

Automated Construction Management User's Group (ACMUG) Agenda

Thursday May 14th, 2020

9:00 a.m. – 12:00 p.m.

Teleconference

Skype Meeting or to join by phone:

(262)383-3004, 65722483# (Racine)

Conference ID: 65722483

Facilitator/Note Taker: Facilitator – Karen Roberts – SE

Attendees (highlighted): David Castleberg, Annette Czerneski, Adam Bleskacek, Wayne Chase, Kelly Addison SW, Rolanda Barnes NW, Bill Bartz NE, Rebecca Olsen NC, Vicki Riepl NW, Sara Schmitz SW, Sharayah Sikkema SW, Jennifer Trudeau NC, Sandi Villiesse LP, BITS: Peter Dobrogowski, Tim Hintz, Richard Marko, Steve Nies, Gerry Postl, Kristie Robinson, Sherry Wheaton, Julie Fezatte, Jennifer Oldenburg, Purnima Marri, Kristin VanHout

AGENDA:

- **Introduction/role call:** Karen Roberts

- **Acceptance of 2/20/2020 Meeting Minutes** Accepted

- <https://awpkb.dot.wi.gov/Content/constr/PantryFiles/ACMUG/MtgMinutes/2020/20200224-acm-mtgminutes.pdf>

- **Handling LFA's – (Annette Czerneski) 20 minutes**

Annette sent a query to determine how regions were handling LFA's. Found out that only 2 regions NW & SE are administering them in FieldManager the others are paying via invoice. Should LFA's be added to AWP Construction? PBM's Central Office Maintenance Contracts will be handled in the new system administered by maintenance staff. State Funded LFA's on the state system are handled through BTO.

Action Items:

All - Per David please look at FDM Section 19.25 LFA Agreements.

Annette and Kelly - Send to Wayne 3 or 4 questions to ask the chiefs and sup's about LFA's. Describe the 2 different scenarios of what we are doing now.

- **Pantry Formatting Recommendation – (Annette Czerneski) 20 minutes**

Annette has received requests to make Pantry Documents more searchable by adding full descriptions. She has changed the Pantry Spreadsheets, DT Forms, QMP Form Templates and WS Forms. Would like help changing the Forms A – Z. Kelly, Vicki and Jen have volunteered to help with that.

Action Items:

Annette - Vicki Riepl to be added to the Pantry Statewide Forms Subcommittee.

Annette - Chad Hayes to be added to both the Pantry Statewide Forms Subcommittee and Pantry Statewide Spreadsheets Subcommittee.

Annette – Work with the Pantry Forms Subcommittee and Pantry Spreadsheet Subcommittee to collect more descriptive names to add to each file URL.

Contract Specialists – Review their Region-Specific files and send descriptive names to add to each URL to Annette by the end of June.

- **AWP Construction update – pilot contracts – (Annette Czerneski) 20 minutes**

NC and SW Regions have volunteers (consultants) working on pilot contracts in the AWP Test System. The PE's are finding that it's not too bad, it's a lot of copy and paste as they are doing dual entry. Still looking for small pilot projects from either last fall or January, February & March lets from the other regions.

A lot of discussion on Change Orders in the new system, approvals, signatures, CMJ's

- **Others as time permits**

Weekly finals tracking reports

Request from the Administrators Office. It is produced in the NE Region every week and reported out to DTSD Management weekly.

Project Tracking Issues

There have been issues with data not showing up in Project Tracking after a FIT send. Determined it to be issues with VPN. The DOT-Employees profile with be phased out soon. DOT will need to start using DOT-RSA-Users and DOT-NON-RSA-Users profiles and discontinue using DOT-Employees. Staff send FIT using email and consultants use internet.

NEXT MEETING: August 13th, 2020 – Northeast Region hosts - Teleconference