

Project/Deliverables List

Project Name: Fairview Platform Rehabilitation
Third Party: ABC Construction **Contract #:** PO0012345 **Task#:** N/A
Project #: 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
Document Control		X	
File Index			
Contract Documents			
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		
Invoicing			
Pay Applications	X		
Invoices	X		
Certified Payroll	X		
Billing Information			X
Time and Materials records			X
Quality			
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		
Environmental			
Environmental Review			X
N.E.P.A.			X

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Project Filing	Docs Included	Docs Not Included	N/A
Document Control			
Project Control			
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			
Maintenance			
Attic Stock	X		
Operation & Maintenance Manuals	X		
Blue Sheets			X
Inspection and Testing			
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		
Nonconformances / Corrective Actions			
Nonconformance Records	X		
Nonconformance Log	X		
Quality Records			
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
Training			
Training Log	X		
Training and Safety Records	X		
Certifications, Licenses	X		
Training Manuals	X		
Meetings			
Meeting Notifications	X		
Meeting Minutes	X		
Miscellaneous Meetings	X		
Correspondence			
Correspondence Log	X		
Correspondence Sent			
Metra	X		
Other Railroads	X		
Other Agencies			X
Communities			X
Subcontractors		X	
Miscellaneous			X
Transmittals	X		
Correspondence Received			
Metra	X		
Other Railroads	X		
Other Agencies			X
Communities			X
Subcontractors		X	
Miscellaneous			X
Transmittal Log	X		
Internal Correspondence			
Correspondence within Metra			X
Safety			
Accident Reports	X		
Contractor's Safety Items	X		
Safety Plans	X		
Miscellaneous			
Reference Materials			X