TO CONTRACTORS:

1. The Contractor shall notify the Engineer at least 7 days before starting Work to allow for the preservation of survey monuments (per Standard Specifications for Public Works Construction, 2000 Ed., Section 2-9.1). There must be a 2 day notice given for the first staking request (per Standard Specifications for Public Works Construction, 2000 Ed., Section 2-9.2), and thereafter, sufficient notice must be given to allow Survey to stake the request before it is required. To request surveying services call the number listed below. When a survey party is assigned to the project, Survey Requests may be accepted by the party chief, or faxed or emailed to the Survey office. See below.

2. The contractor should state exactly what is needed, such as: type of stakes needed, staking limits, stake offset desired and which side the stakes should be placed. Please include the plan page number(s), and if a Change Order is involved, please include a copy of the Change Order as part of the request. Requests for general or non-specific work (i.e.: “stake the entire job”) are UNACCEPTABLE.

3. All Survey Requests must be received from the General Contractor, and all Sub-contractors must coordinate their requests through the General Contractor.

4. A FEE FOR RE-STAKING will be charged if the contractor fails to preserve construction survey stakes and marks for the duration of their usefulness per Standard Specifications for Public Works Construction, 2000 Ed., Section 2-9.2.

5. An ADDITIONAL FEE will be charged for the survey party’s travel time to and from the job site if the area for staking is not ready on the date requested, and it is necessary for the survey party to come back at another time.

6. Grade sheets may be picked up at the survey office (see below). Survey/Engineering does not normally deliver grade sheets; however, alternate arrangements such as Fax, may be made at the discretion of the Survey Division or Project Engineer.

7. Three working days written notice is requested if survey services are required on a recognized City holiday. See address below.

☐ CENTRAL:  phone  213-482-7191 – Cesar Bregaudit or Art Cordero – 213-482-7179
   fax  213-482-7175
   address  201 N. Figueroa St., Suite 1100 Los Angeles, 90012
   mail stop  904
   email  cesar.bregaudit@lacity.org

☐ HARBOR:  phone  310-732-4661
   fax  310-732-4670
   address  638 S. Beacon St., Rm 403, San Pedro 90731
   mail stop  497
   email  arturo.cordero@lacity.org

☐ VALLEY:  phone  818-374-4660 – Mark Kindig
   fax  818-374-4669
   address  6262 Van Nuys Blvd., Ste, 350, Van Nuys, 91401
   mail stop  496
   email  mark.kindig@lacity.org

   fax  310-575-8866
   address  1828 Sawtelle Blvd., Rm. 105, Los Angeles, 90025
   mail stop  499
   email  dan.macneil@lacity.org