Automated Construction Management User's Group (ACMUG)
Meeting Minutes

Thursday, November 14, 2019
8:30 a.m. – 12:30 p.m.
Teleconference

Facilitator/Note Taker: Facilitator **–** Kelly Addison & Note Taker – Sara Schmitz

Attendees (highlighted): David Castleberg, Annette Czerneski, Adam Bleskacek, Wayne Chase, Sharon Bremser, Kelly Addison, Sara Schmitz, Deb Howe, Tim Hintz, Jennifer Trudeau, Taylor Copp, Scott Van Calster, Krissy VanHout, Steve Nies, Pete Dobrogowski, Sandi Villiesse, Kris Goodwill, Vicki Riepl, Karen Roberts, Mari Smith, Jerome Glentz, Kristine Robinson, Julie Fezatte, Sherry Wheaton, Becky Olson, Bill Bartz, Rick Marko

AGENDA:

1. **Attendance:** Kelly Addison

2. **Acceptance of 2/14/19 Meeting Minutes**

    📄 PDF
    20190214-amc-mtg
    minutes.pdf

3. **Carry over meeting action items from 2/14/19 Meeting:**
    a) **ODL update – Mari**
       PeopleSoft is on hold. Waiting on reports for PeopleSoft.
       BITS fixed bugs in FIIPS.
       Con Mods go into ODL (Over the Distribution Limit) dynamic process.
       Discussion on where the regions send their Con Mods after processing. NW region, SW region - Madison and Edgerton offices send them to their FIIPS coordinator. Why? FIIPS coordinators now correct the ODL by going into FIIPS and updating it. Sometimes a con mod prompts us to update FIIPS prior to the project going into ODL.
       Mari will have an update for May's teleconference
       ➢ Cody Castillo's team is sending an ODL list to FIIPS Coordinators to update
       ➢ 50% - 90% report is being used
          ◦ WI_DOT_PC_ODL_MGMT_50_90
          ◦ Exp = already in ODL
          ◦ Enc = encumbrance has been added
             ▪ Not in ODL yet, but if we pay out all encumbrances we *will* be in ODL
       ➢ Possibly every other month or quarterly the contract specialist can look at projects
       ➢ FIIPS needs ball park figure to update the project
       ➢ Mari will set up meetings with FIIPS, CS, management, program controls (if applicable) to figure out ODL

    b) **Sandy update on workflow with the statewide Local Program Project Managers for regions to share the asbuilt plans and DQI with LPA's.** (No one present to present the information)

SWR Madison Contract Specialist ensures that their PMs' send the asbuilt to locals when needed. Also, the Contract Specialist ensures DQI's are shared with locals.

- ➤ CMM covers local program
  - ▪ The language is fine
- ➤ DQI – locals want us to share this
  - ▪ There is no CMM process for this
    - • It may get added
- ➤ LAX gets requests for explanation of variation
  - ▪ It adds value to the local program
- ➤ FIIPS Coordinators should be added to Final Acceptance
- ➤ Possibly add CAS report for ODL to FIIPS

c) **Continue to discuss web base options for sharing information to external stakeholders, and include options such as the FTP dropzones, in the CMM for regions to use.**
As-built discussion.
David Castleberg – Jerry Glenz is looking at how as-builts are distributed for public/external use. Other options are third party such as box.com. ==Update Jerry 11/6/19 Our state-wide group is setting up a design and construction template for how files are stored. We have the design template about completed and we just started the construction template efforts yesterday. Since project folders will be shared with consultant staff, we may not need the FTP vendor folders and possibly our asbuilt dropzones anymore. These folders are where field staff and contract specialists can actively file their info into Box.==

➤ BOX will be used for storage and purging

➤ Design file structure

- o There is a template for new design projects
- o There will be a show and tell from the regions for storage
- o There will be tiers like we currently have
  - ▪ Some levels will have restrictions
- o When projects go to archives, the purge clock starts
- o Will start sometime next year
- o There is an option to transfer H drive to BOX
- o Using web version of BOX is also an option
- o Each region would have their own section in BOX with different tiers for each ID
- o Meta Data is searchable – content and title
- o There will be an as built file
- o There will be a read/write folder for vendors
- o Will need FTP less as we utilize BOX more
- o Do all field offices have access to broad band?
  - ▪ Some tether their cells

- North has spotty coverage

- There are places that don't have coverage

  o Someone should be reaching out to SWR for a meeting on how to mimic the N drive

d) **AWP Construction Development update – Annette and David <mark>updates?</mark>**
   Target dates for modules of AWP:
   Bid Express module in May 2019
   Civil Rights and Labor module in 2020.
   Materials module is TBD.
   Data Analysis module in 2022. Links to PS, MW, FIIPS.
   Note: IDR will be change to DWR (Daily Work Reports)
   Bids module is in the testing stage. Construction configuration is in the testing stage. Material analysis module was completed.
   AASHTOWare Project Civil Rights & Labor software (CRL) replaces Civil Rights Compliance System (CRCS) Implementation is November 2019.
   The AWP Construction will be piloting with consultant and DOT staff in the summer of 2019. Training in the winter of 2019. Proposed production is spring of 2020.

AASHTOWare Project Product	Implementation Timeframe / Date	Purpose
AWP Bids 3.0	November 2019	Upgrade
AWP Data Analytics	2022 final implementation	Replacing BAMS/DSS
AWP Civil Rights and Labor (CRL)	Phase 1 December 2019?	Multiple phases Replacing CRCS
AWP Construction & Materials		
Materials analysis / project kick off meeting	October 2018 - October 2019	Replacing MTS and MIT
Materials implementation	2022 – 2023	
Construction implementation	Fall 2020 letting in the new system Complete existing contracts in legacy systems	Replacing FieldMgr/FieldNET/CAS

e) **Pantry forms/spreadsheets update 2019 - All**
   Pantry Forms/Spreadsheets update – Chris Fredrick has left DOT for Prime and now Matt Dapp is leaving DOT for DOA. Both positions will need to be filled as both Chris and Matt were the Chairperson for both committees.
   <mark>Wayne working on filling positions</mark>
➢ Working on filing positions
➢ See Wayne with any issues

4. **Finals Process Timeline** – Wayne would like a short discussion specifically the trigger date for the finals timeline to begin, and if we could consider making the "Contract Work Complete" date the starting point instead of "Substantially Complete".

- ➢ What is the trigger date for finals?
  - o Should we make timeline 6 mos – 8 mos?
    - ▪ Can decide at a later date
- ➢ New DRN requirements
  - o Plants ≠ we can't start finals
- ➢ Goal is to start process in the winter
- ➢ Partial Acceptance can be before substantially complete
- ➢ Punch List is for minor clean up
  - o Can we start time again if PL isn't complete?
- ➢ What does Cond FA mean now?
  - o What are ramifications of removing Cond FA?
- ➢ SF held until NOT
- ➢ There will be a separate meeting for potential changes

5. **Pantry Statewide Forms and Spreadsheets master location / coordinator PLUS handling request to delete forms or spreadsheets – 10 mins**
   - ➢ There is a lot in pantry, but not everything
   - ➢ Some names have been changed (shorter)
     - o All verbiage was added for sorting
   - ➢ There is a list for removal per the materials group
   - ➢ Kelly will help get forms committee together for a quick meeting
   - ➢ Are there Masters of any forms?
     - o Masters are what are on the site
       - ▪ Assumed that the regions keep their own archives
     - o Masters will be kept on site, one previous version will be kept in archives
     - o An archive folder will be created
   - ➢ The website has its own storage – doesn't need BOX
     - o Possibly can put archives in BOX

6. **Utility Conflict reason code for contract mods from Wayne Chase Monthly Teleconference 11/7/19** - Project staff should start using "UC" (NEW) as a reason code if a contract mod is necessary due to a utility conflict or utility work delay. (Enough of an issue code was created for tracking purposes) Request has been made to update CMM & FSUG (Annette has updated). Reminder to regions to update their guides, training, PP's, etc as well.

7. **Status of AWP Construction Implementation – 15 minutes**

AWPImplementatio
nTimeframeAsofNov

- ➢ There will be a drop down available with the roles
- ➢ Links will be on the right and left
- ➢ Contract Admin Screen
  - o Will be pending when it comes to us
  - o We will have to enter route filed (IH 039, IH 094, etc)
  - o Fed Oversight
  - o If there is a PE, will be listed
  - o Supervisor is listed
  - o Consultant Office can be filled in by PM
  - o Mickey will fill out Surety form
  - o Changes made list WAMS id
    - ▪ WAMS is log on for AWP
  - o Select Admin Office
    - ▪ Need to verify all are correct
  - o Effective date = date started working on
  - o Admin Office is the office that is overseeing the project
- ➢ Authority Screen
  - o CS will have access to all contracts in the state
  - o PM/PE only have access to what we assign them
  - o CS managing now – not BITS
  - o CS can fill in lots of info, but once we activate, PE can add their inspectors
  - o Permissions are built into the roles
  - o A role can have more than one person and one person can have more than one role
  - o Contract Documentation:
    - ▪ Precon info goes here
  - o Info Times:
    - ▪ Like the PT Status screen
      - • But in alphabetical order
    - ▪ "Req For" will tell you if you need a date
    - ▪ Execution Date filled by Micky
- ➢ Once activated PE can work on contract
  - o They don't have as many tabs as we do

  - o Permits and ECIP are *before* precon
  - ➢ If 2 people are working on the same page, you will get a pop up notification
  - ➢ There tool tips you can hover over for more info on a field
  - ➢ Discussions on who does and does not use specific fields
    - o Voting will be sent out for further clarification on what fields are needed

8. **Contract Transitions, Contract Migrations and the need for Contract Archives on the server for all regions – 15 minutes**
- ➢ Current plan is to start with 2020 LETs
- ➢ Will be administered in AW
- ➢ Archives will start 7/2018
  - o Some regions don't have archives
- ➢ There is still a lot of testing to doe
- ➢ Will start early 2020 if it is working properly

9. **AWP Construction System Demo of Contract Setup and Agency Views – 45 minutes**
10. **Contract Status Dates Agency View – Discussion with Wayne Chase on date changes and some outstanding date questions – 30 minutes** (Annette sent out Status Dates AV Voting Form)
11. **Review contract transfer (FM and FIT) for NE region and the Check In computers. We should be doing this the same in all regions and not have BITS Computer Support involved in the transfers unless there is a technical issue – 15 mins**

> ➤ Level 2 contracts all need to be done the same
>> ▢ Kristy would like to talk more about this off line

Schedule

<u>NEXT MEETING</u>:   Teleconference in February, NW – Superior host
> ➤ Schedule is being redone