Automated Construction Management User's Group (ACMUG) Minutes

Monday, August 30th, 2021

Facilitator/Note Taker: Facilitator **–** Karen Roberts   Note Taker – Karen Roberts

Attendees: David Castleberg BPD, Annette Czerneski BPD, Wayne Chase BPD, Kimberly Schauder BPD, Drew Kottke BPD, Chad Hayes BPD Pantry, Kelly Addison SW, Sharayah Sikkema SW, Sara Schmitz SW, Bill Bartz NE, Denise Foster NW, John Dague NW, Rebecca Olsen NC, Jennifer Trudeau NC, James Bender Admin Office, Daniel Holt FHWA, Nicholas Perna FHWA,

Introduction: SER

Acceptance of 05/17/2021 meeting minutes: Minutes approved

ACMUG Minutes 05.17.2021.docx

ECIP markup.pdf

Action Items:

- **Construction Project Staff report** (*Annette Czerneski*)
  - Go to https://wisdot.box.com/s/bcmh53rx8xw0s5q1owebrsykmf4a09u1
  - Path: DTSD (WisDOT DTSD)\DTSD-BPD\DesignConstrTech\AWP\Constr\EndUserfiles
  - File name: AWPConstr_ContractAuthority_StaffListing,xlxs

Action Item: Done Each week this list is updated by Purnima on BOX. Regions have the option of giving this list to the RIMC staff if asked for. Jennifer Oldenburg requested this report.

- **As-built processing from BOX to DOTView** (*Jerry Glentz*)
  - 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. <mark>Are all regions doing this?</mark>

SE – NO
SW – Yes
NE – Verifies they have the as-built, structure as-built, updates AWP or PT notify records person
NC – Same as NE don't go into quite as much detail, records person takes from Box to I drive
NW – Denise not trained on as-builts yet

- *From Jerry Glentz*

  12. As-built files — see updated CMM 1-65.14 & SWIG 8-75-15 for guidance and requirements. As-built plan files are required for both local program and state projects.
     - Include all addendum sheets, if applicable. Verify "Total sheets =" value on title sheet matches the number of sheets in your full as-built PDF. If additional sheets were added this should be noted on your title sheet.
     - Include Substantially Complete (formally Work Complete) date in the red text box on the title page of full as-built and structure as-built.
     - Check upper left corner of title sheet for IDs after "WITH:". Separate as-builts must be submitted for each "With" project.
     - Name as-built plans as follows: XXXXXXXXasbuilt.pdf (lowest project ID) No dashes DO NOT remove structure(s) section from full as-built.
     - After full as-built has been completed, verify if the as-built has structures. If no structures, strike-through the line on Section No. 8 — Structure Plans, if not already done. If there are structures, copy title sheet and structures plans to create structure as-built plans and name as follows: XXXXXXXXasbuiltstructure.pdf (lowest project ID at beginning, "structure" at the end) No dashes Include ALL structures in ONE as-built file. (regardless if 1 or multiple)
     - Verify if the as-built has a RW Plat. If no plat, strike-through the line on Section No. 4 — Right of Way plat, if not already done. If there is a plat, a text box disclaimer must be added to the RW Plat section stating saying that the official RW Plat should be viewed in DOTView, instead of in the as-built.
     - **Project Manager** once the as-built plan files are received:
       a. Verify that all needed elements are included, and that as-built plan files are named correctly according to the instructions above.
       b. Notify the CS by email when the as-built plan files are ready to be uploaded and provide a link to the location in Box.
       c. The CS will review then move the as-built files to the appropriate image drive location.
       d. PM send a copy of the as-built file to the local municipality, if applicable, cc CS.

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Action item: Carry over - CS follow up with their Records Coordinator to see if this process should be considered in their region and provide updates at next meeting.

- **AWP: Price adjustment date** *(Annette Czerneski)*
- 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.
- Resolution - Fuel Cost Adjustment's turned off in AWP Construction. Staff track manually on a Pantry spreadsheet and pay accordingly throughout life of contract. Date is still a requirement but if it is missing, contact Annette, Adam and Purnima to enter manually for the contract.

Action Item: Done If the Price Adjustment Date is missing on your contract contact Annette, Adam or Purnima to enter manually for the contract.

- **AWP: Payment estimate notes** *(Annette Czerneski)*
- If payment estimate notes are missing, there 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?
    - *David/Annette will send the CS an email to send out to the PMs and Sups to enforce this process.*

Action Item: Done Annette sent out the note on 5-26-21. Contract Review at 1st Payment Estimate Submittal. If notes are missing on an estimate send an email to Santi with the missing dates.

- **AWP: Granting Contractors Contract Authority** *(Annette Czerneski)*
- Subs should NOT be assigned authority to the contract.

  Annette will prepare an email to send to the CS to send to the PMs and PEs.

https://awpkb.dot.wi.gov/Content/constr/LETContract/ContractSetup/ContractSetup.htm#5

Action Item: Done Future access will be given to subcontractors for payrolls only.

• Agenda Items:

- **Completion Notice (Written by whom) (Kelly Addison – 15 minutes)**
- o Written Notice required at project completion

Action Item: Done All Contract Work Complete System Event updated to include Contractors. Will serve as written notification of project completion. Letters won't be required per meeting on 8-31-21

- **Negative Payment Estimates (Annette Czerneski)**
- o Intermediate estimate –

https://awpkb.dot.wi.gov/Content/constr/LETContract/OtherContractAdmin/NegativeEstimates.htm

- o Semi-Final negative estimate – letter template

SFEstimateNote...

Action Item: Carry Over - Annette to send out a canned email to send to the PEs and PMs

- **Change Order Reason Codes Report (Annette Czerneski)**
  New global report you can create in AWP for statewide or region specific

  Actions-generate report-change order reason codes xls (*)-select any contract-right arrow next-manually enter the begin and end dates- choose statewide or specific region- execute-open xls file

Action Item: Done

- **Design Quality Index Report (David Castleberg)**

DesignQualityIn...

  DQI report has been put into production for people to run at the statewide and region level.

Action Item: Done

- **Funding Updates (David Castleberg)**
  Funding changes in FIIPS after contract prep. Report can be created in FIIPS and given to CS for funding changes to be made in AWP hard to understand.

Action Item: Keep on agenda for next meeting!

- **Site Time Records – updating the original and current completion date to 11:59:00 PM (Annette Czerneski)**
  Any completion date site on projects needs to be changed to 11:59:00 pm. Whether it be an existing site, or a site changed by a contract changer order.

Action Item: Adam to create and share a statewide report showing all site times

- **Change orders (Annette Czerneski)**
  o Statuses – Draft, Pending Approval, Approved, Deleted, Rejected, and Void
  o Adding / changing approval levels

    AWP Support can Void a Change Order that has been approved in AWP if needed.
    Approved Change Orders cannot be Deleted in AWP unless it is the last change order on the project.
    The PE only has the ability to add additional change order approvers on a contract if needed but it has to be before the last approval has been given.

Action Item: Done

- **Other issues from the field that staff would like to discuss**
  Chad – how are pavement providing periods and DNR NOT handled at Substantially Complete?
  Wayne – Time Charges Stopped should still be entered when work is done, proving periods and DNR NOT would not hold up stopping time.
  PBM emails to all CS. Can filter out emails to not receive them. Talk to Annette or Adam.

- **Last topic (if time permits), begin the finals process discussion prior to our Tuesday meeting (Annette Czerneski)**
  Did not start finals process discussion on this meeting.

Next meeting: November 11th, 2021 Host NE Region