

Memorandum

date: September 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
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A. Administration

1. Communication

- a. Prepare for and communicate with the District, and member communities and private parties
- 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

- a. Prepare for and communicate with member communities and private parties regarding project closure and site restoration. where work will occur in third (3rd) and fourth (4th) quarters.
 - 1) FRNSA
 - 2) Kaukauna
 - 3) Little Chute

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.
- c. Prepare for and communicate with Visu related to completing remaining Work and contract closure as coordinated with the Commission.
- d. Punchlists
 - a. reshare punchlist one (1) phase 1
 - b. prepare and issue punchlist two (2) phases 2 - 5
 - c. prepare for and communicate with Visu and subcontractors

5. Submittals

(n / a)

B. Public Finance

- 1. Clean Water Fund (CWF)
 - a. prepare project documentation for loan closure

C. Staking and Reference Markers

(n / a)

D. Site Observation

- 1. Observe and document construction conditions at work sites
- 2. Observe and document construction progress
 - a. phase 5
 - 1) structures
 - a) bypass wastewater
 - a) communicate with Visu and GLTS
 - b. phase 6
 - 1) prepare working drawings for the respective sites
 - 2) prepare capital improvement plan (CIP), opinion of costs (estimate). review with related trade Contractors
 - 3) communicate with related parties including but not limited to agencies, FRNSA, Little Chute and trade Contractors

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. final payment quantities
 - d. site observation photographs
 - e. site observation reports
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F. Upcoming Next Steps - Focus

1. phase 5 construction (Combined Locks / Darboy Sanitary District)
 - a. rehabilitate structures - rail corridor (Visu 09/03 email)
 - 1) restart the bypass equipment week 09/14 2nd week
 - 2) begin the rehabilitation work week 09/21 3rd week
 2. final payment quantities and construction closeout
 3. construction documentation
 4. punchlist closure
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We welcome the opportunity to further discuss these items at your convenience.

enc: as noted

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