

Automated Construction Management User's Group (ACMUG) Agenda

Thursday, August 14th, 2025

9 a.m. – 11 a.m.

Teams Meeting

Join on your computer or mobile app.

[Click here to join the meeting](#)

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

Conference ID: 483 660 354#

Facilitator/Note taker: Lori DeBaere (NER)

Attendees (highlighted) : David Castleberg (BPD), Adam Bleskacek (BPD), Annette Czerneski (BPD), Anthony Reddy (BPD), Trisha Ganshert (BPD), Lisa Koca (NC), Carolyn LaVake (NC), Kendra Jelinek (NC), Winter King (NC), Laura Debaere (NE), Denise Foster (NW), Lindsay Furtak (NW), Stacy Lehmann (NW), Megan Dorion (NC), Heidi Peterson(SE), Josephine Dagley (SW), Sharayah Streich (SW), Patrick Tubbs (SW), Craig Wilkinson (SW), Vanessa Chapman (SW), Brian Boothby (BPD), Chad Hayes (BPD), ~~Nicolas Perna~~ (FHWA), Kristin VanHout (NE), Christine Krall, Dave Platz (FHWA)

Introduction: NER

Accepted 05/8/2025 meeting minutes.



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minutes.pdf

Action Items:

ACM Distribution Lists –

• **DOT DL ACM -Additions/Deletions**

- **NWR – Delete Adrienne Protokowicz, Add Lindsay Furtak (NW Superior), Stacy Lehmann (NW Eau Claire), and Megan Dorian (NC)**
- **SWR –**
- **Central Office**
- **SER –**
- **NER –**
- **NCR – Add Winter King (NC Rhinelander)**

Agenda Items:

**Agenda
Item #1**

- **AWP 5.03 System Performance - David Castleberg/Annette Czerneski - We have noticed performance slow downs and freezing since 5.03 upgrade. Contract Specialists asked to log issues and report to AWPSupport, tracking times, dates, and details. Working with Infotech to resolve issues. Does not seem to be a timeout issue. Possible cause may be increase in users of AWP. Lisa, Josie, and Lori agree to log into ITI domain to see if it is WAMS/domain issue. Adam will work on creating password and instructions for login information. Accounts will switch back after testing. WAMS will be leaving,**

	<p>possibly Dec 2026 and new system may require using a personal email.</p> <ul style="list-style-type: none"> Summary of Construction & Materials Changes (ECIP Approved Date, AWP Dashboard Changes, Contractors Role vs Payroll Role) – Annette Czerneski ECIP and WPDES dates from V2 and V3 may not show up in contract status dates AV. Right now, need to contact Anthony Reddy to push when closing contract. We should NOT use the payroll role on the contract authority screen, on contractor role. Contract Status Dates AV vs Informational Times Component Changes for AWP 5.04 (Fall 2025) – Annette Czerneski - In fall with the upgrade to 5.04, there will be major changes to the contract status dates AV. All fields will become read only. Comments box will still allow notes, and there will be a box to check for refreshing the dates. Dates will be entered on contract admin/informational times by CS and PE. Material dates will be listed here including 3 fields materials submitted, reviewed and certification dates. CS's will need to enter dates manually at first. Suggest having email template for materials to notify CS with all dates. Once Materials goes live, materials will enter the dates. DT1310 will be made as an agency view by itself, currently without dates.
Agenda Item #2	<ul style="list-style-type: none"> DB Construction Administration – Christine Krall Design Builds are in the pilot phase. They do not go thru normal PS&E process. They use a lump sum for estimating. HaulHub: E-ticketing – David Castleberg We have 15 projects in the pilot now. We have a license through AASHTOWare to use the HaulHub Agency portal. In the agency portal, a contractor or supplier can hook up with their E-ticketing platform. Some groups are using Command Alkon and can hook up to HaulHub. OnStation – David Castleberg On our development side, we've been working with them to try to get some connection to AWP so that we could move contract and project and information on the OnStation, so that they could do some development on their side to enhance their product and do some other features.
Agenda Item #3	<ul style="list-style-type: none"> Change Orders with Missing Approval Levels – Annette Czerneski If you miss signatures on change order, it's already approved, take PDF of change order that is approved, add lines for signatures, and add the signatures. Make sure to save copy with correct signatures to Box and OnBase. Guidance for this will be added to AWPKB as FAQ, asking PE to work with CS when error occurs. Annette is on AET committee and may look at ability to reset most resent CCO. Change Orders with Time Extensions – Annette Czerneski All change orders with time adjustments now require chief and supervisor approval. We should encourage PMs to do a better job of checking for time adjustments and approval groups before approving. Refer to 3 change order types in AWPKB chart. Working on getting chart to match in CMM.
Agenda Item #4	<ul style="list-style-type: none"> Notice to Proceed: Amend or Revise – Lisa Koca Looking for guidance on when to issue amended or revised NTP when original needs to be adjusted. Running low on time and current issue resolved. Notice to Suspend and Orders to Resume Dates/Where to Enter Not common to use suspend or resume orders. Engineers need to document in diary. This can be entered in the system for working day contracts. Could use final remarks/region comments to document. Subcontractors Evaluations: Mail or Email and Where to Find Address Use AWP Vendor List for Contractor Eval emails, or allcont list from HCCI Site. Lists name of contact and email. Post Award Notification Contacts Some regions keep lists of common contractors and contacts. Could reach out to email from Vendor List to find out correct contact for post award letter. Semi-Final Exceeding 30 Days Procedure Need guidance when contractor does not return documents in 30-day timeline. Cannot issue final acceptance until signed SFE and subs final retainage certificate. If contractor is unresponsive

	can involve supervisor and then chief to try and encourage return of documents. Sometimes may need to keep pestering them. Could issue final estimate but withhold acceptance until documents returned.
Agenda Item #5	<ul style="list-style-type: none"> Contracts Specialist Review of 1st Payment Estimate pushed to next meeting.
Agenda Item #6	<ul style="list-style-type: none"> Wrap Up – Anything Else? Josie and Adam continued meeting to complete new AWP login for AWP with other domain.
NEXT MEETING: November 13th, 2025, NW Region to Host	