

Memorandum

date: February 02, 2026

to: **Heart of the Valley Metropolitan Sewerage District**
Bruce Siebers, Commission President
Commissioners
Brian Helminger, 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. Upcoming Next Steps

A. Administration

- 1. **Communication**
 - a. Prepare for and communicate with the District and member communities
 - b. Prepare for and communicate with Visu Sewer Inc. (Visu).
- 2. **Public Relations** (n / a)
- 3. **Coordination** (n / a)
- 4. **Contract Administration**
 - a. Review and process Contractor Application for Payment 20.
 - b. Organize and tabulate final construction quantities
 - c. Review and organize Change Order two (2).

5. Submittals

- a. Review and process Contractor submittals and communications.
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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 (n / a)

D. Site Observation

1. Document construction conditions at work sites

a. phase 5

1) structures

- a) communicate with Visu and GLTS that they may prepare a quote to complete the phase 5 structures
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E. Documentation

1. document observed construction conditions on **record drawing** markups (asbuilts)
 2. document summary tables for abbreviated **CMOM** sub-chapter
 3. organize **construction records** including but not limited to:
 - a. submittals
 - b. quality control
 - c. site observation photographs
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F. Upcoming Next Steps - Focus

1. final payment quantities and construction closeout
 2. construction documentation
 3. punchlist closure
 4. phase 5 construction (Combined Locks / Darboy Sanitary District)
 - a. rehabilitate structures - rail corridor
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We welcome the opportunity to further discuss these items at your convenience.

enc: as noted