

Automated Construction Management User's Group (ACMUG) Minutes

Thursday, November 10th, 2022

9:00 AM to 10:00 AM

Teams Meeting

Facilitator/Note taker: Karen Roberts (SE Region)

Attendees : David Castleberg (BPD), Annette Czerneski (BPD), Jennifer Trudeau (NC), Rebecca Olsen (NC), Laura Debaere (NE), Denise Foster (NW), Brandi Graham (NW), Brian Vaver (NW), Sharayah Sikkema (SW), Alex Utrup (SW), Bridget Gifford (SW), Vanessa Chapman (SW), Drew Kottke (BPD), Allison Martinson (LP)

Introduction: Karen

Acceptance of 10-5-22 meeting minutes: No feedback was given to Jen minutes published.



ACMUG Minutes
10.05.2022.docx

Action Items:

Final Estimate notification status update

Bill B asked if CS could receive notification once a Final Estimate has been approved. Currently this is turned on for Semi-Final Estimates; would be helpful if it was on for Final Estimates as well. Annette will get this turned on. This item was moved to this meeting.

Resolved Final Estimate notifications are going to Contract Specialists.

eProjects Archiving (Kristin VanHout/Jen Trudeau)

The pdf of the diary saved in the Finals>Reports folder in BOX is the official copy that gets saved for records retention. Because of this, NER contract specialist always generates the latest copy of the Daily Diary Report out of AWP at the time of final estimate/final acceptance and saves it in the Box folder overwriting previous versions. That ensures all posting corrections and added diaries since final records were turned in are included. Similarly, the IHTD and EOVS are also generated at that time.

- **How are other regions handling this?**
- NCR doesn't re-run report at the end of project
- SWR doesn't re-run report at the end of project
- SER reruns IHTD and EOVS if items are paid on the SF or Final, never re-runs DD

Best practice is to rerun EOVS, IHTD, and DD when the Final Acceptance is requested, then save final pdf in the appropriate finals folder.

BOX folder is the official records, reports will be archived according to the RDA

Resolved

Some regions the PE or PM runs reports not the CS. Karen will talk to e-finals group to put something into the guidance for the PE/PM or CS to run the latest reports and update them in BOX.

Agenda Items:

“Project” Contract Specialists and the ACMUG web page – Annette

Resolved

Regions send the name, region, and office locations of new “Project” CS’s to Annette to add to web page.

Access to a Dummy Role in AWP – Annette/Jen

Resolved

Jen is getting a lot of questions from PEs on processes. Jen will get an account in Test to be able to work with to help her PEs with their issues.

Annette maintains an AWP issue spreadsheet.

Karen, Jen, Sharayah, Becky, Alex, Denise would like access to the spreadsheet.

Annette will send us the link

Wording “All Contract Work Complete” vs the “Actual Completion Date” – Jen Trudeau

Resolved

Mgmt asked to change time charges stopped date wording to substantially complete. Staff are entering all contract work complete dates instead of time charges stopped. Confusion exists. Jen and Becky will address with their region, no need to change wording. Annette offered to set up a meeting to address issues with consultants (AECOM). Videos are available for staff.

Punch List Items – Becky

Is anyone else having issues with contractor’s holding off on finishing all the punch list items until the following year because of the DNR NOT for seeding? A PM in SE had the same type of question possibly suggesting a proving period be put in place for seeding. Was suggested to add as an agenda item on the monthly Design/Construction Teleconference held by Bill Strobel.

4.8 upgrade – Annette

Consent Dates (date the sublet request form was approved by region labor compliance officer) are now a required field from this point forward. If not entered will cause errors or problems on postings. You can no longer use Internet Explorer and it is no longer supported. Anthony a new member of Annette’s team working with her and agency view issues.

ACM Distribution Lists – David

David updated both ACM distribution lists.

Post Migration – David

Decommissioned FieldNet and CAS servers. CAS database is still available for viewing only you can’t run any processes on it. Project Tracking also is still there if you need to go back to that database for information.

ACMUG Rotation Schedule – all

The ACMUG Teleconferences are scheduled on the 2nd Thursday of the month. Monthly Consultant Services Teleconference is also scheduled on the 2nd Thursday of the month from 10:30 – 12:00. Should we change our meeting? Answer was no, we can end our meetings before 10:30 to accommodate the consultant contract specialists.

NEXT MEETING: February 9, 2023, NER (9:00-10:30) to coincide with the Monthly Consultant Services Teleconference following this one.