



## Record of Contractor Contact (ROCC)

### Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Record of Contractor Contact (ROCC). A ROCC is used to document the verbal instructions provided to the Construction Contractor by Metra's Project Manager/Construction Manager, including but not limited to project cost, schedule, scope of work, and other significant direction or clarification. The ROCC tracks all instructions and data exchanged as well as any actions pending. The issuance of a ROCC by Metra's Project Manager/Construction Manager does not alter the contract amount or time. Metra's Project Manager/Construction Manager will track all ROCCs and their status.

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 ROCC form. The ROCC form has text form fields that have maximum length restrictions. If additional sheets are needed, see the notes below.

### Notes:

1. The ROCC is a one (1) page form. Additional sheets may be attached to the ROCC, if necessary, to further describe the instructions, data exchanged, or action pending. Any additional sheets attached to the ROCC shall clearly identify the Project name, Metra Project number, Contract number and Location.
2. Use the Tab key to navigate to each text form field.
3. 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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### Instructions

| Notes   | Description   |
|---------|---|
| Note 1  | Enter the project name.   |
| Note 2  | Enter the Metra project number.   |
| Note 3  | Enter the contract number.  |
| Note 4  | Enter the project location.   |
| Note 5  | Enter the ROCC number. This is a sequential number beginning with 1. (Ex. 1, 2, 3, etc.)  |
| Note 6  | Enter the name/company of the individual issuing the ROCC.  |
| Note 7  | Enter the date and time of the ROCC.  |
| Note 8  | Enter the instructions or data exchanged.   |
| Note 9  | Enter the action pending, if applicable.  |
| Note 10 | The individual issuing the ROCC shall sign the form.  |
| Note 11 | The individual issuing the ROCC shall date the form.  |
| Note 12 | The Construction Contractor shall sign the form, acknowledging the ROCC. Any comments, additions, or corrections shall be conveyed to Metra's Construction Manager prior to acknowledgement. Once signed and dated, the ROCC shall be deemed accurate and binding on all parties. |
| Note 13 | The Construction Contractor shall date the form.  |
| Note 14 | Select the appropriate check boxes for ROCC distribution.   |



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Project Name: *Note 1*

Project #: *Note 2*

Contract #: *Note 3*

Location: *Note 4*

No. *Note 5*

Issued By: *Note 6*

Date/Time: *Note 7*

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:

*Note 8*

Action Pending:

*Note 9*

Please sign, date and return one copy.

Signed: \_\_\_\_\_ *Note 10*

Acknowledged: \_\_\_\_\_ *Note 12*

Date: \_\_\_\_\_ *Note 11*

Date: \_\_\_\_\_ *Note 13*

Distribution: *Note 14*

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