Requesting Construction Staking Services

When Construction Staking is needed on a City of Los Angeles project, often the Survey Division is asked to do the work. Prior to submitting a “Staking Request” (SEE SAMPLE) the requestor should determine who the contract Surveyor is.

The “Contract” will stipulate one of two scenarios:

1. City Of Los Angeles provided Survey
2. Contractor provided Survey

If the “City Of Los Angeles” is to provide construction surveying it will be written into the contract and funds will have been allocated. If this is the case, the Project Manager, Contractor or other City Of Los Angeles requesting agency should print out a copy of the Survey Staking Request. This request form is available under “Documents” on the main Survey web-page navigation bar.

TO ENGINEERS/CITY REQUESTED SURVEY SERVICES

The requesting party shall notify the Survey Division District Office Supervisor at least 7 days before starting initial 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 respond to the request before the stakes are required. The area must be clear and ready for staking. This must be indicated on the “Stake Request”.

The request must have a valid work order open in Engineering and available for the Survey Division to charge to prior to any work being done.

The request 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.

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 or PDF e-mail, may be made at the discretion of the Survey Division.
TO CONTRACTORS REQUESTING SURVEY SERVICES:

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.
PROJECT: __________________________________________

<table>
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<tr>
<th>LIST IN ORDER OF PRIORITY</th>
<th>TYPE OF STAKING REQUESTED</th>
<th>LOCATION &amp; DESCRIPTION INCLUDING CHANGE ORDERS, PLAN CLARIFICATIONS, RFI's, ETC.</th>
<th>DATES</th>
<th>ORIG. OR RESTAKE (O/R)</th>
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COMMENTS __________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

REQUESTED BY: _________________________________________________ DATE ____________________
OF _____________________________________   (COMPANY) TELEPHONE __________________________

RESTAKING CHARGES

REASON:

☐ CONTRACTOR DID NOT PROTECT STAKES DATE ____________

☐ AREA NOT READY ON DATE REQUESTED

OTHER:             _______________________________________________________________

COMMENTS: ___________________________________________________________________________________________________

HOURS WORKED TO RESTAKE = ______________________________________________________________________ DATE __________

PARTY CHIEF _________________________ PROJECT ENGINEER _________________________ INSPECTOR _____________________________

FOR SURVEY DIVISION USE ONLY

SURVEY NO. __________ W.O. ___________ TASK ___________SUB-TASK ___________

FB _______ PG _______ GRADE SHEETS COMPLETED _____ PICKED UP ___ FAXED ___ MAILED ___