

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

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