Metra Vendor Development Virtual Series

“Metra’s Third-Party Contractor Quality Management Program” Workshop

Presented By:
Ryan Costello, Director Corporate Quality Assurance &
Keith Kutkowski, Manager QA/QC
PRESENTATION GUIDELINES/HOUSEKEEPING

- Presentation will be recorded
- Keep Camera off throughout presentation
- Stay on mute. Use the Q&A box for questions
- Questions will be answered at the end of the presentation
# Regulatory Environment

- Code of Federal Regulations (CFR)
- 49 CFR 633 – Project Management Oversight
- Contents of Project Management Plan
- Quality Assurance and Quality Control Program
- FTA Quality Management System Guidelines
- FTA Quality Management System Guidelines
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<th>FTA Quality Management System Guidelines</th>
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<td>• Management Responsibility</td>
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<td>• Documented Quality Management System</td>
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CORPORATE QUALITY ASSURANCE

• Provide Quality Assurance (QA) oversight for capital program

• Manage Metra Corporate Quality Manual (CQM):
  ➢ Provides Metra’s Corporate Quality Program requirements for departmental and Third-Party implementation of the FTA QMS Guidelines
  ➢ Comprised of established processes and procedures developed to ensure capital project quality

• Perform independent QA audits to verify compliance with capital project quality plan requirements
• Goal of audit program is to enhance capital delivery program using FTA quality requirements

• Quality assurance audits are conducted on all types of capital projects (design, construction, rolling stock)

• Audits are comprehensive assessments of implementation of quality processes in the TPCQMP

• Benefits of robust Quality Assurance Audit Program
  ▪ Early identification/correction of errors
  ▪ Minimize construction defects
  ▪ Construction per drawings/specs
  ▪ Time and Cost
  ▪ Improved Project Outcomes
Audit Process Overview

- Typically performed at 20-30% project completion point

  - Audit Notification
    - Notify auditee 2-3 weeks in advance
    - Date/time/location
    - Audit question checklist
    - Initial request for documents for pre-audit review

- 2 weeks (on average) for response to any deficiencies

- Audit CANNOT be closed out until deficiencies are corrected
Manuals are posted to guide Contractors/Consultants on how to successfully work on Metra projects
  • Design
  • Construction
  • Quality
  • Templates and Instructions

Third Party Contracts Quality Management Plan (TPCQMP) consists of procedures that Contractors/Consultants must follow and documents that must be utilized

TPCQMP requirements apply to Capital Contracts
  ▪ Design
  ▪ Construction
  ▪ Construction Management
  ▪ Signal
  ▪ Telecommunication

All documents are available on the Metra Engineering Website [https://metra.com/engineering](https://metra.com/engineering).
Engineering/Capital Delivery

- Training is available to Contractors/Consultants
  - Quality Guidance: Keith Kutkowski
    kkutkowski@metrarr.com
  - Project Guidance: Pedro Hurtado/Alicia Pitlik
    phurtado@metrarr.com and apitlik@metrarr.com

- Training can be set up and completed virtually with Microsoft Teams
Questions?
Thank You!