**Division 1 General Requirements**

**CONSTRUCTION PHOTOGRAPHY & VIDEOS**

**Section 01380**

**1. GENERAL**

Contractor shall be responsible for producing pre-construction, construction progress and post-construction photographs as provided herein. Owner's Representative may also designate additional subjects for photographs in addition to the general guidelines identified below.

**2. QUALITY**

All photographs must be digital, high definition and in a format acceptable to the City. It is important that photos be in focus, the subject be clear and intentional, and lighting must be adequate so that all subject matter is visible and clear. Photos must be delivered in a digital format and OWNER may provide access to a cloud-based, project-specific location at which photos shall be uploaded at the frequency required herein. Instructions on how to identify and name each photo will be provided by the OWNER. Designations such as the name and CIP ID number for the Contract, name of Contractor, description and location of view, date taken, and identity of photographer may be required. In addition, appropriate descriptive information to properly identify the location/ orientation of view may be required (e.g. location of MH 5 - Line A or Sta. 2+00 - Line A, Room number, or location of Sedimentation Basin 5, sludge pump A).

Project Manager shall choose the appropriate paragraph(s) for their project and delete the non-applicable paragraphs for their project edit the paragraph numbers accordingly.

**3. VIEWS AND QUANTITIES**

* 1. **PRE-CONSTRUCTION VIDEO**

Street, Rights of Way or Water/Wastewater/Stormwater projects, existing buildings, project sites, or other

CONTRACTOR shall document by video, within the limits of construction, all pre-existing site conditions/elements as listed for the Pre-construction Photographs below. The video documentation shall provide a clear and continuous view of the project alignment showing all visible utilities and features within the limits of construction. The pre-construction video shall be in a format acceptable to the City and shall be shot prior to the occurrence of any site disturbance after Notice to Proceed. The pre-construction video shall be submitted within ten (10) calendar days of the Notice to Proceed.

* 1. **Pre-construction Photographs**

Street, Rights of Way or Water/Wastewater/Stormwater projects

All pre-construction photographs must be submitted within ten (10) calendar days of the Notice to Proceed. Pre-construction photographs must be taken at sufficient intervals to be able to carefully document the pre-construction conditions of the Work, but in no case less than 100-foot intervals along the street, right of way, drainage easement or water/wastewater line route before commencement of Work. Each photograph location shall be taken from a minimum of two (2) views (one forward station view and one backward station view along the street, drainage, easement, or pipeline route) within the limits of construction. Particular attention must be devoted to pre-existing damage to structures such as landscape features, streets, curbs, sidewalks, driveways, signs, mailboxes, retaining walls, MSE walls, etc. All such damage shall be documented. An identifier such as houses or businesses address/ signs, property numbers, mailboxes, landscaping, etc. shall be included in each view for ease of later identification. At a minimum, Pre-construction photographs must be taken of the following views:

* The entire street Right of Way (ROW)
* The entire easement width and length (both permanent and temporary)
* All curb lines (both sides of street) – all pre-existing curb damage not called for replacement within the Work and shall include major cracks
* All driveways, steps, and curbs and curb ramps (both sides of street)
* Fence and gate conditions
* Trees, ornamental shrubs, plantings/planter boxes and evidence of irrigation features
* Other privately or publicly owned features or facilities that might be disturbed by the construction
* Prominent utility features, such as: guy wires, poles, signs, valves, fire hydrants, meters, pull boxes, etc.
* Streams and stream banks within the limits of construction
* Other significant or prominent features in order to protect the OWNER and CONTRACTOR following construction (e.g. close up photographs of pre-existing broken curbs, cracked/failed pavement, damaged adjacent retaining walls, etc.)
* Views of structures, both inside and adjacent to the ROW/easement in areas where CONTRACTOR will be working within five (5) feet of said structure
* Other views as requested by the OWNER
	1. **PRE-CONSTRUCTION PHOTOGRAPHS**

Infrastructure FACILITIES (i.e. treatment plants, pump stations, lift stations, reservoirs, etc) OR BUILDING PROJECTS

All pre-construction photographs must be submitted prior to the CONTRACTOR or Subcontractor beginning any Work that may cause site disturbance and shall be submitted with the initial CONTRACTOR’S Pay Application. As a minimum, pre-construction photographs must be taken of the following views:

* The entire construction site area (full width and length)
* All curb lines showing all pre-existing curb damage not called for replacement within the Work and shall include major cracks
* All driveways, steps, and curbs and curb ramps (both sides of street adjoining the project site)
* Fence and gate conditions
* Trees, ornamental shrubs, plantings/planter boxes and evidence of irrigation features
* Views of structures, both inside and adjacent to the project site and easements in areas where CONTRACTOR will be working within five (5) feet of said structure
* Existing roof conditions
* Other views as requested by the OWNER
	1. **Construction progress photographs**

Street, Rights-of-Way or Water/Wastewater/Stormwater projects

Construction Progress photos must be taken at least monthly showing the progress of the work for the month. Construction photographs of the same views taken during pre-construction photography must be taken during the progress of the Work and shall be submitted monthly with the Contractor’s monthly progress payment application.

Project Manager shall choose how often to take the construction photographs. For example, if there is considerable work going on then twice may be appropriate. Edit the number times construction progress photos should be taken.

* 1. **Construction progress photographs.**

Infrastructure FACILITIES (i.e. treatment plants, pump stationS, lift stations, reservoirs, etc) OR BUILDING PROJECTS

Construction Progress photos must be taken at least [twice] per month.

One set of Construction progress photographs, as the work progresses, of the same views taken during pre-construction photography must be taken during the progress of the Work.

Project Manager is to edit the list below for the specifics of the project.

One set of the progress photos must be taken to depict the work accomplished during the month that includes:

* Work not yet covered up
* When MEP or building inspections are scheduled
* The beginning of installation of major items of equipment
* After installation of major items of equipment
* Other significant construction activities.

Both sets of photos shall be submitted monthly with the CONTRACTOR’S monthly progress payment application.

**3.4** **POST CONSTRUCTION PHOTOGRAPHS**

Post-construction photographs must be taken of the same views taken during pre-construction photography to fully document the completed project. Post-construction photographs must be taken after cleanup and site restoration and must be submitted with the final payment.

**FOR PROJECTS THAT INCLUDE AUSTIN WATER UTILITY WORK INCLUDE ITEM 3.5; OTHERWISE DELETE.**

PM shall confirm that the AWU list of assets is included in the Submittals Section 01300, as required by the first paragraph below.

**3.5 ADDITIONAL ASSET PHOTOGRAPHS**

Infrastructure FACILITIES (i.e. treatment plants, pump stationS, lift stations, reservoirs, etc)

Additional asset photographs shall be taken to show, identify and locate AWU’s assets as they are being installed as part of the work. The quantity of asset photos required is determined by the number of asset items added to AWU’s Computerized Maintenance Management System (CMMS) data base as part of the construction of this project. A specific complete list of assets to be installed within this contract is identified in the Submittals Section of the Contract (Section 01300).

Each asset photograph shall be submitted in a format acceptable to the City.

Each photograph of the asset shall be identified with the following information:

* The CIP ID number for the Contract
* Name of Contractor
* AWU’s CMMS asset number
* The date of installation of the asset
* Location of asset (i.e. Sta. number, or State Plane Coordinate number, or other suitable information identifying where the asset was installed)

Each asset photograph must be organized and submitted in a format acceptable to the OWNER to be established at the outset of the project.

**End**