SPECSINTACT Interagency
Configuration, Control and Coordinating Board Meeting

November 1 -2, 2005
Kennedy Space Center, FL

Attendees:

Miguel A. Morales, NASA
Frank Der, NASA
Steven P. Freitas, USACE (Sacramento)
Pete Rossbach, USACE (Washington)
Sheron Belcher, USACE (Huntsville)
Carl Kersten, NAVFAC (Norfolk)
Sherri McMillion, NAVFAC (Norfolk)
Rick Knutson, InDyne
Jim Brandenburg, InDyne
Pat Robinson, InDyne
Maggie Muller, InDyne
Jim Whitehead, InDyne
Cheryl Fitz-Simon, InDyne
Jennifer Horvath, InDyne
Ken Tichy, InDyne
Rick Hatcher, SGS
Richard Hungate, SGS

Web-Ex Participants:
Bill Brodt, NASA Headquarters

Introduction

**Carl Kersten , NAVFAC
SI-CCCB Chairman**

- Welcomed everyone to the meeting, followed by introducing Mr. Quinn's replacement, Sharon Belcher.

IHS Proposal For Maintaining URML
Carl Kersten

- Announced NIBS is no longer responsible for maintaining the URML.
- Presented a Proposal from IHS to maintain and update the UMRL quarterly for $9,700.
- Steve Freitas suggested adding the URML maintenance to the DOD Contract Cost.
- Round Table discussion took place regarding whether or not SpecsIntact could automate the updating and maintenance of the URML.
  - Jim Whitehead explained automatically updating the organization addresses contained within the URML would not be feasible.
  - There is no standard location to obtain Organization Addresses
  - Notes are manually added to the UMRL for information and status of a particular organization or reference.
  - Status indicators such as AOK and LOK are manually inserted for status.
- NAVFAC will update the UMRL in preparation for NASA joining the UFGS. This updated UMRL will be distributed concurrently with the January 2006 UFGS release.

  ACTIONS:
  - **Carl Kersten will follow-up on the IHS Proposal to verify the deadline.**
  - **Carl Kersten will follow-up on Steve Freitas suggestion to have the UMRL Maintenance funded by DOD.**
  - **SGS will submit an alternate proposal via email to counter the IHS proposal by Thursday, November 10, 2005.**
  - **Once all proposals have been submitted, Carl Kersten will follow-up with Pete Rossbach and Miguel Morales to review the proposals submitted by IHS and SGS.**

NASA Joining UFGS

**Frank Der ,
NASA**

- How do we get a list of the different UFGS Working Groups?
  - ➢ An email will be distributed to the UFGS Working Groups announcing NASA joining the UFGS Master Text database, and naming Frank Der as the NASA point of contact.
- Army & Navy's technical proponents are by discipline (function) rather than division.
  - ➢ NASA will have to determine how they will restructure their technical proponents to align with Army and Navy.
- InDyne used the Master Maintenance Program to generate a Reference Comparison List against the Army, Navy and NASA databases.
- Frank Der stated that NASA's recommendations submitted for incorporation into the UFGS database have not yet been implemented. The sections have not yet been filtered through the technical proponents; therefore, they could not be incorporated.
- NASA will take the lead on all the UFGS sections that are going to be merged.
- NASA currently has a working process of revising UFGS Sections as SGS performs a gap analysis to propose changes conforming to the Unified Facilities Criteria.

    ACTIONS:
    - **Maggie Muller will email the revised UFGS Sections with revisions that include NASA's recommendations to Carl Kersten, Sherri McMillion, Sharon Belcher and Frank Der. They will distribute the revised UFGS Sections to the appropriate personnel. This is in reference to the Criteria Change Requests that were previously submitted and approved, but were not implemented. This was to speed up the process by going directly to the Army and Navy representatives.**
    - **Carl will send out an email to all the UFGS Working Groups informing them NASA has joined the UFGS and that Frank Der will be the NASA Contact. NLT November 30, 2005.**
    - **InDyne will email the Comparison List to NAVFAC for the updating of the UMRL for the January 2006 release.**

Proposal for Army/Navy to use NASA Contractor to update the UFGS Database
Carl Kersten

- The UFGS Working Group still needs to review the proposal.
- Rick Hatcher explained that the intent was to provide all agencies a more efficient means of getting the specifications updated and posted in a timely manner. He stated that once the specifications have been updated, they would then be sent to the appropriate technical proponent in each agency for final approval before implementation.
- The question was raised of when will the UFGS be fully merged.
  - Originally there was a 5-year plan for Army and Navy to complete this effort.
  - Frank Der stated that NASA would like to move faster, possibly finishing in two years.
  - Pete Rossbach stated that the necessary funding is not available for this year, but agrees it needs to be a priority. He also stated they have requested the funding for 2007 to support the proposal.
- The review and approval process seems to be holding up the maintenance and implementation of the Guide Specifications for all agencies.
  - The weak point appears to be funding the Technical Proponents and the resulting lack of response.
  - Members suggested setting up a 90-day deadline for the Technical Proponents to respond, after which time the suggested changes would be incorporated into UFGS.
- SGS will set up meetings to review several sections at one time with all agencies. Open issues will be addressed and resolved at that time. This process will drastically reduce the time it normally takes to implement the updated guide specifications.
  - Meetings will be set up using WebEx or video conferencing.
- The advantage of a single organization leading this effort is:
  - Acts as a sounding board for all agencies.
  - Agreement becomes easier.
  - Technical proponents still have the ultimate say in the guide specifications.
  - Each agency still has the opportunity to approve/disapprove recommendations.
  - Deadlines will be set and met.
- Funding is still the major issue.
- Bill Brodt stated that completing this effort will provide benefits for the entire building industry.
- Completing ongoing maintenance and keeping the guide specifications current and updated is an issue within each agency.

Posting MasterFormat® 2004 Specs On WBDG W/Spaces And A Period In The File Name
Carl Kersten / Round Table

- Discussion occurred regarding the WBDG site being able to handle the new MasterFormat 2004 numbering, which will use two periods in the Section file names.
  - Members decided it would be best to set up a teleconference with Bob Payn the following day.
  - The WBDG network is limited to a 32-character file naming convention.
- Jim Whitehead stated he had done some research on this subject and emailed some information to Bob Payn. He felt very strongly this would not be an issue for the WBDG.

- ➢ The members set up a teleconference with Bob Payn to finish discussing this matter.
- ➢ During the teleconference Jim Whitehead presented some of the files he had sent to Bob Payne.
- ➢ Bob stated that after working with Jim Whitehead, he feels that the issues have been resolved.
- The initial merger of NASA Sections into the UFGS is scheduled for January 2006.
- A deadline of March 31, 2006 was set for all agencies to have their sections submitted in preparation for the April 2006 UFGS release.
- Jim Whitehead recommended releasing the newest version of SpecsIntact prior to the April 2006 Masters, which will use MasterFormat 2004 and XML formats.
  - ➢ The software will be sent to the database managers in advance in order to rename the Sections using the new MasterFormat 2004 numbers.
  - ➢ Database Managers will also convert the Sections to XML.
- The Master Maintenance Program currently generates the UFGS web page. It has been updated to manage the MasterFormat 2004 numbering.
- Bob Payn stated that today the WBDG publishes the PDF and Zip files.
  - ➢ Eventually the PDF files might no longer be required.
  - ➢ WBDG will use its own methods to generate the UFGS web page in the future.
  - ➢ As changes are made to the UFGS files, they will be sent to the WBDG for updating and publishing.
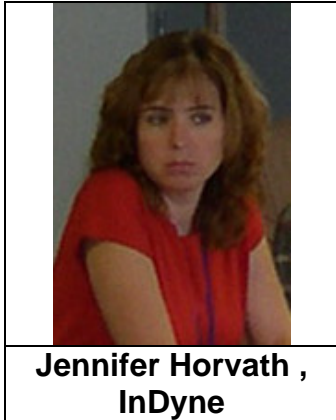
ACTIONS:
- ▪ **WBDG will maintain/update the documents on the UFGS Home Page**
- ▪ **Bob Payn will provide a link to the prototyped web page for Maggie Muller to test prior to publishing.**

Update of IAI IFC Model/ IFC XML and the OMSI Requirements
Bill Brodt

- With the next SpecsIntact release, we need the capability of adding IFC XML OMSI codes into the UFGS. This will help coordinate the ProjNet and WBDG initiatives.
- Bill will present this briefing to the Unified Facilities Coordinating Meeting.
- Bill Brodt, Francois Grobler and Bill East have submitted two additional projects to DoD and the National Science and Technology Council for funding based upon the integration of SI/UFGS with ProjNet and WBDG Product Guide. Bill also plans to provide the SI/UFGS XML schema to members of the International Alliance for Interoperability as part of the effort to develop an open standard building information model with associated business practices.

Review New Change Requests

**Jennifer Horvath ,
InDyne**

- 2 Change Requests were reviewed and rejected.

    ACTION:
    - **Cheryl Fitz-Simon will publish a workaround in the Knowledge Base for getting Brackets in Bold or HLS.**

Status of Counting NAVFAC SpecsIntact Users/Citrix Server to install Specsintact
Carl Kersten

- Bob Payn provided the SpecsIntact team with a password to allow access to the Citrix Server for development and Technical support issues.
- Citrix users were given instructions to let SpecsIntact count you once, from that point on to select cancel.
- User settings stay on the Citrix Server not with the user.
- Each time the user logs onto the Citrix Server they must re-establish their Working Directories and Connected Masters.
- Jim Whitehead made a modification that will allow a specific INI file to reside on the Citrix server. The only stipulation is that every user must have the same Working Directory configuration such as C:\SISGML.
- The NMCI re-certification process has already taken over a year for version 4.1.0.653. As soon as the latest version of SpecsIntact is released, it will be sent to Carl Kersten on a CD.

SpecsIntact Update

Patricia Robinson, InDyne

- Priority of Work
  - ➢ Complete XML/MasterFormat 2004
  - ➢ Implement Improved Table Handling
  - ➢ Implement a File Attachment/Graphic Tag
  - ➢ Implement Alternate Paragraph Numbering
  - ➢ Complete the Submittal Tracker

- Total SpecsIntact User Count as of 10/31/2005: 6,773.
  - ➢ Still counting 20-25 additional users each work day
- EcoBuild America Conference was held June 21, 2005
  - ➢ Approximately 40 to 50 attendees in the Master Specifications sessions.
  - ➢ Cheryl Fitz-Simon presented SpecsIntact.
  - ➢ Had approximately a 20-minute Question and Answer session.
  - ➢ Other presenters included MasterSpec and BSD.
  - ➢ Cheryl Fitz-Simon had the opportunity to work with a couple of SpecsIntact users individually between conferences, who wanted to know more about the Reference Wizard.
- 2005 Tri-Services Infrastructure Conference
  - ➢ Due to budget constraints, the SpecsIntact team was not able to attend.
  - ➢ Cheryl Fitz-Simon and Patricia Robinson prepared a presentation for Steve Freitas to deliver in behalf of SpecsIntact.
  - ➢ Steve made some modifications to the presentations in order to support two separate sessions.

  ACTION:
  - ▪ **Steve Freitas will email his presentations to SpecsIntact for posting.**

SpecsIntact Development Update

Jim Whitehead, InDyne

Demonstrated SI Version Information.
- Demonstrated the changes made to the Rename Section(s) function, which incorporates the MasterFormat 2004 numbering.
- Round table discussion took place in reference to "Section References"
  - ➢ Ultimately the section references will never go away
  - ➢ Technical proponents have been instructed to minimize the use of Section References whenever possible.
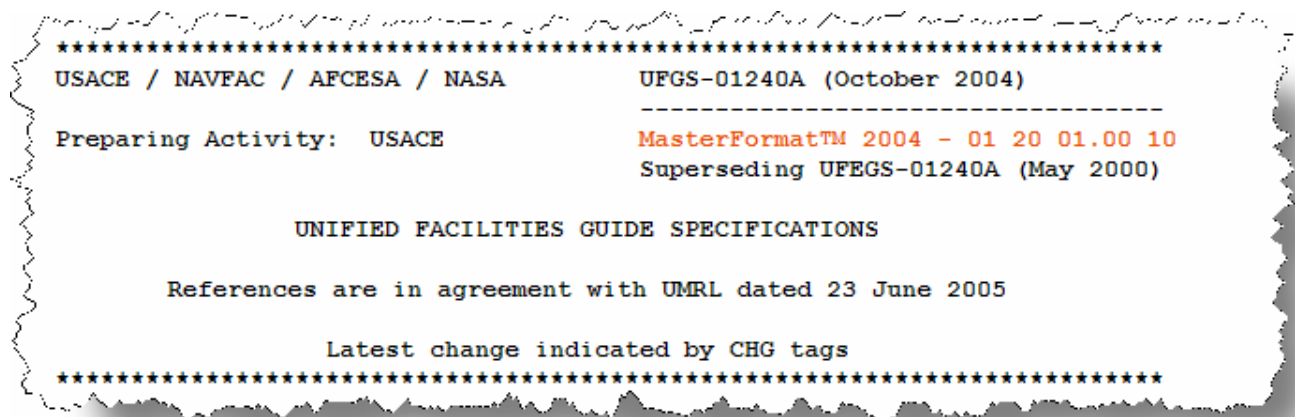
  ACTION:
  - ▪ **All agencies must have the Section Numbers, Titles and section cross referencing updated prior to the April 2006 release.**

Section Templates
Patricia Robinson

- Recommended SpecsIntact only distribute one Section Template instead of the three being distributed today.
- If done correctly, one Section Template is enough and will meet the needs for Jobs and Masters
- All agreed that SpecsIntact would distribute only one Section Template.
- The following format for the UFGS Banner was agreed upon

```
******************************************************************
USACE / NAVFAC / AFCESA / NASA          UFGS-01240A (October 2004)
                                        --------------------------------
Preparing Activity:   USACE            MasterFormat™ 2004 - 01 20 01.00 10
                                        Superseding UFEGS-01240A (May 2000)

               UNIFIED FACILITIES GUIDE SPECIFICATIONS

      References are in agreement with UMRL dated 23 June 2005

           Latest change indicated by CHG tags
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E-Specs and SpecsIntact
Seamus McGrady / Gilles Letourneau

- e-Specs software releases are generally concurrent with major CAD Systems software
- ARCOM and InterSpec have jointly integrated MasterSpec with e-Specs
- e-Specs will replace the ARCOM Links product
- MasterSpec maintains their own Specifications, but use e-Specs tools to do so.
- Demonstrated e-Specs and described how it works to make spec writing more efficient and less expensive.
- What makes e-Specs work:

Miscellaneous Items

ACTION:

SGS/InDyne will compile a tracking chart for posting that shows the history of what sections have been merged, deleted or renumbered.

• *Actions from the SI-CCCB Meeting held November 1-2, 2005*

- Carl Kersten will follow-up on the IHS Proposal to verify the deadline.
- Carl Kersten will follow-up on Steve Freitas suggestion to have the UMRL Maintenance funded by the DOD.
- SGS will submit an alternate proposal via email to counter the IHS proposal by Thursday, November 10, 2005.
- Once all proposals have been submitted, Carl Kersten will follow-up with Pete Rossbach and Miguel Morales to review the proposals submitted by IHS and SGS.
- Maggie Muller will email the revised UFGS Sections with revisions that include NASA's recommendations to Carl Kersten, Sharon Belcher and Frank Der. They will distribute the revised UFGS Sections to the appropriate personnel This is in reference to the Criteria Change Requests that were previously submitted and approved, but were not implemented. This was to speed up the process by going directly to the Army and Navy representatives.
- Carl will send out an email to all the UFGS Working Groups informing them NASA has joined the UFGS and Frank Der will be the NASA Contact. NLT November 30, 2005.
- Maggie Muller will email the Comparison List to NAVFAC for updating of the UMRL for the April 2006 release.
- Jennifer Horvath will email the Open Change Request Report in priority order to Board Members to review.
- All agencies must convert the database to XML prior to the April 2006 release.
- Bob Payn will provide a link to the prototype web page for Maggie Muller to test prior to publishing.
- Jim Whitehead will distribute the MasterFormat® 2004 / XML version of SpecsIntact to the agency database managers by February 2006.
- Jim Whitehead will provide a CD with the latest version of SpecsIntact to Carl Kersten for distribution throughout NAVFAC.
- Carl Kersten will publish the updated version of the UFC 1-300-02, dated October 2004.
- Steve Freitas will email a copy of the UFGS Section template he developed to the SI-CCCB Members for consideration as a replacement for the current UFGS Section template.
- Cheryl Fitz-Simon will publish a workaround in the Knowledge Base for getting Brackets in Bold or HLS
- SGS/Indyne is to compile a tracking chart for posting that shows the history of what sections have been merged, deleted or renumbered.

Action From the UFGS Working Group Meeting held November 3, 2005

- Pat Robinson will email the action items assigned at the SI-CCCB meeting held November 1-2, 2005 prior to releasing the minutes.
- NASA will use change notice tags to indicate a change in their specifications after joining UFGS.
- Maggie Muller will email the revised UFGS Sections with revisions that include NASA's recommendations to Carl Kersten, Sharon Belcher and Frank Der. They will distribute the revised UFGS Sections to the appropriate personnel. The CCR System will not be used for the technical proponent to review/consider NASA's recommendations.
- Steve Freitas will email Carl Kersten, Sharon Belcher and SpecsIntact personnel the link of his presentation on SpecsIntact that he presented at the 2005 Tri-Service Infrastructure

Conference. This presentation displays how the Sacramento District is attaching non-SpecsIntact documents.
- Jim Whitehead will distribute information regarding possible change to SpecsIntact to support NAVFAC Design Build Specifications.

The next meeting will be held at Kennedy Space Center (KSC) on May 2 – 4, 2005.

The first 1.5 days will be the UFGS Working Group Meeting.
The SI-CCCB Meeting will be held the afternoon of May 3, and all day May 4, 2005