



Department of Design and Construction

SPECIFICATION BULLETIN

SB

17-005

Title: **DIGITAL PHOTOGRAPHS**

Prepared:

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Approved:

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Date

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APPLICABILITY:

- This Specification Bulletin (SB) is effective for projects advertised on or after 2/20/17.

SUPERSEDEENCE:

- This SB supersedes the following SBs: **NONE**

ATTACHMENTS:

- **ATTACHMENT 1:** Revised Section 6.43 – PHOTOGRAPHS
Pages A1-1 through A1-4

REVISIONS TO THE NEW YORK CITY DEPARTMENT OF TRANSPORTATION STANDARD HIGHWAY SPECIFICATIONS VOLUME 1 OF 2, DATED 8/1/15:


All references contained below are to the New York City Department of Transportation Standard Highway Specifications, Dated August 1, 2015. Said Standard Highway Specifications are hereby revised as follows:

- Refer** to Page 37, Section 1.06.45 – Progress Photographs;
Delete in its entirety the Section;
Substitute the following: “NO TEXT.”

REVISIONS TO THE NEW YORK CITY DEPARTMENT OF TRANSPORTATION STANDARD HIGHWAY SPECIFICATIONS VOLUME 2 OF 2, DATED 8/1/15:

All references contained below are to the New York City Department of Transportation Standard Highway Specifications, Dated August 1, 2015. Said Standard Highway Specifications are hereby revised as follows:

- Refer** to Page 385, Section 6.43 - Photographs;
Delete in its entirety the Section;
Substitute the revised Section in Attachment 1 (4 pages).

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REVISIONS TO THE NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION STANDARD SEWER AND WATER MAIN SPECIFICATIONS, DATED 7/1/14:

All references contained below are to the New York City Department of Environmental Protection Standard Sewer and Water Main Specifications, Dated July 1, 2014. Said Standard Sewer and Water Main Specifications are hereby revised as follows:

- a) **Refer** to Page I-16, Section 10.32 – PHOTOGRAPHS;
Delete in its entirety the Section;
Substitute the revised Section:

“The Contractor shall be required to provide “PHOTOGRAPHS” in accordance with **New York City Department of Transportation (NYCDOT) Standard Highway Specifications Section 6.43 – Photographs.**”

SECTION 6.43 – Photographs

6.43.1. INTENT. This section describes the work of providing a photographic record of contract work.

6.43.2. DESCRIPTION. The work shall consist of the furnishing of all required photographic equipment and materials; the taking of digital photographs; making prints from digital files; and submitting prints and digital files to the Engineer.

6.43.3. MATERIALS.

(A) PRINTS

Prints shall be 7-1/2" x 9-1/2" image area on 8" x 10" single-weight, gloss paper, and shall be in color. Prints shall be inserted in standard weight Archival Quality clear poly sheet protectors and submitted in a hard cover three (3) ring binder. The following information shall be imprinted, or indelibly printed, on a white border measuring no more than one and one half (1-1/2") inch at the bottom of the front of each photograph:

- (a) Contract Number and Job Location
- (b) Photograph Number
- (c) View and Description - (Indicating a general description of what the photograph represents)
- (d) Photograph Type: Preconstruction Photograph or Construction Progress Photograph
- (e) Date - (The date the photograph was taken.)
- (f) Address – street address where photograph was taken
- (g) Borough
- (h) Street Segment ID
- (i) Name of Photographer
- (j) Department Witness

The Contractor shall furnish to the Commissioner one (1) set for each view taken, each set consisting of two (2) 8" x 10" prints and one (1) digital file.

All prints and digital files shall become the property of the Commissioner. All completed prints and digital files shall be delivered to the Engineer within two (2) weeks after the photographs have been taken. Approved binders for the clear poly sheet protectors containing all materials shall be furnished by the Contractor and delivered to the designated construction office at the time of the initial submission of prints and DVDs at such other times as may be required thereafter.

(B) DIGITAL FILES

Digital files shall be captured as 7.2 megapixel files or greater, with a minimum pixel array of 2,400 pixels by 3,000 pixels. The camera used to capture the digital files shall be a Digital SLR (Single Lens Reflex) camera or approved equal; "point and shoot" cameras or cameraphones are not acceptable. Digital cameras shall produce images using true optical resolution; "digital zoom" is not acceptable. Images shall not be resized or interpolated. The file format for digital files shall be Joint Photographic Experts Group format ("JPG"). The digital files shall not be modified or processed in any way to alter the JPG file's metadata, including the photograph's original capture date.

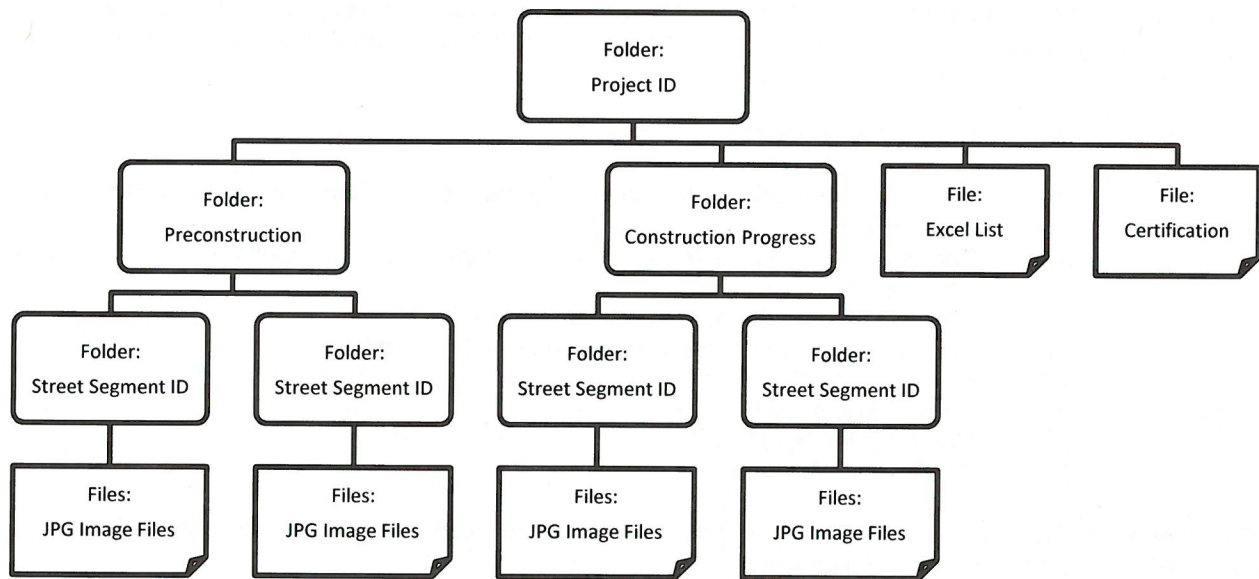
Digital files shall be submitted on Digital Versatile Disk ("DVD"). DVDs shall be inserted in standard weight Archival Quality clear poly sheet protectors, and submitted in a hard cover three (3) ring binder. The information imprinted on each print shall be provided on an Excel file included on the DVD. The DVD shall be labeled with the Project ID and the geographical area and streets depicted in the photographs. Labeling using adhesive labels is not acceptable.

Digital files shall have file names in the following format: a^b^c^d^e^f.JPG, where “a” through “f” are as follows:

- (a) Contract Number
- (b) Photograph Number
- (c) Date, in YYYY-MM-DD format (The date the photograph was taken.)
- (d) Address – street address where photograph was taken
- (e) Borough
- (f) Street Segment ID

A sample file name would be “HBX123^0021^2016-04-19^123 Main St^Queens^55555.JPG”

The files on the DVD shall be organized in folders by Photograph Type and Street Segment ID as follows:



(C) CERTIFICATION

The Photographer shall provide a signed certification that the files on the DVD are unaltered and are an accurate representation of the subject photographed. The original certification, in a clear poly sheet protector, shall be submitted with the prints and digital files, and a scanned copy shall be included on the DVD.

6.43.4. METHODS. The Contractor shall employ and pay for the services of a competent Professional Photographer who, at the direction of the Commissioner or his authorized representative, shall take Preconstruction Photographs and Construction Progress Photographs and such other photographs which may be required during the period of the contract.

The Photographer shall be available for taking the required photographs within forty-eight (48) hours after receiving notification from the Commissioner or his authorized representative.

Photographs shall be taken under the supervision and direction of the Engineer. The Engineer reserves the right to reject any and all views that are not reasonably clear and definitive. No separate or additional payment will be made for any additional photographs that are required as a result of the rejection of views.

6.43.5. PRECONSTRUCTION PHOTOGRAPHS. Preconstruction Photographs shall show the conditions existing on the work site prior to the commencement of the contract work. The Preconstruction Photographs will generally represent views of:

- The original surface conditions of streets, curbs and walks, and buildings;
- Evidence of damage, disrepair, or emergency situations;
- All encumbrances and/or encroachments which may be affected by the construction of the proposed work.

When there is no pay item listed in the Bid Schedule, the number of Preconstruction Photographs shall be as follows:

- (A) Highway Street Reconstruction projects: 150 sets per million dollars of street reconstruction work;
- (B) Highway Resurfacing projects: 4 sets per 250 linear feet of roadway for resurfacing work;
- (C) Sewer and Water Main projects: 2 sets (1 set each side of street) per 25 linear foot of sewer and water main.

When there is an item listed in the Bid Schedule, the quantity to be measured for payment shall be the number of sets, each set consisting of a digital file and the two (2) prints made from the digital file, of Preconstruction Photographs including photographs showing the original condition of all encumbrances and/or encroachments which may be affected by construction of the proposed work, and which are delivered as directed by the Engineer.

6.43.6. CONSTRUCTION PROGRESS PHOTOGRAPHS. Construction Progress Photographs shall show the conditions existing during the progress of, and at the completion of the contract work. The photographs will generally represent views of the work under construction and completed work. Construction Progress Photographs shall be taken monthly and upon completion of the work.

The approximate number of Construction Progress Photographs is as follows:

- (A) Highway reconstruction and resurfacing projects: Minimum 2 sets per 250 linear feet of roadway under construction or completed in the last month.
- (B) Pedestrian ramps on all projects: Minimum of 1 set for every pedestrian ramp under construction or completed in the last month, in addition to other progress photographs.
- (C) Sewer and Water Main projects: Minimum of 4 sets for every 100 feet of sewer or water main under construction.

No separate payment will be made for Construction Progress Photographs. The cost of taking and providing sets of Construction Progress Photographs shall be included in the prices bid for all other items of work.

6.43.8. PRICE TO COVER (PRECONSTRUCTION PHOTOGRAPHS ONLY). When there is an item listed in the Bid Schedule, the contract price bid per set shall cover the cost of furnishing all labor, materials, plant, equipment, insurance, and necessary incidentals required, including the cost of the photographer, and the cost of furnishing the required prints, digital files, DVDs, and ring binders, and completing the work in accordance with the specifications and the directions of the Engineer.

When there is no item listed in the Bid Schedule, no separate payment will be made. The cost of furnishing all labor, materials, plant, equipment, insurance, and necessary incidentals required, including the cost of the photographer, and the cost of furnishing the required prints, digital files, DVDs, and ring

binders, and completing the work in accordance with the specifications and the directions of the Engineer shall be included in the prices bid for all other items of work.

Payment will be made under:

Item No.	Item	Pay Unit
6.43 D	DIGITAL PHOTOGRAPHS	SETS