

INSURANCE REQUIREMENTS

1. Contractor and all of its subcontractors, at their own expense, shall maintain or cause to be maintained with insurance companies with a Best Rating of A- or better and licensed to do business in the Commonwealth of Pennsylvania or otherwise satisfactory to the City of Philadelphia ("Owner"), a minimum of the following insurance:

(a) Commercial General Liability Insurance with a general aggregate limit of Two Million Dollars (\$2,000,000), One Million Dollars (\$1,000,000) per occurrence combined single limit for bodily injury (including death) and property damage, One Million Dollars (\$1,000,000) for personal and advertising injury and One Million Dollars (\$1,000,000) for products and completed operations. The policy shall include the following coverages: blanket contractual liability; personal injury liability; products and completed operations; independent contractors; employees and volunteers as additional insureds; cross liability; broad form property damage liability (including completed operations and loss of use) explosion, collapse and underground damage (XCU); public liability and property damage coverage for bodily injury, accidental death and damage to property, which may arise from operations under this Agreement and contractual liability insurance in a form sufficient to cover Contractor's indemnity under Section 8.18 of this Agreement and any implied warranties of Contractor.

(b) Workers' Compensation/Employer's Liability Insurance for all its employees in accordance with statutory requirements of the Commonwealth of Pennsylvania. The coverage will include an All States Endorsement. The minimum limits of liability for employer's liability insurance shall be Five Hundred Thousand Dollars (\$500,000) for bodily injury by accident for each accident, Five Hundred Thousand Dollars (\$500,000) for bodily injury by disease for each employee and Five Hundred Thousand Dollars (\$500,000) for the policy limit for bodily injury by disease.

(c) Automobile Liability Insurance for all owned, non-owned and hired vehicles against bodily injury (including death) and property damage with a minimum combined single limit of One Million Dollars (\$1,000,000) and coverage for contractual liability, including liability for employee injury assumed under this Agreement.

(d) Pollution Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000) for each claim and the annual aggregate. Contractor must also obtain tail coverage, an extended reporting period or maintain Contractor's current coverage for occurrences happening during the performance of the contract for at least two (2) years after completion of the contract. The policy must not exclude asbestos, lead, silica, mold/fungus, oil, oil-related chemicals, petroleum, petroleum-related chemicals, or any other environmental contaminant or pollutant, which may be encountered during construction. In lieu of providing a separate pollution liability insurance policy, coverage may be endorsed to the commercial general liability policy.

(e) Excess/umbrella liability insurance with a minimum limit of Five Million Dollars (\$5,000,000) for each occurrence and the annual aggregate amount that will apply in excess of the commercial general liability, automobile liability, and employer's liability insurance policies.

2. Contractor will provide Owner with the provisions from each of the required insurance policies or endorsements for each of the required insurance policies stating the following:

(a) Contractor's insurance coverage is on a primary and non-contributory basis with any insurance carried or administered by Owner, the Philadelphia Redevelopment Authority ("PRA") or the Philadelphia Authority for Industrial Development ("PAID");

(b) includes coverage for ongoing operations and completed operations;

(c) Owner, the PRA, PAID and each of their respective officers, directors, employees and agents are named as additional insured on a primary and non-contributory basis on all of the insurance policies, except for workers' compensation and professional liability insurance policies, even for claims regarding their partial negligence;

(d) includes a waiver of subrogation in favor of Owner and all of the other aforementioned additional insureds;

(e) coverage is applicable separately to each insured against whom a claim is made or suit is brought and there is no "Cross Liability" exclusion on the insurance policies that preclude coverage for suits or claims between Contractor and Owner or between the Owner and any other insured or additional insured under the insurance policies;

(f) no act or omission of Owner, the PRA or their respective officers, directors, employees or agents will invalidate coverage; and

(g) Contractor shall not have a Self-Insured Retention ("SIR") on any policy greater than Fifty Thousand Dollars (\$50,000), which is the responsibility of Contractor. If Contractor's policy(ies) has a Self Insured Retention exceeding this amount, approval must be received from Owner prior to starting work. In the event any policy includes an SIR, Contractor is solely responsible for payment within the SIR of their policy(ies) and the Additional Insured requirements specified herein shall be provided within the SIR amount(s).

3. Endorsement forms required include CG 20 01, CG 20 10 and CG 20 37 as published by the Insurance Services Office ("ISO") or on equivalent forms that are satisfactory to Owner.

4. The amount of insurance provided in Section 1 shall not be construed to be a limitation of the liability on the part of Contractor. The carrying of the insurance described shall in no way be interpreted as relieving Contractor of any responsibility or liability under this Agreement.

5. All insurance specified in Section 1, either by provisions in the policy or by special endorsement attached thereto, shall be primary and non-contributory, shall not be invalidated due to the acts or omissions of Owner, the PRA, PAID or each of their respective officers, directors, agents or employees and shall contain a "Cross Liability" Endorsement which provides that the insurance afforded applies separately to each insured against whom a claim is made or suit is

brought, including claims by one insured against another, except with respect to the limits of Contractor's liability.

6. Contractor, for itself and its respective insurers, hereby releases Owner, the PRA and PAID from any and all claims, demands, actions and causes of action (including, without limitation, subrogation claims), for loss or damage covered by any of the insurance maintained by Contractor, even if the loss or damage shall have been caused by the fault or partial negligence of Owner, the PRA or PAID, or anyone for whom the Owner, the PRA or PAID may be responsible. If any of the policies of insurance required under this Agreement require an endorsement to provide for the waiver of subrogation, then the named insured of such policies will cause them to be so endorsed.

7. All insurance shall be in full force and effect for the entire term of this Agreement. If any such insurance is due to expire during the term of this Agreement, Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to Owner, the PRA and PAID. Certificates of insurance evidencing the required coverages and additional insured endorsements must specifically reference the Property and the Subgrant Agreement dated May 27, 2015, as amended (the "Subgrant Agreement") between PAID and PRA, pursuant to which the Agreement is authorized. **The original certificates of insurance shall be submitted to PRA, to PAID at c/o PIDC, 2600 Centre Square West, 15th and Market Streets, Philadelphia, PA 19103, Attention: Vice President – Corporate Counsel, and to the Owner's Division of Risk Management at One Parkway Building, 14th Floor, 1515 Arch Street, Philadelphia, PA 19102, Attention: Barry Scott, at least ten (10) days before work is to commence.** The original certificates of insurance shall be submitted to PRA, PAID and Owner as set forth above before each renewal date. The ten (10) day requirement for advance documentation of insurance coverage may be waived in situations where such waiver will benefit the Owner, but under no circumstances shall the Contractor actually begin work (or continue work, in the case of renewal) without providing the required proof of insurance and required endorsements. Owner reserves the right to require the Contractor to furnish certified copies of the original policies of all insurance required under the Agreement, including certified copies of all required endorsements, at any time upon ten (10) days prior written notice to the Contractor.

8. Insurance requirements are subject to the periodic review by Owner. Any failure, actual or alleged, on the part of Owner to monitor or enforce compliance with any of the insurance requirements will not be deemed as a waiver of any rights on the part of Owner. Owner may require additional types of insurance or higher limits if, in its sole discretion, the potential risk warrants it. The amount of insurance provided in the required insurance coverages outlined above shall not be construed to be a limitation of the liability on the part of the Contractor.

9. The insurance policies must provide for at least thirty (30) days prior written notice to be given to Owner in the event that coverage is materially changed, cancelled or non-renewed or once any policy limits have been exhausted by fifty percent (50%). In the event of material change, cancellation or non-renewal of coverage(s), Contractor must replace the coverage(s) to comply with the contract requirements to prevent a lapse of coverage for any time period during the term of the contract.

10. Notwithstanding the minimum limits specified in Section 1, no less than the stated value for each of the insurance policies of Contractor and its subcontractors shall be available to Owner to cover Contractor's indemnity under this Agreement.

Exhibit “A”

Financing to Support Your Rebuild Contract



PIDC financing and a mobilization grant are available to qualified Philadelphia-based businesses that have been awarded a Rebuild sub-contract.

The **Rebuild Contract Line of Credit Loan (“Rebuild CLOC”)** provides support to small, minority, women, and disabled-owned businesses that need working capital to fund contract-related expenses. To qualify, contracts must be for a Rebuild Project and be assignable to PIDC. Use of funds is restricted to labor, materials, and equipment costs directly associated with the contract being financed.

Borrowers may be required to participate in technical assistance programs sponsored by PIDC or other approved providers designed to support their business growth. Financing is an advance on approved contract receivables with an opportunity to access grant dollars for mobilization needs.

For more information contact PIDC at www.pidcphila.com or via email at agimenez@pidcphila.com or by calling 215.496.8181.

The Rebuild Contract Line of Credit (“Rebuild CLOC”) provides support to small, minority, women, and disabled-owned businesses that need working capital to fund contract-related expenses. To qualify, contracts must be for a Rebuild Project and be assignable to PIDC. The business must also be located or plan to locate in the city of Philadelphia.

USES

Use of funds is restricted to labor, materials, and equipment costs directly associated with the contract being financed. Borrowers may be required to participate in technical assistance programs sponsored by PIDC or other approved providers designed to support their business growth. Financing is an advance on approved contract receivables with an opportunity to access grant dollars for mobilization needs.

FINANCING

Financing is available to qualified businesses that have been awarded Rebuild contracts or sub-contracts.

Line of Credit Amount:	\$50,000 - \$300,000 Financing of up to 90% of approved invoices under the Rebuild contract or subcontract(s).
Term:	12 months.
Interest Rate:	Fixed interest rate at 1.5%
Underwriting:	Collateral requirements for the loan must include assignment of contract or sub-contract payments to PIDC. The contract owner must also sign a payment directive. PIDC will review a combination of credit, cash flow, collateral, financial position, management capacity, and industry risk.

TIMING & PROCEDURE

Client submits a completed application to PIDC for staff review at which time a thorough credit analysis is performed. For applications that receive a positive credit evaluation, the loan is presented to the PIDC Loan Committee. Following loan approval, PIDC issues a commitment letter to applicant. Settlement of the loan may occur once the terms of the commitment are satisfied. The process from application submission to settlement generally takes approximately 60 to 90 days to complete.

FEES

Borrower will be charged a fixed fee of \$1,000 for loans of \$50,000 or \$1,500 for loans greater than \$50,000. This fee will cover all application, origination, and legal fees. A total of \$250 is due at the time of application. The remaining balance will be due upon execution of the commitment letter. If real estate collateral is required, then the fee will increase to cover this expense.

MOBILIZATION GRANT

Contractors receiving a Rebuild CLOC in 2021, are ELIGIBLE for up to a \$5,000 Mobilization Grant, which can be used to cover payroll, supplies, equipment, or fees related to the Rebuild contract work.

Contractors will request this grant as part of their application and will describe their proposed use of funds. Contractors must submit proof of expenses for how the grant was expended as part of the approval process of their first invoice.

Fees are subject to change. Please confirm all transaction fees with PIDC prior to application.

For more information visit [PIDCphila.com](https://pidcphila.com) or contact
Arthur Gimenez at 215-496-8181 or agimenez@pidcphila.com.

CONTRACTOR QUALIFICATIONS

General Requirements

1. The Contractor shall have total responsibility for all systems testing, of all components used, and the coordination and installation of the work shown and described in the "G, C, SP, S, D, A, P, M" drawings and Specifications Divisions 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 13, 22, 23, 31, 32, 33. The Contractor shall include the testing, maintenance and repair of systems as described herein.
2. All Contractors with intention to bid this work shall submit all supplemental qualification and relevant experience data.
3. Qualification Requirements:
 - a. The Contractor and their technical personnel, performing this work shall have:
 - a minimum of five (5) years of proven experience in the servicing, maintenance, and testing of similar size systems.
 - The proven, relevant experience requirement shall apply to all personnel providing Systems work on this project.
 - Relevant experience shall be defined as work with similar complexity and requirements as required under this Contract.
 - The Contractor shall submit system description, details and other information to demonstrate that they are qualified for this project.
 - Submit qualification data, list of key personnel assigned to this project and references as specified in this section.
 - The Design Professional and Owner shall have the opportunity to contact all contractor references and visit any of the referenced projects through arrangements and coordination provided by this contractor at no additional cost.
 - b. The Contractor shall also submit the following Qualifications:
 - 1) Evidence that the organization and technical personnel assigned to this project have a minimum of 5 years experience in (3) similar type projects of equal scope, quality, type and complexity to that required herein.
 - 2) Include resume(s) of personnel providing work for this project, with description of responsibilities on this project and referenced projects.
 - 3) List of at least three (3) comparable projects, completed within the last five (5) years, on which work has been performed directly by the Contractor's technical personnel, as listed in attached sheets.
 - 4) The Contractors shall provide all detailed information requested during review and qualification process promptly to allow complete evaluation of contractor's qualifications, quality of work and warranty services provided for the referenced projects.

**CITY OF PHILADELPHIA
REBUILD
ECONOMIC OPPORTUNITY PLAN**

I. Introduction and Definitions

A. Chapter 17-1600 of The Philadelphia Code requires the development and implementation of “Economic Opportunity Plan(s)” (“EOPs”) for certain classes of contracts and covered projects as defined in Section 17-1601. Rebuilding Community Infrastructure, generally referred to as “Rebuild,” is a City program for the construction, demolition, renovation and equipping of the City’s parks, libraries, playgrounds, recreation centers and other related facilities for the purpose of creating first-class, modern, safe, and clean parks, recreation centers, and libraries. Diversity and inclusion is a pillar of the Rebuild program and this Economic Opportunity Plan (“EOP”) will establish goals for achieving the objectives of diverse business inclusion and workforce diversity.

For purposes of this EOP, the following definitions will apply:

Diverse Business Inclusion shall mean each Project Contractor’s best and good faith efforts to provide meaningful and representative opportunities for Minority Business Enterprises (“MBEs”), Woman Business Enterprises (“WBEs”) and Disabled Business Enterprises (“DSBEs”) (collectively, “M/W/DSBEs” which also includes firms designated as Disadvantaged Business Enterprises or “DBEs”). In furtherance of Section 17-1502 of The Philadelphia Code and as informed by the City’s most current Annual Disparity Study, contract opportunities for MBEs may be separated into categories of firms owned by African Americans, Hispanic Americans, Asian Americans and Native Americans.

Best and Good Faith Efforts shall mean those efforts, the scope, intensity and appropriateness of which are designed and performed to foster meaningful and representative opportunities for participation by M/W/DSBEs and achieve an appropriately diverse workforce. Best and Good Faith Efforts are considered met (subject to audit and verification), when a Project Contractor makes binding contractual commitments within the M/W/DSBE Participation Ranges established for the contract and commits to employ a diverse workforce within the goals and timetable established for the contract.

Diverse Workforce shall refer to the recruitment, hiring, training, employment and trades union referral, as both journeypersons and apprentices, of workers who are African American, Hispanic American, Asian American, and/or Female.

Philadelphia Resident as used herein shall mean, to the extent permitted by law, a positive factor for consideration given to those workers residing in Philadelphia and shall also include those

businesses certified as Local Business Enterprises under Section 17-109 of The Philadelphia Code or meeting the criteria described in Executive Order 04-12.

II. Rebuild Diversity and Inclusion Goals

A. Participation Goals for Diverse Business Inclusion

As a benchmark for the Project Contractor's expression of its Best and Good Faith Efforts to provide meaningful and representative opportunities for M/W/DSBEs in the contract, the following participation ranges have been developed. These participation ranges represent, in the absence of discrimination in the solicitation and selection of M/W/DSBEs, the percentage of MBE, WBE and DSBE participation that is reasonably attainable on this contract through the exercise of Seller's Best and Good Faith Efforts. In order to maximize opportunities for as many businesses as possible, a firm that is certified in two or more categories (e.g. MBE and WBE and DSBE or WBE and DSBE) will only be credited toward one participation range as either an MBE or WBE or DSBE. The firm will not be credited toward more than one category.

Professional services contracts: 25-30% minority and 15-20% women

Construction contracts: 30-35% minority and 15-20% women

B. Employment Goals for Diverse Workforce

The Project Contractor agrees to exhaust its Best and Good Faith Efforts to employ an appropriately diverse workforce which will include minority persons and females at all tiers of employment and management. For this Plan, an appropriately diverse workforce is one which reflects the local availability and historic utilization of Philadelphia residents, and also recognizes underutilization of diverse workers across all trades. The following are expressed as hourly project goals:

- Total minority laborer and skilled workforce hours 45% (African American journeypersons 27%, Hispanic journeypersons 15%, and Asian journeypersons 3%);
- Total minority workforce hours for laborers, 60% and total minority workforce hours for skilled, 40%;
- Total women laborer and skilled workforce hours 5%;
- Total women workforce hours, 5% laborer and 5% skilled.

- Local construction workforce: 50-60%.

III. Project Contractor Responsiveness and Responsibility Relative to Rebuild Goals

A. The Project Contractor agree to Rebuild EOP goals by signing this **Commitment Form**, and shall identify all its M/W/DSBE commitments and evidence its agreement to employ a diverse workforce on the forms entitled, “Project Contract Participation Worksheet” and “Workforce Diversity Goals.” (Attachement I-a, this document)

(i) In support of achieving diverse business inclusion, the Project Contractor will identify its commitments to use M/WBEs on the **Project Contract Participation Worksheet** (excel template provided); the identification of these commitments constitutes a representation by Project Contractor that each M/WBE identified on the form is capable of completing the subcontract with its own workforce, and that the Project Contractor has made or intends to make a legally binding commitment with the firm. Project Contractor is to maintain the M/WBE percentage commitments throughout the term of the contract, which shall apply to the total amount of the contract and any additional increases. (Attachment I-b)

(ii) The Project Contractor shall identify its plan to solicit and maintain a diverse workforce on a weekly basis with the estimated hourly breakout for African American, Hispanic, Asian and Women workers. The plan shall be contained in the Documentation of Best and Good Faith Efforts, **Workforce Diversity Form**. The plan must demonstrate that efforts have been made and are ongoing to meet or exceed the aforementioned Employment Goals. (Attachment I-c)

(iii) In support of Rebuild’s overall goal of a local construction workforce of 50%-60% Philadelphia residents, Project Contractors are strongly encouraged to cause their contractors to hire workers residing in Philadelphia and make commitments with businesses certified as Local Business Enterprises (LBE) under Section 17-109 of The Philadelphia Code or meeting the criteria described in Executive Order 04-12.

IV. Administration of EOPs

A. The City’s Office of Economic Opportunity (OEO) has delegated to the Rebuild Office the responsibility of establishing project participation ranges and evaluating the responsiveness of the Project Contractor’s EOP for compliance with the Rebuild Diversity Goals.

V. Compliance and Monitoring of Best and Good Faith Efforts

A. Rebuild EOP Oversight Committee and Rebuild Monitor.

(i) Members of the Rebuild EOP Oversight Committee will include Councilmembers, City department representatives including the Rebuild Office and the Office of Economic Opportunity, and non-governmental experts in workforce development and development of M/W/DSBEs. The Rebuild EOP Oversight Committee will oversee the performance of the Rebuild Diversity and Inclusion Goals, including reviewing EOPs, reviewing supports provided to M/W/DSBEs and

activities pursuant to the Rebuild Memorandum of Understanding with the Building Trades. The Rebuild EOP Oversight Committee shall meet no less frequently than quarterly.

(ii) The Project Contractor and all subcontractors will give the designated third party monitor (“Rebuild Monitor”) full access to contracts, invoices, job sites and all data requested to evaluate performance as compared to the EOP commitments. The Rebuild Monitor will be empowered to assist consultants and contractors with achieving workforce and contract participation goals as necessary. The Rebuild Monitor will report findings to the Rebuild EOP Oversight Committee.

(iii) The Project Contractor and all subcontractors are required to submit certified payroll records to the Office of Labor Standards through an electronic system, LCP Tracker, on a weekly basis. Compliance with this requirement is a condition of invoice approval and payment. The Office of Labor Standards will be given full access to job sites and all data needed to verify wage compliance and monitor workforce diversity.

(iv) On each contract for Rebuild improvements, when twenty-five percent (25%) of total projected employment hours are complete, and when twenty-five percent (25%) of the total contract value has been expended, the Rebuild Monitor will determine whether the contractor or sub-contractor is on track to meet workforce and contract participation goals. The results of that determination will be shared with the Rebuild office, the district Councilmember, and, if requested, by any member of the Project Review Team.

B. Prompt Payment of M/W/DSBEs

(i) M/W/DSBE(s) are to be paid promptly for work performed satisfactorily under the contract/ subcontract (including the supply of materials). The Project Contractor shall pay subcontractors within 5 business days of receiving payment. Compliance with this requirement is a condition of subsequent invoice approval and payment.

VI. Remedies and Incentives

A. If it is determined by the the City, or the EOP Monitor that the Project Contractor is not on track to meet the workforce and contract participation goals set out in the Project EOP, steps will be taken that include but are not limited to the following:

(i) **Assistance.** The Rebuild Office in cooperation with the Office of Economic Opportunity (OEO) will take steps to assist the Project Contractor in making course corrections. Such steps might include the identification of alternative M/WBEs or alternative ways of packaging contracts. The Project Contractor shall cooperate in these efforts and shall take all steps necessary to correct any deficiencies in compliance with the Project EOP.

(ii) **Written plan.** The Project Contractor shall prepare a written EOP compliance action plan. The plan will be subject to the approval of the Rebuild Office and OEO. District Councilmembers will also be consulted.

(iii) **Withholding payment.** If the Project Contractor fails to take successful or acceptable steps to meet its Project EOP commitments, the Rebuild Office may withhold invoice approvals so that payments to the Project Contractor will be suspended.

(iv) **Work stoppage.** If the Project Contractor fails to take successful or acceptable steps to meet commitments, the Project Contractor may be directed to stop work. The goal of the work stoppage would be to stop using workforce hours and incurring expenses until a viable plan for meeting Project EOP goals can be implemented. It is understood that work stoppages should be avoided if possible because of potential significant negative consequences for all parties.

(v) **Contract termination.** If steps 4. i. through 4. iv. are not successful in addressing compliance, the contract may be suspended, terminated, or rescinded.

(vi) **Disqualification and debarment.** The Rebuild Office may recommend that the Project Contractor be disqualified from bidding on and/ or participating in any future contracts for a maximum period of three (3) years.

B. In the case of falsification of records and minority business fraud, criminal penalties may also apply.

PROJECT CONTRACTOR

Signature and Date

Print Name

Title

Company

REBUILD WORKFORCE DEVELOPMENT PARTICIPATION COMMITMENT

As part of Rebuild’s commitment to Diversity, Equity & Inclusion, Rebuild operates two Workforce Development Programs that are designed to increase the diversity in the building trades, which will promote diversity and opportunity during and beyond the Rebuild program. These programs serve as a model for future workforce development programs within the City of Philadelphia.

<p>➤ PHL Pipeline</p> <p>For entry-level workers with interest and aptitude but no experience yet</p> <ul style="list-style-type: none"> • 30 participants annually • Extended onramp to union apprenticeships 	<p>➤ Talent Development Program</p> <p>For experienced workers seeking union membership</p> <ul style="list-style-type: none"> • 30 workers over the life of Rebuild • Up to 3,000 hours of work in relevant trade
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Rebuild’s Workforce Development Programs select high-quality, driven individuals to receive rigorous training delivered by established workforce training partners. Through hands-on practice, on-the-job training, and classroom instruction, participants develop the skills required for success in the building trades.

Graduates of these Rebuild Workforce Development Programs who have qualified as apprentices in a trade (referred to as “**Rebuild Workforce Development Apprentices**”) are currently active in the following trades:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Carpenters 2. Electricians 3. Painters 4. Roofers 5. Cement Masons | <ol style="list-style-type: none"> 6. Bricklayers 7. Laborers 8. <i>Sound & Communications*</i> 9. <i>Insulators*</i> |
|---|---|

**Participants currently in training. Expected graduation and apprentice availability Spring 2022*

Project Users and contractors on Rebuild projects shall participate in the support of the Rebuild Workforce Development Programs, including through the hire of Rebuild Workforce Development Apprentices and partnering with trades unions for the duration of the project, where appropriate. General Contractors must pass this commitment to their subcontractors.

Please identify which scopes on this Project could utilize Rebuild Workforce Development Apprentices from the above-listed trades:

Sign below to indicate your commitment to supporting the Rebuild Workforce Development Program through the hire of Rebuild Workforce Development Apprentices and partnering with trades unions for the duration of the Project, where appropriate, including passing this commitment down to contractors and subcontractors.

 NAME:
 TITLE:

 DATE:

Philadelphia Redevelopment Authority Submittal Log
SUBMITTAL LOG print date 10/7/2019
PROJECT NAME ADDRESS (Update Info)

Number	Section	Page	From Company	Submittal Description	Copy To	Planned Start of Trade Work	Planned Submittal Date	Actual Submittal Date	Submittal Return Date +14	Planned Resubmittal Date	Actual Resubmittal Date	Resubmittal Return Date +14	Action	Reviewed By
1	Division 1		PRA	Narrative- Monthly (for all projects over 4 weeks)	Rebuild/PRA/AE	Enter	Monthly							Rebuild/AE/PPR
2			PRA	Certificate of Insurance (including Workers Comp)	Rebuild/PRA/AE	Estimated	Pre Construction							Rebuild/AE/PPR
3			PRA	Certificate of Payment and Performance Bond	Rebuild/PRA/AE	Dates	Pre Construction							Rebuild/AE/PPR
4			PRA	Bid Award	Rebuild/PRA/AE	This	Pre Construction							Rebuild/AE/PPR
5			PRA	Executed Contract	Rebuild/PRA/AE	Column	Pre Construction							Rebuild/AE/PPR
6			GC	Project Baseline Schedule	Rebuild/PRA/AE	Pre Construction							Rebuild/AE/PPR
7			GC	Schedule of Values	Rebuild/PRA/AE	...	Pre Construction							Rebuild/AE/PPR
8			GC	LCP Tracker (confirmation of use Prime & Subs)	Rebuild/PRA/AE	...	Pre Construction							Rebuild/AE/PPR
9			GC	Project Estimated Hours	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
10			GC	Project Estimated WMBE Targets Summary Sheet	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
11			GC	Project Workforce Diversity Plan	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
12			PRA/GC	Project Contact List (including subcontractors)	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
13			PRA	Pre-Construction Meeting Minutes	Rebuild/PRA/AE		For Record							Rebuild/AE/PPR
13			GC	Onsite Labor Osha 10 Cards	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
14			GC	OSHA 300 Form Posted	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
15			GC	Company Safety Program	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
16			GC	Site Specific Safety Plan	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
17			GC	Phasing and Logistics Plan	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
18			PRA/GC	Project Specific Submittal log (PD, Shop Drawings, Samples)	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
19			GC	Submittal Cover Sheet Form	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
20			PRA	Project Labor Agreement (contracts above 3 million)	Rebuild/PRA/AE	n/a	As Required							Rebuild/AE/PPR
21			PRA	Workforce MOU	Rebuild/PRA/AE	n/a	As Required							Rebuild/AE/PPR
22			PRA/GC	Maintain Permits Log- (L&I, PWD, etc)	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
23			CITY	Street Department Approval	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
24			CITY	PWD Approval	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
25			CITY	Percent for Art Approval	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
26			AE	Zoning permit	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
27			AE/GC	Building Permit	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
28			PRA/GC	Street /Sidewalk Closure Permit	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
29			GC	Dust Mitigation Permit	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
30			GC	PPR Site Activity Permit	Rebuild/PRA/AE		Pre Construction							Rebuild/AE/PPR
31			PRA	Notice to Proceed	Rebuild/PRA/AE		For Record							Rebuild/AE/PPR
32			PRA	Construction Kick Off Meeting Minutes	Rebuild/PRA/AE		For Record							Rebuild/AE/PPR
33			GC	Project Schedule Update	Rebuild/PRA/AE		Monthly							Rebuild/AE/PPR
34			GC	2 Week Look Ahead	Rebuild/PRA/AE		Bi Weekly							Rebuild/AE/PPR
35			GC	Payment Request (Rebuild format)	Rebuild/PRA/AE		Monthly							Rebuild/AE/PPR
36			PRA/GC	Project Specific Submittal log - Monthly Update	Rebuild/PRA/AE		Monthly							Rebuild/AE/PPR
37			GC	Change Order Request Form- KIRA	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
38			GC	Change Order Request Log	Rebuild/PRA/AE		Monthly							Rebuild/AE/PPR
39			GC	Request for Information Form	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
40			GC	Request for Information Log	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
41			Rebuild	EOP Review at 25% Project Completion	Rebuild/PRA/AE									Rebuild/AE/PPR
42			PRA	Construction Kick Off Meeting Minutes	Rebuild/PRA/AE		For Record							Rebuild/AE/PPR
43			PRA	Project Meeting Minutes- Bi-weekly	Rebuild/PRA/AE		Bi Weekly							Rebuild/AE/PPR
44			AE	AE Project Field Reports	Rebuild/PRA/AE		Bi Weekly							Rebuild/AE/PPR
45			Rebuild/AE	Notice of Correction	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
46			GC	Daily Report	Rebuild/PRA/AE		Daily							Rebuild/AE/PPR
47			GC	Report of Injury	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
48			GC	Maintain Special inspections Log	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
49			GC	Environmental Remediation Plan & Program	Rebuild/PRA/AE	N/A	As Required							Rebuild/AE/PPR
50			GC	Environmental Remediation Waste Disposal Certificates	Rebuild/PRA/AE	N/A	As Required							Rebuild/AE/PPR
51			GC	LEED certifications, (KIRA)	Rebuild/PRA/AE	N/A	As Required							Rebuild/AE/PPR
52			GC	Commisioning, as required	Rebuild/PRA/AE	N/A	As Required							Rebuild/AE/PPR
53			GC	L& I inspection Reports	Rebuild/PRA/AE		As Required							Rebuild/AE/PPR
54			PRA/GC	Project Specific Submittal log - Monthly Update	Rebuild/PRA/AE		Monthly							Rebuild/AE/PPR
55			PRA/GC	Notice of Substantial Completion	Rebuild/PRA/AE		Closeout							Rebuild/AE/PPR

Philadelphia Redevelopment Authority Submittal Log
 SUBMITTAL LOG print date 10/7/2019
 PROJECT NAME ADDRESS (*Update Info*)

Number	Section	Page	From Company	Submittal Description	Copy To	Planned Start of Trade Work	Planned Submittal Date	Actual Submittal Date	Submittal Return Date +14	Planned Resubmittal Date	Actual Resubmittal Date	Resubmittal Return Date +14	Action	Reviewed By

Rebuild Project Management Information System

Rebuild projects require that Project Users, Lead Designers, and General Contractors utilize Rebuild's Project Management Information System built on the Oracle Primavera Unifier. This system will facilitate review of design and construction documentation by Rebuild and City project partners, as well as provide a central location for project information to key partners. Implementation information can be found below, categorized by project phase.

Rebuild has procured and will issue licenses to one representative of each of the organizations listed below as "Users". Note that subcontractors to the General Contractor or subconsultants to the lead Designer will not be given licenses to the system. Subcontractor/subconsultant management systems and processes are left to the discretion of the General Contractor and Lead Designers.

DURING DESIGN

Users:

- Rebuild Project Manager
- Project User (as applicable)
- PRA Manager (as applicable)
- Lead Designer

Core functions include but are not limited to:

- Storage of project contacts
- Submission and review of payment applications
- Submission and review of project schedules
- Submission and review of meeting agendas, minutes, and monthly updates
- Storage of permits
- Submission of professional service deliverables
- Submission of designs for review

DURING CONSTRUCTION

Users:

- Rebuild Project Manager
- Project User (as applicable)
- PRA Manager (as applicable)
- Lead Designer
- General Contractor (or equivalent)
- Construction Inspector
- EOP Monitor

Core functions include but are not limited to:

- Storage of project contacts

- Submission and review of payment applications
- Submission and review of project schedules
- Submission of Potential Change Order (PCO) requests
- Log risks and issues
- Submission and review of meeting agendas, minutes, and bi-weekly updates
- Storage of permits
- Storage of Architect/Engineer Daily Observations
- Transmission of Architect's Supplemental Instructions
- Storage of Drawings & Specifications
- Submission and review of Submittals and Requests for Information
- Storage of inspector reports
- Facilitation of closeout processes