

Automated Construction Management User's Group (ACMUG) Agenda/Minutes

Thursday, February 8, 2024

9 a.m. – 11 a.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: 632 874 715#

Facilitator/Note taker: Karen Roberts (SE Region) *Intended to record meeting but had complications and the meeting was not recorded.*

Attendees (highlighted) : David Castleberg (BPD), Adam Bleskacek (BPD), Annette Czerneski (BPD), Trisha Ganshert (BPD), Rebecca Olsen (NC), Lisa Koca (NC), Laura Debaere (NE), Denise Foster (NW), Brandi Graham (NW), Adrienne Protokowica (NW), Bridget Gifford (SW), Chelsey Foster (SW), Josephine Dagley (SW), Sharayah Sikkema (SW), Vanessa Chapman (SW), Kristie Robinson (BITS), Tyler Rongstad (BPD), Stacey Hagenbucher (NC), Chad Hayes (BPD), Drew Kottke (BPD), Nicolas Perna (FHWA), Mike Rud (SW), Kristin VanHout (NE) Carolyn Lavake (NC)

Introduction: SER

Acceptance of 11/09/2023 meeting minutes: *Incorrect minutes attached to this agenda. Link to the correct minutes is:*

https://awpkb.dot.wi.gov/Content/constr/PantryFiles/ACMUG/MtgMinutes/2023/20231109_acm-mtgminutes.pdf

Minutes accepted on 2-8-2024 by the group.



20231109_acm-mtg
minutes.pdf

Action Items:

ACM Distribution Lists –

- DOT DL ACM Sub-Member was eliminated. You only need to use DOT DL ACM
 - Remove Chelsey Foster (SW) from ACM List last day with WisDOT was 1-5-24.

David had already removed Chelsey.







Agenda Items:

Agenda Item #1

Regional Construction Conferences

- Statewide Pantry Forms
- Topics to Include – Lisa Koca 15 minutes.

The Statewide Pantry Forms Group would like it mentioned at Region Construction Conferences that if staff or consultants find any errors, issues or updates needed to a

	<p><i>Statewide Pantry form to reach out to a group member.</i> <i>Topics to include in Region Construction Conferences: Krissy NE region mentioned some of the important highlights that NER would be presenting at their conference.</i></p>
<p>Agenda Item #2</p>	<p>Updates to the Finals Process for Let Project Closeout – Krissy VanHout – 15 minutes.</p> <div style="display: flex; justify-content: space-around; align-items: center;">     </div> <p>FinalsProcess01.24.2024.pdf Stamp_FinalQtyForReview.pdf Stamp_FinalQtyAcceptedBy.pdf Finals Process Tracking Indicator R</p> <p><i>Attachments include updated Finals Process with new changes, stamps to be used on all semi-final estimates, and the new updated Monthly Finals Process Tracking Report.</i></p>
<p>Agenda Item #3</p>	<div style="text-align: center;">  </div> <p>Pavement Marking Proving Period.msg</p> <p><i>At the beginning of April Contract Specialists should send an email reminder to their Project Managers (attached) to do post acceptance inspections of projects that have a Pavement Marking Proving Period. Within the email attached are letter examples when rework is needed for pavement marking failures.</i></p>
<p>Agenda Item #4</p>	<div style="text-align: center;">  </div> <p>2024 CE Conf AWP Updates.pptx</p> <p><i>Feel free to use any of the slides for your region construction conference presentations.</i></p>
<p>Agenda Item #5</p>	<p>2024 field updates (what changed the 2nd half of 2023) – Annette Czerneski – 15 minutes.</p> <p>https://awpkb.dot.wi.gov/Content/constr/SummaryChanges.htm</p> <p><i>Link to Summary of Construction changes in AWPKB</i></p>
<p>Agenda Item #6</p>	<p>AWP 5.01 upgrade plan – Annette Czerneski – 5 minutes.</p> <p>AWP Upgrade Schedule (Ongoing)</p> <p>The AWP 5.01 upgrade will be released on March 22, 2024.</p> <ul style="list-style-type: none"> • Test environment – March 11th backup of Production data prior to the March 12th letting. InfoTech will complete data refresh and upgrade of our Test environment from March 25th – 26th. Team testing starts on March 26th through April 5th. • Production environment - If testing is successful, the Production upgrade will take place starting at 5 p.m. on Thursday, April 18th through noon on Friday, April 19th. • <u>CMImp</u> environment – Coordinating with the Materials Implementation Team, a data refresh and upgrade would take place in late April or early May. • <u>CRLImp</u> environment - Coordinating with the CRL Payroll Implementation Team, a data refresh and upgrade would take place in late April or early May.

Agenda Item #7	Vendor Registration System (David/Trisha) – 15 minutes. https://awpkb.dot.wi.gov/Content/vrs/VRS.htm <i>Link to the Vendor Registration System in AWPKB Anthony and Trisha are the team leads and Trisha is developing the system documentation.</i>
Agenda Item #8	AWP implementation project updates (if time permits) – David Castleberg <i>Materials – Anthony Lead CRL Payment – Adam Lead CRL Payrolls – Annette Lead Want to implement CLR this year</i>
Agenda Item #9	Other: Attachments to a Daily Work Report (DWR) <i>Users can add attachments, but they cannot delete attachments once they are added to the system. AWP System Administrators can delete them. Depending upon the number of requests received to delete attachments' (e.g. CMJ on change orders), the AWP System Administrator's may grant the ability to delete attachments to the Contract Specialists.</i>
NEXT MEETING: May 9th, 2024, NE to Host	