



Memorandum

date: April 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
- b. Prepare for and communicate with Visu Sewer Inc. (Visu).

2. **Public Relations** (n / a)

3. **Coordination** (n / a)

4. Contract Administration

- a. Organize and tabulate final construction quantities
- b. Review and organize Change Order two (2). Prepare for and communicate with wisDNR.

5. **Submittals** (n / a)

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. review Visu original and amended quotes to complete the phase 5 structures. prepare and distribute a summary to the District and wisDNR for review and action.
 - b. phase 6
 - 1) review geotechnical soil borings and lab analysis
 - 2) prepare working drawings for the respective sites
 - 3) communicate with related parties including but not limited to agencies, FRNSA and Little Chute
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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