

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION
WATER SYSTEM IMPROVEMENT PROGRAM
CONSTRUCTION MANAGEMENT PROCEDURES**

**SECTION: WSIP CONSTRUCTION
MANAGEMENT**

APPROVED:



**PROCEDURE NO.: 018
TITLE: PRE-CONSTRUCTION AND POST-
CONSTRUCTION SITE SURVEYS**

DATE: 08/18/09

REVISION NO.: 1

1.0 Policy

Contractor is to provide to the Project CM Pre-Construction and Post-Construction Site Surveys of the entire job, including private and public property within and adjacent to the construction limits. The intent of the survey record is to provide indisputable evidence of whether or not damage may have occurred as a result of the Contractor's activities of the Work and to comply with the Contract requirements.

This CM Procedure applies to all personnel working on the Water System Improvement Program (WSIP) to the extent that their work is affected by these WSIP Construction Management (CM) Procedures and does not conflict with specific San Francisco Public Utilities Commission (SFPUC) policies or the contract under which the work is executed.

2.0 Description

This CM Procedure establishes the requirements for conducting a Pre-Construction and Post-Construction Site Surveys and for the Contractor's submittal of site condition survey information, including photographs, digital recordings and mapping, of Pre-Construction conditions.

Note that this CM Procedure excludes Pre-Construction and Post-Construction Site Surveys for environmental inspection, monitoring, and/or documentation.

3.0 Definitions

3.1 Site Condition Surveys

Site condition surveys shall consist of photographs, digital video recordings or mapping records to conform to the requirements of the Technical Specifications of the Contract, Division 01, General Requirements, Section 01540, Protection of Property.

4.0 Responsibilities

4.1 Contractor

Contractor is responsible for documenting the existing conditions of the work site and adjacent properties impacted by any Work activities for the project, prior to start and completion of the Work.

4.1.1 The Contractor's personnel will jointly conduct the Pre-Construction and Post-Construction Surveys with the designated City CM personnel.

4.2 Project Construction Manager (Project CM)

The Project CM is responsible for scheduling the Pre-Construction and Post-Construction surveys with the Contractor, the receipt and storage of Contractor's submitted site condition survey information, reviewing the information for completeness, and evaluating the adequacy of the information in ascertaining fully the conditions of the project site.

4.2.1 The Project CM will utilize the services of the CM Team (Office Engineer, Lead QA Inspector, Inspectors, etc.) for both the Pre-Construction and Post-Construction Site Surveys to work jointly with the Contractor.

5.0 Implementation

5.1 Pre-Construction Planning

Prior to commencement of the Work the Project CM arranges with the Contractor, and conducts, a joint examination of existing buildings, structures, and other improvements in the vicinity of the Work which might be damaged during the prosecution of the Work.

5.1.1 Project CM shall determine if the Pre-Construction Site Survey should be conducted prior to site mobilization or Thirty (30) calendar days before commencement of field work depending on initial activities that are impacted do to site conditions.

5.2 Site Examinations

The examination of the exterior of existing buildings, structures and other improvements shall include representatives of the City and the property owner.

5.3 Pre-Construction and Post-Construction Documentation

The Contractor shall retain an experienced photographer to perform the Pre-Construction examination, and provide copies of all still photographs and digital recordings along with a map of all recorded image locations and buildings within the time specified by the contract specifications. One electronic copy will be retained by the Contractor, and one electronic and hardcopy in the project files.

5.3.1 Post-Construction Site Survey requirements are also described in CM Procedure 032, Contract Closeout.

6.0 Other Procedural Requirements

WSIP CM Procedure No. 032, Contract Closeout (Substantial and Final Completion Certificates; and Punch Lists)

7.0 References

7.1 Technical Specifications

01013, Mobilization

01041, Surveying

01540, Protection of Property

7.2 CM Procedures

No. 032 Contract Closeout (Substantial and Final Completion Certificates; and Punch Lists)

8.0 Attachments

018 – 1 Revision Control Log

Attachment 018 - 1
Revision Control Log

| Revision No. | Revision Date | What changed? |
|---------------------|----------------------|--|
| Rev 1 | August 18, 2009 | <ul style="list-style-type: none">• Consistency of document; words, names and/or titles• Consistency of Formatting• Revised Section 7.0; added Sections 7.1 and 7.2• Added Attachment 1; Revision Control Log |
| Rev 0 | February 5, 2009 | Signed |