

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

**Monday, May 17, 2021**

9:00 a.m. – 12:00 p.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:** 761368007#

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

**Attendees (highlighted):** Kelly Addison, William Bartz, David Castleberg, Annette Czerneski, Denise Foster, Jerome Glentz, Chad Hayes, Drew Kottke, Rebecca Olsen, Vicki Riepl, Karen Roberts, Kristie Robinson, Sharayah Sikkema, Jennifer Trudeau, Kristin VanHout

**Introduction:** NCR

**Acceptance of 03/11/2021 meeting minutes:**

## **Action Items:**

- **Construction Project Staff report** (*Annette Czerneski*)
  - It has been decided to not create the Construction Staff Listing report in AWP Construction.
  - NW impacted
    - ~*Keep this action open until next meeting?*
      - GB Office works with RIMC and uses a spreadsheet that has project info, contractor info, and they are grabbing info from the precon minutes and adding it to the spreadsheet to give to the RIMC staff
      - Manual entries into spreadsheets seems to be what most regions are doing
      - Vicki requested copies of the spreadsheets from Bill and Jen and any regions that may have so they can create their own instead of running a report from AWP
  - Discuss if necessary?

## **Agenda Items:**

- **Asbuilt processing from BOX to DOTView** (*Jerry Glentz, 10 mins*)
  - [S21 CMM - 165 Contract Records \(wisconsin.gov\)](#) Manual has been updated with new process
  - The old process is outdated, the new process is to save the As-Built in BOX – official copy is in BOX. CMM 1.65.12.2 under region responsibilities
  - Region processes may vary, but the general concept would be PM or PE would send a link to the CS of the As-Built BOX link in the project file, and they would send a note to Records Coordinator to transfer the files to the BOX As-Built records location.
  - The CS should be performing a small review of the As-Built to make sure they are

complete and accurate (structure as-built, dates, etc). These should be reviewed as part of the finals before the semi-final gets sent.

- FTP will be going away because it is an older system, so cloud storage system BOX.com is the platform to use. If you cannot get into FTP, you may have to open a ticket with IT and get 'File-zilla' (sp?) to open those files.

- **AWP: Price adjustment date** (*Annette Czerneski, 10 mins*)

- Occasionally this date is not showing up in AWP. Contact AWP Support if this date is not entered and a contract is ready to be activated.
- Annette will add the link to the Fuel Cost Adjustment computations, and will include the documentation of how to add the Price Adjustment Date in the instructions, so the CS could update the AWP Contract (if they choose to) instead of having AWP Support update this.
- For example, enter the if the contract was let in December 2020 the last time the base date changed was in April 2020 so you would enter the last time the base date changed, and it is always the Letting date of that month.

- **AWP: Payment estimate notes** (*Annette Czerneski, 10 mins*)

- Once an estimate is approved, we cannot go back and edit to add these notes later
- There currently is not a good way to have a 'roadblock' to stop a payment estimate from being approved before a payment estimate note is entered. AWP Support will investigate to see if there is something that maybe can be done to flag this?
- PMs need to make sure they are checking the payment estimate for notes before they approve the estimate. David/Annette will send the CS an email to send out to the PMs and Sups to enforce this process.

- **AWP: Contract review of first payment estimate** (*Annette Czerneski, 15 mins*)

- Annette will send out an email that includes contract review requirements, has a checklist of things to check, is going to update the guidance, and also has a video she will post on the site for estimates, and change orders
- Kelly brought up an issue: ECIP dates on the AV Summary may not always be entered correctly (some PEs may be entering the revisions date and not the submitted date, so the dates are not pulling through correctly). This doesn't appear to be an issue in all regions, but the AWP Support team will discuss revising the instructions to make it more clear what dates should be entered.

- **AWP: Granting Contractors Contract Authority** (*Annette Czerneski, 15 mins*)

- Annette checks the first estimate to make sure a prime contractor is assigned authority
- Subs should NOT be assigned authority to the contract because they have the contractor role and that means they would have full authority over that contract even though they are not the prime. Annette will prepare an email to send to the CS to send to the PMs and PEs

- **AWP: How to use the Contract Specific Authorities** (*Annette Czerneski, 30 mins*)

This is not documented:

- RegionStaffRequiringContractAuthority excel file has all the roles (Annette will send the link to the file)
- AWP Homepage/Contract Specific Authorities/enter ContractID (to see who has access to the contract: inspectors, contractors, etc) so you could deactivate someone, or replace someone, add someone etc. You can do this on multiple jobs.

- You can also search by user, so you can deactivate someone on all the jobs (select inactive on all the contracts and save).
  - AWP Home/Contract Specific Authority
  - Select ADD CONTRACTS TO A USER
  - Search for person's name/select the one with correct role to use (ie: Compliance Specialist)
  - Select Advanced Filter for Primary District ID contains REGION (ie: NW) plus DOES NOT CONTAIN: PBM
  - Select: Status is ACTIVE
  - Select DISPLAY ALL: Select ALL CONTRACTS
  - Set EFFECTIVE DATE: mm/dd/yyyy (ie: 05/17/2021)
  - SAVE
  - The user should have access to all the contracts under their role (ie: as Compliance Specialist)

- **AWP: How to Add a Project to a LET Contract** (*Annette Czerneski, 30 mins*)
  - Guidance for adding a Project to a LET Contract is saved in AWPKB under Other Contract Admin Procedures
  - Adding a Project ID to an existing contract in AWP Construction is very similar to creating a project in design. If Annette or Adam are not available for support, Sharayah Sikkema is also a resource to reach out to since she is very familiar with design reviews.

**Next meeting:** August 12, 2021 SER to host