

UFGS Working Group Minutes

Monday, May 2, 2006

Kennedy Space Center, FL

Attendees:

Frank Der, NASA
Steven P. Freitas, USACE (Sacramento)
Pete Rossbach, USACE (Washington)
Sheron Belcher, USACE (Huntsville)
Carl Kersten, NAVFAC (Norfolk)
Sherri McMillion, NAVFAC(Norfolk)
Pat Robinson, InDyne
Jim Whitehead, InDyne
Cheryl Fitz-Simon, InDyne
Rick Hatcher, SGS
Richard Hungate, SGS

Carl Kersten opened and welcomed everyone to the meeting.

Direction And Future Of UFGS Program

- The ESEP Coordinating Panel inquired whether the funding and maintenance for the UFGS is still required since the implementation of Design Build.
- Army and NASA responded that the UFGS is still required since they are not going to be fully Design Build.
- Carl Kersten stated the ESEP has not questioned this since, but felt it should be brought before the Working Group to see if a response would be necessary.
- Steve Freitas stated Design Build should be unified and maintained in SpecsIntact as part of the UFGS.
- The purpose of the UFGS is to save money and effort across all agencies, therefore Design Build should also be apart of the UFGS system.
- Army, Navy and Air Force will be meeting to discuss unifying the RFP for the Design Build effort.
- Steve Freitas stated that Air Combat Command (ACC) tracked the traditional construction contracts vs. Design Build and found that Design Build is costing more money and effort than the traditional construction contract.
- We need to focus on getting the Design Build specifications back where they belong.
- A separate Design Build group maintains these specifications for DOD.
- At present, the Design Build specifications are accessible on the WBDG web site in MS Word format, but maintained by NAVFAC.
- If Design Build Specifications become unified there would still need to be two separate databases, one for UFGS and one for Design Build.

ACTIONS

- Carl Kersten will provide Steve Freitas with the Format required for submitting a response to the ESEP Coordinating Panel.
- Steve Freitas will write the advantages of using UFGS and send to Carl Kersten for distribution.

Requirements For Fifth Level Numbering

- The Fifth level is used to identify the preparing activity until the specification has been unified.
- Steve Freitas stated the Corps Specification Steering Committee meeting revealed that some districts were using the fourth level for designating the agency.
- We have a potential for as many as 56 USACE Districts, NAVFAC has 19 Divisions, and NASA has 12 Centers.
- When the specification is pulled into a Job, the fifth level number should be removed.
 - This is not an automatic feature; sections must be manually renamed at the job level.
- Jim Whitehead stated it would be a minor change to add an alpha designation to the fifth level but a much bigger effort to extend the fifth level to a larger amount of digits.
 - Steve Freitas stated if we could use the alpha characters, and he had to wait a matter of 6 months he had no problem doing so.
- Army is in the process of publishing a bulletin to provide guidance to USACE on the proper use of the fifth level
 - Steve Freitas stated he will be publishing his document with number designations throughout USACE

ACTIONS

- Carl Kersten will present adding flexibility to the fifth level numbering by using alpha designations to the SI-CCCB Thursday, May 4, 2006. This added flexibility will be available in the next SI Release scheduled for April 2007.

Agreement On Reference Identifiers (RID)

- Discussion was held to determine the standards for References throughout the UFGS Guide Specifications
- There have been conflicts with updating References in the UFGS amongst the three agencies.
- Three items/resources NASA checks
 - Reference organization
 - NASA Standards Website updated by IHS
 - Tech Street / Dogpile Search Engines
- Tech Street gives you to opportunity to track references back sometimes up to 15 years whereas IHS does not.
- Carl Kersten stated he was under the impression all three agencies were under contract to use IHS.
- IHS will be contracted to update the UMRL beginning **October 2006**.
 - IHS will redline the UMRL so that the UFGS Working Group can accept or reject their changes.
 - The UMRL will then get distributed and go through a review process by the UFGS Working Group.
 - The way IHS lists the referenced document is what should be used as our Reference Identifier

- If the Reference Identifier does not exist, then the Reference should be listed according to the Sponsoring Organization.
- It was decided that whatever standards were agreed upon in this meeting would be updated and published in the UFC-1-300-02.
- The key issue is consistency.
- If there is a dual listing remove the underwriting publication organization and only use the issuing organization
- The contract needs to address that if IHS is responsible for providing references, they still need to do some type of research to provide updates.
- The UFGS will be able to be updated against the new UMRL by the **January 2007 release**.

SUMMARY

Update UFC

- **Reference Identifier (RID)** will only contain the Document number and organization acronym.
 - Only the primary organization acronym will be listed. Example ANSI/IEEE

<div style="border: 1px solid black; border-radius: 15px; padding: 2px; display: inline-block;"> INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE) </div>	
<div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block; margin-bottom: 10px;">ANSI/IEEE C37.09</div> <div style="color: blue; font-weight: bold;">Drop The Underwriting Organization (ANSI)</div>	(1999) IEEE Standard Test Procedure for AC High-Voltage Circuit Breakers Rated on aSymmetrical Current Basis
<div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block; margin-bottom: 10px;">IEEE C37.09</div> <div style="color: blue; font-weight: bold;">Should Appear As Follows</div>	(1999) IEEE Standard Test Procedure for AC High-Voltage Circuit Breakers Rated on aSymmetrical Current Basis

- Remove “R” indicating **reaffirmed**. *Only* if it is not part of the *Official Document Number*
- Use RIDs as they are *published through IHS*
- If not found in IHS, then it should be *listed the same as the standard organization*, or owner of the document.

<RID>ACI 303R</RID>

Drop the "R" from the RIDs

<RID>ACI 305R</RID>

- RTL will contain the publication date followed by semi-colon with revisions, editions, errata's in parenthesis and with the Title exactly as it is in the publication. Some references may have two dates. (Original date; R 2002) example: ACI 503R

<RID>ASTM C 173/C 173M</RID>	<RTL>(2001e1) Standard Test Method for Air Content of Freshly Mixed Concrete by the Volumetric Method</RTL>
<RID>ASTM C 94/C 94M</RID>	<RTL>(2004a) Standard Specification for Ready-Mixed Concrete</RTL>
<RID>ASTM C 989</RID>	<RTL>(2005) Standard Specification for Ground Granulated Blast-Furnace Slag for Use in Concrete and Mortars</RTL>
<RID>ASTM D 2628</RID>	<RTL>(1991; R 2005) Standard Specification for Preformed Polychloroprene Elastomeric Joint Seals for Concrete Pavements</RTL>

ACTIONS

- SGS/InDyne will provide the updated NASA SMRL and 01 42 00 Sources for Reference Publications to Army and Navy.
- Carl Kersten will present the agreed upon Reference Standard Rules to IHS.
 - If IHS agrees then Tara will generate the UFGS SMRL
 - Tara and Sheron will compare the UFGS SMRL with NASAs SMRL and 01 42 00 Sources for Reference Publications Section
 - Tara and Sheron will divide the UMRL for the initial cleanup
 - IHS will then verify and update the information
 - IHS will provide the redlined UMRL to Carl Kersten for Distribution to each Agency
 - Changes to the UMRL are then either accepted or rejected by each Agency
 - The final document is then used to update the Reference Articles in the UFGS database.

Discrepancy List MasterFormat 2004

- SGS was tasked by NASA to come up with a list of MasterFormat™ 2004 numbering
 - Initial List sent in December 2005, included changes to the Section Numbers only
 - Second List sent in January 2006, included changes to the Section Numbers and Titles
 - To date SGS has not received input
 - All agencies need to provide status on the MasterFormat™ 2004 Section Numbers and Title
 - **Updated Section Numbers and Titles will be incorporated into the January 2007 release.**

ACTIONS

- SGS will send the Discrepancy List to Carl Kersten for redistribution.
- Each agency will provide resolution feedback on the Section Numbers and Titles *NLT November 1, 2006 to SGS.*
- Carl Kersten will meet with IHS to add the MasterFormat™ 2004 to the IHS Subscription for Army and Navy.

UFGS Master Template

- Steve Freitas emailed a revised UFGS Master Template to SpecsIntact and the SI-CCCB after the last meeting. He stated he only received a few comments back.
- The current template distributed with the last release does not have enough information and it should be revised.
- A lengthy discussion took place amongst the Working Group to determine what changes need to be made to the template. The modifications will be made to the template as well as documented in the UFC 1-300-02. (see Actions for details)

ACTIONS (UFGS Master Template Only)

- Steve Freitas will update the UFGS Master Template based on the following:
 - Update MasterFormat™ 2004 Numbering Format in Section Header and SCN tags
 - Update the Reference and Submittal Article standard Note and Paragraphs
 - Update hyperlink to the UFC 1-300-02 Unified Facilities Criteria (UFC) to WBDG

- Change the date field for the UFGS MasterFormat™ 2004 number in the Section Header to lowercase (mmmmm yyyy) (SpecsIntact will not update if the dates that are indicated in uppercase)
- Change the Section Number to five question marks within the Section Number tags (<SCN> Section ?????</SCN>)
- Change text UFGS SECTION TITLE – MAXIMUM **64 CHARACTERS** to “UFGS SECTION TITLE”. (“Remove “MAXIMUM 64 Characters”)
- Tailor the UFGSMster.tmp for Army, Navy, and NASA.
- Tailor Template Notes
- Change Section template to incorporate the Submittal Formatting for the classification and Reviewer. [; G]; G, [AE][DO][AO][RO]]
- Remove bracketed option [Submittal Requirements]
- Sherri will provide third Level Subparagraph formatting to Steve and Maggie to review and incorporate in the Draft UFGS Master Template.
- Add information on the proper formatting for third Level Subparagraph under Part 1 to the Section Template and document it in the UFC 1-300-02

ACTIONS (UFGS Master Template and UFGS Database)

- Move the second to last paragraph above “For submittals requiring government....”
- Copy and tailor the same note and place it above the standard submittal paragraphs as a new note.
- Remove second paragraph in the standard submittal note regarding electronic...
- Standard submittal note changes will also be a global change for the UFGS Database for the January 2007 release.
- All agencies shall incorporate the above formatting changes throughout the entire UFGS Database for January 2007 release
- Rich Hatcher will submit a CR to key tailoring off the project setting for Army, Navy and NASA. When you add Sections from anywhere launch the Tailor Sections(s) dialog by default. Also, provide option to turn off.

CSI Proposed Section Format/Page Format

- Mike King & Ted Smith with AIA were totally against going to the new MasterFormat™ 2004 Section format
- Carl Kersten suggested everyone visit the CSI web site and submit comments
- Frank Der stated he has received nothing but negative comments from NASA regarding the CSI proposed Section and Page Format changes.
- Gary with CSI stated that the formatting would fit more into the OMNI Class
- In general the Working Group noted they did not see what benefit this would add to the UFGS

ACTIONS

- Working Group agreed to put together a formal response from the UFGS
 - Carl Kersten will submit a formal response from the UFGS Working Group regarding the CSI Section and Page Format

UFGS INDEX ON WBDG

- Question was raised on whether there was a need for the Preparing activity to be listed on the UFGS Index located on the WBDG web site.
- The Working Group agreed it would be beneficial to have the preparing activity listed

ACTIONS

- Carl Kersten will meet with NIBS in order to get the Preparing Activity listed on the UFGS Index
 - Carl Kersten will meet with Bob Payne to discuss using SpecsIntact's utility program to generate the UFGS web page
 - Jim Whitehead will send Carl Kersten the utility to generate the UFGS Web Page.

Rotation of Database Release Processing

- Rotation is scheduled for 1 year
- Working group decided to put the rotation on a 2 year schedule
- Tara will continue until January 2007
- Working Group stated they would not be able to accept the SGS proposal for the database maintenance due to funding.
- Pete will send Frank cross referencing notes affected by the changes to the Pre-cast concrete Section.
- This requires a contract change for NASA. If NASA is unable to take the rotation at this time, Army stated they would be willing.
- Discussion was held regarding using "Replace without Change", in order to bring it to the Working Groups attention that this could potentially cause problems when renumbering a Section and choosing to update the Header.

ACTIONS

- Frank will meet with SGS and InDyne regarding the Database Rotation efforts to determine how it will affect the SpecsIntact contract.
- A teleconference will be setup between Alynne, Tara, Sheron, Pat, Maggie and Ken to establish Database Release Processing.

Using CMS For Reviewing, Tracking And Submitting UFGS Database

- The Working Group stated the system is not user friendly and still requires a lot of changes
- Used for reviewing and submitting to NIBS
- CMS is becoming a NIBS program.
- NIBS will be contracting out from CERL for maintenance.
- Every document is *supposed* to have a Technical Proponent assigned to it, but does not at this time.
- CMS is the primary system for reviewing and tracking.
- Carl Kersten is in the process of updating the Technical Proponent and Technical Representative assignments for Navy and they will be available in the next few weeks.
- All agencies should have a Technical Proponent and Technical Representative assigned to each section for review.

ACTIONS

- Frank Der will follow-up with Bill East to verify that a NASA Technical Representative was assigned to all the NASA and Unified UFGS Sections.
- Pete Rossbach will forward the spreadsheet Jeff Moll put together indicating the Technical Proponents that have been assigned to each UFGS Section.
- All three agencies will setup a list on the changes that need to be made to the CMS system.
- Carl Kersten, Pete Rossbach and Frank Der will collect and submit changes from each agency to Bill East.

REVISIONS TO UFC I-300-02

- If anyone finds something needs to be changed please submit comments back to Steve F. NLT May 12
- The UFC Document must still be updated to incorporate changes from MasterFormat 1995 to MasterFormat 2004.

ACTIONS

- Steve Freitas will update the UFC to include changes indicated below as well as the Reference formatting rules based on redlines from SGS/InDyne
- Steve Freitas will submit changes to Carl Kersten by the end of May 2006.
- Add paragraph to include editing sequence
 - Incorporate the last paragraph located in the first note of each section regarding editing non-bracketed text. “Brackets are used in the text to indicate designer choices or locations where text must be supplied by the designer.”
- Add a statement that since these are Government specifications they are non-proprietary
- Once all changes have been incorporated, Steve Freitas will re-forward for final review.
- Comments from the final review must be submitted to Steve Freitas within 5 days.

Revisions To MIL-STD 3007

- Revisions to accommodate MasterFormat™ 2004
 - There is statement on the WBDG for 10, 20, 30, 40, A, N, and S. Look at this statement for possible incorporation into the MIL-STD 3007.
 - Modification to the fifth level to allow alpha numeric field will not be incorporated into the MIL STD until the software is released in **April 2007**.

ACTIONS

- Changes/comments must be submitted to Steve Freitas **NLT May 12**
- Steve Freitas will submit Final changes to Carl Kersten by the end of **May 2006**.

CSI MF2004 PowerPoint Presentation For Distribution On WBDG

- Level 5 numbers are: change from “Optional” to “required for **Non-Unified Sections**”
- Each participating Agency will use their own set of numbers for regional specification sections

ACTIONS

- Sherri McMillion will contact CSI for approval to change/distribute this presentation throughout the UFGS for training and posting on the WBDG.
- InDyne will distribute the presentation with the Meeting Minutes for review and comment.

Identify UFGS Requiring Unification After UFGS Assignment To NASA

- How are we going to divide the database amongst the three agencies?
- This is how we justify the savings: Broaden our knowledge from the expertise of the other agencies.
- The 17 Sections that were submitted by NASA for unification would be the only reason for an interim release in May along with some new Leadership in Energy and Environmental Design (LEED) requirements.
 - The LEED requirements will not be ready for an interim release
 - Agreed not to do an interim release for the 17 NASA/UFGS Sections as well as the LEED until the scheduled July release of the UFGS
- Discussion took place regarding a Centralized database for all agencies:
 - All Working documents are supposed to be located on the CMS system, but this will not satisfy the needs of the database managers at the present time
 - Processing cannot be done on the UFGS database through the UFGS System
 - Resource document and PDF has to be submitted to the CMS system
 - Procedures will need to be defined and submitted
 - Web enabled version of SpecsIntact?
 - ◆ Who's maintaining
 - ◆ Who has access
 - ◆ Working Directory
 - ◆ Release Directory
 - ◆ Review Directory
 - The logical location would be on the WBDG.
- Database managers should have the rights to promote the final documents on CMS
- Develop the requirements before contacting Jeff Moll

ACTIONS

- Sheron will forward Mr. Quinn's procedure for uploading the UFGS database
- Rick Hatcher will help the Database Managers, Pat and Alynne to come up with a procedure\flow chart that will define the process of review/approval and combining the 3 databases into one for distribution.
 - Pat will schedule a Teleconference sometime May 8 – 12, 2006.
- **Unification of Division 1 assignments from November 2005 meeting**
 - SGS will create and submit the initial draft of a unified Submittal Procedure Section for review and discussion via the CMS system by August 31, 2006.

Division 1 Regional Requirements

- Navy has so many regional requirements, how do we handle them when we combine them into the UFGS? Do we have to pull all the regional requirements out?
- It was agreed that Regional data should not be in any technical specification, but would be okay in the Division 1 specifications
- Division 1 specifications are particular to each activity at an installation level.
- Division 1 should be usable
 - Fourth level could be broken down for each specific entity.
 - Tailoring could also be used.
- **Agreement was made to use the fourth level within the Division 1 specifications for the Regional requirements.**

Miscellaneous Items

- VA construction budget has been increased and they are very close to joining in the UFGS.
 - UFGS has limited Hospital Specs.
 - VA has many unique sections that would be merged into the UFGS. It would be their responsibility to maintain those unique sections.
- **Publish UFGS in Word**
 - Available for those users who just do not want to learn SI
 - NAVFAC would not be able to use a stand-alone Editor if they have to use an installation
 - SI provides it on CD. Navy stated this would not solve their problem.
 - Due to the magnitude of problems that would arise for all the agencies and the Specsintact Technical Support Desk, it was agreed not to publish and distribute the UFGS Master in MS Word format. It would be best to convert the Masters to word locally then distribute only as needed or required.

ACTIONS

- Frank will ask Bill Brodt about the Department of Energy joining UFGS.