

Automated Construction Management User's Group (ACMUG) Agenda

Thursday, February 9th, 2023

9:00 AM to 10:30 AM

Teams Meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only) 1-608-571-2209

Conference ID: 266 666 505#

Facilitator/Note taker: Laura DeBaere (NE Region)

Attendees (highlighted): David Castleberg, Annette Czerneski, Denise Foster, Rebecca Olsen, Karen Roberts, Sharayah Sikkema, Jennifer Trudeau, Alex Utrup, Bridget Gifford, Laura Debaere, Lisa Koca, Allison Martinson, Chad Hayes, Vanessa Chapman, Brandon Lamers, Anthony Reddy

Introduction: Laura

Acceptance of 11-10-22 meeting minutes: No feedback was given to Karen minutes published.



20221110-acm-mtg
minutes.pdf

Action Items:

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.

[Karen will take to group for adding to e-finals, but determine by region if by PE/PM or CS.](#)

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.

[This will need to go thru BHM to be added to spec, to make changes for seeding and proving period dates.](#)

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. [Under the postings tab I've enhanced this requirements box. We have three](#)

issues that occur when they're posting all the subcontractors have to be listed with all their items to be posted, otherwise you'll get errors. The consent date has to be entered for all subcontractors. It is a required field now and most people have filled it in. We have a few stragglers now and then who still haven't filled it in for all their Subs. All the subcontractors have to be listed in the contractors on site tab and then all items have to be added to the subcontractor.

Browsers are Chrome and Edge right now. I listed Internet Explorer as no longer supported.

ACM Distribution Lists – David David has made one list for all mailings. No additional lists for voting.

David updated both ACM distribution lists. Distribution list is now DOT DL ACM

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. No, still doing a little cleanup on post migration. Some issues with stockpiles when they transitioned. They were having some issues closing out. They just had unused quantity on it and they just basically needed to balance out. We had to make an adjustment dollar based. There may be a few other contracts that have some stockpile issues.

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.

Agenda Items:

The two different Construction Finals Tracking Reports AND closing AWP construction contracts process (the importance of refreshing the Contract Status Dates Agency View)
<https://awpkb.dot.wi.gov/Content/constr/LETContract/ContractFinals/Final.htm>

It was brought to our attention that we are missing some dates on the system. However, if we don't refresh the contract status agency view, those dates don't appear on the AV and once the contract is closed.

You must refresh the contract status states agency view before you go ahead and close the contract.

Contract Administration | Additional Information tab changes
Contract Specialist -

<https://awpkb.dot.wi.gov/Content/constr/LETContract/ContractPrep/Preparation.htm#3>

Project Engineer -

<https://awpkb.dot.wi.gov/Content/constr/LETContract/ContractSetup/ContractSetup.htm#3>

We revamped this entire page. Anthony did all the work and revamped it and we had to create some new fields on the screen and then we merged some data together, so the prime contractor information is the same, so the PE will enter their name, their cell, their office phone number, and their e-mail address.

We removed the state, removed the ZIP code, we merged the city with the address, so now it's the field office number and then that is the address, the city and then the directions are in a separate field.

We removed the phone number so now it's just their name, their cell and their e-mail. Because most people just have one phone number. It's usually their cell and then you'll see a new section. We added the WISdot Project Materials coordinator and this is what needs to be pointed out that we also made this change and this is something that we would like recorded on all of the construction contracts. Again it'll be their name, their cell and their e-mail address and then no changes to traffic control company. It's still the name of the company and their emergency phone number.

Semi Final 15 and 30 day (due now) system procedures

<https://awpkb.dot.wi.gov/Content/constr/LETContract/ContractFinals/SemiFinal.htm>

CS enters semi-final sent date on contract status dates screen. Reminder is sent at 15 days and 30 days. Working very well. MUST make sure to enter semi-final sent date. So when the note is sent, the one that's due and the one for 15 days, it is supposed to be sent to the project engineer, the project manager, the contract specialist and the contractor. And it would be to everyone who's granted contract authority on the contract. And those roles are active. If you have multiple PE, multiple PMS, multiple contractors, multiple people are getting that e-mail notification.

AASHTOWare Account Request online form - When you request an account or you switch employers, you're supposed to fill out that first request form. It goes through and it asks you who do you work for, and based on what you select if it's a contractor, it'll take you to a certain set of screens. If you're consultant that takes you through different screens. If you're employee, it takes you through different screens and it gathers the information we need. We require them to enter the e-mail address of the person who's going to approve their request. Then when they submit the form, we get a copy of it and a copy goes to the person needs to approve their request, and then they can forward an e-mail back to us saying that they approve it. We know that people are approving these requests for accounts and hopefully it's going to help us with the amount of people we have switching employers. Then it just talks about if you're switching employers to request an account, if you have a WAMS ID and you can't log in. Annette can unlock accounts. We did switch to a two year expiration. I know that kind of shocked everybody. We have people who haven't logged in in over two years and we've expired their accounts. We've deactivated them. And the big thing is the management approval. You know that they really do need access, we want to make sure, especially when they're consultants because we don't know what everybody is doing in the system. Good idea to bring up at regional construction training.

Stopping time on Calendar Day sites causing payment estimate exceptions (time issue)

We thought maybe we should do a query and monitor it and then update the records all to be 11:59 PM. I don't know if we could turn off the payment estimate exception. You should check to make sure that the completion dates are 11:59 PM. When you are doing your contract prep make sure it is 11:59 PM. We are as a group of contracts specialists are supposed to be

going through when we get our contracts and part of our prep is to make sure that our sites are correct.

Daily Work Report data entry changes: That green requirement box that you have to add the subcontractor to the contractors on site tab, you have to have the consent date and you have to have the items added to each subcontractor.

Why is the subcontractor field blank when adding DWR item postings? This is related to some changes that occurred when we implemented AWP 4.8. We have documented these changes.

<https://awpkb.dot.wi.gov/Content/constr/LETContract/ContractProgress/DWRs.htm#6>

You can now search on the controlling project ID, county, contractor, highway and region.

Men and Equipment additions, changes and deletions - We have an AWP construction support team of PE's and PM's and we made some changes to the list. Then we met with rights and labor, and we came to agreement on it. The personnel changes are in place already. They must include the specific type of equipment used in the comments.

Construction Contract Authority Spreadsheet posted in Contract Prep to get staff listing, updated every Monday. If the contracts active their phone numbers, the location, who the prime is, their cell number, their office number, their e-mail address. It's going to give you field office information and directions, or if there is a street address. it's going to give you your contract project materials person, your traffic control company, and your emergency phone number.

New Version of MIT- We are testing it. It's probably going to be another 30 days before we are comfortable with it and figure out issues with it.

NEXT MEETING: May 11, 2023, NWR