

Checklist for Construction Setup

Please provide the information requested below and email to surveyrequest@portlandoregon.gov.

PBOT ESD Survey, will not be able to process any construction staking requests until all information has been received.

- All information should be provided upon "bid-acceptance".
- Short-notice delivery may result in delays in our ability to promptly respond to survey requests.

Job Number: _____

Job Name: _____

- 1) When and where will the pre-construction meeting be held?
Date: _____ Time: _____
Location: _____
Please include Danny Denning and Geff Adair on the invite list.
 Done
- 2) Please send 3 sets of ½ size plans to Elijah Goodrick at 106/800. (For larger projects please include one full size set, for plans that are just a couple pages, we can make due with a pdf).
 Done
- 3) Please include computer CAD design drawings containing the linework, alignment files, points needed for construction staking, etc... It would also be helpful if there was a description of what each of these files contain.
 - a. Note: Non-PBOT files should be placed on [\\pbotfile\public\SurveyTransfer](#) for us to receive them.
 Done
- 4) Please Identify the following key personnel:
 - a. Construction Manager: _____
 - b. Engineer: _____
 - c. Construction Tech: _____
 - d. Inspector: _____
 - e. Other(s) (to be included in correspondence):

- 5) Please identify the cost object number that you would like this to be billed to. Please include the suffix for the WBS number (typically this is *.C40 for PBOT and *.C41 for BES): _____
- 6) Anticipated NTP Date: _____
- 7) A priority list of which portions of the project should be staked first (e.g. what corners or sewer runs will be built first).
 - a. _____
 - b. _____
 - c. _____

Once all information has been received, will provide the construction staking request template for future requests.