

## Project/Deliverables List

**Project Name:** Fairview Platform Rehabilitation  
**Third Party:** ABC Construction      **Contract #:** PO0012345      **Task#:** N/A  
**Project # /PPN:** AA-1234  
**Location:** Downers Grove, IL  
**Metra's PM/CM:** XYZ Consultants

**Deliverables**

Project files are to be delivered to Metra at the end of the project. This applies to hard copies and electronic files, per contractual requirements.

Contract Filing	Docs Included	Docs Not Included	N/A
<b>Document Control</b>		X	
File Index			
<b>Contract Documents</b>			
Contract	X		
Subconsultant Contract(s)			X
Subcontractor Contract(s)	X		
Addenda	X		
Performance Bond	X		
Notice of Award	X		
Notice to Proceed	X		
Task Orders			X
Contract Modifications	X		
Independent Cost Estimates (ICE)			X
Contract Modification Cost Worksheets	X		
Change Orders	X		
Insurance Certificates	X		
Permits & Agreements	X		
Warranties & Disclaimers	X		
<b>Invoicing</b>			
Pay Applications	X		
Invoices	X		
Certified Payroll	X		
Billing Information			X
Time and Materials records			X
<b>Quality</b>			
TPCQMP (Third Party Contracts Quality Mgmt Plan)	X		
Third Party Quality Manual	X		
QC Responsibilities List	X		
Quality Audits	X		
Subcontractor/Subconsultant Audit Reports	X		
Close Out Verification for Project Audits & NCR(s)	X		
<b>Environmental</b>			
Environmental Review			X
N.E.P.A.			X

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<b>Document Control</b>			
<b>Project Control</b>			
Project Org Chart	X		
Design Criteria			X
Review of Deliverables		X	
Schedules	X		
Submittals	X		
Request for Information (RFIs)	X		
Record of Contractor/Consultant Contact (ROCCs)	X		
As-Builts	X		
Daily Reports	X		
Previous Studies	X		X
Construction In-Progress Photos			
<b>Maintenance</b>			
Attic Stock	X		
Operation & Maintenance Manuals	X		
Blue Sheets			X
<b>Inspection and Testing</b>			
Request for Inspection of Material (RFIMs)	X		
Inspection & Test Results	X		
Receiving Inspections	X		
Material Certifications (Certs, C of C's, etc.)	X		
Calibration Records	X		
Final Walk-thru Inspections	X		
Punchlists	X		
Technical Reports e.g., soil reports, evaluation reports	X		
<b>Nonconformances / Corrective Actions</b>			
Nonconformance Records	X		
Nonconformance Log	X		
<b>Quality Records</b>			
Drawings	X		
Specifications	X		
Calculations			X
Independent Technical Review			X
Quality Verification Statement			X

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	Docs Included	Docs Not Included	N/A
<b>Training</b>			
Training Log	X		
Training and Safety Records	X		
Certifications, Licenses	X		
Training Manuals	X		
<b>Meetings</b>			
Meeting Notifications	X		
Meeting Minutes	X		
Miscellaneous Meetings	X		
<b>Correspondence</b>			
Correspondence Log	X		
<b>Correspondence Sent</b>			
Metra	X		
Other Railroads	X		
Other Agencies			X
Communities			X
Subcontractors		X	
Miscellaneous			X
Transmittals	X		
<b>Correspondence Received</b>			
Metra	X		
Other Railroads	X		
Other Agencies			X
Communities			X
Subcontractors		X	
Miscellaneous			X
Transmittal Log	X		
<b>Internal Correspondence</b>			
Correspondence within Metra			X
<b>Safety</b>			
Accident Reports	X		
Contractor's Safety Items	X		
Safety Plans	X		
<b>Miscellaneous</b>			
Reference Materials			X