



Disposition of Review Comments Log

Instructions

The instructions presented in this document shall be followed by all Third Party Consultants regarding the Disposition of Review Comments Log. This log is used to track review comments made by Metra and other involved parties on design deliverables.

Metra will forward all review comments to the Consultant after reviewing the deliverable. The comments may be made in the form of mark-ups directly on the documents being reviewed, or may be typed up and sent in some sort of correspondence.

Once the comments are received by the Consultant, they shall enter all comments into the Disposition of Review Comments Log. There are areas in the log for the Consultant to respond to review comments, as well as to track all final resolutions and the status of each comment. A separate log shall be kept for each deliverable reviewed (Example: 30% design documents, 60% design documents, etc).

Third Party Consultants 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 Disposition of Review Comments Log. The log shall be kept current at all times. All columns shall have the required entries without any blanks. If no data is entered, 'N/A' should be entered in the cell.

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 comments made on a deliverable.
3. Row heights shall be adjusted so that all text is readable when printed.
4. Rows 1 - 5 of the Disposition of Review Comments are setup to repeat at the top of each page when printed.
5. Page 2 of this log is optional and should be completed if additional comments are necessary.
6. The general layout of the form has been established by Metra and shall not be altered by the Consultant.



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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 task number, if applicable.
Note 5	Enter the name of the Third Party Consultant.
Note 6	Enter the deliverable being reviewed (Ex. 30% design documents, 60% design documents, etc).
Note 7	Enter the date of the deliverable comment(s).
Note 8	Enter the comment number. This is a sequential number beginning with 0001.
Note 9	Enter the initials of the person making the comment.
Note 10	Enter an abbreviation for the company affiliated with the person making the comment.
Note 11	Enter the sheet #, page #, section #, etc for the document being commented on.
Note 12	Enter the review comment.
Note 13	Enter the initials of the responding designer.
Note 14	Enter the designer's comment. This is a detailed elaboration on the designer's response. An entry is not required if the designer agrees with the comment. If the designer disagrees, then an explanation is required.
Note 15	Enter the final resolution for the comment. This entry is critical if the designer disagreed with the comment made, because it shows the final outcome.
Note 16	Enter the final resolution comment date.
Note 17	Enter the status of the comment. The status can only be Open or Closed.
Note 18	Enter the comment number from Note 8 if additional comments are necessary.
Note 19	Enter additional comments if necessary.



Disposition of Review Comments Log

Project Name: Note 1

Project #: Note 2

Contract #: Note 3

Task #: Note 4

Third Party Consultant: Note 5

Deliverable: Note 6

Date: Note 7

Number	Reviewer (Initials)	Reviewer's Company (Abbreviate)	Sheet, Page, or Section Number	Reviewer Comment	Responding Designer (Initials)	Designer Comment	Final Resolution	Final Resolution Comment Date	Status
Note 8	Note 9	Note 10	Note 11	Note 12	Note 13	Note 14	Note 15	Note 16	Note 17

