

Survey Request FAQs

RESEARCH

The first step of any Survey Request is a search of the Surveys and Photogrammetry data archives to ascertain whether the desired information or product already exists. You may request copies of archived [Survey](#) or [Photogrammetry](#) data on-line. Your request will be processed within three (3) working days.

ARCHIVED FILES

Any Caltrans District 4 employee with an active Netware account can retrieve electronic copies of archived Survey or Photogrammetry products from the D4 Surveys Novell Netware server (\\SV04RWESRV\Vol2). The response to a request will include the file path to the required data set. Employees without an active Netware account may request that the required data be copied to a location on the District Domain Server (//Sv04S01/CAD4).

SURVEY REQUEST FORM

Survey Request Forms must be submitted in **color**. Before submitting your request, we strongly recommend that you meet first with Surveys Project Management (Frank Donk and/or Pete Donohoe) to discuss the scope of work. Experience has proved that this allows us to brainstorm the best solution, and save both time and money. Also, make sure you visit the site first to note all conditions and problems.

Yellow boxes: To be filled in by requester

Blue boxes: To be filled in by Survey Section

Brown boxes: To be filled in by requester or Survey Section, or by both after discussion

Job No. (top right): Example: 03-102. Survey Section assigns a unique number to each survey request. 05 (2005) is year, 102 is sequential number for that year. Please quote this number, when requesting information about your job, to help us reply/investigate quicker. **Do NOT fill in this box.**

EA, County & Route: This information **must** be included.

PM: Please ensure that you identify the specific post miles, or section of highway, and not your entire project if the request is for only a part.

WBS Codes: WBS Activity codes. Please note any special numbers, such as spec desig or sub-job, etc.

Photogrammetry/Other Surveys: Please contact appropriate person who will perform major part of your job. Pete & Nick (or Juan Barahona, Jr) will coordinate to ensure total package is scoped with relevant due dates. Depending on complexity, your job may be assigned several **Job Nos.** with different due dates.

District Priority: Please identify if known. It may differ from that which is currently linked to the EA in the database. We will verify.

Doc # : **Do NOT fill in.** Internally generated Survey Section number.

ASC Mapping #: Number assigned by ESC in Sacramento for aerial mapping contract.

PMCS/XPM Milestone: Please identify whether for PS&E, PSR, etc., and what the submittal date is expected to be.

Surveys Due Date: Please give a **realistic** date for us to complete the request. One that allows you to complete your work, with minimal slack time, to meet the milestone date. Remember we have limited resources to cover the 9 Bay Area counties, and construction jobs are our #1 priority work. Depending on workload you may get your job ahead of the due date.

Data Provided: Please provide us with as much background information as you can. As builts are available on the 9th or 10th floors; the R/W Section on the 13th floor will be pleased to help you find R/W Record/Appraisal maps and inventory photos. We recommend taking 35mm or digital camera photos on site to assist discussions on what needs to be surveyed for design. Usually, the Survey section will provide control for the job; however, you may need to provide us with electronic files if job was previously done by a contractor. Vicinity maps could be AAA or Thomas Bros. maps.

For utility potholing requests, include the contractor's field notes. These notes should provide descriptions of the reference points they set.

Purpose of Project: Example: Overlay, rehabilitation, road widening, new drainage, build sound wall. This helps us help you decide on the most cost-effective and quickest method of providing a useable final product.

Survey Requirements: Identify what you want surveyed, noting attachments that show area, features and cross sections, etc. Example: Set GPS panel points for photo control; DTM conform; topo 10 acre site to include all man-made and natural features; provide pavement elevations from EP (edge pavement) to EP on NB (northbound) & SB lanes; monitor 50 deformation disks on freeway columns. You may wish to attach a typed up list showing survey requirements.

Limits of Work: Identify here, or on attached drawing, extent of job. Example: PM 2.5/3.7 and 4.9/5.1, or Sta 98+75 to 101+00, or between Main St. and Goode St.

Do you want this job merged with a previous one, if so, which? Let us know what other jobs you want this job merged with. Example: Please merge with 04-102.

Survey Deliverables: Checking off the **2d** box gives you a standard two-dimensional file, plus "read_me" file (.vf -- view file). The **3d** box gives you a three-dimensional file, a surface from which you can generate cross-sections wherever you want, and is delivered as a CAiCE .zip file.

When the job is complete, it is placed in the path shown. You are sent an e-mail showing where your files can be found. If you have a problem retrieving the files, check that you have a Novell connection.

Known Hazardous Waste Site: Please have the District Environmental Engineer, responsible for your area, sign off. If he/she checks off the "Yes" box, they must provide us with documentation as to what the hazards are, and steps to be taken to mitigate. Example: Respirators should be worn.

Requester/ Project Engineer/Senior Engineer: Only the Senior Engineer need sign. Please ensure names and telephone numbers are legible to help us keep communication flowing.

Sign off by Hydraulics Dept: Before submitting a request, it is critical that you ask Hydraulics for their input, and that they sign off as part of the job scoping process.

Units/Datum: Please discuss these items with Pete or Nick in the Survey Section if you are unsure what best suits your project. In some areas NAVD 88 coverage is sparse and we may have to use NGVD 29. Make sure that in any conversions you use the US Survey Foot and **NOT** the International Survey Foot. To convert feet to meters multiply by 1200/3937. **Assumed** coordinates and elevations may be used for jobs such as slides, etc., where tying into the CA coordinate system is unnecessary and/or time-consuming. **Local** coordinates and elevations are uncommon, but not unusual. Entities, such as the City of Oakland, SF Airport, and PG&E, etc., sometimes use their own Hz or Vt datums. Be aware of this when tying in to their systems. If you know what **Local** datum is being used, please let us know or help you determine it.

Zone: In most cases this is determined for you by job location. There may be occasions along the zone border (Carquinez Straits) where a decision to use Zone 2 or 3 may be material.

Epoch: Always determined by the Survey Section. Not relevant when using NAD 27, and usually 1991.35 when using NAD 83.