SpecsIntact Interagency Configuration Control and Coordinating Board Meeting

Date: **October 27 - 28, 2010**
Time: **9:00 am – 5:00 pm**
Location: **Center for Space Education**
Kennedy Space Center, FL
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
✓	✗	Steve Maldony	Abacus Technology (KSC)
✓	✗	Jim Brandenburg	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)

MEETING OBJECTIVES:

1) Introduction
2) SpecsIntact Update
3) Change Requests
4) CSI Construct2011
5) Alternate Paragraph Numbering Demo
6) BIM Integration
7) NMCI Certification
8) Submittal Classification Codes
9) Section Templates
10) MasterFormat 2004 vs MasterFormat 2010
11) Priorities
12) Budget
13) 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 Jim Whitehead in which the following topics were discussed:
   a) New Features within 4.5.0 which is scheduled to be released early 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) Mix Old and New Sections in the same Job or Master
         (a) Not recommended for Alphanumeric jobs
   b) Re-cap of SpecsIntact 4.4.2 Features released June 2010
      (1) Print or Export All Project Tailoring Options
      (2) Improved Section 508 compliance
      (3) Enhanced Submittal Register export
         (a) Export to Excel and Web Formats
         (b) More consistent with UFGS Submittal Register
         (c) More display capabilities available
      (4) Resolved security vulnerabilities within a third party zip/unzip component
   c) Counted over 50,000 SpecsIntact users since 2004
   d) Technical Support averages 2676 calls per year since 2009
      (1) Enhanced/Improved Technical Support Software
      (2) Coordination between QCS/RMS for Submittal Data file uploading
   e) SpecsIntact Web Site
      (1) Knowledge Base was substantially updated
      (2) Two new troubleshooting topics added
      (3) Updated with each software and UFGS release
      (4) Improved browser interface with Firefox, Chrome, Opera, Safari and IE
   f) UFGS
      (1) Extensive changes to the Unified Master Reference List (UMRL) while under the MadCad Contract
      (2) Contract awarded to IHS September 2010

g) UFGS Release
   (1) Coordinated and QA'd all UFGS Releases
   (2) Trained NAVFAC Database Manager
   (3) Documented UFGS Coordinator Procedures
h) Supported the Construct2010 Conference, NS-CCCB and Joint UFGS Working Group
   (1) Investigated BIM options and capabilities
   (2) Met with MadCad to improve SpecsIntact's reference capabilities
   (3) Represented SpecsIntact with the UFGS, NASA and DoD Customers

2) An in depth discussion commenced amongst the SI-CCCB in regards to tables and margin settings. Further discussion will take place during the SpecsIntact 4.5.0 Demonstration Jim Whitehead will deliver.

Subject 3: Change Requests

1) Michelle Pizzuto presented the New and Deferred Change
   a) Twenty-Two New Change Requests Reviewed:
      i) 15 Accepted
      ii) 6 Rejected
      iii) 1 Requirement Analysis
   b) One Deferred Change Requests Reviewed:
      i) 1 Rejected
2) During the discussion of CR #10-002 entitled "New Report: Correcting Duplicate Submittal Items" the board stated in order to avoid duplicated Submittal Items, the architect/engineers should consider more specific Submittal Item descriptions or labels. Example: Instead of Detailed Drawings, change to "Detailed Drawings of Rebar", etc.

Subject 4: CSI Construct2011

1) During this discussion, it was noted that there were several meetings and conferences in which the SI-CCCB would like SpecsIntact's attendance and support. These meetings are as follows:
   a) UFGS Working Group and SI-CCCB – April 19 – 21, 2011 at the National Institute for Building Sciences, Washington, DC
   b) NASA Facilities Conference – May 10 – 13, 2011 in Nashville, TN
   c) USACE Infrastructure Conference – June 13 – 16, 2011 in Atlanta, GA
   d) CSI Construct2011 Conference – September 12 – 16, 2011 at the Lakeside Center, McCormick Place, Chicago, IL
   e) UFGS Working Group and SI-CCCB – Date TBD at Kennedy Space Center, FL

2) Frank Der will engage further discussion amongst the SI-CCCB members in regards to whether or not the SpecsIntact Team and UFGS will be approved and funded for representation/participation at the **CSI Construct2011 Exhibit Hall**.
   a) The SpecsIntact team and Richard Hungate of URS will support the NS-CCCB and Joint UFGS Working Group.
   b) The SpecsIntact Team, Richard Hungate and Steve Freitas will conduct a separate SpecsIntact and UFGS Education session.

Subject 5: Alternate Paragraph Numbering Demo

1) A demonstration of SpecsIntact's Alternate Paragraph Numbering was given to the SI-CCCB by Jim Whitehead.
2) The new SpecsIntact software will work with current Sections containing hardcoded subpart numbers in the titles
   a) Existing Jobs and Masters are compatible with the new software without any changes
   b) Releasing a new UFGS that uses automatic numbering can wait until all SpecsIntact users have SI version 4.5.0 or later
3) For new Sections that use automatic subpart numbering, SpecsIntact can generate either:
   a) Numeric paragraph numbers that match the current UFGS format, or
   b) A new alphanumeric format consistent with CSI's PageFormat
   c) Switch from one automatic numbering format to the other with only one mouse click
4) Alphanumeric subpart numbers will be abbreviated and indented below the Article level
   a) SpecsIntact will display full alphanumeric subpart numbers in reports, and also in the hint text the Editor displays when the mouse hovers over a subpart title. This feature was well received by the SI-CCCB
   b) Current subpart tagging practices can cause indented subpart tags to appear further left when editing with tags visible than they would with tags hidden. The SI-CCCB agreed that this was not a concern
5) Documentation needs to be clear on the handling of Item, List, Item Indents and List Indent tags when using the alphanumeric format. These areas will have to be addressed by the project lead on how they would want them handled.

Subject 6: BIM Integration

1) A Change Request was presented to the SI-CCCB to Integrate SpecsIntact into REVIT and Bentley by developing a Widget that will promote this integration.
   a) Microsoft is planning to discontinue REVIT, but Bentley will continue to be a major contender for considering changes.
   b) The SI-CCCB stated that this change might be premature to consider implementing since there is no direction on how to proceed.

c) The development team stated that a very detailed and thorough requirement analysis is required in order to implement this functionality totally.
d) A good start with some small steps towards this effort and one way would to build a project by automatically pull the Sections based on the BIM Model.

Subject 7: NMCI Certification

1) The SpecsIntact Development team was attempting to get 4.4.2 Certified due to the Security vulnerability with the zip/unzip component before the end of their contract.
2) Sherri McMillion will follow-up on the certification process to determine what the status for getting v4.4.2 certified.
3) Publishing to Word has become an issue since the version they are using will not support MS Word 2007. Most NMCI users are upgrading from MS Word 2003 to MS Word 2007.
4) Pete Rossbach inquired on whether or not NMCI could use the USACE Certificate of Networthiness rather than going through the NMCI Certification. Sherri wasn't sure if that was possible but thought it to be worth researching and would be a great solution to this ongoing problem.

Subject 8: Submittal Classification Codes

SpecsIntact Code	Codes	Description
No Code	FIO	For Information Only
G	GA	Government Approval
D	DA	Designer of Record Approval
C	CR	Government Conformance Review of Design
R	DA/CR	Designer of Record Approval Government Conformance Review of Design
A	DA/GA	Designer of Record Approval Government Approval

1) The additional Submittal Classification Codes are a direct result of Design-Build and Adapt-Build projects produced for Army and Navy.
2) All three agencies agreed the Standard Submittal Note should incorporate all of the available Classification Codes but should also be tailored by Agency.
3) Sherri McMillion would also like to include the Submittal Paragraph for Design-Build and have it tailored for "Navy, Design-Build".
4) Steve Freitas stated there are other classifications used by RMS/QCS for Leed. He will update the list illustrated above and provide updates to the SI-CCCB and SpecsIntact Team in order to incorporate throughout the UFGS and necessary documentation.
5) Sherri McMillion will modify some of the Design-Build Sections by the next SI-CCCB, tentatively scheduled for April 19 – 21, 2011.
6) Sheron Belcher will forward the Army Design Data Section to Sherri McMillion for comparison with Navy's Design-Build Submittal Sections.

7) In addition, once the Tri-Agencies standardize the changes need to be defined within 01 33 00 Submittal Procedures Section as well as the Guide Specifications Submittal Note.
8) Due to the complexity of this issue, coordination between all three Agencies will need to be in full agreement, therefore will be discussed again at the next SI-CCCB Meeting in April 2011.

Subject 9: Section Templates

1) The SpecsIntact team had been directed by the SI-CCCB to simplify the UFGSmstr Section Template.
2) As a result, with the next SpecsIntact release, there will be two templates available.
3) The technical information in both templates remains the same.
   a) **UFGSBasic** - This template has drastically reduced the number of bracketed options only leaving what is absolutely necessary. This template is better for our new users.
   b) **UFGSBracketed** - This template is for the more advanced/experienced SpecsIntact Users who are proficient in the use of Bracketed Options and the Bracket Replacement Tool.
4) Modifications to the General Note were made in both templates to match the direction given to the Database Managers.
5) Updated the Submittal Classification and Reviewer in both templates, since the format was not correct nor the same format used throughout the UFGS and as documented in the UFC 1-300-02.
6) Upon the release of SpecsIntact v4.3.0.821 the board directed the SpecsIntact Team to update the Section Template and incorporate the new "Formatted Table". Since Navy does not have an approved version of SpecsIntact that will support the Formatted Tables, the question was raised on whether the example should be changed back to the old table format. The SI-CCCB agreed that if the Navy customers do not have an approved version that will support the Formatted Tables by the next SpecsIntact Release, change it back to the old table format.
7) Once the Navy customers have an approved version of SpecsIntact that supports the new Formatted Tables, and then update the Section Templates accordingly.
8) Prior to releasing the two templates, verify that they are in agreement with the latest CSI SectionFormat.

Subject 10: MasterFormat 2004 vs MasterFormat 2010

1) The SpecsIntact Team lead a discussion regarding how MasterFormat should be referenced throughout SpecsIntact, the documentation, the Web Site and the UFC 1-300-02 since all of these areas currently are referencing MasterFormat as "2004".
2) The following options provided were as follows:
   a) MasterFormat 2004/2010
   b) MasterFormat 2010
3) The board members agreed to update all references to MasterFormat 2004 to reflect MasterFormat 2010.

4) In addition, a discussion took place on whether SpecsIntact and the UFGS should discontinue support for MasterFormat 1995. At this time, the board members agreed to officially discontinue support of MasterFormat 1995 as of January 2012.
5) One year prior, provide notice to the SpecsIntact Users that all support of MasterFormat 1995 will discontinue as of January 2012.
6) In addition, add a statement to all the Web Notifications released starting January 2011 that all support of MasterFormat 1995 will discontinue.
7) Cheryl Fitz-Simon will send a draft notice to the SI-CCCB for their approval prior to posting the notice on the SI Web Site and email notifications.
8) By January 2012, remove the link to the conversion table from MasterFormat 1995 to MasterFormat 2004 from SpecsIntact and the WBDG.

Subject 11: Priorities

1) The Priorities listed below will only be worked once the completion and release of Alternate Paragraph Numbering has occurred.
2) As of today, the priorities are as follows:
   a) Extensive BIM Requirements Analysis
   b) Submittal Wizard
   c) Report Modifications
3) The SI-CCCB would like the SpecsIntact Team to review the Open Change Requests and submit their recommendations to the SI-CCCB prior to the next UFGS Working Group and SI-CCCB meetings, tentatively scheduled for April 19 – 21, 2011 in Washington, DC.
4) At that time, a new set of priorities will take effect.

Subject 12: Budget

1) The SI-CCCB members met briefly to discuss the budgets for 2011, 2012 and 2013.

Subject 13: 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	In Progress
	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	In Progress
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	Certificate For Networthiness	Pete Rossbach	11/04/09		Complete
7	Email the UFGS Working Group with the Submittal Item character length for RMS	Steve Freitas	11/05/09		Ongoing
8	Submit New CR to Add \ Manage Attachments within a project and generate a report	Steve Freitas	11/05/09	12/06/10	In Progress
9	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
10	Submit New CR for Table placement with full document margin.	Steve Freitas	11/05/09	12/06/10	In Progress
11	Add Robert Iseli to the UFGS Working Group and SI-CCCB Distribution	Cheryl Fitz-Simon	11/05/09		Completed
12	Requirement Analysis on BIM Integration prior to the CSI Construct 2010 Joint UFGS Working Group Meeting	Jim Whitehead	11/05/09		Completed
13	Discuss the importance of the UFGS updates resulting from Alternate Paragraph Numbering changes at the CP Meeting	Pete Rossbach	11/05/09		OBE
14	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				
15	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	
16	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	
17	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	
18	Send Email requesting Status of Cobie Specification to Sherri, Pete and Frank	Richard Hungate	10/27/10		
19	Send the Master and UFGS Coordinator procedures to Sherri McMillion	Maggie Muller	10/27/10	10/29/10	
20	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	
21	Update Section Templates to match the CSI Section Format 2007 prior to next SI Release	Cheryl Fitz-Simon	10/28/10	02/2010	In Progress
22	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	
23	Setup Conference Rooms for the Breakout Meetings and	Frank Der	10/28/10	11/30/10	

#	Action Items	Person	Assign Date	Due Date	Item Status
	Joint UFGS Meeting at the Construct2011				
24	Email Updated Open Change Requests with List of suggested priorities to the SI-CCCB	Michelle Pizzuto	10/28/10	12/03/10	

Next SI-CCCB Meeting
(Tentatively) scheduled for
April 19 - 20, 2011
At the
National Institute of Building Sciences
Washington, DC