



Memorandum

date: September 02, 2024

to: **Heart of the Valley Metropolitan Sewerage District**
Dave Casper, Commission President
Commissioners
Brian Helminger, District Director (file copy)
Dustin Jerabek, 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 including
 - 1) Ahlstrom Munksjö
 - 2) Fox River Navigational System Authority
 - 3) Kaukauna Utility
- b. Prepare for and communicate with Visu Sewer Inc. (Visu).
- c. Prepare for, guide and participate in weekly **progress meetings**. Prepare and distribute notes and followup action items.

2. Public Relations

- a. Prepare for and communicate with the District and Leonard Finco. Review public news releases and ongoing communications.
- b. Review ongoing communications between the respective parties.

3. Coordination

- a. Prepare for, communicate and meet with Kaukauna Utilities regarding the temporary electric service drops for the Phase 2 bypass equipment. Review service drop sites with Kaukauna Utilities and Visu.
- b. Prepare for and communicate with member communities and private parties
 - 1) Kaukauna
 - 2) Little Chute

4. Contract Administration

- a. Review and process Contractor Application for Payment 04.

5. Submittals

- a. review and process Contractor submittals.
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B. Public Finance

1. Clean Water Fund (CWF)

- a. Support the District prepare and transmit disbursement requests.
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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.
 - a. Vandenberg Lane
 - b. mh 16
 - c. Riverside Park marine access launch, staging area and public access to lower lot
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D. Site Observation

- 1. Document preconstruction conditions at work sites
 - a. Ahlstrom
 - b. Heesakker Park, Sanitorium Road and Lincoln Avenue
 - c. Riverside Park and River Street
 - d. bypass wastewater sites including Heesakker Park staging area

2. Observe and document construction progress
 - a. phase 1
 - 1) punchlist walkthrough
 - b. phase 1 bypass
 - 1) decommissioning
 - c. phase 2 bypass
 - 1) Heesakker staging
 - 2) Prospect Street (WSI, Watco) HDD (directional drill) directional drill for bypass
 - 3) Fox River assembly, installation, low pressure air and hydrostatic pressure tests
 - d. observe and review existing preconstruction, pre-line and post line field conditions and documentation
 - 1) CIPP mh 1A - ms 9
 - e. observe and review existing preconstruction, initial pre-clean, post dry abrasive blast, post leveling surface and prime and epoxy coating field conditions and documentation
 - 1) structures - rehabilitation mh 1, 2, 3, 4, 5, 5A, 6, 6A, ms 5N

E. Documentation

1. document observed construction conditions on record drawing markups (asbuilts)
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F. Next Steps

1. phase 1 construction (Ahlstrom - east) complete remaining work Fall '24
 2. phase 2 construction (Fox River)
 - a. CIPP begin 2nd half September
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We welcome the opportunity to further discuss these items at your convenience.

enc: as noted

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