

**SECTION 11 – PRECONSTRUCTION PHOTOGRAPHS AND RECORD DRAWINGS  
TABLE OF CONTENTS**

<u>Section</u>	<u>Page</u>
11-1 GENERAL .....	11.1
11-2 PRECONSTRUCTION PHOTOGRAPHS .....	11.1
11-3 RECORD DRAWINGS .....	11.1
11-4 MEASUREMENT AND PAYMENT .....	11.2

## **SECTION 11 - PRECONSTRUCTION PHOTOGRAPHS AND RECORD DRAWINGS**

### **11-1 GENERAL**

Preconstruction photographs will only be required when specified in the Special Provisions. Record Drawings are required on all Agency Work, unless directed otherwise in writing by the Agency.

### **11-2 PRECONSTRUCTION PHOTOGRAPHS**

Preconstruction photographs must be taken by the Contractor at 100' intervals along the route of the Work before any construction begins. The view in each photograph must include a sign showing the date, name of the Project, lateral or street, and station designation. The sign must not block the important areas of the view and must be legible in a 3-1/2" x 5" print. Each photograph must be taken from a point between 4' and 8' above the ground. Prints must show good details in both shadow and sunlit areas. The minimum required resolution for .TIF or uncompressed .JPEG raster files is 5 megapixels.

The views in preconstruction photographs must include the entire construction zone and, in particular, show the interface between the right-of-way and construction zone, and abutting property features such as, but not limited to, condition of existing streets, sidewalks, driveways, fences, landscaping, buildings abutting work site, and existing surface utility facilities on and close to the Work.

All essential features of the project area must be shown accurately. The Agency may order additional photographs showing additional features or orientations, if the Agency determines that all essential features are not accurately or adequately shown.

A sample of 24 photographs must be submitted to the Agency for approval before proceeding with the remaining photographs. Photographs that the Agency determines do not conform to these Specifications must be retaken.

The Contractor must submit to the Agency 1 3-1/2" x 5" color glossy print and the image file, of each photograph taken. The image files for digital photographs must be submitted on a read-only memory compact disk (CD-ROM).

Prints must be submitted in a three-ring photo album binder with clear plastic covered fillers, 4 photos each side, grouped according to street, lateral or line, and in sequence. The name and number of the Contract and Contractor's name must appear on the binder cover. Each group of prints must be identified by a label which projects beyond the edge of filler and is easily recognized.

At the Contractor's option, an AVI or Quick Time video file can be provided on a CD-ROM. The content and quality requirements for the photographs apply to the video.

### **11-3 RECORD DRAWINGS**

The Contractor must maintain a neat and accurately marked set of Record Drawings, which must be provided to the Agency for review and approval prior to Final Acceptance of the Work. The Record Drawings must represent the Work as constructed and document changes to the Work shown on the Project Plans and must show the actual as-constructed conditions of installed or modified systems, equipment, and material.

Record Drawings must be produced by marking a full size copy of the Project Plans as follows:

**Red** - Additions including notes and dimensions.

**Green** - Deletions (by hash marks or appropriate lines through the deletion.)

**Graphite (gray)** - General comments and notes used by Contractor or Agency and not required on the as-built.

**Yellow** - Work completed as shown and used by Agency in field review of the as-built, during the submittal phase.

**Blue** - Agency verification and notes required to be added and noted by Agency in review of the as-built, during submittal phase.

The Record Drawings must show, by field measured dimensions, the exact locations of all underground work, including all sprinkler system piping and components, and the final elevations and locations of all improvements constructed, modified or adjusted. The Record Drawings must show on the plan and profile drawings the type and class of all underground water, sewer, and drainage pipe installed and the station or location of transitions between pipe materials. Record Drawings must be available for inspection by the Agency at all times and must be updated at least weekly with all Field Instructions and other written directives, Contract Change Orders, and Contract adjustments shown thereon and initialed by the Agency. Progress payments or portions thereof might be withheld if Record Drawings are not kept up to date.

Unless otherwise specified in the Special Provisions, or directed by the Agency, the Contractor must submit a minimum of 2 sets of Record Drawings to the Agency at the final inspection. These Record Drawings must include certification by the Contractor that the Record Drawings are a true representation of the Work as actually constructed. The Work will not be formally accepted until the Record Drawings are provided to and approved by the Agency. Final payment or a portion thereof might be withheld if final Record Drawings are not provided.

#### **11-4 MEASUREMENT AND PAYMENT**

When the Contract includes an item for preconstruction photographs, preconstruction photographs will be paid for at a lump sum price.

The lump sum price paid for preconstruction photographs includes full compensation for furnishing all labor, materials, tools, equipment, and incidentals and for doing all the work involved in taking and submitting preconstruction photographs, or optional video tape, as specified in these Specifications and the Special Provisions, and as directed by the Agency.

When the Contract does not include an item for preconstruction photographs, full compensation for preconstruction photographs is included in the prices paid for the various items of work and no separate payment will be made.

Full compensation for Record Drawings is included in the prices paid for the various items of work and no separate payment will be made.