


SAN FRANCISCO PUBLIC UTILITIES COMMISSION INFRASTRUCTURE CONSTRUCTION MANAGEMENT PROCEDURES	
SECTION: SFPUC INFRASTRUCTURE CONSTRUCTION MANAGEMENT	APPROVED: 
PROCEDURE NO: 017	DATE: 6/7/2019
TITLE: PRE-CONSTRUCTION AND POST-CONSTRUCTION SITE SURVEYS	REVISION: 1

1.0 Policy

Contractor is to provide to the RE 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 SFPUC Infrastructure Construction Management projects during construction to the extent that their work is affected by these SFPUC Infrastructure 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 and mapping records to conform to the requirements of the Technical Specification, Section 01 71 33, Protection of Adjacent Construction.

4.0 Responsibilities

4.1 Contractor

The 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 the start, and after 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 Resident Engineer (RE)

The RE 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 to fully ascertain the conditions of the project site.

4.2.1 The RE will utilize the services of the CM Team (OE, Lead 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 RE 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 RE 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 impacting 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 a photographer experienced in performing pre-construction and post-construction documentation to perform the Pre-Construction examination and provide survey documentation from the examination. Survey documentation shall include three copies of all still photographs with captions that include date, location and description of the photographs, digital recordings along with verbal commentary of location, direction, site condition etc., and a map of all recorded image locations and buildings to be provided within the time specified by the Contract Documents. One electronic copy will be retained by the Contractor, and two electronic and hardcopies in the project files.

5.3.1 Post-Construction Site Survey requirements are also described in SFPUC Infrastructure CM Procedure 021, Contract Closeout.

6.0 Other Procedural Requirements

SFPUC Infrastructure CM Procedure No. 021, Contract Closeout (Substantial and Final Completion Certificates; and Punch Lists)

7.0 References

7.1 Technical Specifications

Section	01 21 50	Mobilization
Section	01 32 41	Surveying
Section	01 71 33	Protection of Adjacent Construction

7.2 SFPUC Infrastructure CM Procedures

No. 021	Contract Closeout (Substantial and Final Completion Certificates; and Punch Lists)
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7.3 Others

None

8.0 Attachments

017 - 1	Revision Control Log
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Attachment 017 - 1
Revision Control Log

Revision No.	Revision Date	What changed?
Rev 1	6/7/19	<ul style="list-style-type: none">• Minor format changes;• Revision Control Log updated.
Rev 0	11/14/16	Signed