



# Record of Contractor Contact (ROCC)

**Project Name:** Bridge 98 Construction  
**PE# (Project Number) / PPN:** PE 5543  
**Contract #:** K98765  
**Location:** RID – Vincennes Ave.  
**No.:** 1  
**Issued By:** John Doe / Metra  
**Date / Time:** 6/1/2023, 2:00 P.M.

1. The issuance of an ROCC does not alter the contract amount or contract time.
2. All work shall conform to applicable provisions of the contract documents unless specifically stated herein by Metra’s Construction Manager.

**Instructions or Data Exchanged:**

Extra cubic yards of concrete are needed to repair section of wingwall unidentified in the plans.

**Action Pending:**

Submit estimate for additional concrete and track cost as CM#1.

Please sign, date and return one copy.

Signed: \_\_\_\_\_ (SIGN HERE) \_\_\_\_\_ Acknowledged: \_\_\_\_\_ (SIGN HERE) \_\_\_\_\_

Date: \_\_\_\_\_ (DATE) \_\_\_\_\_ Date: \_\_\_\_\_ (DATE) \_\_\_\_\_

**Distribution:**

- Metra PM
- CM Consultant/Resident Engineer
- Contractor
- File