Automated Construction Management User's Group (ACMUG) Minutes

Thursday, February 13, 2025
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: 483 660 354#

Facilitator/Note taker: Lisa Koca (NC Region)

Attendees (highlighted) : David Castleberg (BPD), Adam Bleskacek (BPD), Annette Czerneski (BPD), Anthony Reddy (BPD), Trisha Ganshert (BPD), Lisa Koca (NC), Carolyn LaVake (NC), Laura Debaere (NE), Adrienne Protokowica (NW), Denise Foster (NW), Karen Roberts (SE), Josephine Dagley (SW), Sharayah Streich (SW), Patrick Tubbs (SW), Craig Wilkinson (SW), Vanessa Chapman (SW), Brian Boothby (BPD), Chad Hayes (BPD), Nicolas Perna (FHWA), Kristin VanHout (NE), Stacy Lehmann

Introduction: NCR

Accepted 11/14/2024 meeting minutes.

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gendaMinutes.pdf

Action Items:

ACM Distribution Lists –
• **DOT DL ACM -Additions/Deletions**
  - **NWR –**
  - **SWR –**
  - **Central Office –** Remove-Allison Martinson
  - **SER –**
  - **NER –**
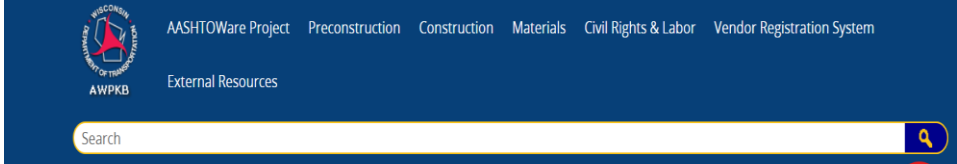 - **NCR –**

Agenda Items:

Agenda Item #1	**Introductions of new staff & announcements** • No new staff.
Agenda Item #2	**2025 Construction Conference Presentations Overview (Annette)** 2025 Construction Conference AWP Contract Administration Training • Link in Construction > Training in AWPKB • Overview of AWPKB (Knowledge Base), including basics, summary of changes, how to search, user accounts, and accounts renewal. • AWPKB now has pop-up thumbnail images, tool tips. Click to view the tip, takes up less space. • AWPKB Summary of changes is searchable. Click expand all and Ctrl+F

- Presentation includes information about 6 agency views
  - Plant establishment AV replaced proving period AV
  - Versioning of AV's – V1 & V2
  - Asks to go into/open all 6 of the AV's on each contract, because if the AV was not opened, changes cannot be made after the project is closed by AWP staff.
- Change Orders
  - Changer order Approval Groups
  - Emphasis on what each change order type is for Admin, Standard and Majors (now Mega/Majors)
  - Reminders about absolute values.
  - Discussion on why you would do a change order.
  - New Items, when a change order is in draft status they are unattached and they won't be posted or paid until a future estimate.
  - Time adjustments
  - Change Order examples in Box from NER
  - Changes cannot be made to an approved change order
  - Instructions on how to add and remove approval groups
  - Moving change order to draft status
- Subcontractors
  - CPR's entered into AWP from January 2025 letting on.
  - Contractor might have both contractor and payroll role, and may have to switch between each to do the specific role's tasks.
  - If subcontract is not entered into AWP, they can't enter their payroll
  - Examples of subcontractor providing work incident to bid items on Request to Sublet form.
- Managing contract site time records
  - Do not mark a site inactive or blank after it has been set to active when time starts.
- Weekly Report of Time Charges
  - Focus on why there was a delay and reason for delay list
  - Report headers changed, added to be on page 2.
- Payment Estimates considerations
  - No changes to this area then what we have been doing.
- AWP Construction & Materials – Not sure on pilots yet, unsure when will go into production. This year continue to use MIT, MTS & MRS.
- AWP Construction Support
  - 1st PM & CS
  - 2nd AWP Construction Support Team – Each region has representatives
  - 3rd System Administrators
- Guidance coming for winter suspension and liquidated damages
  - Liquidated damages scenarios and winter suspension examples document shared – Will be in Summary of Changes on AWPKB

2025 Construction AWP Field Technology Apps
- Link in Construction > Training in AWPKB
- AWP Updates
  - Payrolls
  - Materials
  - Releasing AWP Update on March 28th, 2025
- Field Technology Apps
  - Mobile Inspector
  - Trible Mobile Measure
  - e-Ticketing and HaulHub
  - OnStation

	• Construction Resources
	    ◦ Roadway Standards website
	        ▪ Subscribe to get Roadway Standards updates via email
	    ◦ AASHTOWare Project Knowledge Base – External Resources page
	    ◦ Facilities Development Manual (FDM)
	    ◦ Construction & Materials Manual (CMM)
	    ◦ Standard Specs
	    ◦ Standard Detail Drawings

Agenda Item #3	**AWPKB Summary of Construction Changes Review (Annette)** • Expand all and Ctrl+F to search in Summary of Construction Changes ◦ Expand All button on AWPKB ![AWPKB header with AASHTOWare Project, Preconstruction, Construction, Materials, Civil Rights & Labor, Vendor Registration System, External Resources navigation and Search bar] You are here: Construction > Summary of Construction changes **Summary of Construction changes** • Payment estimates exceptions, and negative vouchers vs. negative estimates.

Agenda Item #4	**AWP to PeopleSoft Interface (Adam)**
	• Developed process where estimates are picked-up and pushed over to PeopleSoft. DET doesn't allow direct connection between the two systems.
	• Processes run 3 times per day.
	    ◦ Payment estimate is picked-up and sent over to a holding table, and then 3 times per day it is picked-up from that holding table and sent over to the STAR/PeopleSoft system.
	    ◦ Lots of checks and balances to ensure the data is good, and so payments can be made.
	    ◦ Pay cycle is ran at the end of the day, payment is made to the prime contractor at that time.
	    ◦ Another process then brings that payment information back to AWP from PeopleSoft
	• Not estimated timeline yet, because have had to have BITS create some web services to check statuses of projects and purchase orders, to make sure the projects are active and POs are valid.
	• Almost finished with development for web services, and once finished with development there will be a round of documentation and testing, and then hopefully will be in production in early to late spring.

Agenda Item #5	**Emergency Projects & Construction DL Lists (Patrick/Input from other Regions)**
	• Emergency Projects
	    ◦ Timelines/Processes for Emergency Projects mainly depends on the project. Reading the specials/proposal will have the details for any changes to the normal processes, example Prime Contractor has 5 days to start instead of 10 days. Essentially the goal is just that everything just gets processed quickly.
	    ◦ No written manual or guidelines for the Emergency Projects, things just move faster.
	• Construction Lists to distribute information
	    ◦ NER has a listserv, individuals have to register themselves and take themselves off of it. It is for NER construction processes. NER has

		contractors who found out about the list and wanted it to be used to distribute materials information. The only caveat with this is that people can add themselves, and so mindfulness in what is being distributed/sent is important. NER puts a special statement at the top of the email for whom the subject of the email is really for the attention of. There are admin privileges for the listserv, and that person can go in and look at the users, send out messages, and etc.
		o NWR and NCR both use an email distribution list that DOT staff manually go in and update. To have a distribution list created, the IT Portal would be used.
		o Additional information regarding listserv from Krissy with NER: RE_ ACMUG Agenda Items - February 13_ 2

NEXT MEETING: <mark>May 8, 2025 SER to Host</mark>