Automated Construction Management User's Group (ACMUG) Agenda

Thursday September 10, 2020

9:00 a.m. – 12:00 p.m.
Teleconference
[Join Microsoft Teams Meeting](#)

Facilitator/Note Taker: Facilitator – Bill Bartz - NE

Attendees (highlighted): David Castleberg, Annette Czerneski, Adam Bleskacek, Wayne Chase, Karen Roberts SE, 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, Krissy VanHout, NE

AGENDA:

- **Introduction/role call: Bill Bartz**

- **Acceptance of 5/14/2020 Meeting Minutes**
  https://awpkb.dot.wi.gov/Content/constr/PantryFiles/ACMUG/MtgMinutes/2020/20200514-acm-mtgminutes.pdf

- **FHWA regarding construction documents/notifications (Wayne) 10 minutes**
  Wayne discussed an email received from FHWA. Bottom line is that FHWA was receiving communication via their 'general email box'. Any project correspondence to FHWA should go directly to each region's contract person.

- **Review & Update – Internet Bandwidth – (Adam / Annette) 15 minutes**
  There have been a few complaints regarding Bandwidth speeds in Field Offices. Those include internet is to slow, issues with sending/receiving data. Annette & Adam made some recommendations regarding Bandwidth in Field Offices. This will become more important as we rollout AWP construction which is a web-based interface. Wayne will reach out to the contractor industry for their review and input on our recommendations.

  Provide unlimited high-speed internet service for exclusive department use via ***fiber***, cable or DSL connection with a modem/router ~~and~~ capable of supporting cloud enabled file sharing, voice over internet protocol (VoIP), video conferencing, ***printing***, and web based applications. Ensure ***the*** system meets the following:
    - Includes a wireless ***modem/router*** for the field office.
    - Can accommodate IPSec based VPN products.
    - Has a broadband bandwidth range as follows ***based on a minimum speed of 5 Mbps per staff member in a field office:***
        - ***Field office with 1 to 5 staff: A minimum connection speed of 25 Mbps. If a cable or DSL option is not available the contractor may provide a personal hotspot using cell phone tethering or other Mifi device able to achieve the specified minimum speeds inside the field office.***
        - ***Field office with 6 or more staff: A minimum connection speed of 100 Mbps.***

o ***Projects over 50 million dollars: A minimum connection speed of 200 Mbps. Coordinate network setup at the leased office with the WisDOT network team.***

Provide and maintain a Windows 10 compliant multi-function device with copy, print, and scan capabilities that can accommodate both 8 1/2" x 11" and 11" x 17" paper. Replenish paper, toner cartridges, and other supplies before fully expended. Ensure that department staff can connect to the device either directly or through the field office wireless network.

*** *What we recommend changing is bold/italics.*

- **Bulk Loading Construction Users into AWP Construction (Adam) 15 minutes**
  Adam & Annette are working on 'bulk loading' information into the AWP system. This bulk loading will include employees' phone, email, etc. Bulk loading will reduce the amount of hand entering that will need to be done and make updates smoother in the future. CS may need to help with this initiative in getting folks, including project engineers' and contractors' information for the system to be updated. Annette provided 3 spreadsheets in a separate email of where CS staff should review Chief, Supv & PM information and verify its accuracy. Project engineers spreadsheet will be distributed in a few weeks.

- **AWP Construction – Contract transition & activation process (Annette) 15 minutes**
  Annette is doing a great job of working on the documentation for AWP contract transition and activation. During the meeting Annette shared a variety of screens the CS will be using and entering information on. The team was able to see the 'pending to activation process', entering project team information and assigning roles, reviewing, sites & descriptions.

- **AWP Construction Contract Administration changes presentation (David & Annette) 30 minutes**
  David & Annette provided the team a short presentation on the contract admin changes. This presentation provided an overview of the difference between the systems, change orders, estimates, LD's, approval tiers, etc.

- **AWP Construction Pilot contract status (Annette/Adam) 30 minutes**
  Annette provided an update on how the Pilot projects were going. She indicated that things were going really well and a lot of information has been brought forward that they are working through.

- **AWP Construction Report Review (Annette) 45 minutes**
  Annette provided an overview of the various reports that are in the AWP system. She will provide a link to the reports and the team should review the reports and provide comments to her. \\mad00fph\n4public\AASHTOWareProject\ContractSpecialists\AWPConstruction\ReportExamples-Sept2020

- https://wisconsindot.gov/rdwy/admin/finals.pdf **This needs to be updated along with the Finals Tracking Report (Annette)**
  The team agreed that the finals tracking report and pdf document linked above will need to be reviewed and updated with the new AWP system. We do have time on this to make changes.

- **Others as time permits**

NEXT MEETING: **November 12, 2020 – Northwest Region hosts - Teleconference**