



Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Contract Modification Log. This log is used to track all contract modifications submitted to Metra and change orders processed on the construction project. Metra's Project Manager/Construction Manager is responsible for maintaining the official version of this log. The Contract Modification Log tracks all dates and costs associated with additional or deleted Contractor work through the contract modification and change order processes.

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

This log, 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 Log. The log shall be kept current at all times. All columns shall have the required entries without any blanks.

Notes:

1. To insert the Third Party logo, go to Page Setup in MS-Excel, click on the Custom Header button under the Header/Footer Tab, use the Insert Picture button and Format Picture button to insert and size the new logo in the Left Section of the Header.
2. Rows may be added as necessary to accommodate all contract modifications and change orders on the project.
3. Row heights shall be adjusted so that all text is readable when printed.
4. Rows 1 - 5 of the Contract Modification Log are setup to repeat at the top of each page when printed.
5. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



Instructions

Notes	Description
Note 1	Enter the project name.
Note 2	Enter the Metra project number.
Note 3	Enter the contract number.
Note 4	Enter the contract expiration date.
Note 5	Enter the name of the Third Party Contractor.
Note 6	Enter the name of Metra's Project Manager/Construction Manager.
Note 7	Enter the contract modification number. The contract modification number is determined by Metra's Project Manager/Construction Manager and provided to the Third Party Contractor. This is a sequential number beginning with 1.
Note 8	Enter the description for the contract modification.
Note 9	Enter "LS" if cost or credit is agreed to be Lump Sum or enter "T&M" if cost or credit is based on Time and Materials used in the Contract Modification.
Note 10	Enter an abbreviation for the name of the entity that initiated the contract modification.
Note 11	Enter the date that the contract modification was initiated. The Third Party Contractor must have written documentation to proceed with the Contract Modification.
Note 12	Enter the estimated cost for the additional work as determined by the Third Party Contractor.
Note 13	Enter the date that the contract modification was submitted to Metra's Project Manager/Construction Manager.
Note 14	Enter the cost of the additional or deleted work as determined by Metra.
Note 15	Enter the date that a response is provided to the Third Party Contractor.
Note 16	Enter the cost agreed upon by Metra and the Third Party Contractor for the additional or deleted work.
Note 17	Enter the date that the contract modification was resolved.
Note 18	Enter the status either "OPEN or "CLOSED" and any remarks that relate to the contract modification.
Note 19	Enter the change order number. The change order number is determined by Metra's Project Manager and provided to the Third Party Contractor.
Note 20	Enter the contract modification number(s) included in the change order.
Note 21	Enter the change order amount.
Note 22	Enter the date the change order was approved.
Note 23	Enter the original contract amount.
Note 24	The form will automatically calculate the amount.



Contract Modification Log

Project Name: Note 1
 Project #: Note 2 Contract #: Note 3 Contract Expiration Date: Note 4
 Third Party Contractor: Note 5 Metra's PM/CM: Note 6

CM No.	Description	LS/T&M	Initiated By	Date Initiated	Estimated Contractor Cost	Date Submitted	Estimated Metra Cost	Date Responded	Agreed Cost	Date Resolved	Remarks
Note 7	Note 8	Note 9	Note 10	Note 11	Note 12	Note 13	Note 14	Note 15	Note 16	Note 17	Note 18
Max. Exposure to Metra					Note 24	Total					Note 24

Contract Summary				
Change Order #	Contract Modification(s)	Change Order Amount	Change Order % of Contract	Date Approved
Note 19	Note 20	Note 21	Note 24	Note 22
Total Change Orders		Note 24	Note 24	
Original Contract Amount		Note 23		
Revised Contract Amount		Note 24		