



### 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 all 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 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**

<b>Notes</b>	<b>Description</b>
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 Metra project number.
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 #:** 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.

<b>Contract Filing</b>	Docs Included	Docs Not Included	N/A
<b>Document Control</b>			
File Index		Note 8	
<b>Contract Documents</b>			
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			
<b>Invoicing</b>			
Pay Applications			
Invoices			
Certified Payroll			
Billing Information			
Time and Materials records			
<b>Quality</b>			
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)			
<b>Environmental</b>			
Environmental Review			
N.E.P.A.			



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**Project #:** Note 5  
**Location:** Note 6  
**Metra's PM/CM:** Note 7

**Deliverables**

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Project Filing	Docs Included	Docs Not Included	N/A
<b>Document Control</b>			
<b>Project Control</b>			
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			
<b>Maintenance</b>			
Attic Stock			
Operation & Maintenance Manuals			
Blue Sheets			
<b>Inspection and Testing</b>			
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			
Punchlists			
Technical Reports e.g., soil reports, evaluation reports			
<b>Nonconformances / Corrective Actions</b>			
Nonconformance Records			
Nonconformance Log			
<b>Quality Records</b>			
Drawings			
Specifications			
Calculations			
Independent Technical Review			
Quality Verification Statement			



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**Project #:** Note 5  
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**Deliverables**

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