



Memorandum

date: June 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).
- c. Prepare for and participate in District Commission monthly meeting.

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) with Visu. Prepare for and communicate with Visu and wisDNR. Prepare for and participate in a working meeting with Visu.

- 5. **Submittals** (n / a)
 - 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
 - 2. Observe and document construction progress
 - a. phase 5
 - 1) structures
 - a) internal rehabilitation
 - 1) sample and test epoxy, MIC liquid and concrete surfaces for MIC activity
 - 2) prepare a summary report that documents the MIC conditions
 - b) communicate with Visu and GLTS
 - 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
 - d. site observation reports
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F. Upcoming Next Steps - Focus

- 1. final payment quantities and construction closeout
- 2. construction documentation
- 3. punchlist closure
 - a. observe and document work site conditions
 - b. amend and distribute the punchlist
- 4. phase 5 construction (Combined Locks / Darboy Sanitary District)
 - a. rehabilitate structures - rail corridor (Visu 06/05/26 email)
 - 1) restart the bypass equipment week 07/20 3rd week
 - 2) begin the rehabilitation work week 07/27 4th week

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

enc: as noted

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