



Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Project Organization Chart. The organization chart shall show the interface between Metra and the Third Party Contractor regarding construction, construction management, design work and quality. At a minimum, the Project Organization Chart shall show the key positions, quality assurance (QA) representative, names, subcontractors/subconsultants, reporting functions, quality control (QC) responsibilities, and personnel with QC responsibilities as shown on the following pages.

The Third Party Contractor shall submit the Project Organization Chart at the start of a project to the Metra Project Manager. The Project Organization Chart shall show the titles of the personnel assigned to the project team. The Third Party Contractor shall submit updates to the chart as necessary. If position titles, subcontractors/subconsultants or reporting functions change, then a revised Project Organization Chart shall be submitted to the Metra Project Manager for approval.

Use Exhibit's 1, 2 & 3 shown on the following pages as an aid for preparing the Project Organization Chart. QA representatives must be independent of the engineering and field staff and cannot perform any production work on the project. The connecting lines between positions show both reporting and coordination functions. QC representatives must be noted and their responsibilities defined.

The Project Organization Chart shall be submitted to Metra in PDF format. The Third Party Contractor may use whatever software they choose for creating the Project Organization Chart (Visio, PowerPoint, Word, etc). The chart shall clearly identify the Project name, Metra project number, Contract number, revision number and date. The original submission shall be labeled as Revision #: 00. The subsequent revisions shall be labeled as Revision #: 01, 02, etc. A legend shall be included showing both reporting and coordination functions. The Third Party Contractor's corporate logo or letterhead shall be prominently displayed at the top of the organization chart.



Project Organization Chart

Instructions

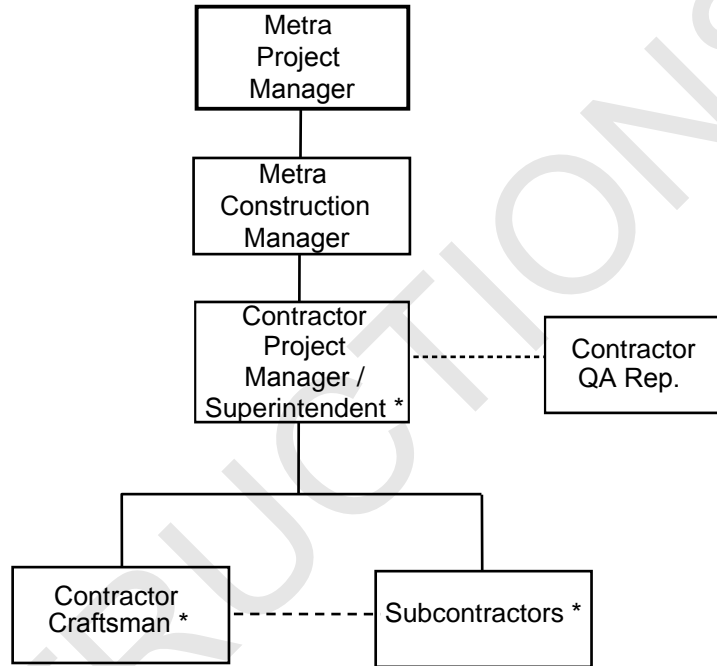
Insert Third Party Logo

Third Party Contractor Name

Project Name

Project #/ PPN, Contract #,

Task #



Legend:

- Reporting
- - - - - Coordination
- * QC Responsibilities

QC Responsibilities (at minimum):

- Inspection/Testing
- Check/Verify Calculations
- Verify Drawing Changes
- Document QC Activities
- Inspection of Materials
- Verify Equipment Calibration

Revision #:

Date:

EXHIBIT 1 - Contractor



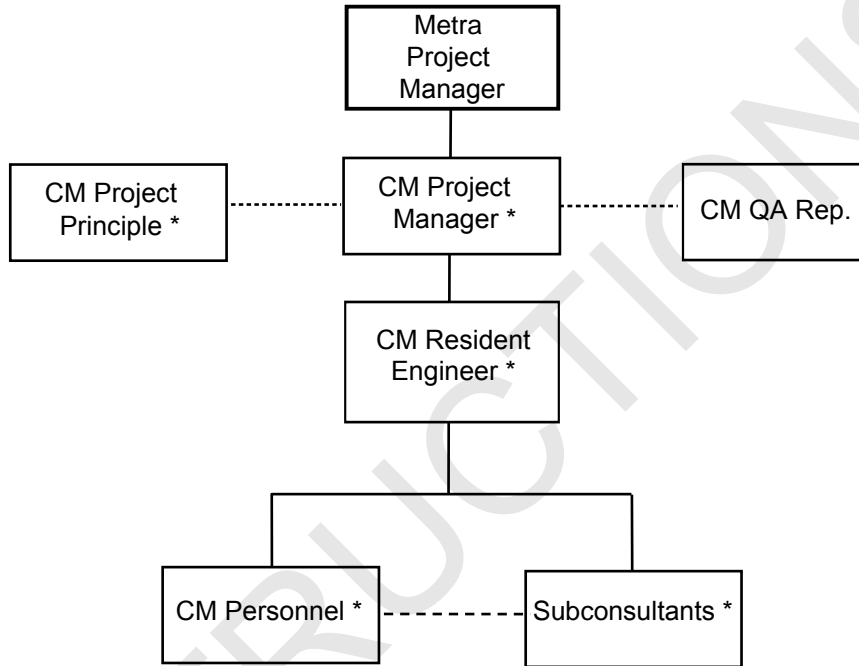
Instructions

Insert Third Party Logo

Third Party Construction Manager Name

Project Name

Project #/ PPN, Contract #, Task #



Legend:

- Reporting
- Coordination
- * QC Responsibilities

QC Responsibilities (at minimum):

- Inspection/Testing
- Check/Verify Calculations
- Verify Drawing Changes
- Document QC Activities
- Inspection of Materials
- Verify Equipment Calibration

Revision #:

Date:

EXHIBIT 2 - Construction Manager



Project Organization Chart

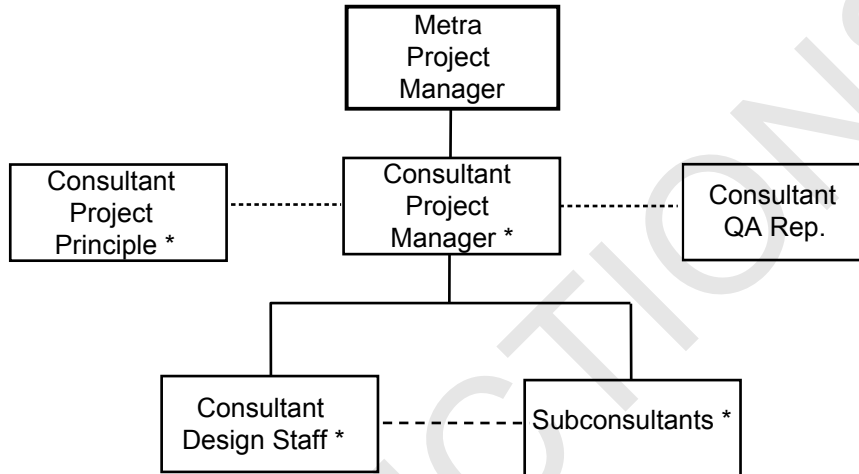
Instructions

Insert Third Party Logo

Third Party Design Consultant Name

Project Name

Project #/ PPN, Contract #, Task #



Legend:

- Reporting
- - - - - Coordination
- * QC Responsibilities

QC Responsibilities (at minimum):

- Check/Verify Calculations
- Verify Drawing Changes
- Document QC Activities

Revision #:

Date:

EXHIBIT 3 - Consultant