



WisDOT e-Contracting Committee Meeting

When: Monday, March 28, 2016


Time: 1:00 pm – 4:00 pm

Location: Madison Hill Farms – Waukesha Room 701

DOT TEL DTSD SWB TConf1 877-336-1286 Access Code 6279722

ATTENDEES:

X	Sharon Bremser	X	Diane Phaneuf
X	Randy Knoche	X	Mitch Patoka
X	Mike Bakalars	X	Jeff Stewart
X	Joe Bunker	X	Nate Czech
X	Brian Wilson		Bill Strobel
X	Darin Blang	X	Mike Treazise
	Biren Patel	X	Dan Meinen
	Beth Cannestra	X	Mike Kretschmer
X	Brenda Veaser	X	Mark Ploederer
X	Mike Statz	X	Troy Gagner
X	Derek Hungness	X	Rakesh Kaipenchery - Aurigo
Time	Lead	Topic	
1:00 PM	Sharon	Introductions	
1:05 PM	Dan	New Items <ul style="list-style-type: none"> • No new items 	
1:05 PM	Sharon	Masterworks Development Update <ul style="list-style-type: none"> • Sharon showed the flow charts for regular contracts, master contracts, estimating contracts, solicitation process, selection process, negotiation process and contract award process • Discussion <ul style="list-style-type: none"> ○ WisDOT Focus groups will work on estimating labor hours ○ Need to add to solicitation flowchart <ul style="list-style-type: none"> ▪ Consultant led or WisDOT led project ▪ Phased or staged contracts ▪ Renewal contracts ▪ Roster or non-roster projects ▪ Contact person ○ No size or file limits for NOI document uploads 	

		<ul style="list-style-type: none"> ○ WisDOT considering changes to what an NOI can include ○ WisDOT will be using Masterworks application to get rid of paper registration forms ○ WisDOT will decide how to notify the selected firm they got the contract – may be an email or a notification in Masterworks ○ WisDOT needs to notify firms they were not selected <ul style="list-style-type: none"> ▪ For now, WisDOT plans on posting the notifications on the web ○ WisDOT will need a way to notify firms if the solicitation has been canceled ○ Negotiation will be through Masterworks application <ul style="list-style-type: none"> ▪ WisDOT and consultant firms will estimate hours needed to complete the project ▪ There will be a location to key in special provisions ▪ In flow chart for negotiation, we need a “Schedule” box under special provisions ▪ Consultant has the ability to communicate that a task may need to be added for the job ○ WisDOT will create a contract report from Masterworks that will be the official record which can indicate the date the contract was signed and approved along with the contract details; contract signatures/approvals will be performed in Masterworks and will not be physical/ink signatures ○ WisDOT will be able to tie in CARS data for percent complete on invoices back to Masterworks
2:35 PM	Break	
2:45 PM	Sharon	<p>Focus Group</p> <p></p> <p>2006_09_19 Scope For Term Ass...</p>

		<ul style="list-style-type: none"> • April 14 e-contracting meeting has been changed to a meeting date for the Scope and Fee Focus Groups in DeForest State Patrol Building <ul style="list-style-type: none"> ○ Email to focus group members and a survey of meeting times will be sent out on March 29, 2016 • Each focus group will meet 2-3 times between now and August • Intention of focus groups is to come up with hours needed to complete each activity/task
3:00 PM	Sharon	User Guide Matrix <ul style="list-style-type: none"> • Level of effort will be decided by focus groups for each improvement type or other effort • Full listing user guide from WisDOT e-contracting site <ul style="list-style-type: none"> ○ Work in progress to add in hour estimates • Review of salaries from Midwest survey of salaries <ul style="list-style-type: none"> ○ Comparison of WisDOT and consultant job classification by hourly rate ○ Need to add in new classifications: PI Specialist, Historian, Hazardous Materials, Scientist • Action items: <ul style="list-style-type: none"> ○ Query CARS for job classification and hourly rates ○ What groupings of job classifications make the most sense – come to an agreement of what to call each job title
3:45 PM	Sharon	Next Meeting Date <ul style="list-style-type: none"> • May 12 from 9AM to 11AM at Madison Hill Farms – Waukesha Room 701
3:50 PM	All	Adjourn

Scoping and Estimating Matrix Subject Matter Assignments	
Purpose	<p>Complete scoping and estimating matrix with:</p> <p>Definitions: Enhance description of task/Activity</p> <p>Improvement Concept: Indicate which improvement type includes a task/activity</p> <p>Unit of measure: Develop unit/s each task deliverable should be to estimate total ours per task/activity to begin calculations to convert into hours</p> <p>Low/Medium/High Hours and Assumptions: Develop low-medium-high hours for various tasks and assumptions associated with those numbers.</p> <p>Staff Needed: Indicate staff required for various task and possible split of hours associated with each type of staff.</p>
Project Management	<p>Scope, Schedule & Change Management</p> <p>Budget-Cost-Procurement-Resource Management</p> <p>Quality and Risk Management</p> <p>Communication and Stakeholder Management</p>
Program Management	<p>Policy Development and Program Controls</p> <p>1 Joe Bunker - Strand</p> <p>2 Darin Blang - OTIE</p> <p>3 Mike Bakalars KL Engineering</p> <p>4 Todd Van Fossen - BPD</p> <p>5 Cindy Flower - SER</p>
Preliminary and Final Design	<p>Pavement and Soils Design</p> <p>1 Doug Senso - RA Smith</p> <p>2 Ben Mattson - American Engineering Testing</p> <p>3 Douglas Dettmers - GESTRA</p> <p>4 Bob Arndorfer - BTS</p> <p>5 Wendy Maves - NWR</p> <p>Design Development</p> <p>1 Brian Wilson - EMCS</p> <p>2 Brian Andreas - Strand</p> <p>3 Aaron Steger - KL Engineering</p> <p>4 Mike Treazise - SEF</p> <p>5 Jeff Stewart - NCR</p> <p>Data, Survey, and Mapping</p> <p>1 Kevin Boyer - EMCS</p> <p>2 Terry Genske - Strand</p> <p>3 Jason Krueger - Ayres</p> <p>4 Jan Bennett - BTS</p>

	5 Mike Piller - NWR
	Environment and Cultural Impact
	1 Ryan Murphy - OTIE
	2 Scott Cramer - KL Engineering
	3 Tom Lynch - Strand
	4 Shar TeBeest - BTS
	5 Kathie Vanprice - NER
	Structures
	1 Chad Halverson - Michael Baker
	2 Dave Pantzlaff - Ayres
	3 Mark Maday - CH2M Hill
	4 Aaron Bonk - BOS
	5 Najoua Ksontini - BOS
	Traffic Operations
	1 Kevin Ruhland - MSA
	2 Mike Scarmon KL Engineering
	3 Derek Hungness - SRF
	4 Rebecca Szymkowski - BTO
	5 Andy Winga - SWR
	Real Estate, Railroad, and Utilities
	1 Mike Kowal - Becher Hoppe
	2 Ernie Peterson - KL Engineering
	3 Nathan Lipinski - AECOMM
	4 Mark Morrison - DTIM BTLR
	5 Craig Andersen - SER
Construction Management	
	Post-PSE/Pre-Award Contract Administration
	1 Doug Sina - JT
	2 Troy Gagner - CORRE
	3 Ryan Schanhofer - KL Engineering
	4 Doak Christenson - BPD
	5 Bill Bertrand - NER