

Project Name: Bridge 98 Construction

Project #: AA-1234

Contract #: K98765

Task #: N/A

Third Party Contractor: ABC Construction

Metra's PM/CM: XYZ Consultants

No.	Date (ROCC)	Contact	Author	Subject	Action Pending	Date (Action Completed)	Open/Closed
1	10/14/2015	Mike Smith, ABC	John Doe, XYZ	Extra cubic yards of concrete are needed to repair section of wingwall unidentified in the plans.	Submit estimate for additional concrete and track cost as CM#1.	10/15/2015	Closed