UFGS Working Group Meeting Minutes

Date: October 26, 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) Linking to the UFC 1-300-02 Format Standard
3) UMRL Contract Status
4) UFGS Overview
5) Technical Proponent and Design Working Group Lists
6) WBDG CCR System
7) ACE-IT
8) Design-Build
9) Action Items

DISCUSSION SUMMARY:

Subject 1: Introduction

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

Subject 2: Linking to the UFC 1-300-02 Format Standard

1) Recommendations were presented to the UFGS Working Group to add a link to the UFC 1-300-02 Format Standard throughout the UFGS.
2) It was decided that a link will be added to the General Note as the 3rd paragraph of the Guide Specifications.
3) Sheron Belcher mentioned that the database managers often require instances in which they are required to replace tags and this cannot be done easily through SpecsIntact's search and replace features.
4) The SpecsIntact Development Team suggested that each of the database managers invest in RegEx Buddy as a third party tool. Upon doing so, the development team will provide the syntax needed in order to accomplish this task.
5) Sheron Belcher agreed to draft the text along with the Link to the UFC 1-300-02 Format Standard and forward to the UFGS Working Group for review and approval.

Subject 3: UMRL Contract Status

1) The DoD contract for updating and maintaining the Unified Master Reference List (UMRL) for the UFGS is a yearly contract.
2) Beginning September 2010, IHS was awarded the contract for 2010 - 2011. MadCad has the small business portion of the contract.
3) Under this contract MadCad will update their references, submit them to IHS who will then update the UMRL for the UFGS.
4) Sherri McMillion stated that IHS is required to submit the latest UMRL to Sheron Belcher by January 2011, in time to update the UFGS for the February 2011 UFGS release.
5) Sherri McMillion will review the contracts and work out any issues the database managers may encounter with the new updates.

Subject 4: UFGS Overview

1) Richard Hungate provided an update for the UFGS to the UFGS Working Group.
   a)Highlights:
      (1) In 2005, DoD reduces database from 1000 to 840 plus Sections. NASA database contains 221 Sections
      (2) In 2006, The UFGS was converted from MasterFormat 1995 to 2004

(3) In 2007 and 2008, NASA merges with DoD to create a unified UFGS Master. EPA Affirmative Procurement was integrated during this period as well.
(4) In 2009 and 2010:
(a) Adopted the New Section Format
(b) Integrated Reliability Centered Building and Equipment Acceptance (RCBEA)
(c) Integrated US Federal Green Specification Guidelines
(d) Cleaned up Submittal Article
(e) Some US Air Force Sections were added

b) FY-10 Accomplishments:
(1) Tri-Annual Maintenance Sections were incorporated into NASA
(2) Incorporated 4 new RCBEA Sections
(3) Integrated 27 UFGS Sections in which NASA was the preparing activity
(4) Integrated US Federal Green specification guidelines
(a) Division 00 –1
(b) Division 01 – 31
(c) Division 02 – 49 – 27
(d) Projection for FY11 includes 2 new Sections in Division 00 and 01 as well as 27 in Division 02 – 49
(e) Adopted New Section Format

c) FY-11Proposed Tasking
(1) Review and incorporate New Sections submitted through the CMS/CCR System
(2) Produce New UFGS Painting and Coatings Sections
(3) Incorporate the CSI Section Format
(4) Incorporate the 17 approved DoD groups for the UFGS
(5) Incorporate the RCBEA Sections throughout the UFGS
(6) Integrate US Federal Green Construction Guide for Specifiers

d) Outstanding issues for US Federal Green Construction Guide for Specifiers, RCBEA, CCR System, Review and Resolution of non-conforming CSI MasterFormat 2010 Section Titles and Numbers, the proposal to remove local or regional specifications from the UFGS as well as the status of the UFC 1-300-02 Format Standard were also discussed.
(1) During the presentation Steve Freitas brought up the issue on whether we should tailor the Painting and Coating sections for state requirements since these requirements are not philosophical as much as the law.
(2) Referencing the ongoing issue of CSI Numbering and Titles, Richard Hungate stated that this information is documented in the UFGS Tracking Chart, indicated by red highlights, which is available on the WBDG UFGS page.
(3) If the Design Working Groups cannot finalize the CSI Numbering and Titles as indicated, the UFGS Working Group will take them to the Coordinating Panel for direction to proceed.
(4) Steve Freitas will provide the latest draft version of the UFC 1-300-02 Format Standard to the UFGS Working Group for final review prior to release.

2) During this time, Richard Hungate also took the opportunity to review the RCBEA and US Federal Green changes for Sherri McMillion, NAVFAC and Robert Iseli, USACE.

Subject 5: Technical Proponent and Design Working Group Lists

1) The UFGS Coordinator was instructed to add a statement at the top of the Technical Proponent list "This document identifies the UFGS Section Number, Title, Preparing Activity and the current Proponent for each Agency. If you cannot reach a TP you can contact the following representatives for the Preparing Activity."
2) This action was completed, but received resistance by Air Force since this document was in violation of the privacy act and "internet rules".
3) As a result, the Design Working Group (DWG) and Technical Proponents (TP) Lists were removed from the WBDG UFGS Page.
4) The plan is to provide a report on the CMS/CCR system. As long as the TPs are kept up-to-date, this will not be an issue since it will be stored in a secure location.
5) The Coordinating Panel Members will have to keep the Database Managers up to date on changes/updates to the Technical Proponents. The Database Managers will then update the CCR System.

Subject 6: WBDG Criteria Change Request System

1) The WBDG Criteria Change Request System is now online and available for use. Some minor changes are still being incorporated.
2) Richard will forward any outstanding CCRs from Projnet to the UFGS Working Group.
3) Sherri McMillion went through a presentation on the Criteria Change Request System for the meeting participants.
4) When an agency requests a new Section, that agency should take ownership of the new Section. If an A/E request a new Section then the Agency they are working for will be required to take ownership.

Subject 7: Army Corps of Engineers – Information Technology (ACE-IT) Issues

1) ACE-IT is the standardized contractor throughout USACE.
2) The SpecsIntact Technical Support Team has received calls from ACE-IT customers who cannot Publish to MS Word 2007. In one scenario it was determined that this was some type of permissions issue but when another user had the same problem the solution hadn't been recorded by the ACE-IT team.
3) Unfortunately, the UFGS Working group cannot fix this issue. It is up to the ACE-IT team to record their results within this system so they can better serve their customers.
4) If this does not occur, they will need to diagnose and solve the problem once again.

Subject 8: Design-Build

1) A discussion took place amongst the UFGS Working Group in regards to NAVFAC's Design-Build Web Site since it is difficult to navigate.
2) Sherri McMillion stated that she would meet with Calvin Crofford since he maintains the Design-Build Guide Specifications to see what they could do in order to simplify the navigation to make it easier for the users.
3) The SpecsIntact team also suggested they create a Design-Build Master that can be backed-up in SpecsIntact and restored easily.
4) USACE has a current proposal for an Architect and Engineering Firm to convert the Specs into Adapt-Build, which will be available and maintained in SpecsIntact Format.
5) Pete Rossbach mentioned that he still needs to follow-up on this issue with NASA and the USACE Adapt Build Team lead.

Subject 9: Action Items

#	Action Items	Person	Assign Date	Due Date	Item Status
1	Provide direction to MadCad to use the exact publication titles as they are used on the MadCad web site	Carl Kersten	05/02/07	01/2008	Ongoing
2	Rick Hatcher will send Pete Rossbach an email stating what Sections are still out for PDC review.	Rick Hatcher	10/30/07	11/09/07	Complete
3	Discuss modifying the WBDG UFGS Page with Bob Payne	Sherri McMillion	06/03/08	05/2011	Ongoing
4	Send updated PowerPoint Presentation on the outstanding UFGS Sections to the UFGS Working Group	Rick Hatcher	06/03/08	06/30/08	Complete
5	Once the CMS/CCR System has been replaced with the new System, update the UFGS Links	Database Mgrs.	03/31/09		Complete
6	UFGS Working Group provide definitions of Tailoring Options to Cheryl Fitz-Simon for posting on the SI Web Site & Help Files	UFGS Working Group	03/31/09	O6/16/09	Complete
7	Incorporate Link to the Tailoring Options Help in the Scope Note for RCB&EA	Database Mgrs.	03/31/09	O6/16/09	Pending
8	Provide link to Database Managers for Tailoring Options	Cheryl Fitz-Simon	03/31/09	O6/16/09	Pending
9	Send Email to the TPs regarding 40 17 30 – Welding General Piping to resolve issues	Richard Hungate	03/31/09	O6/16/09	Complete 08/2010
10	Have Bob Payne add a link on the WBDG to the new CMS/CCR System	Carl Kersten	03/31/09	O6/16/09	Complete
11	Develop draft guidelines for submitting New Section requests for the UFGS Working Groups review	Sheron Belcher	031/31/09	06/16/09	Complete
	Comment: Once the WBDG releases the new system that will replace Projnets CCR System the sections will be resent				
12	Email the Discipline Working Group requesting that they assign a preparing activity for the 12 new Sections	Richard Hungate	03/31/09	O6/16/09	Complete
13	Provide draft of the Concrete Sections to the UFGS Working Group	Sheron Belcher	03/31/09	12/01/09	In Progress
	Comment: The Army portion is complete and will be released with an Army 10 extension. The next phase will require unified Section (PRA: NAVFAC) Sections to be merged into those Sections				
14	Send UFGS Template to Steve Freitas for modification	Cheryl Fitz-Simon	04/01/09	06/16/09	OBE
15	Modify Section Template to match UFC 1-300-02	Cheryl Fitz-Simon	04/01/09	06/16/09	**In Progress**
16	Once the UFGS Technical Proponent List is final, the UFGS Database Manager will maintain annually	Database Manager	04/01/09		OBE
	Comment: Remove regular reoccurring actions				
17	Update the UFGS Database Manager procedure to include updating the UFGS Technical Proponent list	Maggie Muller	04/01/09		OBE
18	E-Mail the Request for New Specification Template to the UFGS Working Group	Pete Rossbach	11/03/09	11/13/09	OBE
19	Contact Haskell Barker to develop a better COBIE Interface with RMS	Steve Freitas	11/03/09	01/31/10	Complete
	Comment: Future requirements have not been defined.				
20	Review the Discipline Working Group List for possible updates for NASA	Frank Der Carl Kersten Pete Rossbach	11/03/09	01/31/10	Complete
21	Review whether or not to provide additional funding for additional DoD merger (FY10)	Pete Rossbach	11/03/09	11/31/09	Complete
22	Create a simplified Section Template removing most of the bracketed options	Cheryl Fitz-Simon	11/03/09	TBD	Complete
23	Distribute new Section Template to Board prior to release/implementation	Cheryl Fitz-Simon	11/03/09	TBD	Complete
24	Add a note with phone numbers/email addresses to the	Maggie Muller	11/03/09	02/2010	Complete

#	Action Items	Person	Assign Date	Due Date	Item Status
	Technical Proponent List stating if you cannot reach a TP contact the representative for the Preparing Activity Carl, Pete or Frank				
25	Updated UMRL Spreadsheet from MadCad to IHS updating or will there be a separate spreadsheet from MadCad	Sherri McMillion	11/03/09	12/31/09	In Progress
26	Provide update resulting from the MadCad meeting November 2009 to the UFGS Working Group	Carl Kersten	11/03/09	12/01/09	OBE
27	Send Proposed FY10 List to Carl and Pete for distribution to Discipline Working Group	Richard Hungate	11/03/09	11/06/09	Complete
28	Provide response of the Proposed List to Richard Hungate	Pete & Carl	11/03/09	11/31/09	Complete
29	Check with Huntsville District to see if they can update the CCRs	Sheron Belcher	11/03/09		Complete
30	Send the four New RCB&EA Sections and attachments to the TPs for review	Richard Hungate	11/03/09	11/31/09	Complete
31	Draft a Submittal Paragraph General Note detailing the classification codes used by SpecsIntact and RMS	Steve Freitas	11/03/09	01/31/09	Pending
32	Email draft Submittal Paragraph General Note to Sheron Belcher and Richard Hungate for review/concurrence	Steve Freitas	11/03/09	01/31/09	Pending
33	Once Submittal Paragraph General Note has been finalized forward to the UFGS Working Group for approval	Steve Freitas	11/03/09	01/31/09	Pending
34	Implement Submittal Paragraph General Note throughout the UFGS	Database Managers	11/03/09	05/2010	Pending
35	Remove Tailoring Options description from the General Note throughout the UFGS for the February release	Database Managers	11/03/09	02/2010	Complete
36	Define and streamline Navy Tailoring Options	Sherri McMillion	11/03/09		In Progress
37	Modify Help to define the use of Tailoring Options	Cheryl Fitz-Simon	11/03/09		Pending
38	Incorporate nested Tailoring Options for Navy Regional options	Alynne Skrabalak	11/03/09		In Progress
39	**Remove Agency name from the Quality Control Sections**	**Database Managers**			**Complete**
40	Change Section number to include fifth level designation	Database Managers			Complete
41	Add Tailoring options for the Agency Quality Control Sections	Database Managers			Complete
42	Implement Quality Control Changes for the February 2010 release	Database Managers			Complete
43	Send Statement regarding Superseding to Steve Freitas to incorporate into UFC 1-300-02, 2-5	Maggie Muller	11/03/09		Complete
44	Send MIL-STD-3007F to Sherri McMillion for publishing	Steve Freitas	11/03/09	11/31/09	Pending
45	Update the UFGS Working Group with status of the UFC/CCR System	Carl Kersten	11/04/09	12/31/09	Complete
46	Setup WebEx demonstration with Bob Payne to demonstrate the new CCR System first week of December	Sherri McMillion	11/04/09	12/2010	Ongoing
47	Add capability to perform a keyword search on Section Titles in the new Internet Based Database for Tracking the UFGS	Sandy Wood	11/04/09	TBD	Ongoing
48	Add capability to the Document List to “Filter by Status: ALL and AGENCY” in the new Internet Based Database for Tracking the UFGS	Sandy Wood	11/04/09	TBD	Ongoing
49	Provide the customer’s name who has inquired about the Metal Roof Specifications	Michelle Pizzuto	11/04/09	11/06/09	Complete
50	Create Administrative Rights for User Groups for the different Document Types	Sandy Wood	11/04/09	TBD	Ongoing
51	Obtain the Certificate of Networthiness (CON) from the “Army Knowledge Online” and forward to the SI Team	Pete Rossbach	11/04/09	01/31/10	Complete

#	Action Items	Person	Assign Date	Due Date	Item Status
52	Provide compiled list of UMRL Actions to Sherri McMillion	Cheryl Fitz-Simon	10/26/10	11/15/10	
53	Provide Sherri McMillion with a list of Tailoring Options	Sheron Belcher	10/26/10	11/29/10	
54	Provide a standard list of NAVFAC Regions to the Database Managers and the SpecsIntact Team in order to update the Tailoring Options throughout the UFGS and on the SI Web Site	Sherri McMillion	10/26/10	12/15/10	
55	Provide a Tailoring Options Definitions List that will be available on the SI Web Site and linked within the UFGS.	Sheron Belcher	10/26/10	TBD	
56	Send a draft Tailoring Options Definitions List to the UFGS Working Group for final approval.	Sheron Belcher	10/26/10	TBD	
57	Add CR for the Tailoring Options List in SI to show the PRA for review at the next SI-CCCB Meeting	Michelle Pizzuto	10/26/10	10/29/10	
58	Request Bob Payne add a new location in the text on the UFGS Home Page to request New Sections. Requests will then be forwarded to the UFGS Working Group Criteria Managers.	Sherri McMillion	10/26/10	11/16/10	
59	Request Bob Payne host a Webinar on the CCR System http://ufcm.wbdg.org.login	Sherri McMillion	10/26/10	11/16/10	
60	Send Pete the name of the person who handles the Certificate for Networthiness	Jim Whitehead	10/26/10	11/15/10	
61	List the Word Publishing issue and solution on the Technical Excellence Network (TEN) Site.	Steve Freitas	10/26/10	12/06/10	
62	Provide new text for the General Note linking to the UFC 1-300-02.	Sheron Belcher	10/26/10	01/03/11	
63	Email the new General Note text and link to the UFC 1-300-02 to the UFGS Working Group	Sheron Belcher	10/26/10	01/03/11	
64	Update the NAVFAC Contacts located on the Support Page to eliminate names	Cheryl Fitz-Simon	10/26/10	11/23/10	
65	Contact Bob Payn to have NASA added to the UFGS portion of the CCR system	Sherri McMillion	10/26/10	11/16/10	
66	**Contact Bob Payn to have Richard Hungate added to the CCR System as an Admin**	**Frank Der**	**10/26/10**	**11/16/10**	
67	Email the Fed Green and RCBEA spreadsheets to Pete and Sherri	Richard Hungate	10/26/10	11/05/10	
68	Forward Fed Green and RCBEA spreadsheets to the DWG for approval	Pete Rossbach Sherri McMillion	10/26/10	11/15/10	
69	Provide the SpecsIntact Team with an alias e-mail address for the SI Website.	Sheron Belcher	10/26/10	11/15/10	Complete 11/01/10

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