

# **Instructions**

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Project/Deliverables List. The Project/Deliverables List is used to indicate all deliverables that the Third Party Contractor is required to submit to Metra at the end of the project.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper lefthand corner of the list.

The Project/Deliverables List, and any associated documentation, shall be turned over to Metra as a part of the 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 Project/Deliverables List. The list shall be turned over to Metra with all indicated documents at the end of the project.

### 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. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



## **Instructions**

Notes	Description
Note 1	Enter the project name.
Note 2	Enter the name of the Third Party Contractor.
Note 3	Enter the contract number.
Note 4	Enter the task number if applicable.
Note 5	Enter the Project Number or PPN (Project Package Number applies to Capital Delivery Projects)
Note 6	Enter the project location.
Note 7	Enter the name of Metra's Project Manager/Construction Manager.
Note 8	Enter an 'X' in either the 'Docs Included', 'Docs Not Included' or 'N/A' column as appropriate for each item on the list.



Project Name:	Note 1			
Third Party:	Note 2	Contract #: <u>Note 3</u>	Task#:	Note 4
Project #/ PPN:	Note 5			
Location:	Note 6			
Metra's PM/CM:	Note 7			

#### **Deliverables**

Project files are to be delivered to Metra at the end of the project. This applies to hard copies and electronic files, per contractual requirements.

Contract Filing	Docs Included	Docs Not Included	N/A
Document Control			
File Index		Note 8	
Contract Documents			
Contract			
Subconsultant Contract(s)			,
Subcontractor Contract(s)			,
Addenda			
Performance Bond			
Notice of Award			
Notice to Proceed			,
Task Orders	1		
Contract Modifications			
Independent Cost Estimates (ICE)			
Contract Modification Cost Worksheets			,
Change Orders			
Insurance Certificates			
Permits & Agreements			,
Warranties & Disclaimers			
Invoicing			
Pay Applications			
Invoices			
Certified Payroll			,
Billing Information			,
Time and Materials records			
Quality			
TPCQMP (Third Party Contracts Quality Mgmt. Plan)			
Third Party Quality Manual			
QC Responsibilities List	1		
Quality Audits			
Subcontractor/Subconsultant Audit Reports	1		
Close Out Verification for Project Audits & NCR(s)	1		
	1		
Environmental	1		
Environmental Review		İ	
N.E.P.A.			



Project Name:	Note 1			
Third Party:	Note 2	Contract #: <u>Note 3</u>	Task#:	Note 4
Project #/ PPN:	Note 5			
Location:	Note 6			
Metra's PM/CM:	Note 7			

### Deliverables

Project files are to be delivered to Metra at the end of the project. This applies to hard copies and electronic files, per contractual requirements.

Document Control	Project Filing	Docs Included	Docs Not Included	N/A
Project Org Chart    Image: Criteria      Design Criteria    Image: Criteria      Review of Deliverables    Image: Criteria      Submittals    Image: Criteria      Request for Information (RFIs)    Image: Criteria      Record of Contractor/Consultant Contact (ROCCs)    Image: Criteria      As-Builts    Image: Criteria      Daily Reports    Image: Criteria      Previous Studies    Image: Criteria      Construction In-Progress Photos    Image: Criteria      Maintenance    Image: Criteria      Attic Stock    Image: Criteria      Operation & Maintenance Manuals    Image: Criteria      Blue Sheets    Image: Criteria      Inspection and Testing    Image: Criteria      Request for Inspection of Material (RFIMs)    Image: Criteria Criteria Criteria      Inspection and Testing    Image: Criteria      Receiving Inspections    Image: Criteria      Calibration Log & Records    Image: Criteria      Final Walk-thru Inspections    Image: Criteria      Punch Itsts    Image: Criteria      Nonconformance Log    Image: Criteria      Nonconformance Log    Image: Criteria <td< th=""><th>Document Control</th><th></th><th></th><th></th></td<>	Document Control			
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Review of Deliverables       Schedules       Submittals       Request for Information (RFIs)       Record of Contractor/Consultant Contact (ROCCs)       As-Builts       Daily Reports       Previous Studies       Construction In-Progress Photos       Maintenance       Attic Stock       Operation & Maintenance Manuals       Blue Sheets       Inspection and Testing       Receiving Inspections       Material Certifications (Certs, C of C's, etc.)       Calibration Log & Records       Final Walk-thru Inspections       Punch lists       Technical Reports e.g., soil reports, evaluation reports       Nonconformance I Corrective Actions       Nonconformance Records       Nonconformance Records       Nonconformance Records       Nonconformance Records       Nonconformance Records       Nonconformance Records       Nonconforma				
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Drawings  Image: Calculations    Independent Technical Review  Image: Calculations				
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Independent Technical Review		t		
		1		
	Quality Verification Statement			



Project Name:	Note 1			
Third Party:	Note 2	Contract #: <u>Note 3</u>	Task#:	Note 4
Project #/ PPN:	Note 5			
Location: <u>Note 6</u>				
Metra's PM/CM: <u>N</u>	ote 7			

Deliverables

Project files are to be delivered to Metra at the end of the project. This applies to hard copies and electronic files, per contractual requirements.

Training	Docs Included	Docs Not Included	N/A
Training Log			
Training and Safety Records			
Certifications, Licenses			
Training Manuals			
Meetings			
Meeting Notifications			
Meeting Minutes			
Miscellaneous Meetings			
Correspondence			
Correspondence Log			
Correspondence Sent			
Metra			
Other Railroads			
Other Agencies			
Communities			
Subcontractors			
Miscellaneous			
Transmittals			
Correspondence Received			
Metra			
Other Railroads			
Other Agencies			
Communities			
Subcontractors			
Miscellaneous			
Transmittal Log			
Internal Correspondence			
Correspondence within Metra			
Safety			
Accident Reports			
Contractor's Safety Items			
Safety Plans			
Miscellaneous	1		
Reference Materials			
	1		