



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 left-hand 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.

INSTRUCTIONS



Project/Deliverables List

Project Name: Note 1

Third Party: Note 2 Contract #: Note 3 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			
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			
Quality Audits			
Subcontractor/Subconsultant Audit Reports			
Close Out Verification for Project Audits & NCR(s)			
Environmental			
Environmental Review			
N.E.P.A.			



Project/Deliverables List

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Project Filing	Docs Included	Docs Not Included	N/A
Document Control			
Project Control			
Project Org Chart			
Design Criteria			
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			
Request for Inspection of Material (RFIMs)			
Inspection & Test Results			
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			
Nonconformances / Corrective Actions			
Nonconformance Records			
Nonconformance Log			
Quality Records			
Drawings			
Specifications			
Calculations			
Independent Technical Review			
Quality Verification Statement			



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	Docs Included	Docs Not Included	N/A
Training			
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			
Reference Materials			