

## **Photo Documentation Specifications**

### **1.0 Scope of Services:**

This Section 1 sets forth the complete scope of services to be provided:

### **1.1 Project Documentation (Photo Sets):**

- **Monthly Executive Summary Slideshows** – A sampling of photos that shows the overall stage of construction for the project in a slideshow format. The slideshow section also allows for the inclusion of client pictures, aerial photographs, and other timely images.
- **Detailed Interior Photographs** of the entire building to include documentation of all mechanical, electrical and plumbing systems, to be conducted after rough-ins are complete, just prior to insulation and or drywall, or as directed by the State.
- **Detailed Door and Window Photographs** of each Door and Window to be conducted after installation of the doors and windows, just prior to the exterior skin being applied, or as directed by the State.
- **6 Sets of Regular Interior Progressions** that captures each major wall at different stages of construction which typically includes substantial framing, MEP installation, drywall and finished shots, or as directed by the State.

### **1.2 Complete Documentation Services:**

In addition to the foregoing, all documentation packages must include:

- Pre-documentation consultation(s) with the State identifying project-specific needs, appropriate documentation intervals and common or custom elements requiring detailed photo sets.
- Baseline schedule analysis in order to evaluate and estimate appropriate photo set intervals and durations.
- Determination of optimal photograph locations/perspectives based on the site plans and building floor plans provided by the State and designed to capture the total progress of construction at the agreed upon intervals and/or milestones.
- A highly representative number of digital photographs at such intervals and for such durations, and at the specified milestones, as requested by the State and set forth in Section 1.1, above.
- All photographs shall be high resolution digital color images of 3.0 megapixels or greater and shall be accessible through a secure Internet website with passwords. The website interface shall also allow the Government to print and save pictures on the computers of Government users.
- On-line web hosting of the documentation for the construction period covered by the documentation, accessible from anywhere internet is accessible.
- Password protected access to the documentation.
- Linking each photo set to the appropriate location on the site plans and/or floor plans of the State.
- Two digital copies of the entire Documentation upon completion.
- Local representation and a response time of 3 hours required.
- Must have a representative available to review photos and report to the state upon request.