



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, copied to a CD or thumb drive and submitted to Metra electronically.

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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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.
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.



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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



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CM # **Note 1**

Contractor / Consultant Information				Contract Number Note 2		
Company: Contact Person: Street: Note 5 City, State, Zip: Telephone:				Project Number 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.