



### Instructions

The instructions presented in this document shall be followed by all Third Party Construction Contractors regarding the Contract Modification T&M Form. This form is used to record additional labor, equipment, and materials that were used for additional work due to Contract Modifications. Third Party Construction Contractors will produce the Contract Modification T&M Form when additional work has taken place. No work will be performed by the Construction Contractor until a written notification is issued by Metra's Construction Manager. At the end of each day that additional work has taken place, the Contractor and Metra's Construction Manager will meet to agree on additional labor, equipment and materials that were used outside of the original scope of work. The Contract Modification T&M Form must be prepared for all Contract Modifications that include additional costs that are paid by time and material. The Contract Modification T&M Form along with any backup, including but not limited to verified labor, equipment and material costs must be included in the corresponding Contract Modification Cost Worksheet.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the form.

This form, and any associated documentation, shall be turned over to Metra as a part of project closeout. All documents shall be scanned, copied to a CD or thumb drive and submitted to Metra electronically.

Follow the directions on the subsequent pages for entering data into the Contract Modification T&M Form.

### Notes:

1. To insert the Third Party logo, right click on the Metra Logo, click on Change Picture, select logo from your files, then adjust size as appropriate.
2. The Contract Modification T&M Form is a one (1) page form. Additional sheets may be attached to the Contract Modification T&M Form, if necessary, to further describe the additional time and materials. Any additional sheets attached to the Contract Modification T&M Form shall clearly identify the Project name, Metra Project number, Contract number and Location.
3. Rows may be added as necessary to accommodate all items included in the time and materials estimate.
4. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



**Instructions**

| <b>Notes</b> | <b>Description</b>  |
|--------------|---|
| Note 1       | Enter the contract modification number. This is a sequential number beginning with 1. (Ex. 1, 2, 3, etc.) – Determined by Metra’s Project Manager/Construction Manager and provided to the Construction Contractor. |
| Note 2       | Enter the date and time that the work was done.   |
| Note 3       | Enter the contract number.  |
| Note 4       | Enter the name of the Construction Contractor.  |
| Note 5       | Enter the Metra project number.   |
| Note 6       | Enter the name of the person preparing the form to track additional work.   |
| Note 7       | Enter the project name .  |
| Note 8       | Enter the description and location of the extra work. Include reason for additional work and any other pertinent information.   |
| Note 9       | Enter the complete name of worker.  |
| Note 10      | Enter the worker classification.  |
| Note 11      | Enter the number of hours worked.   |
| Note 12      | Enter description of equipment used.  |
| Note 13      | Enter the number of hours equipment used.   |
| Note 14      | Enter description of materials used.  |
| Note 15      | Enter the quantity of material used including the units (Ex. CY, LF, Ton, etc).   |
| Note 16      | Enter the signature of Metra’s Project Manager or Construction Manager that was on site to verify the additional work.  |
| Note 17      | Enter the name of Metra’s Project Manager or Construction Manager that was on site to verify the additional work.   |
| Note 18      | Enter the date that the form was signed by Metra’s Project Manager or Construction Manager. The work shall be verified on the same day that it is performed.  |
| Note 19      | Enter the signature of the Construction Contractor Representative that was on site to verify the additional work.   |
| Note 20      | Enter the name and title of the Construction Contractor Representative that was on site to verify the additional work.  |
| Note 21      | Enter the date that the form was signed by the Construction Contractor Representative. The work shall be verified on the same day that it is performed.   |



# Contract Modification T&M Form

Date: Note 2  
 Contractor: Note 4  
 Contact Person: Note 6

CM # Note 1  
 Contract #: Note 3  
 Project #: Note 5  
 Project Name: Note 7

### Description and Location of Extra Work:

Note 8

### Labor

| Name   | Worker Classification | Hours   |
|--------|-----------------------|---------|
| Note 9 | Note 10               | Note 11 |
|        |                       |         |
|        |                       |         |
|        |                       |         |
|        |                       |         |
|        |                       |         |
|        |                       |         |
|        |                       |         |
|        |                       |         |
|        |                       |         |
|        |                       |         |
|        |                       |         |
|        |                       |         |
|        |                       |         |
|        |                       |         |

### Equipment Used

| Equipment Used                       |         | Materials Used |          |
|--------------------------------------|---------|----------------|----------|
| Description: Mfg. / Model / Capacity | Hours   | Description    | Quantity |
| Note 12                              | Note 13 | Note 14        | Note 15  |
|                                      |         |                |          |
|                                      |         |                |          |
|                                      |         |                |          |
|                                      |         |                |          |
|                                      |         |                |          |
|                                      |         |                |          |
|                                      |         |                |          |
|                                      |         |                |          |
|                                      |         |                |          |

#### Metra's PM/CM

Signature: Note 16  
 Name: Note 17  
 Date: Note 18

#### Contractor

Signature: Note 19  
 Name/Title: Note 20  
 Date: Note 21