



Instructions

Consultants

The instructions presented in this document shall be followed by all Third Party Consultants regarding schedules. The Consultant shall submit a schedule at the start of a project, typically with their scope of work, for Metra approval.

The schedule shall be a bar chart, created in Primavera Project Planner or Microsoft Project. At a minimum, schedules should show all design phases of the project, milestone submittal dates, and the duration of Metra reviews. Also, the schedule should clearly identify the Consultant name, Project name, Contract number, Task number, Metra project number, revision number and date, and display the Consultant company logo.

The Consultant shall submit updates to the project schedule as a deliverable for each design phase. If a major delay occurs, and the original agreed upon schedule cannot be recovered, then the Consultant should submit a revised schedule. The delay can be caused by several factors including: poor weather conditions for performing scheduled field work, a major change in direction dictated by Metra, a longer than anticipated turnaround for review comments, etc.

All schedules shall be submitted to the Metra Project Manager in PDF format. For examples of acceptable project schedules, see the "Schedule Samples".

Contractors

The instructions presented in this document shall be followed by all Third Party Contractors regarding Construction Schedules. The Third Party Contractor shall submit Construction Schedules in accordance with their contractual documents, for Metra approval. All schedules to be submitted and their requirements are called out in the project specification titled "Construction Schedules".

The Third Party Contractor shall submit the following items as specified in their contractual documents: a Preliminary Project Schedule, Updated Progress Schedules, a Schedule of Submittals, a Major Products Delivery Schedule, Narrative Reports, and a Work Schedule for the following two (2) week look-ahead period in a format acceptable to Metra at regularly scheduled project meetings. The Construction Schedules shall clearly identify the Contractor's name, Project name, Contract number, Metra project number, project location, revision number and date, and display the Contractor company logo.

The project specification section titled "Construction Schedules" describes the format and content required for the schedule submittals. It also addresses the procedure for making revisions to the Construction Schedules. The Third Party Contractor shall submit updates to the Construction Schedules as called out in their contractual documents. If a major delay occurs, and the original agreed upon project schedule cannot be recovered, then the Third Party Contractor should submit a revised schedule.

All schedules shall be submitted to Metra per the contractual documents and the project specification titled "Construction Schedules". For examples of an acceptable project and two (2) week look-ahead schedules, see the "Schedule Samples".