



CONTRACT TASK ORDER (CTO) COST SUMMARY

Contract No.:	Task No.:
Contract Name:	Task Name:
Consultant:	CTO Proposal Date:                      Req. No.:

CTO SCOPE OF SERVICES - Attached

Services to be Furnished:	Location:	
Estimated Start Date:	Duration:	Est. Completion Date:

SUMMARY COST ESTIMATE

Cost Components			Total Authorization										
1	Fully Burdened Direct Labor (Total Prime)		\$0.00										
	DBE Portion (if applicable) (\$            )		\$0.00										
2	Subconsultants (attach detailed estimates in same format)	<table border="1"> <thead> <tr> <th>Company Name</th> <th>DBE</th> </tr> </thead> <tbody> <tr><td> </td><td><input type="checkbox"/></td></tr> <tr><td> </td><td><input type="checkbox"/></td></tr> <tr><td> </td><td><input type="checkbox"/></td></tr> <tr><td> </td><td><input type="checkbox"/></td></tr> </tbody> </table>	Company Name	DBE		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	\$0.00
Company Name	DBE												
	<input type="checkbox"/>												
	<input type="checkbox"/>												
	<input type="checkbox"/>												
	<input type="checkbox"/>												
			\$0.00										
			\$0.00										
			\$0.00										
3	Other Direct Costs		\$0.00										
4	Premium/Overtime Cost		\$0.00										
5	Total Fixed Fee		\$0.00										
6	<b>Total Not-to-Exceed Cost</b>		<b>\$0.00</b>										

ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED

<b>FUNDING SOURCE</b>		<b>THRU</b>	
<input type="checkbox"/> Federal	<input type="checkbox"/> State	<input type="checkbox"/> METRO	<input type="checkbox"/> OCTA <input type="checkbox"/> RCTC
<input type="checkbox"/> Local	<input type="checkbox"/> Recollectable	<input type="checkbox"/> SANBAG	<input type="checkbox"/> VCTC
<input type="checkbox"/> Other _____		<input type="checkbox"/> Other _____	

DISTRIBUTION

PROJECT	TASK	TYPE	COST CENTER	COST (\$)

<b>AUTHORITY APPROVALS:</b>	<b>Limited Authorization:</b>
_____ Date: _____	
Project Manager	
_____ Date: _____	<input type="checkbox"/> Not applicable
Contract Manager	<b>CONSULTANT/CONTRACTOR</b>
_____ Date: _____	Signature _____
Manager, Project Control	Title _____
_____ Date: _____	Date _____
Contract Administration	
_____ Date: _____	
Director, Engineering & Construction	



CONTRACT TASK ORDER (CTO) REVISION COST SUMMARY

Contract No.:	Task No.:	Revision No.:
Contract Name:	Task Name:	
Consultant:	CTO Proposal Date:	Req. No.:

CTO SCOPE OF SERVICES - Attached

Services to be Furnished:	Location:	
Estimated Start Date:	Duration:	Est. Completion Date:

REVISED SUMMARY COST ESTIMATE

Cost Components			Previous Authorization	Current Authorization	Revised Total Authorization	
1	Fully Burdened Direct Labor (Total Prime) DBE Portion (if applicable) (\$ )		\$0.00	\$0.00	\$0.00	
2	Subconsultants (attach detailed estimates in same format)	<b>Company Name</b>	<b>DBE</b>	\$0.00	\$0.00	\$0.00
			<input type="checkbox"/>	\$0.00	\$0.00	\$0.00
			<input type="checkbox"/>	\$0.00	\$0.00	\$0.00
			<input type="checkbox"/>	\$0.00	\$0.00	\$0.00
3	Other Direct Costs	<input type="checkbox"/>	\$0.00	\$0.00	\$0.00	
4	Premium/Overtime Cost		\$0.00	\$0.00	\$0.00	
5	Total Fixed Fee		\$0.00	\$0.00	\$0.00	
6	<b>Total Not-to-Exceed Cost</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED

<b>FUNDING SOURCE</b>		<b>THRU</b>		
<input type="checkbox"/> Federal	<input type="checkbox"/> State	<input type="checkbox"/> METRO	<input type="checkbox"/> OCTA	<input type="checkbox"/> RCTC
<input type="checkbox"/> Local	<input type="checkbox"/> Recollectable	<input type="checkbox"/> SANBAG	<input type="checkbox"/> VCTC	
<input type="checkbox"/> Other _____		<input type="checkbox"/> Other _____		

DISTRIBUTION

PROJECT	TASK	TYPE	COST CENTER	COST (\$)

<b>AUTHORITY APPROVALS:</b>	<b>Limited Authorization:</b>
_____ Date: _____	<input type="checkbox"/> Not applicable <b>CONSULTANT/CONTRACTOR:</b> _____ Signature _____ Title _____ Date
Project Manager _____ Date: _____	
Contract Manager _____ Date: _____	
Manager, Project Control _____ Date: _____	
Contract Administration _____ Date: _____	
Director, Engineering & Construction _____	





**CTO REQUEST FOR PROPOSAL REVISION**

[To Be Completed by SCRRA]

Contract No. E000-00	Task No.	Revision No.
Contract Name:	Task Name:	
Consultant:	CTO Proposal Due Date:	

**Consultant shall prepare a proposal based on the following information.**

Scope of Work:

Drawings attached # \_\_\_\_\_  Additional Scope of Services attached.

Estimated Start Date: \_\_\_\_\_ Duration \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Milestones:

FUNDING SOURCE	THRU	FUNDS
<input type="checkbox"/> Federal	<input type="checkbox"/> METRO	Fed. Trans. Adm. Grant # _____
<input type="checkbox"/> State	<input type="checkbox"/> OCTA	Fund Transfer Agt. # _____
<input type="checkbox"/> Local	<input type="checkbox"/> RCTC	Other _____
<input type="checkbox"/> Recollectable	<input type="checkbox"/> SANBAG	Other _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> VCTC	
	<input type="checkbox"/> Other _____	

Prepared by: \_\_\_\_\_ Date \_\_\_\_\_  
SCRRA Contract Manager

\_\_\_\_\_ Date \_\_\_\_\_  
SCRRA Program/Project Manager



Contract No.:	Task No.:	Revision No. :
Contract Name:	Task Name:	
Consultant:	CTO Proposal Date:	
	Revision CTO End Date:	
	Requisition No.:	

**CTO EXTENSION**

*Scope Summary:*

*Extension Explanation:*

PREVIOUS CTO END COMPLETION DATE:

CTO REVISION DURATION (DAYS):

CTO REVISION END COMPLETION DATE:

**ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED**

**AUTHORITY APPROVALS:**

\_\_\_\_\_ Date: \_\_\_\_\_

Project/Contract Manager

\_\_\_\_\_ Date: \_\_\_\_\_

Contract Administration

**CONTRACTOR:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



Contract No. E000-00 Contract Name: Consultant: Estimator Name: Estimator's Title: Estimator's Company:	Task No.                      Revision No.  Task Name:  CTO Proposal Due Date:
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**INDEPENDENT ESTIMATE**

Amount:  
Methodology Used To Determine Estimate:

Prepared by: _____	_____
Estimator	Date
_____	_____
SCRRRA Contract Manager	Date
_____	_____
SCRRRA Program/Project Manager	Date















**Contract Task Order Summary**  
 Contract **XXXXX-XX** | Contractor Name

SCRRA Contract Mgr: **Jane Doe**  
 Status as of: **01/01/09**

Current Budget Authority:	<b>0</b> 100%
Budget Authorized to Date:	<b>0</b> 0%
Remaining Budget:	<b>0</b> 100%

CTO No.	Rev #	Status	Date Authorized	Expiration Date	SCRRA Project No.	Description	PM	(a)	(b)	(c) = (a)-(b)	(d)	(e) = (a)+(d)	(f) = (b)/(a)	(g)	COMMENTS
								Budget Authorized to Date	Expended to Date	Remaining Budget	Estimate to Complete (ETC)	Estimate at Completion (EAC)	% of Budget Expended	% Time Elapsed	

SUMMARY								
Project Type	Budget Authorized to Date	Expended to Date	Remaining Budget	Estimate to Complete (ETC)	Estimate at Completion (EAC)	% of Budget Expended	% Time Elapsed	
Active Projects	0	0	0	0	0	0%	0%	
Pending Projects	0	0	0	0	0	0%	0%	
Closed Projects	0	0	0	0	0	0%	--	
<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0%</b>	

  

Current Budget Authority:	0	100%
Budget Authorized to Date:	0	0%
Remaining Budget:	0	100%



<b>Project</b>		<b>Subdivision</b>	
<b>Prj. Mgr.</b>		<b>MP</b>	
<b>GEC</b>		<b>Date</b>	
<b>Task</b>	<b>Action Item List</b>		

**Open Items**

Item No.	Description - Action Item	Assigned To	Date Open	Date Required	Days Open	Date Closed	Discipline	Status - Action Taken
001					40346		Mechanical	
002					40346		Track	
003					40346		Structural	
004					40346		Track	
005					40346		Track	
006					40346		Track	
007					40346		Track	
008					40346		Track	
009					40346		Track	
010					40346		Track	
011					40346		Track	
012					40346		Track	

**Closed Items**

Item No.	Description - Action Item	Assigned To	Date Open	Date Required	Days Open	Date Closed	Discipline	Status - Action Taken
001					40346		Mechanical	
002					40346		Track	
003					40346		Structural	
004					40346		Track	
005					40346		Track	
006					40346		Track	
007					40346		Track	
008					40346		Track	
009					40346		Track	
010					40346		Track	
011					40346		Track	
012					40346		Track	



<b>Contract No.:</b>	<b>Consultant:</b>	<b>SCRRRA Project No.:</b>
<b>CTO No.:</b>	<b>Description:</b>	<b>Completion Date:</b>

AUTHORIZED BUDGET					
	Authorization	Date	Description	Amount	
<b>Total Authorized Amount</b>					\$ -

INVOICES AND PAYMENTS						
	Invoice No.	Amount Invoiced	Deductions Made	Retention Withheld	Amount Paid	Date of Payment
<b>Totals</b>						

**CONSULTANT CERTIFICATION**

All costs and fixed fee recoverable under this CTO have been invoiced to SCRRRA as listed above.  
 Other than retention, consultant has received payment for all costs recoverable under this CTO.  
 All deliverables required under this CTO have been made.  
 There are no outstanding design issues related to the scope of this CTO.

\_\_\_\_\_ Date  
 GEC Project Manager

CTO DELIVERABLES RECEIVED			
	Deliverables	Date Submitted	SCRRRA PM Initials

**APPROVALS (BY SCRRRA):**

**Total Retention Due and Authorized for Release:** \$ -

\_\_\_\_\_ Date  
 Contract Manager

\_\_\_\_\_ Date  
 Contract Administrator

\_\_\_\_\_ Date  
 Manager - Project Control

\_\_\_\_\_ Date  
 Director, Engineering & Construction

Required only if over \$100,000



<b>Meeting Purpose:</b>	<b>Date:</b>
<b>Location:</b>	<b>Page 1 of 4</b>
<b>Minutes Prepared by:</b>	<b>Reference:</b>

**MEETING ATTENDANCE/SIGN-IN SHEET**

NAME	ORGANIZATION	PHONE/FAX/E-MAIL	
		Phone:	
		Fax:	
		E-Mail:	
		Phone:	
		Fax:	
		E-Mail:	
		Phone:	
		Fax:	
		E-Mail:	
		Phone:	
		Fax:	
		E-Mail:	
		Phone:	
		Fax:	
		E-Mail:	
		Phone:	
		Fax:	
		E-Mail:	



<b>Meeting Purpose:</b>	<b>Date:</b>
<b>Location:</b>	<b>Page 2 of 4</b>
<b>Minutes Prepared by:</b>	<b>Reference:</b>

NAME	ORGANIZATION	PHONE/FAX/E-MAIL	
		Phone:	
		Fax:	
		E-Mail:	
		Phone:	
		Fax:	
		E-Mail:	
		Phone:	
		Fax:	
		E-Mail:	
		Phone:	
		Fax:	
		E-Mail:	
		Phone:	
		Fax:	
		E-Mail:	
		Phone:	
		Fax:	
		E-Mail:	



<b>Meeting Purpose:</b>	<b>Date:</b>
<b>Location:</b>	<b>Page 3 of 4</b>
<b>Minutes Prepared by:</b>	<b>Reference:</b>

ITEM	DISCUSSION	ACTION	BY (BALL-IN-COURT)	DATE REQUIRED
1.				
2.				
3.				
4.				
5.				
6.				
7.				



# MEETING MINUTES

<b>Meeting Purpose:</b>	<b>Date:</b>
<b>Location:</b>	<b>Page 4 of 4</b>
<b>Minutes Prepared by:</b>	<b>Reference:</b>

ITEM	DISCUSSION	ACTION	BY (BALL-IN-COURT)	DATE REQUIRED
8.				
9.				
10.				
11.				



<b>Contract No.:</b>		<b>Consultant:</b>		<b>SCRRA Project No.:</b>	
<b>CTO:</b>	<b>Description:</b>			<b>Completion Date:</b>	
<b>CTO Manager:</b>			<b>SCRRA Project Manager:</b>		

**Describe the Scope Change, include the specific activities required, additional resources, support, etc.**

**Case for Change**

**Schedule Impacts (describe the impact on the schedule, both on the immediate activities and the overall schedule.)**

**Contract Changes - Identify changes required to the contract if any. These may include maximum contract value, use of subcontractors, completion date, etc.**

- Initial Notification – Detailed cost estimate to follow on \_\_\_\_\_.
  - Cost Impacts – Overall cost impacts substantiated on attached CTO Proposal.
- (Attach Additional Sheets as Required)*

<b>Submitted by:</b>			
GEC Project Manager		Date	
<b>Approved by:</b>			
SCRRA Project Manager		Date	
SCRRA Contract Manager		Date	
Director, Engineering & Construction		Date	



# MONTHLY PROGRESS REPORT

<b>Contract No.:</b>		<b>Consultant:</b>		<b>Reporting Period:</b>		<b>Page</b> of	
<b>CTO:</b>		<b>Description:</b>			<b>SCRRRA Project No.:</b>		
<b>CTO Manager:</b>				<b>SCRRRA Project Manager:</b>			
<b>CTO Amount:</b>		<b>Current Authorized:</b>			<b>NTP Date:</b>		<b>Status</b>
		Phase 1					
		Phase 2					
		Phase 3					
		Phase 4					
		Phase 5					
		Phase 6					
		<b>TOTAL AUTHORIZED</b>		\$	-		Complete
<b>Key Milestones:</b>							
	<b>Description</b>	<b>Scheduled</b>	<b>Comments</b>			<b>Actual</b>	
1							
2							
3							
4							
5							
6							
7							
8							
<b>Progress during Reporting Period:</b>							
<b>Projected Activities for Upcoming Period:</b>							
<b>Changes in Scope:</b>							
<b>Actions Required by SCRRRA:</b>							



Project Name: \_\_\_\_\_ Location: \_\_\_\_\_

Project No.: \_\_\_\_\_ Contract No.: \_\_\_\_\_

Date: \_\_\_\_\_

**Part 1: To be Completed by Originator**

<b>ORIGINATOR</b>	Requested by: _____ Title: _____ Company: _____ Signature: _____ Print Name: _____	
<b>IMPACTS</b>	Does this Exception impact Safety and Operations? Does this Exception conflict with any CPUC/CA MUTCD regulations and requirements? Does this Exception impact economic, social or environmental issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> yes <input type="checkbox"/> No <input type="checkbox"/> yes <input type="checkbox"/> No
<b>EXCEPTION INFORMATION</b>	Does the exception affect the following? Engineering Standards <input type="checkbox"/> Yes <input type="checkbox"/> No    Specifications <input type="checkbox"/> Yes <input type="checkbox"/> No Design Criteria <input type="checkbox"/> Yes <input type="checkbox"/> No    Manual Section <input type="checkbox"/> Yes <input type="checkbox"/> No Description of Exception/Waiver: Rational for Exception/Waiver: Mitigation Measures:	
<b>REASON FOR REQUEST</b>	Design Exception/Waiver must address the following: <ul style="list-style-type: none"> <li>Established Design Criteria versus proposed and existing criteria</li> </ul>	

	<ul style="list-style-type: none"> <li>• Reason the appropriate design criteria cannot be met</li> <li>• Justification for the proposed Criteria</li> <li>• Any background information which documents, support or justify the request</li> <li>• Any mitigation that will be provided to further support or justify the request</li> <li>• Safety implication of the request</li> <li>• The comparative cost of the full standard versus the lower design being proposed. Show what it would cost to meet the standard for which the Exception/waiver is requested</li> <li>• Long term effect of the reduced design as compared to the full standard</li> </ul>
<b>ATTACHMENTS</b>	The completed SCRRA Design Exception Form and all supporting documentation (drawings, reports, and calculations) shall be submitted with all requests for exceptions. This form (at the end of this page) and all documentation attached with the request must be stamped and sealed by a Registered California Engineer.

**Part 2: SCRRA approval Signatures**

<b>SCRRA APPROVALS</b>	<b>Name</b>	<b>Date</b>
	Manager, Rail Corridor C&E	
	Manager, Civil Engineering	
	Manager, C&S Engineering	
	Manager, System Safety	
	Director, Engineering and Construction	



STATUS: O = Open; Issue Identified but Interface not Addressed or Verified  
 A = Active; Interface Solution Under Development  
 V = Verified; Interface Solution Completed, Verified, and Signed Off by Discipline Leaders

## DESIGN INTERFACE MATRIX

Project Name: \_\_\_\_\_

Last Updated: \_\_\_\_\_

	✓ Track		✓ Grade Crossings		✓ Right of Way		✓ Bridges & Culverts		✓ Utilities		✓ Stations		✓ Facilities & Equipment	
	Status		Status		Status		Status		Status		Status		Status	
<b>Track</b>				Track geometry matches roadway geometry		Horizontal clearance from track centerline to R/W		Track geometry matches bridge deck coordinates		Utilities shown on trackwork plans		Track geometry matches platform geometry		Adequate clearance to track centerline
							Adequate cover over culverts		Clearances and protection per SCRRRA standards					
<b>Grading</b>		Typical sections match earthwork cross-sections		Surface runoff does not cross track		Grading limits in R/W								Embankment provided around signal equipment
<b>Civil &amp; Site</b>		PUC walkways along track and at switches		Smooth street profile and cross-slope transitions provided at crossing		Civil work within R/W								Equipment pads shown on civil plans
													Equipment locations reconciled	
<b>Drainage</b>		Longitudinal ditches match drainage requirements					Freeboard / flow capacity verified		No conflict between underground utilities and culverts		Platform drainage matches track drainage			
								Adequate cover of utilities at ditch locations						
<b>Structural</b>		Horizontal clearance at structures				Structures within R/W			No conflict between underground utilities and structure foundations		Allowance for (future) pedestrian over/under crossing structure at platform			
		Vertical clearance at structures												
		Structures designed for track loading												
<b>Electrical</b>														



STATUS: O = Open; Issue Identified but Interface not Addressed or Verified  
 A = Active; Interface Solution Under Development  
 V = Verified; Interface Solution Completed, Verified, and Signed Off by Discipline Leaders

## DESIGN INTERFACE MATRIX

Project Name: \_\_\_\_\_

Last Updated: \_\_\_\_\_

	Track	Grade Crossings	Right of Way	Bridges & Culverts	Utilities	Stations	Facilities & Equipment
<b>Mechanical</b>							
<b>Signals</b>	Signal cutovers accommodated in construction phasing	ADA clearance around grade crossing devices at sidewalks	Signal equipment within R/W	No conflict between underground drainage facilities and signal foundations		Signal conduits provided under platform	
	Signal facilities shown on track plans; clearance verified						
<b>Communications</b>						TVM hook-ups provided	
						PA/CMS hook-ups provided	
<b>Operations</b>	Construction phasing allows for track construction within work windows						
<b>Safety and Security</b>	Turnout, switch locations	Diagnostic meeting with CPUC, operating railroads and local authority	Safety enhancement on SCRRA right of way, including trespassers	Lighting, fencing		Lighting, communication, equipment locations	Safety and security of building
						Handicapped requirements	
<b>Other</b>							





# ENGINEER'S ESTIMATE

Project Name: \_\_\_\_\_

Design Level: Preliminary Design (30%)

Last Updated: \_\_\_\_\_

ITEM NO.	ORK DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	ITEM CONT.	NOTES
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## SCHEDULE XX-BASE BID

<b>01 00 00</b>	<b>GENERAL REQUIREMENTS</b>						
01 00 00	ADMINISTRATIVE						
01 71 13	MOBILIZATION (7% for Total Bid Price of \$5.0 mil. or less and 6% for Total Bid Price of \$5.0 mil or more)	LS	1				
01 71 13	DEMOBILIZATION (3% for Total Bid Price of \$5.0 mil. or less and 2% for Total Bid Price of \$5.0 mil or more)	LS	1				
<b>GENERAL REQUIREMENTS SUBTOTAL</b>							
<b>02 00 00</b>	<b>EXISTING CONDITIONS</b>						
02 41 00	DEMOLITION AND REMOVAL						
<b>EXISTING CONDITIONS SUBTOTAL</b>							
<b>03 00 00</b>	<b>CONCRETE</b>						
03 30 00	CAST-IN-PLACE CONCRETE						
<b>CONCRETE SUBTOTAL</b>							
<b>04 00 00</b>	<b>MASONRY</b>						
04 05 00	MORTAR AND GROUT						
<b>MASONRY SUBTOTAL</b>							
<b>05 00 00</b>	<b>METALS</b>						
05 05 00	GALVANIZING						



# ENGINEER'S ESTIMATE

Project Name: \_\_\_\_\_

Design Level: Preliminary Design (30%)

Last Updated: \_\_\_\_\_

ITEM NO.	ORK DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	ITEM CONT.	NOTES
<b>METALS SUBTOTAL</b>							
<b>06 00 00</b>	<b>WOODS, PLASTICS AND COMPOSITES</b>						
06 00 00	WOOD AND PLASTICS						
<b>WOODS, PLASTICS AND COMPOSITES SUBTOTAL</b>							
<b>07 00 00</b>	<b>THERMAL AND MOISTURE PROTECTION</b>						
07 11 00	DAMPPROOFING						
<b>THERMAL AND MOISTURE PROTECTION SUBTOTAL</b>							
<b>08 00 00</b>	<b>OPENINGS</b>						
08 10 00	DOORS AND FRAMES						
<b>OPENINGS SUBTOTAL</b>							
<b>09 00 00</b>	<b>FINISHES</b>						
09 60 00	FLOORING						
<b>FINISHES SUBTOTAL</b>							
<b>10 00 00</b>	<b>SPECIALTIES</b>						
10 14 00	SIGNAGE						
<b>SPECIALTIES SUBTOTAL</b>							
<b>22 00 00</b>	<b>PLUMBING</b>						
22 14 29	SUMP PUMPS						
<b>PLUMBING SUBTOTAL</b>							
<b>26 00 00</b>	<b>ELECTRICAL</b>						



# ENGINEER'S ESTIMATE

Project Name: \_\_\_\_\_

Design Level: Preliminary Design (30%)

Last Updated: \_\_\_\_\_

ITEM NO.	ORK DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	ITEM CONT.	NOTES
26 00 00	ELECTRICAL GENERAL REQUIREMENTS						
<b>ELECTRICAL SUBTOTAL</b>							
<b>27 00 00</b>	<b>COMMUNICATIONS</b>						
27 05 13	COMMUNICATION SERVICES						
<b>COMMUNICATIONS SUBTOTAL</b>							
<b>28 00 00</b>	<b>ELECTRONIC SAFETY AND SECURITIES</b>						
28 00 00	ELECTRONIC SAFETY AND SECURITY						
<b>ELECTRONIC SAFETY AND SECURITIES SUBTOTAL</b>							
<b>31 00 00</b>	<b>EARTHWORK</b>						
31 00 00	EARTHWORK						
<b>EARTHWORK SUBTOTAL</b>							
<b>32 00 00</b>	<b>EXTERIOR IMPROVEMENTS</b>						
32 11 00	BASE COURSES						
<b>BASE COURSES SUBTOTAL</b>							
<b>33 00 00</b>	<b>UTILITIES</b>						
33 05 23	STEEL CASING						
<b>UTILITIES SUBTOTAL</b>							
<b>34 00 00</b>	<b>TRANSPORTATION</b>						
34 11 13	RAILS						



# ENGINEER'S ESTIMATE

Project Name: \_\_\_\_\_

Design Level: Preliminary Design (30%)

Last Updated: \_\_\_\_\_

ITEM NO.	ORK DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	ITEM CONT.	NOTES
<b>RAILS SUBTOTAL</b>							
<b>40 00 00</b>	<b>PROCESS INTEGRATION</b>						
40 12 00	COMPRESSED AIR PIPING						
<b>PROCESS INTEGRATION SUBTOTAL</b>							
<b>SCHEDULE XX - BASE BID TOTAL CONSTRUCTION COST:</b>							



# ENGINEER'S ESTIMATE

Project Name: \_\_\_\_\_

Design Level: Preliminary Design (30%)

Last Updated: \_\_\_\_\_

ITEM NO.	ORK DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	ITEM CONT.	NOTES
<b>SCHEDULE XX - BID OPTION 1</b>							
<b>01 00 00</b>	<b>GENERAL REQUIREMENTS</b>						
01 00 00	ADMINISTRATIVE						
01 71 13	MOBILIZATION (7% for Total Bid Price of \$5.0 mil. or less and 6% for Total Bid Price of \$5.0 mil or more)	LS	1				
	DEMOBILIZATION (3% for Total Bid Price of \$5.0 mil. or less and 2% for Total Bid Price of \$5.0 mil or more)	LS	1				
<b>GENERAL REQUIREMENTS SUBTOTAL</b>							
<b>02 00 00</b>	<b>EXISTING CONDITIONS</b>						
02 41 00	DEMOLITION AND REMOVAL						
<b>EXISTING CONDITIONS SUBTOTAL</b>							
<b>03 00 00</b>	<b>CONCRETE</b>						
03 30 00	CAST-IN-PLACE CONCRETE						
<b>CONCRETE SUBTOTAL</b>							
<b>04 00 00</b>	<b>MASONRY</b>						
04 05 00	MORTAR AND GROUT						
<b>MASONRY SUBTOTAL</b>							
<b>31 00 00</b>	<b>EARTHWORK</b>						
31 00 00	EARTHWORK						



# ENGINEER'S ESTIMATE

Project Name: \_\_\_\_\_

Design Level: Preliminary Design (30%)

Last Updated: \_\_\_\_\_

ITEM NO.	ORK DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	ITEM CONT.	NOTES
<b>EARTHWORK SUBTOTAL</b>							
<b>32 00 00</b>	<b>EXTERIOR IMPROVEMENTS</b>						
32 11 00	BASE COURSES						
<b>BASE COURSES SUBTOTAL</b>							
<b>33 00 00</b>	<b>UTILITIES</b>						
33 05 23	STEEL CASING						
<b>UTILITIES SUBTOTAL</b>							
<b>34 00 00</b>	<b>TRANSPORTATION</b>						
34 11 13	RAILS						
<b>RAILS SUBTOTAL</b>							
<b>40 00 00</b>	<b>PROCESS INTEGRATION</b>						
40 12 00	COMPRESSED AIR PIPING						
<b>PROCESS INTEGRATION SUBTOTAL</b>							
<b>SCHEDULE XX - BID OPTION 1 TOTAL CONSTRUCTION COST:</b>							



**METROLINK**

# MATERIALS LIST

Project Name: \_\_\_\_\_

Design Level: Preliminary Design (30%) \_\_\_\_\_

Last Updated: \_\_\_\_\_

MATERIAL DESCRIPTION	UNIT	UNIT COST	CALCULATED QUANTITY	CONT. (%)	TOTAL QUANTITY REQUIRED	TOTAL MATERIAL COST	NOTES
<b>RAIL</b>							
				DPM			
<b>TIES</b>							
<b>SPECIAL TRACKWORK</b>							
<b>SIGNAL EQUIPMENT</b>							
<b>MECHANICAL EQUIPMENT</b>							
<b>OTHER</b>							
<b>TOTAL:</b>							



**SCHEDULE OF QUANTITIES AND PRICES**  
**[PROJECT]**  
**IFB NO. C0000-00**

**CONTRACTOR'S NAME:** \_\_\_\_\_

BID ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
--------------	-------------	------	----------	------------	-------------

**SCHEDULE 1 - BASE BID**

<b>01 00 00</b>	<b>GENERAL REQUIREMENTS</b>				
01 00 00	ADMINISTRATIVE				
01 71 13	MOBILIZATION (7% for Total Bid Price of \$5.0 mil. or less and 6% for Total Bid Price of \$5.0 mil or more)	LS	1		
01 71 13	DEMobilIZATION (3% for Total Bid Price of \$5.0 mil. or less and 2% for Total Bid Price of \$5.0 mil or more)	LS	1		
<b>GENERAL REQUIREMENTS SUBTOTAL</b>					
<b>02 00 00</b>	<b>EXISTING CONDITIONS</b>				
02 41 00	DEMOLITION AND REMOVAL				
<b>EXISTING CONDITIONS SUBTOTAL</b>					
<b>03 00 00</b>	<b>CONCRETE</b>				
03 30 00	CAST-IN-PLACE CONCRETE				
<b>CONCRETE SUBTOTAL</b>					
<b>04 00 00</b>	<b>MASONRY</b>				



**SCHEDULE OF QUANTITIES AND PRICES**  
**[PROJECT]**  
**IFB NO. C0000-00**

**CONTRACTOR'S NAME:** \_\_\_\_\_

BID ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
04 05 00	MORTAR AND GROUT				
<b>MASONRY SUBTOTAL</b>					
<b>05 00 00</b>	<b>METALS</b>				
05 05 00	GALVANIZING				
<b>METALS SUBTOTAL</b>					
<b>06 00 00</b>	<b>WOODS, PLASTICS AND COMPOSITES</b>				
06 00 00	WOOD AND PLASTICS				
<b>WOODS, PLASTICS AND COMPOSITES SUBTOTAL</b>					
<b>07 00 00</b>	<b>THERMAL AND MOISTURE PROTECTION</b>				
07 11 00	DAMPPROOFING				
<b>THERMAL AND MOISTURE PROTECTION SUBTOTAL</b>					
<b>08 00 00</b>	<b>OPENINGS</b>				
08 10 00	DOORS AND FRAMES				



**SCHEDULE OF QUANTITIES AND PRICES**  
**[PROJECT]**  
**IFB NO. C0000-00**

**CONTRACTOR'S NAME:** \_\_\_\_\_

BID ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
<b>OPENINGS SUBTOTAL</b>					
<b>09 00 00</b>	<b>FINISHES</b>				
09 60 00	FLOORING				
<b>FINISHES SUBTOTAL</b>					
<b>10 00 00</b>	<b>SPECIALTIES</b>				
10 14 00	SIGNAGE				
<b>SPECIALTIES SUBTOTAL</b>					
<b>22 00 00</b>	<b>PLUMBING</b>				
22 14 29	SUMP PUMPS				
<b>PLUMBING SUBTOTAL</b>					
<b>26 00 00</b>	<b>ELECTRICAL</b>				
26 00 00	ELECTRICAL GENERAL REQUIREMENTS				
<b>ELECTRICAL SUBTOTAL</b>					



**SCHEDULE OF QUANTITIES AND PRICES**  
**[PROJECT]**  
**IFB NO. C0000-00**

**CONTRACTOR'S NAME:** \_\_\_\_\_

BID ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
<b>27 00 00</b>	<b>COMMUNICATIONS</b>				
27 05 13	COMMUNICATION SERVICES				
<b>COMMUNICATIONS SUBTOTAL</b>					
<b>28 00 00</b>	<b>ELECTRONIC SAFETY AND SECURITIES</b>				
28 00 00	ELECTRONIC SAFETY AND SECURITY				
<b>ELECTRONIC SAFETY AND SECURITIES SUBTOTAL</b>					
<b>31 00 00</b>	<b>EARTHWORK</b>				
31 00 00	EARTHWORK				
<b>EARTHWORK SUBTOTAL</b>					
<b>32 00 00</b>	<b>EXTERIOR IMPROVEMENTS</b>				
32 11 00	BASE COURSES				
<b>BASE COURSES SUBTOTAL</b>					
<b>33 00 00</b>	<b>UTILITIES</b>				
33 05 23	STEEL CASING				



**SCHEDULE OF QUANTITIES AND PRICES**  
**[PROJECT]**  
**IFB NO. C0000-00**

**CONTRACTOR'S NAME:** \_\_\_\_\_

BID ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
<b>UTILITIES SUBTOTAL</b>					
<b>34 00 00</b>	<b>TRANSPORTATION</b>				
34 11 13	RAILS				
<b>RAILS SUBTOTAL</b>					
<b>40 00 00</b>	<b>PROCESS INTEGRATION</b>				
40 12 00	COMPRESSED AIR PIPING				
<b>PROCESS INTEGRATION SUBTOTAL</b>					
<b>SCHEDULE 1 - BASE BID TOTAL PRICE</b>					



**SCHEDULE OF QUANTITIES AND PRICES**  
**[PROJECT]**  
**IFB NO. C0000-00**

**CONTRACTOR'S NAME:** \_\_\_\_\_

BID ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
--------------	-------------	------	----------	------------	-------------

**SCHEDULE 1A - BID OPTION**

<b>GENERAL REQUIREMENTS</b>					
01 00 00	<b>GENERAL REQUIREMENTS</b>				
01 00 00	ADMINISTRATIVE				
01 71 13	MOBILIZATION (7% for Total Bid Price of \$5.0 mil. or less and 6% for Total Bid Price of \$5.0 mil or more)	LS	1		
	DEMOBILIZATION (3% for Total Bid Price of \$5.0 mil. or less and 2% for Total Bid Price of \$5.0 mil or more)	LS	1		
<b>GENERAL REQUIREMENTS SUBTOTAL</b>					
<b>EXISTING CONDITIONS</b>					
02 00 00	<b>EXISTING CONDITIONS</b>				
02 41 00	DEMOLITION AND REMOVAL				
<b>EXISTING CONDITIONS SUBTOTAL</b>					
<b>CONCRETE</b>					
03 00 00	<b>CONCRETE</b>				
03 30 00	CAST-IN-PLACE CONCRETE				
<b>CONCRETE SUBTOTAL</b>					
<b>MASONRY</b>					
04 00 00	<b>MASONRY</b>				
04 05 00	MORTAR AND GROUT				



**SCHEDULE OF QUANTITIES AND PRICES**  
**[PROJECT]**  
**IFB NO. C0000-00**

**CONTRACTOR'S NAME:** \_\_\_\_\_

BID ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
<b>MASONRY SUBTOTAL</b>					
<b>31 00 00</b>	<b>EARTHWORK</b>				
31 00 00	EARTHWORK				
<b>EARTHWORK SUBTOTAL</b>					
<b>32 00 00</b>	<b>EXTERIOR IMPROVEMENTS</b>				
32 11 00	BASE COURSES				
<b>BASE COURSES SUBTOTAL</b>					
<b>33 00 00</b>	<b>UTILITIES</b>				
33 05 23	STEEL CASING				
<b>UTILITIES SUBTOTAL</b>					
<b>34 00 00</b>	<b>TRANSPORTATION</b>				
34 11 13	RAILS				



**SCHEDULE OF QUANTITIES AND PRICES**  
**[PROJECT]**  
**IFB NO. C0000-00**

**CONTRACTOR'S NAME:** \_\_\_\_\_

BID ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
<b>RAILS SUBTOTAL</b>					
<b>40 00 00</b>	<b>PROCESS INTEGRATION</b>				
40 12 00	COMPRESSED AIR PIPING				
<b>PROCESS INTEGRATION SUBTOTAL</b>					
<b>SCHEDULE 1A - BID OPTION TOTAL PRICE</b>					



**SCHEDULE OF QUANTITIES AND PRICES**  
**[PROJECT]**  
**IFB NO. C0000-00**

**CONTRACTOR'S NAME:** \_\_\_\_\_

BID ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
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**SUMMARY**

SCHEDULE NO.	DESCRIPTION	TOTAL PRICE
<b>BASE BID</b>		
SCHEDULE 1		
<b>BASE BID</b>		
<b>BID OPTIONS</b>		
SCHEDULE 1A		
<b>BID OPTIONS TOTAL</b>		
<b>TOTAL BID PRICE (BASE BID + BID OPTIONS)</b>		

**TOTAL BID PRICE (IN WORDS)** \_\_\_\_\_

\_\_\_\_\_ **DOLLARS**



# UTILITIES MATRIX

Project Name: \_\_\_\_\_

Last Updated: \_\_\_\_\_

ITEM	UTILITY DESCRIPTION	UTILITY OWNER Utility Company Contact Name Address Phone	AGREEMENT NO.	LOCATION (Project Station or MilePost Limits)	DATA SOURCE (e.g. As-Built, Field Survey, Potholing)	POTENTIAL CONFLICT	DISPOSITION			ESTIMATED COST			STATUS Next steps; Outstanding issues	
							RIP	RELOCATE	ENCASE	BY	LENGTH (FT.)	UNIT PRICE		AMOUNT
1	Describe size and type of utility, e.g. 48" water line	Utility Company Contact Name Address Phone	From utility agreement provided by SCRRA	Describe limits of utility within project area	Describe source of utility information	Indicate project impacts to utility	X	X	X	SCRRA Contractor or Utility Co.	2,000	\$ 100	\$ 200,000	List action items and issues requiring resolution
2													\$ -	
3													\$ -	
4													\$ -	
5													\$ -	
6													\$ -	
7													\$ -	
8													\$ -	
9													\$ -	
10													\$ -	



# UTILITIES MATRIX

Project Name: \_\_\_\_\_

Last Updated: \_\_\_\_\_

ITEM	UTILITY DESCRIPTION	UTILITY OWNER Utility Company Contact Name Address Phone	AGREEMENT NO.	LOCATION (Project Station or MilePost Limits)	DATA SOURCE (e.g. As-Builts, Field Survey, Potholing)	POTENTIAL CONFLICT	DISPOSITION			ESTIMATED COST		STATUS Next steps; Outstanding issues
							RIP RELOCATE ENCASE	BY	LENGTH (FT.)	UNIT PRICE	AMOUNT	
11											\$ -	
12											\$ -	
13											\$ -	
14											\$ -	
15											\$ -	
16											\$ -	
17											\$ -	
18											\$ -	
19											\$ -	
20											\$ -	



# UTILITIES MATRIX

Project Name: \_\_\_\_\_

Last Updated: \_\_\_\_\_

ITEM	UTILITY DESCRIPTION	UTILITY OWNER Utility Company Contact Name Address Phone	AGREEMENT NO.	LOCATION (Project Station or MilePost Limits)	DATA SOURCE (e.g. As-Builts, Field Survey, Potholing)	POTENTIAL CONFLICT	DISPOSITION			ESTIMATED COST			STATUS Next steps; Outstanding issues
							RIP	RELOCATE	ENCASE	BY	LENGTH (FT.)	UNIT PRICE	
21												\$ -	
22												\$ -	

[DATE]

[CONTACT NAME]  
[UTILITY COMPANY]  
[ADDRESS]  
[CITY, STATE, ZIP]

[GEC FILE INFO]  
[DIGALERT NO]  
[SCRRRA PROJECT NUMBER]

Subject: SCRRRA, Metrolink Commuter Rail System  
**[PROJECT DESCRIPTION AND LOCATION]**  
**Facility/Utility Location Information Request**

Dear Madame/Sir:

[GEC NAME] is preparing engineering designs for [PROJECT DESCRIPTION AND LOCATION]. The project site falls within [COUNTY] Thomas Guide map page [PAGE NO], grid [GRID NO]. We are in the process of identifying existing facilities/utilities that fall within the Project Area.

We request your assistance to verify the existence of facilities/utilities owned, leased, operated or maintained by your company/agency that may lie within the Project Area Boundary as shown on the enclosed 1"=100' scale drawing.

- Please review the enclosed map and response form regarding the status of your facilities/utilities in the Project Area.
- Complete and sign the response form.
- Indicate facility/utility type, size, material, location/alignment and depth of cover in red on the enclosed 1"=100' scale map
- Keep one copy of the letter and drawing for your records.
- Return one copy each of the following:
  - completed response form
  - 1"=100' drawing showing your facilities/utilities in red
  - As-Built drawings of your facilities/utilities

Should there be a contact person other than you handles utility location requests, please forward this letter to the correct person. Your cooperation in this matter is greatly appreciated. Do not hesitate to call me at [PHONE NUMBER] if you have any questions.

Sincerely yours,

**[CONSULTANT CONTACT PERSON]**

cc: SCRRRA Project Manager

**SCRRA, Metrolink Commuter Rail System  
[PROJECT NAME AND LOCATION]  
Facility/Utility Location Information Request**

**Drawing Comments - Please Complete and Return To:**

**[CONSULTANT NAME]  
[ADDRESS]  
[CITY, STATE ZIP]  
Attn: [CONSULTANT CONTACT PERSON]**

**From: [UTILITY COMPANY, ADDRESS]**

Please check the appropriate statement and return with facility/utility information (as applicable) to:

- Our company/agency has NO facilities/utilities in the project area, as shown on the enclosed 1"=100' drawing
- Our company/agency HAS facilities/utilities in the project area. As-built drawings are enclosed which show locations of our facilities/utilities.
- Our company/agency HAS facilities/utilities in the project area. As-built drawings are NOT available. Our facilities are shown in red on the 1"=100' drawing enclosed

Additional comments:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Individual to Contact

\_\_\_\_\_  
Telephone Number

**Please return on or before REQUESTED RETURN DATE**



**PERMIT MATRIX**

**Project Name:** \_\_\_\_\_

**Last Updated:** \_\_\_\_\_

ITM	DESCRIPTION	PERMITTING AGENCY Agency Name Contact Name Address Phone	PERMIT PROCESS		DATA REQUIRED Technical requirements or back-up to accompany permit application	PERMIT FEE		COMMENTS Basis of permit fee determination	STATUS Next steps; Outstanding issues
			LEAD TIME	DURATION OR EXPIRATION		BY SCRRA	BY CON- TRACTO R		
1	Name or type of permit required	Permit Agency Name Contact Person Address Phone	Timing for permit processing	When permit will expire	Technical analysis or design reports required	\$10,000		Other information relevant to permit requirements or determination	Describe action items required, by whom
2									
3									
4									
5									
6									
7									
8									
9									
10									

[Date]

[SCRRA Project Manager]  
Southern California Regional Rail Authority  
700 S. Flower Street, 26<sup>th</sup> Floor  
Los Angeles, CA 90017

[Consultant File Information]  
[SCRRA Project Number]

Subject: SCRRA, [GEC Contract No]: [GEC Contract Title]  
**[CTO No.]: [CTO Name]**  
**[Progress/Camera-Ready] Submittal [- Concept/Preliminary/Interim/Final Design]**

Dear [Project Manager]:

Please find enclosed our [Concept/Preliminary/Interim/Final Design] progress submittal under the subject CTO. Per your request, [XX] copies are transmitted for your distribution to internal and third-party reviewers.

The following hardcopy deliverable documents are included:

- List documents here
- 
- 
- 

A CD containing the following electronic files is included:

- List contents of CD
- 
- 

Additionally, the following design status reports are attached for your reference:

- Design Submittal Report
- QA Checklist
- Design Interface Matrix
- Utilities Matrix
- Permit Matrix
- Design Review Comments

Do not hesitate to contact myself or [CTO Design Manager] with any comments or questions. We [will/will not] proceed with work under this CTO pending your review of these submittal documents.

Sincerely yours,

[GEC Project Manager]

cc: SCRRA Manager, Civil Engineering  
SCRRA Manager, C&S Engineering  
GEC CTO Manager



**PROJECT CONCEPT CHECKLIST**

<b>Contract No.:</b>	<b>Consultant:</b>	<b>SCRRA Project No.</b>
<b>CTO:</b>	<b>Description:</b>	<b>SCRRA Project Manager:</b>

ITEM	YES	NO	N/A	IF NO, EXPLAIN
<b>Design Submittal Report</b>				
List of items transmitted				
Statement of design accomplishments				
Design criteria				
Exceptions to standards				
Outstanding and unresolved issues				
QA/QC acknowledgment				
Plan for design advancement, if applicable				
<b>Project Definition Report</b>				
Formatting and presentation consistent with DPM				
Project Name and Location stated				
Major Project Components listed				
Project Stakeholder sign-offs obtained				
Existing Conditions described				
Project concept shown				
Main design issues identified				
Assumptions and limitations				
Modifications to existing facilities				
Major physical constraints				
Utilities				
Operational restrictions				
Right of way constraints				
Expansion possibilities				
Project schematic shown				
Alternative concept discussed				
Single line signal design drawings				
Conceptual overview of alternative signal configuration				
Site photos included				
Project Cost Estimate includes:				
Major construction cost components				
Construction contingency				
Civil/structural design and design support				
Signals design and design support				
Right of way				
Environmental clearance				
Construction management				
Agency allocation				
Project management				
Flagging				
Permitting/Third Party requirements				
Materials				
Notes on sources of cost data				
<b>Submittal Documents</b>				
Five (5) color, bound copies of PDR received				
CD received				

Contract Manager Initials \_\_\_\_\_



**PRELIMINARY DESIGN CHECKLIST**

<b>Contract No.:</b>		<b>Consultant:</b>	<b>SCRRA Project No.</b>
<b>CTO:</b>	<b>Description:</b>		<b>SCRRA Project Manager:</b>

ITEM	YES	NO	N/A	IF NO, EXPLAIN
<b>Design Submittal Report</b>				
List of items transmitted				
Statement of design accomplishments				
Design criteria				
Exceptions to standards				
Outstanding and unresolved issues				
QA/QC acknowledgment				
Plan for design advancement				
<b>Drawings</b>				
Title Sheet				
Index of Drawings, noting drawings included in submittal				
Track Schematic				
Preliminary Typical Sections				
Basemapping utilizing State Plane Coordinates				
Track Plan and Profile				
Critical Cross-Sections				
Structures Layout				
Station Layout				
signal circuit design				
Discussion of alternatives and scaled layout of preferred alternative				
Aspect charts				
<b>Specifications</b>				
List of applicable SCRRA Standard Specifications				
List of Supplemental Specifications				
List of applicable Engineering Standard drawings				
List of applicable Reference drawings				
<b>Project Cost Estimate</b>				
Major construction cost components				
Construction contingency				
Civil/structural design and design support				
Signals design and design support				
Right of way				
Environmental clearance				
Construction management				
Agency allocation				
Project management				
Flagging				
Permitting/Third Party requirements				
Preliminary Materials List				
Notes on sources of cost data				

Contract Manager Initials \_\_\_\_\_



**METROLINK**

**PRELIMINARY DESIGN CHECKLIST**

<b>Contract No.:</b>		<b>Consultant:</b>	<b>SCRRRA Project No.</b>
<b>CTO:</b>	<b>Description:</b>		<b>SCRRRA Project Manager:</b>

ITEM	YES	NO	N/A	IF NO, EXPLAIN
<b>Exhibits, Calculations and Reports</b>				
Summary of Preliminary Right of Way Issues				
Preliminary Utilities Matrix				
Preliminary Permit Matrix				
Preliminary Geotechnical Report				
Preliminary Traffic Impact Report (if applicable)				
Signal material list for all added and new materials				
Signal design basis report				
<b>Design Submittal Documents</b>				
Half-size drawings (___ sets)				
Specifications lists				
Preliminary cost estimate				
Quantity calculations				

Contract Manager Initials \_\_\_\_\_



**INTERIM DESIGN CHECKLIST**

<b>Contract No.:</b>		<b>Consultant:</b>	<b>SCRRA Project No.</b>
<b>CTO:</b>	<b>Description:</b>		<b>SCRRA Project Manager:</b>

ITEM	YES	NO	N/A	IF NO, EXPLAIN
<b>Design Submittal Report</b>				
List of items transmitted				
Statement of design accomplishments				
Design criteria				
Exceptions to standards				
Outstanding and unresolved issues				
QA/QC acknowledgment				
Plan and schedule for remaining design tasks				
<b>Drawings</b>				
Title Sheet with location map				
Index of Drawings, noting drawings included in submittal				
Survey control				
Track schematic				
Typical sections with station limits				
Track plan and profile				
Earthwork cross-sections				
Drainage layout				
Grade crossing plans				
Signing and striping plans				
Preliminary traffic control plans				
Preliminary construction phasing plans				
Structures plans and details				
Station plans and details				
Electrical plans				
Mechanical plans				
Signal aspect charts and final scaled layout				
Signal circuit designs and plans				
Advanced standard crossing protection layout for all crossings on the corridor				
Switch machines design				
Fiber optic or communication based system design				
Signal house design				
Signal material list				
Power system design				
Underground cable and conduit layout				
<b>Specifications</b>				
Project-Specific Specifications Index, including SCRRA Standard Specifications, Modified Specifications, and Supplemental Specifications				
Draft Scope of Work and Hours of Operations				

Contract Manager Initials \_\_\_\_\_



**INTERIM DESIGN CHECKLIST**

<b>Contract No.:</b>	<b>Consultant:</b>	<b>SCRRRA Project No.</b>
<b>CTO:</b>	<b>Description:</b>	<b>SCRRRA Project Manager:</b>

ITEM	YES	NO	N/A	IF NO, EXPLAIN
<b>Specifications (Continued)</b>				
Draft Supplemental Specifications (complete in draft form)				
Estimated Construction Duration				
List of applicable Engineering Standard drawings				
List of applicable Reference drawings				
<b>Project Cost Estimate</b>				
Engineer's Estimate of construction costs with complete draft descriptions of construction items, consistent with specifications				
Permitting costs				
All non-construction costs identified				
Notes on sources of cost data				
<b>Exhibits, Calculations and Reports</b>				
Final Drainage Report				
Final Geotechnical Report				
Final Traffic Impact Report (if applicable)				
CPUC Exhibits				
Utilities Matrix, identifying all affected utilities				
Permit Matrix, identifying all permits required				
<b>Design Submittal Documents</b>				
Half-size drawings (___ sets)				
Specifications lists				
Preliminary cost estimate				
Quantity calculations				

Contract Manager Initials \_\_\_\_\_



**PRE-FINAL DESIGN CHECKLIST**

<b>Contract No.:</b>	<b>Consultant:</b>	<b>SCRRA Project No.</b>
<b>CTO:</b>	<b>Description:</b>	<b>SCRRA Project Manager:</b>

ITEM	YES	NO	N/A	IF NO, EXPLAIN
<b>Design Submittal Report</b>				
List of items transmitted				
Statement of design accomplishments				
Changes to previously accepted design approach, if any				
Outstanding and unresolved issues				
QA/QC acknowledgment				
Plan and schedule for remaining design tasks				
<b>Drawings</b>				
Title Sheet with location map				
Index of Drawings, noting drawings included in submittal				
General Notes				
Survey control				
Track schematic				
Construction phasing plans				
Typical sections with station limits				
Track plan and profile				
Track geometry tables				
Earthwork cross-sections				
Drainage plans and details				
Grade crossing plans and details				
Signing and striping plans and details				
Utilities protection and rearrangement plans and details				
Traffic control plans				
Structures plans and details				
Station plans and details				
Electrical plans and details				
Mechanical plans and details				
Signal aspect charts and final scaled layout				
Signal circuit designs and plans				
Advanced standard crossing protection layout for all crossings on the corridor				
Switch machines design				
Fiber optic or communication based system design				
Signal house design				
Signal material list				
Power system design				
Underground cable and conduit layout				
<b>Specifications</b>				
Project-Specific Specifications Index, including SCRRA Standard Specifications, Modified Specifications, and Supplemental Specifications				

Contract Manager Initials \_\_\_\_\_



**PRE-FINAL DESIGN CHECKLIST**

<b>Contract No.:</b>	<b>Consultant:</b>	<b>SCRRA Project No.</b>
<b>CTO:</b>	<b>Description:</b>	<b>SCRRA Project Manager:</b>

ITEM	YES	NO	N/A	IF NO, EXPLAIN
<b>Specifications (Continued)</b>				
Modified Specifications, final draft complete				
Supplemental Specifications, final draft complete				
Construction Duration				
Materials List, complete				
List of applicable Engineering Standard drawings				
Copies of applicable Reference drawings				
<b>Project Cost Estimate</b>				
Engineer's Estimate of construction costs with complete descriptions of construction items, consistent with specifications				
Permitting costs				
All non-construction costs identified				
Notes on sources of cost data				
Trade list				
<b>Exhibits, Calculations and Reports</b>				
Utilities Matrix, defining all utilities work and responsibilities				
Permit Matrix, identifying all permits, lead times, responsibilities, and costs				
Utility company notifications				
Complete permit applications				
<b>Design Submittal Documents</b>				
Half-size drawings (___ sets)				
Specifications				
Pre-final cost estimate				
Quantity calculations				

Contract Manager Initials \_\_\_\_\_



<b>Contract No.:</b>		<b>Consultant</b> :	<b>SCRRRA Project No.</b>
<b>CTO:</b>	<b>Description:</b>		<b>SCRRRA Project Manager:</b>

ITEM	YES	NO	N/A	IF NO, EXPLAIN
<b>Design Submittal Report</b>				
List of items transmitted				
Statement of design accomplishments				
Changes to previously accepted design approach, if any				
Outstanding and unresolved issues				
QA/QC acknowledgment				
Plan and schedule for delivery of camera-ready documents				
<b>Drawings</b>				
Drawing set complete, consistent with Index of Drawings				
IFB number and issue date shown				
Signal circuit design and plans				
<b>Specifications</b>				
Project-Specific Specifications complete, consistent with Specifications Index				
Modified Specifications, complete				
Supplemental Specifications, complete				
Materials List, complete				
List of applicable Engineering Standard drawings				
Copies of applicable Reference drawings				
<b>Project Cost Estimate</b>				
Engineer's Estimate of construction costs with complete descriptions of construction items, consistent with specifications				
Permitting costs				
All non-construction costs identified				
Notes on sources of cost data				
Schedule of Quantities and Prices				
<b>Exhibits, Calculations and Reports</b>				
Utilities Matrix, defining all utilities work and responsibilities				
Permit Matrix, identifying all permits, lead times, responsibilities, and costs				
<b>Design Submittal Documents</b>				
Half-size drawings ( ___ sets)				
Specifications				
Final cost estimate				
Quantity calculations				

Contract Manager Initials \_\_\_\_\_



**CAMERA-READY  
CHECKLIST**

<b>Contract No.:</b>		<b>Consultant:</b>	<b>SCRRRA Project No.</b>
<b>CTO:</b>	<b>Description:</b>		<b>SCRRRA Project Manager:</b>

ITEM	YES	NO	N/A	IF NO, EXPLAIN
<b>Design Submittal Report</b>				
List of items transmitted				
Summary of changes to drawings from Final Design, if any				
Outstanding and unresolved issues				
QA/QC acknowledgment				
<b>Drawings</b>				
Complete set of drawings, sealed by licensed professional(s)				
<b>Specifications</b>				
Complete set of specifications, sealed by licensed professional(s)				
Materials List, complete				
List of applicable Engineering Standard drawings				
Copies of applicable Reference drawings				
<b>Project Cost Estimate</b>				
Engineer's Estimate of construction costs with complete descriptions of construction items, consistent with specifications				
Permitting costs				
All non-construction costs identified				
Notes on sources of cost data				
Schedule of Quantities and Prices				
<b>Exhibits, Calculations and Reports</b>				
Utilities Matrix, defining all utilities work and responsibilities				
Permit Matrix, identifying all permits, lead times, responsibilities, and costs				
<b>Design Submittal Documents</b>				
1 set of reproducible half-size drawings, sealed				
1 set of reproducible specifications, sealed				
Final engineer's estimate				
Schedule of quantities and prices				
List of owner-provided materials				
Quantity calculations				
Engineering calculations, sealed				
CD containing drawings, specifications, and estimate				

Contract Manager Initials \_\_\_\_\_



**BIDDING DOCUMENTS  
CHECKLIST**

<b>Contract No.:</b>	<b>Consultant:</b>	<b>SCRRA Project No.</b>
<b>CTO:</b>	<b>Description:</b>	<b>SCRRA Project Manager:</b>

ITEM	YES	NO	N/A	IF NO, EXPLAIN
Requisition in data base (Oracle) system				
Funding Source				
Federal				
State				
Local				
Other				
Summary of Work				
Location OF Laydown Area				
Subcontracting opportunities and estimated prices (DBE/Non-DBE)				
Schedule of Quantities and Prices				
Excel				
Word				
Engineer's Estimate				
Work Completion Schedule				
Liquidated Damages Calculations				
List of materials to be provided by SCRRA				
List of Permits				
By SCRRA				
By Contractor				

Contract Manager Initials \_\_\_\_\_

Note: This checklist to be completed by SCRRA Project Manager.



**LIQUIDATED DAMAGES  
CALCULATIONS FORM**

PROJECT NAME:	
PROJECT NO.:	
CONTRACT NO.:	
DATE:	

**CONSTRUCTION COMPLETION**

Labor Rates Based on Percentage Rates				
CONTRACT VALUE:		Costs		
CONSTRUCTION DURATION (Days)	% of const.	Estimated	Daily	
Construction Management	8%	\$0.00	#DIV/0!	
Project Management	4%	\$0.00	#DIV/0!	
Flagging Services	6%	\$0.00	#DIV/0!	
Design Services During Construction	1%	\$0.00	#DIV/0!	
SCRRA Agency Costs	8%	\$0.00	#DIV/0!	
Total Cost			#DIV/0!	

  

Labor Rates based on Hourly Burdened Rates				
		Hours/Day	Hourly Rate	Daily Rate
CM	Resident Engineer			\$0.00
	Office Engineer			\$0.00
	Office Assistant			\$0.00
PM	Project Manager			\$0.00
FLAGGING	Flagging			\$0.00
SCRRA	Program Manager			\$0.00
	Contract Manager			\$0.00
	Inspector			\$0.00
	Other			\$0.00
SCRRA Overhead Rate		250.00%		\$0.00
Total Cost				\$0.00

  

A. Selected Labor Costs (Maximum from above)	#DIV/0!
B. Additional Operating Costs Description/Justifications:	
C. Additional Maintenance Costs Description/Justifications:	
D. Loss of Revenues to SCRRA Operations Description/Justifications:	
E. Any effect/damages to other SCRRA contracts Description/Justifications:	
<b>Total Daily Construction Completion Costs</b>	<b>#DIV/0!</b>

**RAIL SERVICE INTERRUPTION**

	Delay in min.	No. of Trains	Cost Per Min.	Daily Cost
			\$50.00	\$0.00

The cost for rail service interruption will be a maximum of \$1,000.00 for each train per day and a cumulative daily maximum of \$20,000.00 per day.

**RAIL SERVICE DISRUPTION (Absolute Windows)**

No. of passengers	No. of pass. in a bus	No. of Bus Trips	No. of Buses	Cost per Bus	Daily Cost
	50	0	0	\$500.00	\$0.00

The cost for rail service disruption will be a maximum of \$50,000.00 for one day. The cost will be reduced to \$25,000.00 if at least one track is put in operation.



**METROLINK**

# DESIGN REVIEW COMMENTS

Reviewer: \_\_\_\_\_

Project: \_\_\_\_\_

Submittal: \_\_\_\_\_

Contract Reference: \_\_\_\_\_

**Response Codes:** A=Agreed and will comply/take action. B= Will investigate. C=Disagree for reasons noted in Response/Status Column. D=Will address in next phase.

REVIEWER RESPONSIBILITY							RESPONDER RESPONSIBILITY				
NO.	DATE	SPEC	DWG	REPOR	REF. PAGE	DISCIPLINE	COMMENT	RESPONDER	RESPONSE CODE	RESPONSE	RESOLUTION-ACTION ITEM
1	08/25/08	X			1000	General	Summary of work requires additional description.		A		
2											
3											
4											
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Date	
Comments to	SCRRA Manager, Civil Engineering Southern California Regional Rail Authority (SCRRA) 700 S. Flower Street, 26 <sup>th</sup> Floor Los Angeles, CA 90017
Comments By	Name: Mailing Address: City/State/Zip: Phone: E-mail:
Subject	Written Comments and Suggested Improvements to SCRRA Design Procedures Manual
Suggested Change(s)	
Reason for the Change	
Backup Source Data	