SpecsIntact Interagency Configuration Control and Coordinating Board Meeting

Date: April 19 - 21, 2011
Time: 9:00 am – 5:00 pm
Location: National Institute of Building Sciences
Washington, DC
Author: Cheryl Fitz-Simon

ATTENDEES:

Invited	Attended	Name	Organization / Location
✓	✗	Steve Rider	NASA (Washington)
✓	✓	Frank Der, Chairman	NASA (KSC)
✓	✓	Sherri McMillion	NAVFAC (Norfolk)
✓	✗	Gardy Cruz	NAVFAC (Washington)
✓	✓	Pete Rossbach	USACE (Washington)
✓	✓	Steven Freitas	USACE (Sacramento)
✓	✓	Sheron Belcher	USACE (Huntsville)
✓	✗	Robert Iseli	USACE (Ohio)
✓	✗	Steve Maldony	Abacus Technology (KSC)
✓	✓	Dan Evans	Abacus Technology (KSC)
✓	✗	Jim Whitehead	Abacus Technology (KSC)
✓	✓	Mark MacKenzie	Abacus Technology (KSC)
✓	✓	Cheryl Fitz-Simon	Abacus Technology (KSC)
✓	✗	Maggie Muller	Abacus Technology (KSC)
✓	✗	Michelle Pizzuto	Abacus Technology (KSC)
✓	✗	Rick Hatcher	URS (KSC)
✓	✓	Richard Hungate	URS (KSC)
✓	✓	Alynne Skrabalak	National Institute of Building Sciences (NIBS)

MEETING OBJECTIVES:

1) Introduction
2) SpecsIntact Update
3) NAVFAC NMCI Certification Update
4) NAVFAC Upgrade to MS Office 2007
5) Implementation of Formatted Tables throughout UFGS
6) ACE-IT Issues
7) Submittal Classification and Reviewer
8) Integration with Autodesk and Bentley BIM Software
9) Open Change Requests
10) Priority of Work
11) Action Items

DISCUSSION SUMMARY:

Subject 1: Introduction

1) Frank Der, NASA and Board Chairman, opened the meeting by welcoming everyone.

Subject 2: SpecsIntact Update

1) A SpecsIntact Update was presented by Dan Evans in which the following topics were discussed:
   a) New Features within 4.5.0 which was released April 14, 2011
      (1) Generates paragraph numbers automatically for both numeric and alphanumeric
         (a) No manual editing of numbers or spaces
         (b) Numbers are no longer hardcoded inside the Title tags
      (2) Add left margins for subparts below article
      (3) Numeric or alphanumeric paragraph numbers
      (4) Requires major documentation changes
      (5) Fully Backward Compatible
         (a) New software will work with old and new projects and Sections
      (6) Provides capability to mix Old and New Sections in the same Job or Master, although not recommended for Alphanumeric Jobs.
   b) Counted over 56,000 SpecsIntact users since 2004
   c) Technical Support averages 2535 calls per year since 2009
   d) SpecsIntact Web Site and Documentation had massive updates due to Automatic Paragraph Numbering, MasterFormat 2010 and longer Master/Job Names. including:
      (1) QuickStart Guides
         (a) Traditional which will no longer be updated.
         (b) Numeric
         (c) Alphanumeric
      (2) Help
      (3) Knowledge Base
      (4) SpecsIntact Section Templates
         (a) UFGSBasic.tpl
         (b) UFGSBasic_Auto.tpl
         (c) UFGSBracketed.tpl
         (d) UFGSBracketed_Auto.tpl
      (5) Help Center updates (major)
      (6) Graphic updates (major)
      (7) Added new links for technical and non-technical UFGS Change Requests
      (8) Performed general maintenance
      (9) Coming Soon:
         (a) New Learning guide for “Advance Editing Tools and Techniques”:

a) Reference Wizard
b) Submittals
c) Bracket Replacement
d) Tailoring
e) Screencasts

e) UFGS
(1) Alynne Skrabalak is the UFGS Coordinator
(2) Maggie Muller documented the UFGS release procedures thoroughly for transition

f) Upcoming Conferences SpecsIntact Team will be supporting:
(1) NASA Facilities Engineering and Real Property Conference, May 9 – 13, 2011, Nashville, TN.
(a) Dan Evans and Cheryl Fitz-Simon attended and presented SpecsIntact
(b) Richard Hungate attended and presented the UFGS
(2) CSI Contruct2011, September 13 – 17, 2011, Chicago, IL
(a) Steve Freitas and Cheryl Fitz-Simon are the presenters with assistance from Jim Whitehead and Richard Hungate.

2) During the October 2011 SI-CCCB, an in depth discussion took place amongst attendees regarding formatted tables and their margin settings. This discussion will resume at the November 2011 SI-CCCB Meeting in which Jim Whitehead will attend.

Subject 3: NAVFAC NMCI Certification Update

1) Sherri McMillion provided an update to the NAVFAC Certification status, as follows:
a) Jim Whitehead submitted SpecsIntact 4.5.0 NAVFAC on April 8, 2011.
b) After receipt, NMCI has 45 days to certify the version since SpecsIntact is on the fast track.
c) The certification should occur sometime early to mid June.
d) Once certified, it takes a week to push down v4.5.0 to all users, except that it will take up to a couple of weeks for those with the Scientific and Engineering seats.
e) Sherri McMillion stated the August release of the UFGS master be the first release with Automatic Numbering as well as Formatted Tables.
f) See **Subject 5** below for more information on the incorporation of Formatted Tables.

Subject 4: NAVFAC Upgrade to MS Office 2007

1) Cheryl Fitz-Simon stated the upgrade to Microsoft Office 2007 is causing problems with publishing to Word since they do not have a version of SpecsIntact the supports 2007.
2) Since NAVFAC will be pushing down v4.5.0, they are not overly concerned with this issue.
3) Jim Whitehead has been working with Dean McCarns, NAVFAC in regards to adding the Word Template into the Microsoft Office Trust Center.
4) With each new SpecsIntact build, the version number of the template is changed, which is a direct result of the ThinApp version. Since the filename changes, NAVFAC must add the latest template with each new release.

5) Sherri McMillion questioned on whether we were planning any SpecsIntact releases in the near future. At this time, there are no releases on the schedule, as the next set of priorities will determine when that will occur. It is possible with the release the UFGS Master with automatically numbered paragraphs and the incorporation of Formatted Tables, may require a maintenance release.
6) In the event a maintenance release is required, Dan Evans and Jim Whitehead will inform the board members as soon as possible, and provide a copy to NAVFAC for certification.
7) This is not an issue for Army since they certify version 4.5.x.

Subject 5: Implementation of Formatted Tables throughout the UFGS

1) Since NAVFAC will have v4.5.0 by mid June, Cheryl Fitz-Simon questioned whether it would be possible to convert the UFGS Master over to the Automatic Paragraph Numbering by the August 2011 release.
2) Steve Freitas also felt this would be a good time to begin the implementation of Formatted Tables, but wanted to clarify whether this was an automated process or a manual process. In answer to his question, implementing Formatted Tables throughout the UFGS is a manual process, which requires additional work for all three of the database managers.
3) Sheron Belcher recommended each agency devise a plan for implementing Formatted Tables throughout their databases.
4) Sherri McMillion stated that each of the agencies should begin with the most commonly used specifications, such as Mechanical.
5) Sheron wanted the board to be aware that implementing Formatted Tables would take time to complete since it would affect the database managers and their current workloads.
6) Sherri McMillion stated that implementation of Formatted Tables throughout the UFGS should commence immediately following the May release.

Subject 6: ACE-IT Issues

1) Cheryl Fitz-Simon stated that in some cases some users cannot publish to MS Word. We know that it's related to permission issues, but have not been able to find out exactly what permission is causing the problem.
2) Steve Freitas stated that he recently ran into this very issue where ACE-IT changed something, which affected some jobs, but not others. Since it is inconsistent, he has not been able to pin point the problem.
3) Sheron Belcher stated that she was confident it is related to the permissions as well, but that the technician did not document what he did to correct the problem. As a result, they cannot pass the fix along to others having the same problem.
4) Frank Der suggested that when Steve runs into this problem again, he should forward the job to the SpecsIntact Technical Support to see if the problem could be replicated.

Subject 7: Submittal Classification and Reviewer

1) A customer contacted the Technical Support desk because they have several A/E Firms working on the same Job and reviewing the Submittals, therefore they would like the reviewer to reflect "G A/E2. At this time, the Classification and Reviewer cannot contain digits, only characters.
2) Frank Der suggested that they could use something like A/EA, A/EB, A/EC.
3) Sherri McMillion thought we should consider opening this up since they are beginning to require UFGSs for Design Build, and their contractors could use A/E1, A/E2, A/E3, etc.
4) RMS only recognizes the first character of the reviewer so that wouldn't be an impact for Army.
5) The SI-CCCB felt as though this is an internal/administrative issue that we should not be resolving.

Subject 8: Integration with Autodesk and Bentley BIM Software

1) Dan Evans and Cheryl Fitz-Simon suggested that we table this topic until the SI-CCCB reconvenes in November, since Jim Whitehead was unable to attend this meeting.
2) This subject is a result of a Change Request submitted by Tom Hinshaw in which he would like to incorporate "widgets" in SpecsIntact for BIM.
3) Steve Freitas stated that if we add links, we have to choose between relative linkage and specific linkage since there's a lot to consider.
4) Sherri McMillion stated that transitioning this to the O&M Data and the Public Works side is going to be complicated. The board must see how design, construction and maintenance fit together in order to determine how to implement.
5) Sherri McMillion would like to keep up with the BIM group to see if there is additional funding available next year for SpecsIntact.

Subject 9: Open Change Requests

1) The SI-CCCB reviewed the priority 1 - 3 Open Change Requests, which are commented and attached.
2) They have requested that the SI Team continue reviewing the priority 4 and 5's and be prepared to cover those at the next SI-CCCB meeting in November.

Subject 10: Priority of Work

1) Dan Evans and Cheryl Fitz-Simon presented the suggested Priority of Work list to the SI-CCCB Board as recommended by the SpecsIntact Team.
   a) BIM Integration
   b) Software Redesign
   c) Submittal Wizard
   d) Report Modifications

   e) SI PDF Capability
2) The Board would like to see the Requirements Analysis for the following enhancements prior to providing a new list of priorities by the next SI-CCCB meeting in November:
   a) BIM Integration
   b) Software Redesign
   c) Submittal Wizard
   d) SI PDF Capability
3) If possible, the board would like the SpecsIntact developers to implement some of the approved CRs that can be completed and closed quickly.

Subject 11: Action Items

#	Action Items	Person	Assign Date	Due Date	Item Status
1	Forward customer support issues relating to the UFGS to Sherri, Pete and Frank	Technical Support Staff	05/03/07	TBD	Ongoing
2	Send email to all SpecsIntact users informing them of the availability of the ThinApp version of SpecsIntact.	Steve Freitas	11/01/07	12/21/07	In Progress
	Along with this Steve will post on the Technical Excellence Network.(TEN)				
3	6 Months prior to the Alternate Paragraph Numbering Prepare an ECB regarding warning for the Alternate Paragraph Numbering Release	Sheron Belcher	11/04/09	TBD	OBE
	Notice will be posted on TEN rather than ECB				
4	6 Months prior to the Alternate Paragraph Numbering send a Web Notification List and post warnings on the SI Web Site	Cheryl Fitz-Simon	11/04/09	TBD	Complete 03/2011
5	Email the Consensus COBie Specification to the SI-CCCB for review	Richard Hungate	11/04/09	11/06/09	Ongoing
	This action is now with Steve Rider.				
6	Email the UFGS Working Group with the Submittal Item character length for RMS	Steve Freitas	11/05/09		Ongoing
7	Submit New CR to Add \ Manage Attachments within a project and generate a report	Steve Freitas	11/05/09	12/06/10	In Progress
8	Submit New CR to modify the Search and Replace Functions to not only search on the tags, but also to replace tags in both the SI Explorer and SI Editor.	Steve Freitas	10/27/10	12/06/10	In Progress
9	Submit New CR for Table placement with full document margin.	Steve Freitas	11/05/09	12/06/10	In Progress
10	UFC 01-300-02 will be modified to clarify the usage of list and item designation in 2-2.3 and Appendix A	Steve Freitas	11/05/09		In Progress
	Almost complete. Steve will forward the latest version of the UFC 1-300-02 to the SI-CCCB				
11	Draft Notification notice and email to SI-CCCB for approval regarding the discontinuation of MasterFormat 1995 prior to posting on January 2011	Cheryl Fitz-Simon	10/27/10	12/15/10	04/29/11
12	Add Notification to the SpecsIntact Web Site that the Support for MasterFormat 1995 will discontinue as of January 2012.	Cheryl Fitz-Simon	10/27/10	01/03/11	04/29/11
13	Add Notification to all email notifications that the Support for MasterFormat 1995 will discontinue as of January 2012.	Cheryl Fitz-Simon	10/27/10	01/03/11	04/29/11
14	Send Email requesting Status of Cobie Specification to Sherri, Pete and Frank	Richard Hungate	10/27/10		
	Comment: Frank will follow-up with Steve Rider				
15	Send the Master and UFGS Coordinator procedures to Sherri McMillion	Maggie Muller	10/27/10	10/29/10	11/2010

#	Action Items	Person	Assign Date	Due Date	Item Status
16	Create CR to Modify the Add Section Templates dialog to allow users to add the Section Title and Scope at the same time.	Steve Freitas	10/28/10	12/06/10	08/2011
17	Update Section Templates to match the CSI Section Format 2007 prior to next SI Release	Cheryl Fitz-Simon Sheron Belcher	10/28/10	02/2010	Complete 04/2011
18	Schedule the Large Conference room at NIBS for the next UFGS Working Group and SI-CCCB, April 19 – 20, 2011.	Pete Rossbach	10/28/10	11/15/10	Complete
19	Setup Conference Rooms for the Breakout Meetings and Joint UFGS Meeting at the Construct2011	Frank Der	10/28/10	11/30/10	Complete
20	Email Updated Open Change Requests with List of suggested priorities to the SI-CCCB	Michelle Pizzuto	10/28/10	12/03/10	Complete 03/2011
21	Review SpecsIntact Web Search for comments and incorrect information regarding SpecsIntact	Dan Evans	04/21/11	11/2011	
22	Add Old Submittal Format Options to the SI-CCCB Agenda for the next meeting (Property Options)	Cheryl Fitz-Simon	04/21/11	09/2011	
23	Provide the Requirements Analysis for SpecsIntact Redesign for the next SI-CCCB	Jim Whitehead	04/21/11		
24	Schedule WebEx Conference with the SI-CCCB to discuss BIM Integration in or to provide RA	Jim Whitehead	04/21/11	08/2011	
25	SI Team review the Open Change Requests 4's and 5's for possible OBE's or no longer required CRs and report the results at the next SI-CCCB	SI Team	04/21/11	11/2011	
26	Report the CSI Presentation Schedule to the SI-CCCB prior to the CSI Construct2011	Steve Freitas	04/21/11	06/2011	
27	Schedule Beach House for the next SI-CCCB	Frank Der	04/21/11	09/2011	

The Next SI-CCCB Meeting will be Held
November 1 – 3, 2011
At
Kennedy Space Center, FL