

Automated Construction Management User's Group (ACMUG) Agenda

Monday, November 29, 2021

9:00 a.m. – 12:00 p.m.

Teams Meeting

Join on your computer or mobile app

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Or call in (audio only) (608) 571-2209

Conference ID: 360213391#

Facilitator/Note Taker: Facilitator & Note Taker: Bill Bartz-NER

Attendees (highlighted): Kelly Addison, Bill Bartz, Adam Bleskacek, David Castleberg, Wayne Chase, Annette Czerneski, John Dague, Denise Foster, Jerry Glentz, Chad Hayes, Drew Kottke, Rebecca Olsen, Nicholas Perna, Karen Roberts, Kim Schauder, Nathan Schumaker, Sharayah Sikkema, Joe Stange, Krissy VanHout

Introduction: NER

Acceptance of 8/30/2021 meeting minutes: No further comments regarding minutes.



ACMUG Minutes
08.30.21.pdf

Action Items:

• **Agenda Items:**

- **As-built workflow: Getting them from construction as-built creator and eventually routed to the records coordinator (Jerry Glentz/James Bender – 10 minutes)**
 - **Jerry briefly discussed the as-built process and potential concern that region records coordinators may not be made aware of as-builts. All regions spoke and indicated they have a process in place for receiving in, checking and notifying their records coordinator of the as-built. Jerry & James can check in again with region records coordinators to make sure they are getting what they need from region CS.**
- **E-Finals (Krissy – 10 minutes)**
 - **Krissy provided an update on the E-finals work group and the goal of the work group. E-finals team is reviewing the finals check list in hopes to gain some consistency among the regions.**
- **SWR to review an IRA Worksheet automation - [IRA Workbook files](#) (Joe Stange–30 minutes)**
 - **Joe presented on the IRA worksheet and how it's currently being used on some projects. The worksheet/tool has reduced time needed to enter information on the project leaders end. Worksheets are updated along with estimates, etc. Overall a good presentation and a neat tool for project staff. There was some discussion/concerns with the word 'retainer' on the spreadsheets.**

<ul style="list-style-type: none"> • Approvals of Admin type change orders (based on email survey from a few weeks ago (Annette – 15 minutes) <ul style="list-style-type: none"> ○ Annette went over region responses based on the approval levels of admin type change orders. Will be working with Infotech to change the change order drop down field.
<ul style="list-style-type: none"> • Site Time Records query – updating original & current completion dates to 11:59:00 PM <ul style="list-style-type: none"> ○ Adam has created and runs a site time records query of contracts where the completion date/time needs to be updated. This currently needs to be reviewed and updated during contract preparation. This would be another check.
<ul style="list-style-type: none"> • Change Orders – extending time & date/time entry <ul style="list-style-type: none"> ○ CS should double check to make sure that the date/time is correct and updated correctly on the site tab.
<ul style="list-style-type: none"> • AWP reports – Statewide Design Quality Index Report, Daily Diary Report, Item History to Date Report, Statewide Change Order Reason Codes, Statewide Utility Conflict Report, Preconstruction Validation Report <ul style="list-style-type: none"> ○ Annette went through each of the reports noted above. Various reports will be getting various updates and minor tweaks depending on the report.
<ul style="list-style-type: none"> • Contractor Evaluations – subcontractors entered multiple times
<ul style="list-style-type: none"> • Semi Final Notices – 15 and 30 days <ul style="list-style-type: none"> ○ Brief discussion on the SF notices that are system generated and being sent. A few have been mistaken sent; system should now be updated so that doesn't occur moving forward.
<ul style="list-style-type: none"> • AWP 4.6.1 upgrade <ul style="list-style-type: none"> ○ January 23-24, there will be an AWP upgrade. This upgrade will fix misc. bugs as well as LD's and disincentives will report out correctly. The system will be completely shut down. Further information and notices will be shared in the upcoming weeks.
<ul style="list-style-type: none"> • InfoTech Construction Project ending December 2021 <ul style="list-style-type: none"> ○ InfoTech contract ends in December. Moving forward any requests will need to be made via a ticket request through their system. So fixes and/or responses may take a bit longer than normal.
<ul style="list-style-type: none"> • Any other items <ul style="list-style-type: none"> ○ Bill B asked if CS could also receive notification once a Final estimate has been approved. Currently this is turned on for SemiFinal estimates; would be helpful if it was on for Final. Annette will get this turned on.
<p>Next meeting: February 10th, 2022 Host NW Region</p>