UFGS Working Group Meeting Minutes

Date: March 31 – April 1, 2009
Time: 9:00 am – 5:00 pm
Location: OSB II 5th Floor Rm. 5122
Kennedy Space Center, FL
Author: Cheryl Fitz-Simon

ATTENDEES:

Invited	Attended	Name	Organization/ Location	E-Mail
✓	✓	Frank Der	NASA (KSC)	Frank.D.Der@nasa.gov
✓	×	Steve Rider	NASA (HQ)	Stephen.S.Rider@nasa.gov
✓	✓	Pete Rossbach	USACE (Washington)	Peter.J.Rossbach@hq02.usace.army.mil
✓	✓	Steven Freitas	USACE (Sacramento)	Steven.P.Freitas@spk01.usace.army.mil
✓	✓	Sheron Belcher	USACE (Huntsville)	Sheron.G.Belcher@hnd01.usace.army.mil
✓	✓	Carl Kersten	NAVFAC (Norfolk)	Carl.Kersten@navy.mil
✓	×	Mike Helmick	Abacus Technology (KSC)	Michael.Helmick@nasa.gov
✓	×	Jim Brandenburg	Abacus Technology (KSC)	James.S.Brandenburg@nasa.gov
✓	✓	Pat Robinson	Abacus Technology (KSC)	Patricia.T.Robinson@nasa.gov
✓	✓	Jim Whitehead	Abacus Technology (KSC)	James.S.Whitehead@nasa.gov
✓	✓	Mark Mackenzie	Abacus Technology (KSC)	Mark.D.MacKenzie@nasa.gov
✓	✓	Cheryl Fitz-Simon	Abacus Technology (KSC)	Cheryl.L.Fitz-Simon@nasa.gov
✓	✓	Maggie Muller	Abacus Technology (KSC)	Martha.A.Muller@nasa.gov
✓	✓	Michelle Pizzuto	Abacus Technology (KSC)	Michelle.L.Pizzuto@nasa.gov
✓	✓	Rick Hatcher	EG&G (KSC)	Richard.Hatcher@jbosc.ksc.nasa.gov
✓	✓	Richard Hungate	EG&G (KSC)	Richard.Hungate@jbosc.ksc.nasa.gov

MEETING OBJECTIVES:

1) Introduction
2) Review Prior Action Items
3) Specification Review
4) New Section Requests/Preparing Activity
5) UFC 1-300-02
6) Formatted Tables Guidelines/Implementation
7) Strategy For UFGS Concrete Sections
8) NBIM-BIM
9) Philosophical Differences
10) Technical Proponent List Updates
11) Empty Section References
12) Imperative Language
13) UFGS Check In/Check Out Process
14) Action Items

DISCUSSION SUMMARY:

Subject 1: Introduction

1) Pete Rossbach, USACE, opened the meeting by welcoming everyone.

Subject 2: Review Prior Action Items

1) List of past action items were distributed to the attendees for status.

2) Each item was reviewed and commented on for posting with the meeting minutes.

3) Pete Rossbach stated that Bob Payne will be developing a new system to replace the old CMS/CCR System.

   a) Update will be provided at the next UFGS Working Group Meeting.

   b) Pete discussed the possibility of Army and Navy funding the effort for NASA to get the data transferred from the old CMS/CCR system to the new system being developed by NIBS.

Subject 3: Specifications Review

1) Richard Hungate presented information on:

   a) US Federal Green Construction Guide for Specifiers
      (1) Proposal for one Sustainable Section for each Division
      (2) 05 81 13 Number for every Division
      (3) The logistics for developing and linking these Sections is still being planned

   b) Reliability Centered Building and Equipment Acceptance RCB&EA
      (1) Developed four primary Sections to use in SpecsIntact for RCB&EA
         (a) Facility Shells (Section 01 83 00.00 40)
         (b) RCA for Mechanical Systems (Section 01 86 23.00 40)
         (c) RCA for Electrical Systems (Section 01 86 26.00 40)
         (d) RCA for Superstructure Performance Requirements (Section 01 83 13.00 40)

      (2) These Sections go above the Commissioning Section

      (3) If Army adopts these Sections they have to go through their Community Of Practice groups for review.

      (4) Change tailoring option tag from NASA to RCB&EA.

      (5) These Sections have not been posted as of yet.

c) NASA 3 Year Maintenance Cycle
   (1) Total of 93 Specifications

d) UFGS CMS/CCR New Section Requests
   (1) Originally there were eight Sections, resulting in 13 proposed new Sections.
      (a) For details see attached presentation as well as Subject 4: New Section Requests / Preparing Activity

e) UFGS Merger Carry-Over Section from FY08
   (1) See attached presentation

Subject 4: New Section Requests / Preparing Activity

1) This process for requesting new sections should be documented in the MIL-STD 3007.

2) The UFGS Working Group will review and approve all requests for new sections.

3) Richard Hungate will provide a list of proposed new sections to the UFGS Working Group for acceptance and approval.

4) The current CMR System sends requests to Frank Der, Carl Kersten, Pete Rossbach, Sheron Belcher and Richard Hungate for approval.

5) When requesting new sections, the new CMR/CCR system should require the requestor provide a draft section.

6) The UFGS Working Group will provide Guidelines for requesting new sections for the UFGS.

Subject 5: UFC 1-300-02

1) Original action was to incorporate a new paragraph on formatted tables but other changes were required.

2) Since the last formal approval of the UFC 1-300-02 revisions were made by Sherry McMillion and Steve Freitas.

3) The following changes were made to Section 2-2.9.2 Submittal Item Descriptions
   a) Paragraph was cleaned up and a sentence added.

4) 2-3.1 Mood, Tense, and Voice (As discussed in Subject 12: Imperative Language)
   a) Strike the statement “Use “can” and “may” to permit choice and identify guidance.”
   b) Replace with “Specify alternatives to be executed with guidance”
   c) Use “may” only when specifying government options.
   d) Second paragraph, delete “Avoid” and replace with “Do not use”

5) Modify/Change Paragraph 2-4.2 FORMS, HYPERLINKS and URLS
   a) Delete last two sentences
   b) Database Managers need to add to the General Note that Project Editor's need to ensure hyperlinks are valid

6) Modify/Change Section 2-5 CHANGES
   a) Leave first sentence.
   b) Delete last sentence
   c) Add statement "Provide nature of changes to the Database Managers to be incorporated into the Change List."
7) Appendix A
   a) The CSI Section format was modified and incorporated in Appendix A.

8) Modify/Change Appendix A

9) Delete the last sentence of the general paragraph, "however, when referring to these parts in UFGS, the terms "paragraph" and "subparagraph" are used since they are common to other writing."

10) Modify/Change Appendix A Example
    a) Add Part 1 GENERAL
    b) Change 1.1 PARAGRAPH to 1.1 ARTICLE
    c) Change outline verbiage for a., (1), (a), 1., from "Item" to "Example"

11) Modify/Change 1.5.1 FROM 1.51. Submittal Item Format Example to 1.5.1 Example: Submittal Item Format

12) Modify/Change 1.6 MAINTENANCE to 1.6 DELIVERABLES

13) UNIT PRICES will be 1.1 – Still requires changes to the UFGS Template

14) Modify/Change 2.1 MATERIALS to 2.5 MATERIALS

15) Modify/Change 2.5 ACCESSORIES to 2.7 ACCESSORIES

Subject 6: Formatted Tables Guidelines/Implementation

1) Problems encountered with ThinApp have been fixed with the latest release therefore, once testing has been completed the version can be made available for distribution/download.

2) This version of ThinApp will provide a means for the NAVFAC NMCI users to utilize the latest SpecsIntact features to include Formatted Tables.

3) The NMCI Certification request for SpecsIntact v4.3.0.835 has already been submitted.

4) Once the SpecsIntact development team is confident the ThinApp version is ready for release the database managers can begin to implement formatted tables in the UFGS Sections.

Subject 7: Strategy For UFGS Concrete Sections

1) The SI-CCCB agreed the UFGS should be consistent with CSI.

2) Sheron Belcher will attempt to unify and disassemble the Concrete Sections. Status will be reported at the next UFGS Working Group Meeting in June.

3) If this can be done, it will eliminate the individual agency sections.

Subject 8: NBIM-BIM

1) The SI-CCCB stated that discussing NBIM-BIM at this time was premature and could be discussed at a future UFGS Working Group Meeting.

Subject 9: Philosophical Differences

1) This subject was brought up due to the inconsistencies of formatting practices throughout the UFGS database.

2) Integrate guidance for using Tailoring Options and Bracketed Options in the UFC 1-300-02.

3) Once the UFC 1-300-02 changes have been finalized, distribute to the Discipline Working Groups.

Subject 10: Technical Proponent List Updates

1) The Technical Proponent List was originally supposed to be updated/maintained by CMS.

2) Pat Robinson is currently reviewing and updating the Technical Proponent List since the one posted on the WBDG Web Site is out of date.

3) Pat Robinson has volunteered to do the initial update to the Technical Proponent List. The changes should be as follows:
   a) Add Frank Der and the ISC Contractors as the contacts for NASA Sections.
   b) Use the UFGS Tracking Chart that Carl Kersten updated.
   c) Remove the Proponent Office column.
   d) For the Current Proponents, add email addresses and remove phone numbers.
   e) Add a column for Air Force
   f) It was recommended that the format for the UFGS Technical Proponent List be changed to an MS Excel™ Workbook.
   g) Once updates are complete the board members will review the changes for approval.
   h) Pete will send the Technical proponent list to Air Force for their updates.

i) Once Carl Kersten and Pete Rossbach provide updates to the Technical Proponent List Pat Robinson will update and submit to NIBS for posting.
j) Make sure every release the proponents list is updated.
k) Once the initial update to the Technical Proponent List is done, Maggie Muller will continue the maintenance of the section numbers and names. In order to keep the list current, it will then be up to the agencies to inform Maggie Muller of any other changes.

Subject 11: Empty Section References

1) The board agreed that Empty Section References should not be used throughout the UFGS.

2) Each Agency will work on cleaning up empty references in their individual databases.

3) Sheron Belcher stated that she would like the development team to consider a way to handle the Section Verification Report differently in possible ***future*** releases. This appears to be one of the major hurdles for the Database Managers to coordinate since they maintain separate databases. They currently have a process in place, but it tends to be cumbersome especially when meeting strict deadlines.

4) Jim Whitehead stated that he could also add the Preparing Activity to the Section Verification Report if this would help the database management. It was agreed that it would definitely help even though it was not the ultimate solution.

Subject 12: Imperative Language

1) Army no longer use “per” throughout their database..

2) It was stated that “per” should be replaced with “in accordance with”.

3) The use of “may” is at the governments discretion.

4) The following modifications should be made to UFC 1-300-02
   a) 2-3.1 Mood, Tense, and Voice
      (1) Strike the statement “Use “can” and “may” to permit choice and identify guidance.”
      (2) Replace with “Specify alternatives to be executed with guidance”
      (3) Use “may” only when specifying government options.
      (4) Second paragraph, delete “Avoid” and replace with “Do not use”

Subject 13: UFGS Check In/Check Out Process

1) Rick Hatcher would like a process in place to check in/check out UFGS Sections to avoid duplication of efforts between them and the Design Working Groups (DWG).

2) Carl Kersten feels as though NIBS could possibly set a system up for doing this as they are already doing it for the UFC documents.

Subject 14: Action Items

#	Action Items	Person	Assign Date	Due Date	Item Status
1	Modify MIL-STD-3007F 5.2.1.1 to "UFGS Agency Database"	Steve Freitas	05/01/07	12/21/07	In Progress
2	Modify MIL-STD-3007F 5.2.1.4 to "UFGS Agency Database"	Steve Freitas	05/01/07	12/21/07	In Progress
3	Modify MIL-STD-3007F 5.2.1.5 to "Agency Databases"	Steve Freitas	05/01/07	12/21/07	In Progress
5	Discuss review and approval process at the upcoming CP meeting.	Carl Kersten And Pete Rossbach	05/01/07	11/09/07	30 Days to resend
6	Follow up with the Protective Design Center for the status of Section 32 31 ???	Pete Rossbach	05/02/07	05/31/07	Outstanding due to Army & Navy Review (PDC)
7	Provide direction to IHS to use the exact publication titles as they are used on the IHS web site	Carl Kersten	05/02/07	01/2008	Ongoing
8	Generate Master.ref on All Agency databases to distribute as the latest UMRL	Jim Whitehead	05/02/07	TBD	Ongoing
9	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	
10	Follow-up with Chuck regarding ADS interfacing with SpecsIntact	Steve Rider	10/30/07	10/30/07	Ongoing
11	Contact Walt with ADS regarding the interface status with SpecsIntact.	Jim Whitehead	10/30/07	TBD	Withdrawal (ADS has not responded)
12	Conference call with ADS, SpecsIntact and Steve Rider	Steve Rider	10/30/07	TBD	
13	COBIE Web Meeting to get more Specs people up-to-date with COBIE	Steve Rider	10/30/07	TBD	
14	Provide an updated Discipline Working Group List to Rick Hatcher	Pete Rossbach	10/30/07	11/09/07	
15	Provide Steve Rider a copy of the list of open CCR items that was previously sent to Bill East	Carl Kersten	10/30/07	11/09/07	
16	Meet with Bill East to discuss open CCR items in Projnet	Steve Rider	10/30/07	TBD	
17	Complete final revisions to 01 33 00 Submittal Procedure Sections	Rick Hatcher	10/30/07	11/09/07	
18	Provide a list to Bill to add to the distribution for the COBIE Web conference	Pete Rossbach	10/31/07	11/09/07	
19	Provide a list to Bill to add to the distribution for the COBIE Web conference	Pete Rossbach	10/31/07	11/09/07	
20	Provide a list to Bill to add to the distribution for the COBIE Web conference	Pete Rossbach	10/31/07	11/09/07	
21	Modify the UFC 1-300-02 to incorporate guidelines for using Formatted Tables in the UFGS.	Steve Freitas	06/03/08	06/30/08	
22	Modify the UFC 1-300-02 to incorporate the order in which the Reference and Submittal Article are located according to CSIs Section Format™/Page Format™.	Steve Freitas	06/03/08	06/30/08	
23	Modify the UFC 1-300-02 to incorporate guidelines for using/incorporating Specifiers Notes	Steve Freitas	06/03/08	06/30/08	
24	Modify the UFGS Section Template to incorporate the order in which the Reference and Submittal Article are located according to CSIs Section Format™/Page Format™.	Cheryl Fitz-Simon	06/03/08	06/30/08	Withdrawal (UFGS Not Adopting)
25	Contact TEN Representative requesting NASA access	Pete Rossbach	06/03/08	06/30/08	
26	Discuss modifying the WBDG UFGS Page with Bob Payne	Carl Kersten	06/03/08	06/30/08	
27	Email Pete Rossbach EISA 2007	Rick Hatcher	06/03/08	06/30/08	
28	Send updated PowerPoint Presentation on the outstanding UFGS Sections to the UFGS Working Group	Rich Hatcher	06/03/08	06/30/08	
29	Forward the EISA 2007 to the Sustainable Design Working Group	Pete Rossbach	06/03/08	06/30/08	
30	Schedule Conference Room for next UFGS Working Group and SI-CCCB Meetings to be held November 2009	Frank Der	06/03/08		Ongoing
31	Once the CMS/CCR System has been replaced with the new System, update the UFGS Links	Database Mgrs.	03/31/09		Pending
32	Look into whether a Level 4 designation is required for the Sustainable Design Requirements for Concrete	Richard Hungate	03/31/09	O6/16/09	

33	Review whether or not to provide additional funding for additional DoD merger (FY-09)	Pete Rossbach		O6/16/09	
34	Provide FY10 – FY11 Spend plan to Pete Rossbach	Richard Hungate	03/31/09		
35	Provide US Army Corps of Engineers Logo link	Steve Freitas	03/31/09	O6/16/09	
36	Send NAVFAC Commissioning Section to Rick Hatcher for integration for the Fed Green Spec and UFGS Sections	Carl Kersten	03/31/09	O6/16/09	
37	For the RCB&EA Sections, change the Tailoring Tag from NASA To RCB&EA	Richard Hungate	03/31/09	O6/16/09	
38	Place description of RCB&EA in a Scope Note	Richard Hungate	03/31/09	O6/16/09	
39	Add Link to the UFC 1-300-02 in the Scope Note	Richard Hungate	03/31/09	O6/16/09	
40	Update the UFC 1-300-02 to include a section that defines the rules of creating tailoring tags and a description of the tailoring options.	Steve Frietas	03/31/09	O6/16/09	
41	Provide a list of the Tailoring Options within the UFGS to the UFGS Working Group	Cheryl Fitz-Simon	03/31/09	O6/16/09	
42	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	
43	Incorporate Link to the Tailoring Options Help in the Scope Note for RCB&EA	Database Mgrs.	03/31/09	O6/16/09	
44	Provide link to Database Managers for Tailoring Options	Cheryl Fitz-Simon	03/31/09	O6/16/09	
45	Post CMS/CCR Tracking Chart with UFGS Working Group Meeting Minutes	Cheryl Fitz-Simon	03/31/09	O6/16/09	
46	Provide copy of the Corps Green Specs to Richard	Pete Rossbach	03/19/09	03/31/09	Complete – 03/31/09
47	Send Email to the TPs regarding 40 17 30 – Welding General Piping to resolve issues	Richard Hungate	03/31/09	O6/16/09	
48	Have Bob Payne add a link on the WBDG to the new CMS/CCR System	Carl Kersten	03/31/09	O6/16/09	
49	Develop draft guidelines for submitting New Section requests for the UFGS Working Groups review	Sheron Belcher	031/31/09	06/16/09	
50	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	
51	Send the latest DWG List to UFGS Working Group	Pete Rossbach	03/31/09	04/15/09	Complete – 03/31/09
52	Provide draft of the Concrete Sections to the UFGS Working Group	Sheron Belcher	03/31/09	12/01/09	
53	Distribute the UFC 1-300-02 to the Discipline Working Groups	Frank Der / Pete Rossbach / Carl Kersten	03/31/09	06/16/09	
54	Send UFGS Template to Steve for modification	Cheryl Fitz-Simon	04/01/09	06/16/09	
55	Modify Section Template to match UFC 1-300-02	Steve Freitas	04/01/09	06/16/09	
56	Modify UFC 1-300-02	Steve Freitas	04/01/09	06/16/09	
57	Send the Technical Proponent List to Carl and Pete for updates	Pat Robinson	04/01/09	06/16/09	
58	Update the Technical Proponent List, send to NIBS for posting	Pat Robinson	04/01/09	06/16/09	
59	Contact Air Force to see if they want to be added to the UFGS Technical Proponent List	Sheron Belcher	04/01/09	04/13/09	
60	Once the UFGS Technical Proponent List is final, the UFGS Database Manager will maintain	Database Manager	04/01/09		
61	Update the UFGS Database Manager procedure to include updating the UFGS Technical Proponent list	Maggie Muller	04/01/09		
62	Contact NIBS to see if they can incorporate a Check In/Check Out process into the new CMS System for UFGS	Carl Kersten	04/01/09		
63	Modify UFC 1-300-02 Section 2-3.1 Mood, Tense, and Voice	Steve Freitas	04/01/09		
64	Change the Tailoring Option in the RCB&EA Specs from NASA to RCB&EA	Richard Hungate	03/31/09		

Next UFGS Working Group Meeting will be held
June 15 – 19, 2009
At
CSI Construct 2009 Conference
Indianapolis, IN