



WisDOT e-Contracting Committee Meeting

When: Thursday, March 10, 2016

Time: 9:00 am – 1:00 pm

Location: Middleton Public Library – Lower Level Conference Room

DOT TEL DTSD SWB TConf4 888-273-3658 Access Code 1311130

ATTENDEES:

X	Sharon Bremser	X	Diane Phaneuf
X	Randy Knoche	X	Mitch Patoka
X	Mike Bakalars	X	Jeff Stewart
	Joe Bunker	X	Nate Czech
X	Brian Wilson	X	Bill Strobel
X	Darin Blang	X	Mike Treazise
X	Biren Patel	X	Dan Meinen
X	Beth Cannestra	X	Mike Kretschmer
	Brenda Veeseer	X	Mark Ploederer
Time	Lead	Topic	
9:15 AM	Sharon	Introductions <ul style="list-style-type: none"> • Mike Kretschmer is replacing Shannon Riley on the committee 	
9:20 AM	Dan	New Items <ul style="list-style-type: none"> • No new items added to agenda 	
9:20 AM	Sharon	e-Contracting News <ul style="list-style-type: none"> • Members of the committee shared what they have heard from others about the e-contracting application and committee goals. Comments included want to begin user guide, demonstration feedback, and schedule and progress. Members also discussed scope of project. Sharon informed the group there is an assigned project manager for the Port of Portland with more AE experience and was her counterpart when the port implemented Masterworks. 	
9:25 AM	Sharon	Information Page → http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/contracts/econtract.aspx <ul style="list-style-type: none"> • Discuss Process Diagram <ul style="list-style-type: none"> ○ A run through of the process was given. Some components are not affected by e-contracting, like identifying projects. The e-contracting application will integrate with PMP and PeopleSoft to help create the data for the project. Multiple estimates are prepared to help with the Scope/Schedule and Budget. At the 	

		<p>pre-solicitation stage, there is a checklist where the application will review the checklist, funding, etc. The application will also complete a CBA. The solicitation will be similar to today, except you will log into a website to review the solicitation. In the NOI, you will be able to include pictures and forms. Is an interview required? WisDOT will rank firms High, Medium, Low. To be selected for a contract, consultant firms will need to be registered to use the system. The registration for e-contracting will move almost everything to a paperless environment. The DT1538 form may be retired, as firms will be able to update their qualifications whenever it is needed. The selection, negotiation and communication will be recorded in the application. Assembling the contract, the fee comp sheets and special provision will be available on the site. As the contract is executed, the firms will be given a notification to proceed. Amendments to the contract will be led back to the negotiation phase of the system. CARS will still be used for the invoicing process. Once the project is evaluated, audited and closed out, we will use the data provided to improve future contracting efforts.</p> <ul style="list-style-type: none"> ○ Is there more information in the NOI firms would like to tell WisDOT?
10:25 AM	Break	
10:40 AM	Sharon	<p>Review Schedule of e-contracting effort</p> <ul style="list-style-type: none"> • Review schedule of work to be completed • WisDOT has been working on creating flow charts of our current business flow with Aurigo the past 2 weeks. Those charts should be available at the end of March. • Sprint process of programming – every 2 weeks there will be a new component of the application that is to be built and ready to test • Schedule is a work in progress • Application will work in any browser • Security – need to create different roles of what you can do if you are a project manager, principal at a business, contract administrator. We need to define what these roles are. • There will be requirements for every component of the work flow. The first work flow to be address is the work breakdown structure. The complete configuration is scheduled to be completed in October. • Testing will be done in May with the help of consultants to test the solicitation and NOI components. Need to identify people in firms who play a role in e-contracting so we can have them test the system.

		<ul style="list-style-type: none"> • Training will occur in either a face-to-face method or possibly in an online class. • Go Live date is in November
11:10 AM	Sharon	<p>Work Breakdown structure discussion</p> <ul style="list-style-type: none"> • Review of Ohio Consultant Fee Estimate Guide showed guidance on how to do an estimate at the activity and task level codes. • Wisconsin collected data from TX, NJ, NY, and OH to review their estimating tools. WisDOT needs consultant help to build this guidance for Wisconsin. Focus groups can help break down hours needed for low/medium/high improvement type. • Scoping and estimating matrix subject matter expert spreadsheet. Need 3-5 people for each group for each topic. For each improvement concept, which improvement type includes what task/activity <p>Action Item</p> <ul style="list-style-type: none"> • Sharon will send out matrix of consultant assignments to be returned by March 18 to her to assist with user guide. <ul style="list-style-type: none"> ○ Each group consists of 5-6 WisDOT and consultant personnel
12:00 PM	Sharon	<p>Changes to Work Breakdown Structure</p> <ul style="list-style-type: none"> • Project Management area – some tasks were collapsed • Planned Development was combined into Design Development • Environmental Air/Land impact was combined into Analyze Socio-economic and Physical Environment • The work breakdown structure is now finalized • Group agreed that finalized version should be locked in to begin work on user guide. • Sharon explained how information would go from WBS to a contract, special provisions, etc.
12:05 PM	Sharon	<p>Changes to website</p> <ul style="list-style-type: none"> • Create a “contact us” link to the site • Include scope to reflect the fact that e-contracting will also affect scoping, estimating, solicitation, selection, project close out, etc. • Updated the project schedule with latest schedule • Create a “Working Documents” section part of the webpage to share documents
12:25 PM	Sharon	<p>Review of Ohio DOT SAFE System</p> <ul style="list-style-type: none"> • Show Ohio SAFE Website

		<ul style="list-style-type: none">• Wisconsin system will be similar – our terminology will differ. Task, hours and negotiation will be tracked in our system. All contract information will be stored in Aurigo Masterworks.
12:45 PM	Sharon	Discuss Next Meeting Date <ul style="list-style-type: none">• March 28 from 1PM – 4PM• April 14 from 9AM – 1PM
12:55 PM	All	Adjourn