Automated Construction Management User's Group (ACMUG) Agenda

Monday, February 24, 2020

10:00 a.m. – 12:00 p.m.
Teleconference
Skype Meeting or to join by phone:
(715) 461-6112,,5409711# (Eau Claire)

Conference ID: 5409711

Facilitator/Note Taker: Facilitator **–** Jen Trudeau & Note Taker – Rebecca Olsen

Attendees (highlighted): Jen Trudeau, Becky Olsen, Peter Dobrogowski, Wayne Chase, David Castleberg, Kris Goodwill, Kristie Robinson, Kurt Vogel, Kristie VanHout, Sharayah Sikkema, Kelly Addison, Annette Czerneski, Stephen Nies, Karen Roberts, William Bartz, Adam Bleskacek

AGENDA:

- **Introduction/role call:** Jen Trudeau

- **Acceptance of 11/14/19 Meeting Minutes**
  - https://awpkb.dot.wi.gov/Content/constr/PantryFiles/ACMUG/MtgMinutes/2019/20191114-acm-mtgminutes.pdf

- **Carry over meeting action items from 11/14/19 Meeting:**
  - Rotation schedule has been updated: https://awpkb.dot.wi.gov/Content/constr/ACMMtgRotation.htm

- **Discuss CFA letter/replacement process – (Wayne Chase) 10 minutes**
    a. CFA language remains in the 2020 spec book. It will not be updated until ASP6 or 2021 spec changes, whichever comes first. If ASP 6 requires updating from something more than CFA, then ASP 6 will additionally be updated with removal of CFA.
    b. Contractor is relieved of maintenance as of substantially complete. CS are to forward the substantially complete notification to those who need to know about the project's maintenance status.
    c. A written notification (formerly CFA) can still be given AFTER work completion to follow the contract requirements. However, CS are to remove the maintenance information from the CFA letters.

- **Discuss consultant PM Permissions – (Adam Bleskacek) 10 minutes**
    a. NWR has hired consultants as PM's. Adam provided information on the Construction IT permissions process for supervisors:

ConsultantProjectM
gr-ContractAdminSe

        i. Supervisors will need to open two tickets, for account and access setup
        ii. Supervisors will need to open a third ticket for software installs.

b. Contract Specialist will hold onto this process document, and send a note to the supervisor that if they are going to be hiring a consultant PM they will be given the process sheet to set the consultant up with required permissions
        i. FYI… the consultant will need a WisDOT email address to access Sharepoint sites
    c. Adam to develop guidance for design permissions.

- **Removal of region flowcharts/finals checklists – (Wayne Chase) 10 minutes**
    a. Regions must update their region flowcharts/finals checklists to include everything from the statewide checklist
        i. Finals checklist updated to include LP and TMP
    b. Wayne is reviewing the flowchart to remove CFA and add DNR WPDES permit
        i. Discussion to happen about changing the timeline w/finals.

- **Timely Decision Making Manual & Finals Process – (Kelly Addison) 10 minutes**
  - Who is updating/are they still relevant?
    a. If anyone find specific information that needs to be updated – send email to Wayne with details so that he can get it cleaned up

- **BOX discussion 10 minutes**
    a. Several regions have been using it and haven't had any issues
    b. Regions should be housing all construction project documents in BOX beginning with the 2020 Construction Season projects
    c. Contact James Bender if you have questions about BOX

- **AWP Construction update**
    a. Annette requested input for who should have access to Contract Documentation summary reports:
        i. CONTRACTOR EVALS/DESIGN EVALS:
            - CS: All Access
            - PE: Submit for Approval
            - Inspector: No
            - PM: Update access/Approval
            - Sup: RO Access
            - Chief: RO Access
            - Contractor: No
            - RO Constr: RO Access
            - Accounting: No
            - FHWA: RO Access
        ii. PLAN DISCREPANCIES (summary report to track plan discrepancies during construction, can tie it to ConMods, Design Evals, etc)
            - CS: All Access
            - PE: All Access
            - Inspector: All Access
            - PM: RO Access
            - Sup: RO Access
            - Chief: RO Access
            - Contractor: No
            - RO Constr: RO Access
            - Accounting: No
            - FHWA: RO Access

      b. Annette is requesting small projects to pilot this summer, but it will require dual-entry for the staff including the CS

      c. Training is slated for Summer/Fall 2020

      d. CS are encouraged to login to the DEV site

            i. https://wisdot-pr-dev.infotechfl.com/Account/LogOn

- **Others**

      a. Construction standards: Mike Hall, Wayne Chase and David Castleberg will begin making the rounds this week through March for the Construciton Standards training

      b. Annette to work on developing a training for AWP Construction for (hopefully) May, possibly August.

NEXT MEETING: May 14, 2020: SER to host, Madison or WI Rapids – Face to face?