



**PROJECT MANAGEMENT MANUAL
STATIONS & PARKING-DESIGN DIVISION**

TABLE OF CONTENTS

I.	INTRODUCTION	1
II.	PROJECT LIFE CYCLE	2
A.	QUALITY PROGRAM.....	2
B.	<u>PRE-PROJECT PROCESS.....</u>	<u>2</u>
C.	<u>CONSULTANT SELECTION PROCESS</u>	<u>2</u>
D.	<u>PRE-DESIGN MEETING.....</u>	<u>3</u>
E.	<u>CONSULTANT DELIVERABLES</u>	<u>3</u>
F.	<u>PROJECT DESIGN</u>	<u>3</u>
G.	<u>UNION NOTIFICATION.....</u>	<u>4</u>
H.	<u>FORCE ACCOUNT ESTIMATES.....</u>	<u>4</u>
I.	<u>PROJECT FLAGGING</u>	<u>4</u>
J.	<u>BIDDING PROCESS</u>	<u>4</u>
K.	<u>PROJECT INFORMATION.....</u>	<u>4</u>
L.	<u>DESIGN CLOSEOUT PROCESS</u>	<u>5</u>
III.	PROJECT MANAGER CHECKLIST.....	5
IV.	FIFTEEN ESSENTIAL QUALITY ELEMENTS.....	7
A.	MANAGEMENT RESPONSIBILITY	7
B.	DOCUMENTED QUALITY MANAGEMENT SYSTEM	7
C.	DESIGN CONTROL	7
D.	DOCUMENT CONTROL	7
E.	PURCHASING.....	8
F.	PRODUCT IDENTIFICATION AND TRACEABILITY – Non applicable.....	9
G.	PROCESS CONTROL – Non applicable	9
H.	INSPECTION AND TESTING – Non applicable	9
I.	INSPECTION, MEASURING, AND TEST EQUIPMENT – Non applicable	9
J.	INSPECTION AND TEST STATUS Non applicable	9
K.	NONCONFORMANCE – Non applicable	9
L.	CORRECTIVE ACTION – Non applicable	9
M.	QUALITY RECORDS	9
N.	QUALITY AUDITS	10
O.	TRAINING.....	10
V.	STANDARD FORMS.....	12



PROJECT MANAGEMENT MANUAL STATIONS & PARKING-DESIGN DIVISION

Note: This portion of the Project Management Manual is intended for internal Metra Stations & Parking-Design Division distribution and use. Procedures contained will be reviewed and updated regularly based on current practice.

I. INTRODUCTION

The Metra Stations & Parking-Design Division is responsible for providing oversight and management of the Stations and Parking Lots design services provided by the third party design consultants. To achieve this goal it is necessary to utilize project management measures that maximize efficiency while ensuring completion in a quality manner. Quality project management is fundamental to the Metra Stations & Parking-Design Division (MSPDD).

The purpose of this binder is to give Metra Project Managers (MPM) in the Stations & Parking-Design Division (MSPDD) a single source to access the most important tools required to successfully manage an environmental review and/or assessment project, and design of station and/or parking lot project. This document will focus on the project from its inception to its completion and is intended to be a living document that contains the most recent procedures. Over time, as management procedures are revised, this binder will be updated as necessary to keep it current. All the important tools included in this binder are available through the MSPDD web site at <http://www.metrarr.com/techservices>.

This binder is intended to work as an independent document. The Project Management Manual is intended to be used in conjunction with the most current version of the stations and parking design standards/guidelines and the project electronic deliverables manuals which are available at the division web site at: <http://www.metrarr.com/techservices>.



II. PROJECT LIFE CYCLE

To effectively manage a project it is important to understand the entire procedure through which a project progresses. The following is a brief description of the various project life cycle stages. Metra Stations & Parking-Design Division (MSPDD) Project Manager Checklist included in this binder provides the guidelines for quality control process.

A. QUALITY PROGRAM

The design Consultants/contractors should furnish, maintain, implement a quality management program that state how they effectively manage, control and document the work in accordance with Metra Corporate Quality Management Plan. The Quality Management Program should be consistent to policies, procedures, instructions and the organization necessary to provide adequate control and assurance of quality and submitted prior to start of work, for Metra's acceptance. Any quality program must be consistent with the FTA Quality Assurance & Quality Control guidelines as FTA-IT-90-5001-02.1 issued in February 2002, which is available from the National Technical Information Services Springfield Virginia 22161. The QA/QC guidelines are also available at the FTA website. In the course of the work, the design Consultants are subjected to audit by Metra to verify its implementation and assurance of the effectiveness of the quality. The design Consultants are required to take immediate steps for the corrective action to rectify the deficient areas. The design Consultants should also access the website at <http://www.metra.com/techservices> for additional documentation and quality requirements.

B. PRE-PROJECT PROCESS

This process begins with an assessment of Metra commuter facilities along all of its routes. This evaluation assigns a rating of the physical conditions of the platforms, site, station structures and parking lot along with an associated cost table for the replacement and improvements. This assessment is updated periodically. It provides a system wide "Snap Shot" of the condition of the stations. In addition to the assessment, Metra also reviews potential improvements based on community development and ridership studies that show increase in projected demand. The parking project selection may include a demand forecasting report from the Planning Department which projects future parking needs. The work is prioritized based on need and cost, and the Metra capital improvement plan. Each year capital funds are sought and a yearly capital program is determined based on the amount of available funding. The MSPDD Project Manager and Metra General Development Department (MGDD) prepare a Metra Capital Project description that describes the scope of the work, the schedule and the cost needed at the location as well as providing justification for the work required. This document is used by the Metra General Development Department to secure grants for future work and prepare long-range capital improvement plans. MGDD officially assigns a unique Project Number known as the Project Element or PE number. Based on the scope of work, a more detailed budget is set for the work to be completed under the given PE number. This document provides more comprehensive budget information and is used as a tool to forecast project expenditures based on the availability of project funds.

C. CONSULTANT SELECTION PROCESS

Metra Senior Management is responsible for the processing and selection for all Architect/Engineer consulting companies. Metra Materials Department awards the contract and issues the Contract notice to proceed to the selected Consultant. The MSPDD Director with the project staff should identify the consultants technically capable of completing a typical project. The MSPDD Director with the project staff directs the Consultants to submit their Quality Management Plan (QMP) to Metra for acceptance prior to any task assignment. MSPDD Project Manager issues a Request for Specific Services (RFSS) as the first step in the project process. This document with the project scope exhibit contains the specific requirements for each project.



The MSPDD Project Manager and the Consultant will complete the scope of work. Once the scope is formalized, the Consultant submits the construction schedule and cost & price information using standard 4400 Form. Upon review and acceptance, the MSPDD Director with the project staff issues a Task Order Notice to Proceed and the Payment Application form (B0100r107) to the Consultants. These documents start the Design Process. Until Metra accepts the consultant QMP, the consultant invoices are placed on hold.

D. PRE-DESIGN MEETING

A mandatory site meeting is held with MSPDD director, the project staff and the Consultants. The objective is the review the project program at the project site. For all MSPDD design requirements, the MSPDD Director directs the consultants to the division website. The project program is developed from the request for specific services and the project scope. The program includes the construction budget, schedule and costs.

E. CONSULTANTS DELIVERABLES

At the pre-design meeting, the MSPDD Project Manager directs the Consultant to the division website at <http://www.metrarr.com/techservices>. The Metra "Commuter Rail Station Design Guidelines and Standards", the Metra "Parking Design Guidelines and Standards", and the manual for the project electronic deliverables can be downloaded from the website. The Consultant must clearly state the requirements for flagman services, railroad clearance requirements, safety requirements and other project specific conditions on the Supplementary Conditions as part of the project specifications. The Supplementary Conditions must be reviewed with the responsible engineering divisions for accuracy and completeness. The construction schedule and budget should be clearly identified by the MSPDD Project Manager in the RFSS. It is the Consultant's responsibility to notify Metra if the project work cannot be completed within the approved project time and the budget. Consultant's project deliverables are clearly stated in the project RFSS and the MSPDD website. Consultants are not limited to these deliverables. The MSPDD Director and/or Project Manager may define additional deliverables if required and transmitted to the Consultants in writing.

F. PROJECT DESIGN

This process consists of the Consultant working within the applicable Metra guidelines to design a product that achieves the goals of the project while working within the defined constraints. To facilitate the stations and parking lot design process Metra made the design documents available for download at <http://www.metrarr.com/techservices>. The Consultant works within the requirements set forth in the Request for Specific Services (RFSS) scope of work for the project. All Parking Lot Design and Station Design projects are completed in a series of phases including the Environmental Phase, Schematic Design Phase (30%), Design Development Phase (60%), Contract Document Phase (90%), and the Bidding/Permitting Phase (100%). At the completion of the 60%, and 90% phase the appropriate checklist is completed and submitted. These checklists are available from the website <http://www.metrarr.com/techservices>. Additional deliverables are submitted at the completion of each phase are specified in each RFSS. These are the updated construction schedule, cost estimate and the project electronic deliverables. The MSPDD Project Manager with the consultant should coordinate and conduct all project meetings with the various engineering divisions, contract railroad agencies, government regulatory agencies, community representatives, other Consultants and other Metra departments such as Law, General Development. The MSPDD Project Manager with the consultant should coordinate and conduct the project review meetings at the completion of each project phase. The MSPDD Director with the project staff approves the submittals and directs the consultants to the next phase of the project. The MSPDD Project Manager is responsible for all project related files. He or she keeps a project specific three-ring binder that will contain all appropriate project information. The organization of this binder is given under section IV-D Document Control. MSPDD has all the original documents of the project in the contract files. The MSPDD Project Manager with the consultants reviews the plans for any constructability concerns with the Stations



& Parking Construction Division (MSPCD). The Consultants are responsible for the preparation of and issuing of “permittable” design documents. These plans should comply with all applicable local, county, state, federal and other related agencies’ regulations

G. METRA UNION NOTIFICATION

Upon completion of the 90% Contract documents, a memo is transmitted to Labor Relations or the specific contract railroad in connection with the notification of the Metra Unions for work to be completed on Railroad Right-of-Way. The memo must state Metra’s intention to contract any portion of the work. All work performed by the Railroad Unions must be identified. The reasons for contracting the portions of the work should be defined. Also, portions of the work that will be performed by the railroad forces must be clearly outlined.

H. METRA FORCE ACCOUNT ESTIMATES

Upon completion of 90% Contract documents, a memo is prepared requesting a detailed force account estimate of railroad work in connection with the project. The memo should be addressed to the Metra Engineering Manager - Budgets, the respective railroads as appropriate, and Metra General Development Director – Project Performance for project funding.

I. METRA FORCES - PROJECT FLAGGING

If flagman services are anticipated during the design and construction phases of the project, the MSPDD Project Manager should submit the estimates to the Metra Engineering Manager – Budgets. The Engineering Manager – Budget submits this estimate to the Metra General Development Director, Project Performance for project funding...

J. BIDDING PROCESS

This process begins upon Metra’s approval of the “permittable” plans and related contract documents. The MSPDD Project Manager with the consultant assembles the “permittable” plans and documents. The Metra Disadvantaged Business Enterprise (DBE) Department works with the Project Manager for the DBE participation in the project he or she prepares the purchase request for Metra Chief Engineering Officer approval. The documents are submitted for budget authorization to the Metra General Development Director – Project Performance. The approved documents are submitted to the Metra Materials Department – Contracts Director with a transmittal memo outlining the type of contract, the contract time, the liquidated damages, the percent of DBE participation, and the cost to the bidder’s of the contract documents. The Materials Department publicly advertises the project requirements. The department works with Stations & Parking Design Division for the pre-bid meeting date, response to bidder questions, issue contract addenda, and the bid submittals date. The department opens and tabulates the bids and works with the MSPDD in the selection of the lowest responsive bidder. The department notifies the successful bidder and the contract is executed with the appropriate parties. The MSPDD Project Manager and with the design Consultant remains involved through the construction phase of the project as necessary.

K. PROJECT CONSTRUCTION

The MSPDD project manager coordinates with the construction division (MSPCD) the bidding and pre-construction meetings. If necessary, the MSPDD project manager and the design consultant participate in the review of submittals and shop drawings during construction. Both attend construction meetings as necessary and remains involved through the construction phase.



L. DESIGN CLOSEOUT PROCESS

MSPDD files the “permissible” design plans.all project deliverables as listed on the checklist form and as outlined on the division website. The MSPDD project manager files the transmittal and the completed checklist form from the consultants in the project binder. MSPDD and MSPCD has “read” access of project files in the division shared drive where the project electronic deliverables are filed. At the end of the construction phase, MSPCD transmit the redlined plans from the contractor and the electronic record (as built) plans from the consultant to MSPDD. MSPDD project manager reviews deliverables and forwards for filing and posting on shared drive..

III. PROJECT MANAGER CHECKLIST

Below is a summary of the Stations & Parking-Design Division Project Manager checklists:

PROJECT MANAGER CHECKLIST

PROJECT INITIATION

- Interface with MSDD Director for acceptance of Consultant’s Quality Program (QMP).
- Interface with Metra General Development Department to receive project budget sheets (BOE).
- Set up Project Binder in accordance with section IV-D DOCUMENT CONTROL.
- Prepare and Issue appropriate Request for Specific Services (RFSS).
- Schedule site meeting with Consultant to complete project scope ..
- Interface with Metra Senior Management and MSPDD personnel to approve Consultant’s project cost and schedule using the appropriate forms (4400, etc.).
- File approved copy of the Task Order Notice to documents in the project binder.

DESIGN DEVELOPMENT

- Direct Consultant to the website at <http://www.metrarr.com/techservices> for design Guidelines and Standards.
- Provide sample of project forms and other related documents not available from the website.
- Coordinate and distribute all project submittals to project members.
- Coordinate and direct with the consultant all project meetings.
- Review all project documents for compliance with all Metra design standards and contractual requirements.
- Coordinate with the consultant all project data and approvals with appropriate Metra divisions and departments.
- Interface with cities and/or villages, and other governmental agencies for design requirements.
- Sign off on consultant project deliverable checklists for each phase and file in binder...
- Determine and update project percent complete and status to the MSPDD Director.
- If necessary, approve Consultants’ pencil copy of payment request for exceptions prior to payment processing and approval for payment.

CONTRACT DOCUMENTS

- Review and Approve Consultants’ Checklists.
- Determine and update project percent complete and status to the MSPDD Director.



- ❑ If necessary, approve Consultants' pencil copy of payment request for exceptions prior to payment processing and approval for payment.
- ❑ If Metra forces are anticipated (such as flagging), submits estimates to Metra Engineering Manager – Budget.

BIDDING

- ❑ Accept "Permittable" plans, documents, project deliverables and checklist from Consultant as outlined in the division website: metrarr.com/techservices.
- ❑ Sign off on Project Deliverables checklist and file copy in project binder.
- ❑ Coordinate and distribute all project submittals to project members.
- ❑ Determine and update project percent complete and status to the MSPDD Director
- ❑ If necessary, approve Consultants' pencil copy of payment request for exceptions prior to payment processing and approval for payment.
- ❑ Coordinate with the construction division (MSPCD) the Pre-Bid Process
- ❑ Prepare memo to submit Contract documents with Purchase Order request to Metra Chief Engineering Officer for Project approval
- ❑ Submit approved Contract documents to Metra General Development Department for funding approval
- ❑ Submit approved Contract documents with transmittal memo to Metra Materials Management Department (MMD) for bidding and procurement process.
- ❑ Prepare memo to submit to Materials Management Department for project document information concerning the price per set, the contract type, the contract duration, the bid breakdown, the liquidated damages and the percent of Disadvantaged Business Department Enterprise (DBE) Participation.
- ❑ Interface with MMD to ensure that the project is advertised and that a date is set for all qualified General Contractor's to submit their bid.
- ❑ Interface with MMD to ensure that the contract documents are assembled and delivered and the Contractor receives the sealed bid documents.
- ❑ Participate in Pre-Bid meeting, the Bidding Process and Assist in the recommendation of the successful bidder.

PRE - CONSTRUCTION

- ❑ Coordinate as necessary with the MSPCD to ensure a smooth transition between the design process and the construction process.

DESIGN CLOSEOUT

- ❑ Purge and file final or "permittable" design plans and documents in the division central files.
- ❑ Prepare transmittal forms to send project documents to offsite file storage.

CONSTRUCTION

- ❑ Participate with the consultant in meetings as necessary.
- ❑ Participate in the review of submittals and shop drawings as necessary.

CONSTRUCTION CLOSEOUT

- ❑ Coordinate with MSPCD for the receipt of the contractor's redlined plans and the electronic record ("As Built") plans.
- ❑ File record plans.
- ❑ Post of electronic files in the shared drive for future use and reference.
- ❑ Prepare transmittal memos to send project documents to offsite file storage.



FIFTEEN ESSENTIAL QUALITY ELEMENTS

The following fifteen essential quality items are included in accordance with requirements of the Federal Transit Administration (FTA) and should be used as a guide to management principles that will assist in the completion of quality design projects.

A. MANAGEMENT RESPONSIBILITY

Quality management is the responsibility of management at all levels, but it is particularly important that the highest levels of management be directly involved with the quality management process. Metra Stations & Parking-Design Division personnel, as well as all third party vendors (designers, consultants, sub-consultants, and suppliers) will be required to be familiar with Metra's quality process so that projects can be completed in accordance with any and all applicable quality procedures.

B. DOCUMENTED QUALITY MANAGEMENT SYSTEM

The purpose of this Binder is to allow Metra Stations & Parking-Design Division personnel to perform their job in a manner that is consistent with all applicable procedures contained in the Metra Corporate Quality Management Plan. The guidelines, standards, and other information contained within this binder are to be used in conjunction with the requirements set forth in the Metra Corporate Quality Management Plan.

C. DESIGN CONTROL

The documents contained within this binder such as the Commuter Rail Station Design Guidelines and Standards, the Parking Design Guidelines and Standards, or the electronic deliverables establish the procedures necessary to successfully complete a design project in a quality manner. These documents aid the MSPDD personnel in verifying that the proper design criteria are being provided to and used by the Consultant. The most current edition of each of these documents is readily available to the Consultant via the MSPDD Web Site at <http://www.metrarr.com/techservices>.

D. DOCUMENT CONTROL

Document control is a crucial element of the project management process. The MSPDD utilizes the following system to ensure proper document control. Each project has a project binder that is labeled with the project name and the unique PE number. The MSPDD Project Manager maintains the project design binders and updates all project status. Below is a list and description of each design binder tab.

Each project design binder contains the following nine tabs. These tabs can be expanded as necessary based on project document requirements:

1. PROJECT ADMINISTRATION INFORMATION

This section contains project contract information including copies of project description, Budget worksheet, RFSS, the project Notice to Proceed, the Purchase Requisition, project scoping documents, Check Requests, a list of key contacts (Consultant, supplier, etc.) and any other items related to the project.

2. PROJECT COST ESTIMATES

This section contains archived and current design and construction cost estimates for the project.

3. PROJECT SCHEDULES

This section contains archived and current design and construction schedules for the project.



4. CONSULTANT/THIRD PARTY CORRESPONDENCE

This section contains any and all project related correspondence between Metra, Consultants and vendors, with the exception of items sent under transmittal letters which are included under Section 8 Transmittals.

5. STAKEHOLDER CORRESPONDENCE

This section contains any and all project related correspondence between Metra, the Operating Railroads, the Villages, IDOT, and other state and federal regulatory agencies with which project correspondence is necessary with the exception of items that are sent under transmittal letters which are documented under Section 8 Transmittals. This section also contains any and all project related correspondence between Metra and other stakeholder with whom project correspondence is necessary. If necessary this section of the binder can be broken into multiple sections relative to the nature of the project.

6. METRA INTERNAL CORRESPONDENCE

This section contains any and all project related correspondence that is conducted internally at Metra.

7. MEETING MINUTES

A hard copy of all meeting minutes as well as related item log is placed in this section. These items are completed with the standard meeting forms. The Consultant is responsible for keeping the electronic versions of these documents.

8. TRANSMITTALS

This section contains a copy of the transmittals that accompany documents and submittals transmitted to or from Metra. For project plans, spec books and other bulky items, the items are stored in the project cabinets not with transmittals which are in the project binder.

9. MISCELLANEOUS PROJECT INFORMATION

This section contains any and all pertinent project information that is applicable to the project such as pencil copy of invoices, submittals, submittal log, copy of specifications, drawings, drawing log, as built plans, contract modifications, change order log, request for information, etc. These items have no tab in the project binder.

E. PURCHASING

The Metra Materials Department is responsible for developing lists of qualified Consultants, and suppliers who are able to provide quality products and services in accordance with Metra's Corporate Quality Management Plan and the FTA/ QAQC Guidelines for implementation on all capital projects.



- F. PRODUCT IDENTIFICATION AND TRACEABILITY – Non applicable
- G. PROCESS CONTROL – Non applicable
- H. INSPECTION AND TESTING – Non applicable
- I. INSPECTION, MEASURING, AND TEST EQUIPMENT – Non applicable
- J. INSPECTION AND TEST STATUS Non applicable
- K. NONCONFORMANCE – Non applicable
- L. CORRECTIVE ACTION – Non applicable
- M. QUALITY RECORDS

In accordance with the Metra Corporate Quality Management Plan, records at Metra are classified into two categories: Permanent and Non-Permanent. The “Permanent” quality assurance records are those that involve:

- Design Development
- Providing required base data (As Built documents)

In addition, the “Permanent” Quality Assurance Records are those that meet the following criteria:

- Those, which would be of significant, value in demonstrating capability for proper function and reliable operation of critical items.
- Those which would be of significant value in maintaining, reworking, repairing, replacing, modifying an item.
- Those which would be of significant value in determining the cause of an accident or malfunction of an item

“Non-Permanent” records are those that show evidence that an activity was performed per applicable requirements but need not be kept for the duration of the “Permanent” records because they do not meet one of the above criteria for “Permanent” records. The following is a list of example Permanent Design Records:

1. Quality Manual
2. Design Procedures Manual
3. Design Criteria
4. Design Review Reports
5. Design Deviations and Changes
6. Design Calculations
7. Plans and Specifications
8. Design Input Requirements
9. Quality Assessment Reports
10. Quality Process Audits
11. Quality Assessment Reviews of the Consultants submittal packages
12. Consultants Response to the Quality Assessment Reviews
13. Meeting Minutes or Memo’s regarding the Quality of work
14. Design Consultants Quality Management Plan
15. Design Consultants Project Management Plan
16. Project Manual
17. Personnel Qualifications and Certifications
18. As Built Drawings

This list is merely a guide to documents considered Quality Assurance Records and should not be considered as a complete listing.



All “Non Permanent” records must be retained for a minimum of two (2) years, and any “Permanent” records must be retained for a minimum of three (3) years after the completion of the project. All documents should remain directly accessible at Metra for a period of time between six months and one year from the time of the final invoice. After this period any records that can be classified as either permanent or non-permanent are boxed and sent to an off site storage facility where they are retained for an appropriate period of time after which they are destroyed. The exception to this rule is that some permanent records such as the As-Built drawings or any other items that may be needed in the future are separated prior to the off site storage and maintained on-site at Metra indefinitely.

N. QUALITY ASSESSMENTS

To ensure that these essential quality items are being properly implemented it is necessary to complete internal assessments of the projects in the MSPDD as well as assessment of the work completed by third party vendors. These quality assessments are conducted by qualified management personnel in the Metra General Development Department, Quality Assurance Oversight. The results are reported to the MSPDD Director. MSPDD Director should respond to the report with corrective actions. A copy of these reports is given to the MSPDD project design staff so that they can implement the corrective actions to remedy the quality problem. Quality audits for third party vendors are conducted on a scheduled basis by the Metra General Development Department. The results are reported to the MSPDD Director and the third party management so that corrective actions can be initiated that will prevent the recurrence of any problems. MSPDD ensure that consultant corrective actions are completed and implemented.

O. TRAINING

The MSPDD Director is responsible for training its staff based on these quality items. Consultants and the third party vendors are responsible for the training of their employees identified in their quality program. Safety training is required for anyone working on Railroad property. Consultants and subconsultants may be required to obtain the appropriate safety training information and successfully complete the safety test available on the website at: www.contractororientation.com. The training requirements for MSPDD staff are summarized in the following training matrix:



**METRA STATIONS & PARKING LOT – DESIGN
DIVISION TRAINING MATRIX**

	Corporate Quality Plan	Stations and Parking Design Manuals	Stations and Parking Electronic (CADD) Manual	Stations and Parking Project Management Plan	Safety Testing and Certification	Metra HR Sponsored Seminars
MSPDD-Director	E	E	E	E	A	A
Architect III	E	E	E	E	A	A
Architect II	E	E	E	E	A	A
Architect I	E	E	E	E	A	A
Administrative Manager	E	E	E	E	A	A
Station Information Engineer	E	E	E	E	A	A
Consultant- Parking Project Manager	E	E	E	E	A	

Legend:
 E= Required Per Year
 A= As Scheduled
 Blank= Not Required



IV. STANDARD FORMS

The following are Metra forms for Project Management

Metra Forms

- Metra Change Order Request
- Metra Contract Modification Work Sheet
- Metra Contract Completion Report
- RTA 4400 Form for Cost and Price Analysis
- Consultant Payment Form (B0100r107)

Other Useful Forms

- Request for Specific Services (RFSS)
- Attendance Sheet
- Attendance Log
- Meeting Minutes
- Transmittal
- Design Deliverables Checklist



EXHIBIT A			
COST AND PRICE ANALYSIS – PROFESSIONAL SERVICES CONTRACTS (4400 form)			
CONTRACT NO.			
This form is to be used as provided under METRA procedures. It will be executed & submitted with proposals in response to Requests for Proposals", for the procurement of professional or personal services. If your cost accounting system does not permit analysis of costs as required, contact the purchasing office for further instructions.			
METRA TASK NO.			
METRA TASK NAME			
METRA TASK DESCRIPTION			
COMPANY-CONSULTANT NAME AND ADDRESS			
CONTACT NAME			
DETAIL DESCRIPTION	ESTIMATED UNITS	UNIT COST	TOTAL
1. DIRECT LABOR (specify)			
	0	\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTAL			\$ -
2. BURDEN (Overhead Rate %-specify)	BURDEN RATE X TOTAL DIRECT LABOR	0%	\$ -
TOTAL DIRECT COSTS (LABOR & BURDEN)			\$ -
3. DIRECT MATERIAL	ESTIMATED UNITS	UNIT COST	TOTAL
	0	\$ -	\$ -
		\$ -	\$ -
TOTAL		\$ -	\$ -
4. SPECIAL TESTING (Specify in Exhibit B on Page 2)			\$ -
5. SPECIAL EQUIPMENT (If direct charge - specify in Exhibit B on Page 2)			\$ -
6. TRAVEL (If direct charge)	UNITS	UNIT COST	
a. TRANSPORTATION	0	\$ -	\$ -
b. PER DIEM OR SUBSISTENCE		\$ -	\$ -
TOTAL TRAVEL		\$ -	\$ -
7. SUBCONTRACTS or/and DBE SUBCONTRACTS (Specify in Exhibit A on Page 2)			\$ -
8. OTHER DIRECT COSTS (Specify in Exhibit B on Page 2)			\$ -
9 TOTAL COSTS			\$ -
10. FIXED FEE OR PROFIT (10% of TOTAL DIRECT COSTS)			\$ -
11. TOTAL ESTIMATED COSTS & PROFIT)			\$ -



EXHIBIT B			
OVERHEAD RATE AND GENERAL AND ADMINISTRATIVE RATE INFORMATION			
A. GOVERNMENT AUDIT PERFORMED	DATE OF AUDIT	ACCOUNTING PERIOD COVERED	
B. NAME AND ADDRESS OF GOVERNMENT AGENCY MAKING AUDIT	C. DO YOUR CONTRACTS PROVIDE NEGOTIATED OVERHEAD RATES?		
D. (If no Government rates have been established, furnish the following information)			
DEPARTMENT OR COST CENTER	RATE	TOT. INDIRECT EXPENSE POOL	BASE FOR TOTAL
EXHIBIT A - SUBCONTRACT INFORMATION (If more space needed, use blank sheets, identifying item number)			
NAME AND ADDRESS OF SUBCONTRACTOR(S)	SUBCONTRACTED WORK	TYPE	AMOUNT
			\$ -
			\$ -
TOTAL SUBCONTRACTS =			\$ -
EXHIBIT B - OTHER DIRECT COSTS (Specify, if more space needed, use blank sheets, identifying item number)			AMOUNT
1-SPECIAL TESTING			\$ -
			\$ -
2-SPECIAL EQUIPMENT			\$ -
			\$ -
3' OTHER COSTS			\$ -
			\$ -
TOTAL OTHER DIRECT COSTS =			\$ -
CERTIFICATE			
The labor rates and overhead costs are current and other estimated costs have been determined by generally accepted accounting principles. Bidder represents: (a) that he has not, employed or retained any company or person (other than full-time bona fide employee working solely for the bidder) to solicit or secure his contract, and (b) that he has not, paid or agreed to pay to any company or person (other than a full-time bona fide employee working solely for the bidder) any fee, commission, percentage or brokerage fee, contingent upon or resulting from the award of this contract, and agrees to furnish information relating to (a) and (b) above, as requested by the Contracting Officer.			
NUMBER OF CONTRACTOR EMPLOYEES		STATE INCORPORATED IN	
DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE OF CONTRACTOR		

RTA/METRA 4400 FORM



CHANGE ORDER REQUEST

TO:	Date	CHANGE ORDER NO.	
	CONTRACT/PO. NO.	ORDINANCE NO.	
		PROJECT/ACCOUNT NUMBER	
		PROJECT DESCRIPTION Blanket Engineering & Design for Stations & Parking	
CONTRACT MODIFICATIONS AND JUSTIFICATIONS			
<p><u>APPLICATION OF FUNDS</u></p> <p>If this agreement is for a period of longer than one year, it is subject to the appropriation of funds by Metra's Board of Directors for each year beyond the first year of this agreement.</p>			
CONTRACT SUMMARY			
<p>THE ORIGINAL CONTRACT SUM WAS</p> <p>NET CHANGE BY PREVIOUS CHANGE ORDERS</p> <p>THE CONTRACT SUM PRIOR TO THIS CHANGE ORDER WAS</p> <p>ACTUAL COST OF CHANGE</p> <p>THE NEW CONTRACT SUM INCLUDING THIS CHANGE ORDER IS</p> <p>THE CONTRACT TIME WILL BE (not Increased) THE REVISED DATE OF CONTRACT COMPLETION</p>			
CHANGE ORDER REQUEST & PROCESSING ONLY 1-7			
1. CONSULTANTS REPRESENTATIVE	NAME/TITLE CONSULTANT	SIGNATURE	DATE
2. CONTRACTORS REPRESENTATIVE	NAME/TITLE	SIGNATURE	DATE
3. METRA FIELD REPRESENTATIVE	NAME/TITLE	SIGNATURE	DATE
4. METRA USER DEPARTMENT	NAME/TITLE Aziz Tokh, Stations & Parking Design Division Director	SIGNATURE	DATE
5. GENERAL DEVELOPMENT	NAME/TITLE C. Cummins, Director	SIGNATURE	DATE
6. FUNDS ENCUMBERED ACCOUNTS PAYABLE	NAME/TITLE Yola Kostecki, Section Chief	SIGNATURE	DATE
7. LAW	NAME/TITLE M. Noland, General Counsel	SIGNATURE	DATE
CHANGE ORDER APPROVAL			
8. AUTHORIZED METRA FINAL COST APPROVAL	NAME/TITLE P. A. Pagano Executive Director	SIGNATURE	DATE

Distribution: Contractor Contracts Operations & Project Performance Using Department Accounts Payable



CONTRACT COMPLETION REPORT

Note:

When final payment has been made and the contract is complete, the User Department should initiate this form and pass it on in a yellow folder.

Contract No.		Report Date:	
Contractor/Consultant/Vendor:			
Project No.(s):			
Contract Description:			
Original Contract Amount:			
Final Contract Amount:			
Final Contract Expense:			
Contract Completion Date:			
Contract Inspected & Closed By:			
Additional Comments:			
Contract Completion Processing			
Metra User Department:	Name/Title:	Signature:	Date:
Accounts Payable:	Name/Title: Yola Kostecki, Sect. Chief	Signature:	Date:
DBE Administration:	Name/Title: Sandi Llano, Director	Signature:	Date:
<i>Contract Completion Approval</i>			
Materials Management:	Name/Title: Paul Kisielius, Dept. Head	Signature:	Date:



Progress Meeting No: __ Minutes

Project/Contract No.

Date:

Metra Project Manager:

Consultant Name:

Company:

The following notes reflect our understanding of the discussions and decisions made at this meeting. If you have any questions, additions or comments please contact _____ at _____. We will consider the minutes to be accurate unless written notice is received within 5 working days of the date issued.

Project Percent Complete: _____ %

Project Cost Status:

On / Ahead / Behind - _____ % Schedule

Project Schedule Status:

On / Ahead / Behind - _____ % Schedule

Summary of Progress (last Meeting)

Summary of Planned work (next Meeting):

Summary of Outstanding Issues:

Permits/DCAP:

Summary of Discussion Made:

No.	Task	Discussed	Status

Summary of Decisions Made:

No.	Task	Resolutions	Status

Next meeting will be on _____ at _____ in _____.



Attendance Sheet

Project :

Progress Meeting No.

Date	Location	Purpose	
Attendee	Company	Title	Phone No#.

Project Status Report

Project :

Progress Meeting No.

Item#	Task	Date/Last Discussed	Responsible Party	Plan/Sheet #	Status



CONSULTANT PAYMENT APPLICATION

Contract No.	Project (Task) No.	Invoice Date		Invoice No.
<u>K69037</u>	<u>DJ 3975</u>	Invoice Period Start		
Consultant Logo-Name	Work Description	Invoice Period End		<u>Payment Amount</u>
SOM	New Station Design	Station and Rail Line	RIDM 35th St.	<u>\$0.00</u>
Consultant Address	Current Contract Amount (\$)	Current Project Amount (\$)	Previous Invoices (\$)	\$0.00
224 So Michigan Ave. Suite 1000 Chicago IL 60604	<u>\$800,000.00</u>	<u>\$797,041.23</u>	(\$) Earned To Date	<u>\$0.00</u>
Consultant Contact and Phone No.	Current Contract End Date	Project End Date	% Completed to Date	<u>0%</u>
Lynn Boeke	6/30/2008		% Cost Expended	0.00%
	Contract Change Orders	<u>\$0.00</u>	% of Subconsultant	0%
<u>METRA APPROVAL BOX</u>				
			Consultant Project Manager Approval	
			Metra Project Manager Approval	



<u>PROJECT STATUS - ATTACHMENT 1</u>		
<u>WORK DONE IN THIS PAYMENT PERIOD</u>		<u>WORK SCHEDULED NEXT PERIOD</u>
Identify Milestones Done in this Period. Any Cost Overruns/Delays/Out of Scope Tasks? Explain.		Identify Milestones/Deliverables for Next Period
<u>Number of Days Delayed to Date</u>	<u>Cost Overrun to Date</u>	<u>Projected Cost and Schedule Delays</u>
-	-	



PROJECT APPLICATION DETAILS - ATTACHMENT 2 -				
DETAILS	DUE THIS PERIOD	% COMPLETE TO DATE	PREVIOUS INVOICES	4400 COSTS
SOM				
Total Direct Costs	\$0.00	0.0%	\$0.00	\$113,938.00
Burden Rate=	\$0.00		\$0.00	\$207,367.16
Total Labor Costs	\$0.00		\$0.00	\$321,305.16
Subconsultants Costs	\$0.00	0.0%	\$0.00	\$411,305.55
Other Direct Services	\$0.00	0.0%	\$0.00	\$32,300.00
Profit	\$0.00		\$0.00	\$32,130.52
Total SOM Costs	\$0.00	0.0%	\$0.00	\$797,041.23
Subconsultants Costs				
Total Direct Costs	\$0.00	0.0%	\$0.00	\$0.00
Burden Rate=	\$0.00		\$0.00	\$0.00
Total Labor Costs	\$0.00		\$0.00	\$0.00
Subconsultants Costs	\$0.00	0.0%	\$0.00	\$0.00
Other Direct Services	\$0.00	0.0%	\$0.00	\$0.00
Profit	\$0.00		\$0.00	\$0.00
Subconsultants Costs	\$0.00	0.0%	\$0.00	\$411,305.55

