



Contract Modification Cost Worksheet

Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Contract Modification Cost Worksheet. This form is used to create a detailed estimate for costs and credits due to Contract Modifications. The Construction Contractor and Metra's Project Manager/Construction Manager must independently produce a detailed estimate using the Contract Modification Cost Worksheet prior to Metra producing a Contract Modification for approval. Metra's cost estimate must be produced independently of and prior to the Third Party Construction Contractors estimate. The Contract Modification Cost Worksheet must be prepared for all Contract Modifications that include additional costs or credits to the contract. Areas are provided in the form to complete the estimate using contract unit costs, negotiated amounts or RS Means & Co. Construction Cost Estimate Reference Books and to complete the form using estimated time, equipment and material costs.

The Construction Contractor will submit the Contract Modification Cost Worksheet to Metra's Project Manager/Construction Manager. The Construction Contractor must provide backup, including but not limited to, verified labor, equipment and material costs and estimated production rates. If the Contract Modification was agreed to be completed on a Time and Material basis, then the signed and completed Contract Modification T&M Forms must be attached along with certified payroll for all individuals identified on the the forms. When submitting certified payroll, please ensure that the first five digits of the individuals' social security numbers are blocked out. All associated documentation shall be submitted and included with the Contract Modification Cost Worksheet.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the form.

This form, and any associated documentation, shall be turned over to Metra as a part of project closeout. All documents shall be scanned and submitted to Metra via an electronic storage method as specified by Metra.

Follow the directions on the subsequent pages for entering data into the Contract Modification Cost Worksheet.

Notes:

1. To insert the Third Party logo, go to Page Setup in MS-Excel, click on the Custom Header button under the Header/Footer Tab, use the Insert Picture button and Format Picture button to insert and size the new logo in the Left Section of the Header.
2. Rows may be added as necessary to accommodate all items included in the cost estimate.
3. Row heights shall be adjusted so that all text is readable when printed.
4. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



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Instructions

| Notes | Description |
|---------|---|
| Note 1 | Enter the contract modification number. This is a sequential number beginning with 1. (Ex. 1, 2, 3, etc.) The contract modification number is determined by Metra's Project Manager/Construction Manager and will be provided to the Construction Contractor. |
| Note 2 | Enter the contract number. |
| Note 3 | Enter the Metra Project Number or PPN (Project Package Number applies to Capital Delivery Projects). |
| Note 4 | Enter the project name including location. |
| Note 5 | Enter the Contractor information including company name, contact person, address and telephone number. |
| Note 6 | Enter the description for the Contract Modification. Include an explanation of the changes included in the Contract Modification so that the following estimate can be quickly understood. |
| Note 7 | Enter the description of the Unit Price Item, Negotiated Amount, or RS Means Item. Include a clear description of the item and references to any backup information that must be attached to the form. |
| Note 8 | Enter the quantity of the item. |
| Note 9 | Enter the units of the item (Ex. CY, LF, Ton). |
| Note 10 | Enter the unit cost of the item. |
| Note 11 | Enter the description for worker or classification. |
| Note 12 | Enter the quantity of workers in the crew. |
| Note 13 | Enter the crew hours included in the estimate. |
| Note 14 | Enter the hourly rate for the workers. |
| Note 15 | Enter the overtime hours included in the estimate. |
| Note 16 | Enter the hourly overtime rate. |
| Note 17 | Enter the description of the equipment. |
| Note 18 | Enter the quantity of the equipment included in the estimate. |
| Note 19 | Enter the hours of the equipment included in the estimate. |
| Note 20 | Enter the hourly rate for the equipment. |
| Note 21 | Enter the description of the material. |
| Note 22 | Enter the quantity of the material. |
| Note 23 | Enter the units that material is measured. |
| Note 24 | Enter the rate for the material. |
| Note 25 | Enter the name of the subcontractor and description of the work. |
| Note 26 | Enter the quantity of the subcontractor work. |
| Note 27 | Enter the units of the subcontractor work. |
| Note 28 | Enter the rate for the subcontractor work. |
| Note 29 | Enter the description of the other work. |
| Note 30 | Enter the quantity of the other work. |
| Note 31 | Enter the units of the other work. |
| Note 32 | Enter the rate for the other work |
| Note 33 | Form will automatically calculate the amount. |
| Note 34 | Enter the mutually agreed upon dollar amount of mark up. |



Instructions

| Notes | Description |
|---------|--|
| Note 35 | Enter the printed name of the person filling out the form. |
| Note 36 | Provide the third party contractor signature. |
| Note 37 | Enter the date the form is completed. |
| Note 38 | Enter the title of the person filling out the form. |
| Note 39 | Enter the company name of the person filling out the form. |
| Note 40 | Enter the Metra project number in the page footer. |
| Note 41 | Enter the contract number in the page footer. |

INSTRUCTIONS



Contract Modification Cost Worksheet

CM # **Note 1**

| Contractor / Consultant Information | | | | | Contract Number Note 2 | |
|--|----------------|---|----------------|----------------|---|----------------|
| Company: Contact Person: Street: Note 5 City, State, Zip: Telephone: | | | | | Project #/ PPN Note 3 | |
| | | | | | Project Name Note 4 | |
| | | | | | Estimated Modification Costs | |
| Description: | | | | | | |
| Note 6 | | | | | | |
| Unit Price / Negotiated Amounts / RS Means Estimates | | | | | | |
| Description / Reference # | Quantity | Units | Unit Cost | | | Total |
| Note 7 | Note 8 | Note 9 | Note 10 | | | Note 33 |
| | | | | | | \$ - |
| | | | | | | \$ - |
| Labor | | | | | | |
| Worker Classification | Quantity | Crew Hours | Rate | OT Hours | OT Rate | Labor Total |
| Note 11 | Note 12 | Note 13 | Note 14 | Note 15 | Note 16 | Note 33 |
| | | | | | | \$ - |
| | | | | | | \$ - |
| Equipment | | | | | | |
| Description | Quantity | Hours | Rate | | | Equip. Total |
| Note 17 | Note 18 | Note 19 | Note 20 | | | Note 33 |
| | | | | | | \$ - |
| | | | | | | \$ - |
| Material | | | | | | |
| Description | Quantity | Units | Rate | | | Material Total |
| Note 21 | Note 22 | Note 23 | Note 24 | | | Note 33 |
| | | | | | | \$ - |
| | | | | | | \$ - |
| Subcontractors | | | | | | |
| Description | Quantity | Units | Rate | | | Subs. Total |
| Note 25 | Note 26 | Note 27 | Note 28 | | | Note 33 |
| | | | | | | \$ - |
| | | | | | | \$ - |
| Other | | | | | | |
| Description | Quantity | Units | Rate | | | Other Total |
| Note 29 | Note 30 | Note 31 | Note 32 | | | Note 33 |
| | | | | | | \$ - |
| | | | | | | \$ - |
| | | | | | Subtotal | Note 33 |
| Subtotal: | | Mark-Up: | | | Total Cost | |
| Note 33 | | On General Contractor Work = Note 34 | | | Note 33 | |
| Note 35 | | Note 36 | | | Note 37 | |
| Printed Name | | Signature | | | Date | |
| Note 38 | | Note 39 | | | | |
| Printed Title | | Company | | | | |

Attach detailed breakdowns with backup documentation for all costs. Required backup documentation includes, but is not limited to: labor, fringe benefit and burden rate justifications, material quotes/receipts, equipment rate justifications, documentation of units and assumptions used to develop proposed modification estimate. Metra reserves the right to review all relevant documentation pertaining to this Contract Modification, and thereafter to approve, modify or cancel this Contract Modification in its entirety.