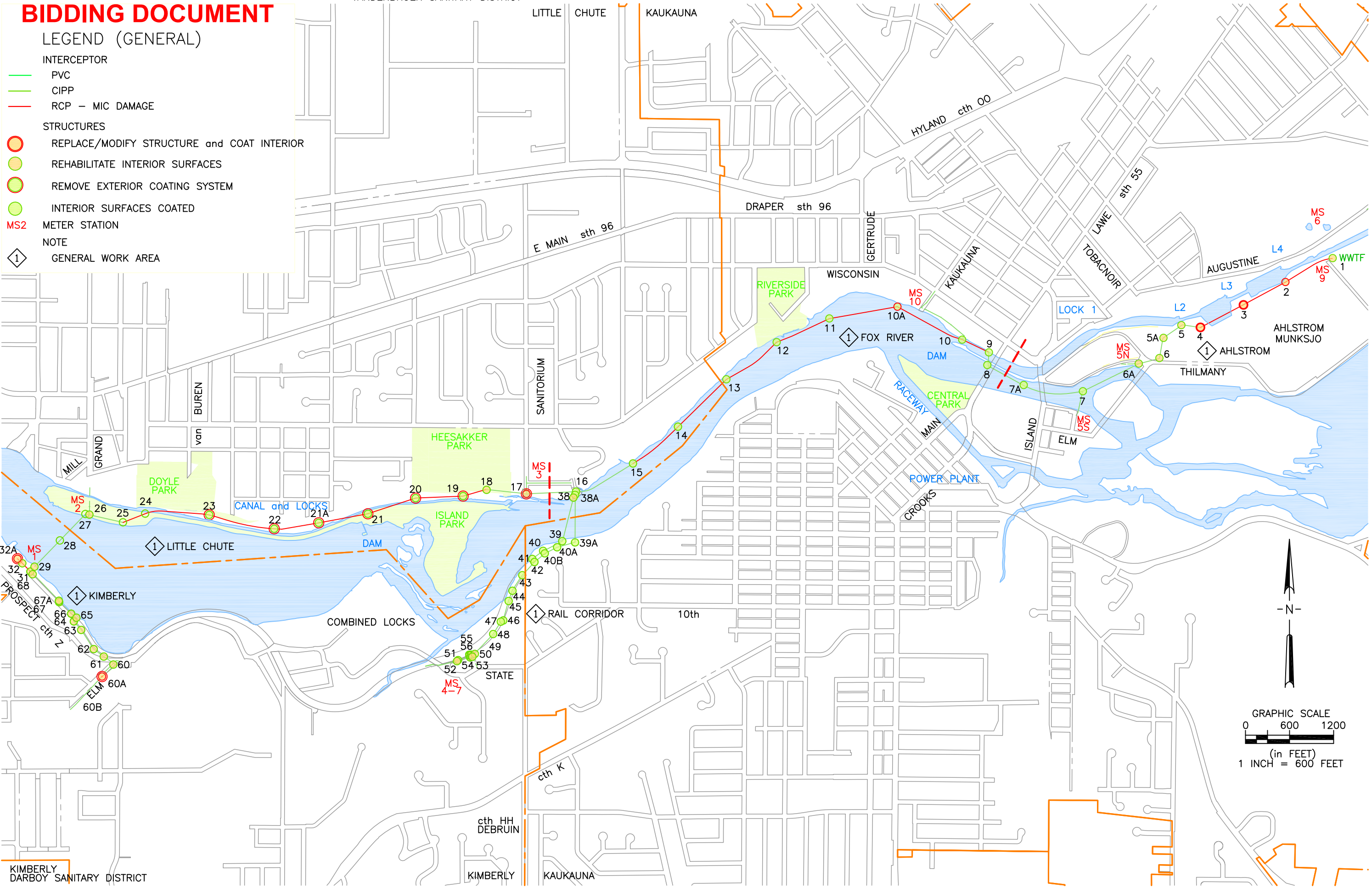
BIDDING DOCUMENT

LEGEND (GENERAL)

- INTERCEPTOR**
- PVC
 - CIPP
 - RCP - MIC DAMAGE
- STRUCTURES**
- REPLACE/MODIFY STRUCTURE and COAT INTERIOR
 - REHABILITATE INTERIOR SURFACES
 - REMOVE EXTERIOR COATING SYSTEM
 - INTERIOR SURFACES COATED
- MS2** METER STATION
- NOTE**
- 1 GENERAL WORK AREA

VANDEBROEK SANITARY DISTRICT

LITTLE CHUTE KAUKAUNA



ORTHOPHOTO: N/A

KIMBERLY DARBOY SANITARY DISTRICT

KIMBERLY KAUKAUNA

SMS		MUNICIPAL • INFRASTRUCTURE • PLANNING TRANSPORTATION • FINANCE	
STRATEGIC MUNICIPAL SERVICES, INC.		9224 CH. D. PLYMOUTH, VI 53073 (608) 893-3447	
NO.	DATE	REVISION	BY
PROJECT NO. 10085	DATE MAR 2023	SCALE 1" = 600'	
F.B. 0 01	DRAWN BY	CHECKED BY	
CAD FILE NO. G3	PLUT DATE 03/19/23	PLUT TIME 10:15	
INTERCEPTOR SYSTEM INTERCEPTOR SYSTEM REHABILITATION HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT			
3	G3	S	58

OWNER	Heart of the Valley Metropolitan Sewreage District			SUBMITTAL TYPE - CODE				ACTIONS			
Project Name	Interceptor System Rehabilitation			PD	Product Data	R	Reviewed	REVIEW '03/20/24			
Project no	10065			OM	Operations / Maintenance	C	Reviewed w / comments				
CONTRACTOR(s)	• GC Visu Sewer, Inc.			RP	Reports	X	not approved				
Subcontractor(s)	• Marine McMullen and Pitz Construction Corporation, Inc.			SA	Samples	PARTY					
	• Bypass Wastewater / Utility / Grading David Tenor Corporation, Inc.			SD	Shop Drawings						mfg
	• CIPP Visu Sewer, Inc.			TC	Tests / Certifications	sup	Supplier				
	• Rehabilitation Visu Sewer, Inc.			WR	Warranty	C	CONTRACTOR				
	• Mechanical Sabel Mechanical, LLC										
Date (mm / dd / yy)	Section	Submittal Type	Title	Party	no. received	referred to	sent	Date Returned	Action	Remarks	
	01 00 00		DIVISION 01 - GENERAL REQUIREMENTS								
	GC art ____	TC	Proof of permits, licenses and approvals								
	GC art ____	RP	Contractor - 60 day initial schedule				--	--	--	Due 14 days from NTP	
	GC art ____	RP	Contractor - full project schedule								
	GC art ____	RP	Quality Control Plan								
	GC art ____	RP	Work Reports								
	GC art ____	TC, WR	Contractor Written Request - Substantial Completion -								
	GC art ____	OM	Operation and Maintenance Manuals and Instructions								
	GR art ____	SD	Erosion Control and Storm Water Management								
	GR art ____	TC	Guarantee Documents / Individual Divisions								
	GR art ____	RP	Record Documents - marked up "as-builts"								
	01 00 00		DIVISION 01 - GENERAL								
	01321		Construction Photographs								
	01326		Construction Progress Schedules								
	01550		Traffic Control								
	01575		Environment Protection								
	01785		Operation and Maintenance Data								
	01789		Project Record Documents								
	01815		Testing Piping Systems								
	01820		Systems Demonstrations								

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	• Bypass Wastewater / Utility / Grading	David Tenor Corporation, Inc.	SD	Shop Drawings	mfg	Manufacturer					
	• CIPP	Visu Sewer, Inc.	TC	Tests / Certifications	sup	Supplier					
	• Rehabilitation	Visu Sewer, Inc.	WR	Warranty	C	CONTRACTOR					
	• Mechanical	Sabel Mechanical, LLC									

Date (mm / dd / yy)	Section	Submittal Type	Title	Party	no. received	referred to	sent	Date Returned	Action	Remarks
	02 00 00		DIVISION 02 - SITE							
		02080	Manholes							
		02082	Manhole Interior Rehabilitation							
07.1	03/12/24	02310	pd, tc	Base Course, Breaker Run, Rip Rap	McM	1 email	03/15	1	03/15	c
08.1	03/12/24	02311	pd, tc	Soil Stabilization Fabric	McM	1 email	03/15	1	03/15	c
		02320		Horizontal Directional Drilling						
05.1	02/29/24	02368	rp	Steel Sheet Piling Systems (concept)	McM	1 email	03/20	1	03/20	c
		02370		Erosion Control and Site Stabilization						
08.1	03/12/24	02371	pd, tc	Erosion Control Silt Fence	McM	1 email	03/15	1	03/15	c
		02561		Sewer Televised Inspection and Documentation						
		02565		Chemical Grouting / Joint Sealing						
		02632		Storm Sewer						
		02720		Dense Graded Base						
		02721		Rip Rap						
		02731		Railroad Track Ballast Stone						
		02775		Concrete Steps, Sidewalks and Driveways						
		02831		Chainlink Fence and Gates						
		02920		Turf Restoration						
		02955		Cured in Place Pipe (CIPP)						
		02960		Bypass Wastewater						
	03 00 00		DIVISION 03 - CONCRETE							
		03301		Cast-In-Place Reinforced Concrete						
		03610		Non-shrink Grout						
	04 00 00		DIVISION 04 - WOOD and PLASTICS							
02.1	01/24/24	04515		Fiberglass Reinforced Plastic (FRP) Grating	Sabel	1 email				
		04520		Slide Gates						
	05 00 00		DIVISION 05 - METALS							
		05521		Pipe Guardrails and Handrails						
	08 00 00		DIVISION 08 - OPENINGS (DOORS and WINDOWS)							
03.1	01/24/24	08101		Doors and Frames	Sabel	1 email				withdrawn 03/12
03.1	02/06/24	08101		Doors and Frames	Sabel	1 email				withdrawn 03/12
03.2	01/24/24	08700		Door Hardware	Sabel	1 email				withdrawn 03/12
03.2	02/06/24	08700		Door Hardware	Sabel	1 email				withdrawn 03/12
03.3	03/12/24	08101 - 08700		Doors and Frames, Hardware	Sabel	1 email				

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	• Mechanical Sabel Mechanical, LLC										
Date (mm / dd / yy)	Section	Submittal Type	Title	Party	no. received	referred to	sent	Date Returned	Action	Remarks	
		09 00 00	DIVISION 09 - COATING SYSTEMS								
		09960	Coatings								
		10 00 00	DIVISION 10 - SPECIALTIES								
		10440	Signs								
		15 00 00	DIVISION 15 - MECHANICAL and PLUMBING								
04.1	01/24/24	15060	Pipe Hangers, Supports and Anchors	Sabel	1 email		03/15	1	03/15	c	
		15855	Diffusers, Grills and Registers								
		16 00 00	DIVISION 16 - ELECTRICAL and I / C SYSTEMS								
06.1	03/04/24	16100	Basic Electrical Systems	Altronex	1 email						
		16416	Panel Boards								
01.1	1/24/24	16515	Interior Lighting	Braun	1 email						
01.1	1/24/24	16519	Conductors and Cables (600 V and less)	Braun	1 email						
01.1	1/24/24	16534	Conduit	Braun	1 email						
01.1	1/24/24	16537	Boxes	Braun	1 email						
01.1	1/24/24	16541	Wiring Devices	Braun	1 email						
		16553	Identification for Electrical Systems								
06.1	03/04/24	16900	Instrumentation and Controls	Altronex	1 email						

4.02 SPECIFIC SUBMITTAL REQUIREMENTS

A. General

1. **Format**
 - a. All submittal documents shall be clean and legible
 - b. Documents shall include general and detailed pre-printed literature (Manufacturer or Supplier).
 - c. Documents shall not include low quality, illegible scans or copies.
 - d. Documents shall be a minimum 200 pt resolution.
2. Comply with specified requirements for each identified type of submittal. Specific submittal requirements for individual units of work are identified in applicable Specification section.
3. If ENGINEER has responded to Written Clarification / Interpretation / Request submitted by CONTRACTOR, include ENGINEER's response with submittal.

B. Electronic Documents

1. Identify and incorporate information in each electronic submittal file as follows:
 - a. Documents shall be "clean", pre-printed literature and not scanned.
 - b. Assemble each submittal into a single, separate, PDF file.
 - c. Include Appendix Contractor Submittal Transmittal form as first page. Identify features of the submittal which may not conform to Contract Document requirements.
 - d. For large file-size submittals, include file **bookmarks** to guide reviews.
 - e. Name file with submittal number or other unique identifier, using Specification Section Number - Submittal Name - Submittal Sequence Number (eg. 081100-doors-6).
 - f. **Resubmittals.** Transmit resubmittals in same form and number of copies as initial submittal. Resubmittals shall include the letter "R" and a number that identifies the resubmittal number (eg. 081100-Doors-6-R1).

C. Requests for Substitutes

1. Collect data for items to be submitted for review as Substitute into one submittal for each item of material or equipment as identified in General and Supplementary Conditions paragraph 6.05.
2. Include completed CONTRACTOR's REQUEST for SUBSTITUTION form as required by Supplementary Conditions. Use the form included in the Appendix.
3. Submit with other scheduled submittals for material and equipment allowing time for ENGINEER to evaluate additional information required to be submitted.
4. CONTRACTOR shall identify "substitution" in Submittal Schedule if they request to substitute for specified materials or equipment, but not identified in respective Specification as requiring submittal.

D. Shop Drawings

1. Maximum size 22 by 34 inches.
2. Submit graphic information at accurate scale with name of preparer indicated.
3. Show dimensions and note which are based on field measurements.
4. Identify compliance with standards and notation of coordination requirements.
5. Highlight, encircle or otherwise indicate variation from Contract Documents or previous submittals and revisions on resubmittals.
6. Do not use ENGINEER's Plan Drawings as Shop Drawings.
7. Provide blank space for CONTRACTOR stamps.
8. Provide 4 by 8-inch blank space for ENGINEER stamps.
9. **Submit (one) 1** sepia reproducible (or vellum reproducible) **and (one) 1** print for drawings larger than 11 by 17-inch. **Submit (two) 2** copies for other drawings.


HOVMSD Interceptor Rehabilitation (UPCOMING PRECONSTRUCTION CONFERENCE)

Hannes, Robert - DNR <Robert.Hannes@wisconsin.gov>

Mon 3/25/2024 4:48 PM

To:scotts strategicmunicipal.com <scotts@strategicmunicipal.com>

Cc:Brian Helminger <Brian.Helminger@hvmsd.org>;Bartel, Dawn D - MUN <dawn.bartel@hvmsd.org>;Oumarou, Barti - DNR <Barti.Oumarou@wisconsin.gov>;Bushby, Lisa M - DNR <Lisa.Bushby@wisconsin.gov>

 1 attachments (132 KB)

Precon.pdf;

Scott,

Here is my typical handout for preconstruction meetings. Please have this included for all contractors, go through it and included in the meeting minutes. A few more items I would discuss:

- AIS should be required on this project, BABA wavier has been requested.
- All permits are approved/received? Plan review and Facilities plan, Chapter 30, Stormwater NOI?
- Make sure bypass plan is approved by Barti before put in place and notify him when bypassing starts and stops every time.
- Contact DNR staff before there is an issue.
- Any issues with other DNR staff, let me know and we will work through the issues.

Any other questions come up please let me know, I will have my phone on me and will answer if I am able while at the WRWA Annual technical Conference.

We are committed to service excellence.

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.

Robert J. Hannes, P.E.

Construction Management Engineer – Community Financial Assistance / NER

Wisconsin Department of Natural Resources

647 Lakeland Road

Shawano, WI 54166-3843

Phone: (920) 366-4208

Robert.Hannes@wisconsin.gov



dnr.wi.gov



HEART OF THE VALLEY MSD
PRECONSTRUCTION CONFERENCE

March 27, 2024

1. Contractor shall construct according to the approved plans and specifications. Construction cannot commence prior to DNR approval.
2. Engineer shall provide adequate inspection during construction.
3. Maintain quality control - Soil compaction, concrete tests, equipment performance, etc.
4. Set and maintain a schedule for construction.
5. A project sign is required; more information can be found here:
<https://dnr.wisconsin.gov/aid/BilSignage.html>
6. Erosion Control and Stormwater Management: The contractor must comply with the specifications for erosion control. Anticipate erosion problems and establish controls, rather than responding to problems after the fact.
 - a. Obtain and follow the DNR new series of construction site erosion and sediment control technical standards that replace the Wisconsin Construction Site Best Management Practice Handbook. Each technical standard can be downloaded from the internet at
<http://dnr.wi.gov/topic/stormwater/>
 - b. If the site is over 1 acre, the owner must submit a Notice of Intent (NOI) application (form 3500-053) 14 working days prior to construction. This form can be obtained from Tony Fischer in our Wautoma office; his phone number is (920) 787-3017.
 - Develop an erosion control plan before beginning the project and implement it.
 - Conduct weekly inspections and during rain events of 0.5" or more.
 - Maintain Best Management Practices.
 - Comply with Construction Site Stormwater Discharge Permit conditions
7. Dewatering:
 - a. A high capacity well permit is required if the combined capacity of all dewatering wells on a site is greater than 70 gpm. Contact Joe Nadolski at (414) 389-7334 for a copy of "Dewatering well Guidance Document" and an application. A well is defined as any hole that is deeper than its width or length.
 - b. A general permit application must be submitted, by the owner, for any discharge of water during the dewatering process. For an application, contact Sarah Adkins at (920) 360-3309.
8. Follow conditions set forth in any water regulation permits issued by the DNR. DNR Waterway, Fisheries and Wildlife Management staff can provide recommendations regarding disturbance of sensitive areas.
9. Change Orders:
 - a. The department must approve change orders before payment can be made, **one** copy of change orders along with detailed documentation including cost breakdown, should be sent directly to the construction management engineer.

- b. The costs must be reasonable and necessary and must meet eligibility requirements.
 - c. DNR Construction Management Engineers have reviewed EJCDC Contract documents and have interpreted change order eligibility for loan funding per the EJCDC contract language. That document can be found here: <https://dnr.wi.gov/Aid/documents/EIF/Guide/EJCDCCO.pdf>
10. Ensure the combined goal for minority, small, and woman's business enterprises for contractors is met. The Department will monitor this closely.
 11. Davis Bacon Wage Rates will apply on this project, the higher amount between Federal and State wage rates must be paid to all workers. Employee interviews may be conducted, so please be certain all employees are aware of their classification.
 12. Recent federal regulations have included a new Build America Buy America (BABA) Provision for the State Revolving Loan Programs; information on BABA can be found here: <https://dnr.wisconsin.gov/topic/aid/baba.html>. For American Iron and Steel AIS information please visit: <http://dnr.wi.gov/Aid/UAIS.html>.
 13. Where there is an existing plant and discharge permit, **it is essential to maintain compliance with the permit**. Sewer collection system projects must be constructed in such a way as to avoid bypassing raw wastewater. If problems arise, contact the basin engineer **immediately**, at the phone number and address below.
 14. Has the community issued a reimbursement resolution? Per IRS regulations this must be done before the construction commences. More information can be found here: <https://dnr.wisconsin.gov/aid/documents/EIF/Guide/Reimbursement.html>
 15. All construction correspondence should go to the Construction Management Engineer:

Name: Bob Hannes
Phone #: (920) 366-4208
Address: 647 LAKELAND ROAD
SHAWANO, WI 54166-3843
E-mail: Robert.Hannes@wisconsin.gov

16. Correspondence pertaining to the facilities discharge permit shall go to the Basin Engineer:

Name: Barti Oumarou
Phone #: (920) 424-4013
Address: 625 EAST COUNTY ROAD Y, SUITE 700
OSHKOSH, WI 54901
E-mail: Barti.Oumarou@wisconsin.gov

17. Correspondence pertaining to Erosion Control shall go to Stormwater Specialist:

Name: Tony Fischer
Phone #: (920) 787-3017
Address: 427 E TOWER DR
WAUTOMA, WI 54982
E-mail: Anthony.Fischer@wisconsin.gov

18. Correspondence pertaining to the Waterway Permit shall go to the Water Management Specialist:

Name: Scott Koehnke
Phone#: 715-526-4232
Address: 647 LAKELAND ROAD
SHAWANO, WI 54166
E-mail: Scott.Koehnke@wisconsin.gov

19. Other correspondence should go to the Environmental Loans Project Manager:

Name: Lisa Bushby
Phone #: (608) 358-3330
Address: PO BOX 7921
MADISON, WI 53707
E-mail: Lisa.Bushby@wisconsin.gov

Heart of the Valley MSD - CWF#4380-08 - Loan Documents & Closing Schedule

Bushby, Lisa M - DNR <Lisa.Bushby@wisconsin.gov>

Tue 3/12/2024 11:54 AM

To:scotts strategicmunicipal.com <scotts@strategicmunicipal.com>

Hi Scott,



You can upload all the loan documents to the online application system. If you open the application, there is a button now where you can upload the additional documentation:

SUMMARY

Municipality: HEART OF THE VALLEY MSD

Program: CWF Year: 2024 [Show Projects](#) [Help](#) [← Go Back](#)

Loan Documents

Action	Project No	Documents Due Date	Municipal Meeting Date	Closing Date	Status
 Upload Documents 	4380-08	03-29-2024			STARTED

Application

Section	4380-08
Applicant Information	Completed
Financial Information	Completed
IRS Tax Related Information	Completed
Refinancing Transactions	Completed
Intermunicipal Agreements	Completed
Project Information	Completed
Project Documentation	Completed
Project Budget	Completed
User Charge System and Sewer Use Ordinance Certification	Completed
Delete	

Instructions for uploading the documents are here: <https://dnr.wisconsin.gov/sites/default/files/topic/Aid/loans/pubs/CF0065.pdf>

We'll need the following documents uploaded:

- [First Disbursement Request](#) and supporting invoices
- Land/Easement Certification Form - this form is new and is still in development. It replaces the legal statement of land ownership/easement letter that we used to require. I will let you know when it's available.
- Construction Contract Documents
 - Proposal(s) from successful bidder(s)
 - Bid bond
 - Performance bond
 - Executed Construction Contract
 - Evidence of contract award (i.e. notice of award, meeting minutes, etc.)
 - Federal wage rates
 - DBE Solicitation Documentation
 - Use of American Iron and Steel contract language
 - General Conditions
 - Supplemental Conditions
 - Bid ad with proof of publication
 - Bid Tabulation
 - Engineer's recommendation based on bid evaluation
- Plans & Specs Approval Letter
- [DBE Good Faith Certification \(Form 8700-294\)](#)
- [BABA/Use of American Iron & Steel Certification \(Form 8700-020\)](#)
- Miscellaneous Costs Documentation
 - For the Member Community MOU with Little Chute. Please upload a copy of that MOU and documentation of the \$166,000 cost.

- o Documentation of electric services for bypass pumping - \$246,700 and electric service - consumption - \$440,200
- o Documentation of the \$50,000 Public Relations fee

I have a question regarding the budget in the application. Contracts for the Priority Action Plan and amendment were uploaded but those costs were not included in the budget. *Does the MSD wish to include those costs in the loan?*

3. Planning & Design Contracts

Strategic Municipal Services, Inc.	Priority Action Plan - amendmer	\$		\$		\$	
Strategic Municipal Services, Inc.	design	\$	622,600	\$	0	\$	622,600
Strategic Municipal Services, Inc.	design - amendment	\$	117,600	\$	0	\$	117,600
Strategic Municipal Services, Inc.	Priority Action Plan	\$		\$		\$	
Subtotal:		\$	740,200	\$	0	\$	740,200

Tentative Loan Closing Schedules:

April 2nd – loan documents due

May 7th – FAA sent to the MSD for review

May 14th – FAA and bond documents signed at the regularly scheduled municipal meeting

May 22nd – Loan Closing Day (since this is less than 2 weeks after the muni meeting, I would just need to check with bond counsel that this more condensed schedule is okay)

April 30th – loan documents due

June 4th - FAA sent to the MSD for review

June 11th - FAA and bond documents signed at the regularly scheduled municipal meeting

June 26th - Loan Closing Day

For a pre-award meeting, we would basically answer any questions about the loan documents, go over a tentative loan closing schedule, and answer any additional questions. Bob Hannes would attend and potentially the DOA capital finance officer. Let me know if you think the MSD would like to schedule a pre-award meeting.

Thanks,

Lisa Bushby

Clean Water Fund Coordinator

Wisconsin Department of Natural Resources

Cell Phone: 608-358-3330

Lisa.Bushby@Wisconsin.gov



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