

## **STATEMENT OF WORK Access Road (560) West Virginia**

**These deliverables apply to this individual practice. For other planned practice deliverables refer to those specific Statements of Work.**

### **DESIGN**

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#### **Deliverables:**

- 1) Design documentation that will demonstrate that the criteria in NRCS practice standard have been met and are compatible with other planned and applied practices.
  - a) Identify, discuss and document client needs and recommended method of resolution.
  - b) Practice purpose(s) as identified in the conservation plan.
  - c) List of required permits to be obtained by the client as applicable.
  - d) Compliance with NRCS national and state utility safety policy for all engineering activities affecting utilities. This includes contacting and documenting MISS UTILITY 1-800-248-4848 according to West Virginia Chapter 24-C, Underground Facility Damage Prevention act. The law makes it a requirement to notify the state of West Virginia before any excavation or demolition activities are done.
  - e) Comply with WV Department of Highways standards and specifications for any component of a vehicular access road.
  - f) Plans or drawings will document the applicable NRCS Conservation Standards Practice standards (stating conservation practice name and number and job classification).
  - g) Practice standard criteria related assumptions, design, computations and analyses necessary to develop plans and specifications including but not limited to:
    - i) Investigation and survey
    - ii) Location, alignment, width, and sideslope
    - iii) Stability (subgrade, watercourse, etc.)
    - iv) Drainage (road, ditches, culverts and bridges)
    - v) Surfacing
    - vi) Traffic Safety
    - vii) Roadside erosion and environmental protection
- 2) Written plans and specifications including topographic surveys, sketches and drawings shall be provided to the client adequately describing the requirements to install the practice and obtain necessary permits.
- 3) Operation and maintenance plan
- 4) Certification that the design meets practice standard criteria and comply with applicable laws and regulations (NEM Subpart A, 505.03 (a) (3), 210-VI-(EFH) WV5 amendment 45 ("Preparation of Engineering Plans" – Design and Construction Support Data for Conservation Practices).
- 5) Design modifications during installation as required.

**Note:** Design of practice will be in compliance with practice standard and applicable criteria for the appropriate purpose(s). Practice specification will include the information listed in the "Plans and Specifications" and "Operation and Maintenance" section of the conservation practice standard. The design will document the clients' decisions using narrative and/or jobsheet.

### **INSTALLATION**

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#### **Deliverables**

1. Pre-installation conference with client to review problem, solution alternative and decisions.
  - a. Document and discuss associated WV NRCS conservation practice standards necessary for this practice to be installed
  - b. Timing of application
  - c. Permits
  - d. Requirements necessary for successful implementation
  - e. Estimated cost
  - f. Design and layout
2. Verification that client has obtained required permits or will attain permits prior to starting construction.
3. Application assistance

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4. Staking and layout according to plans and specifications including applicable layout notes.
5. Advise client/NRCS on compliance issues with all federal, state, and local laws, regulations and NRCS policies during installation.
6. Certification that the application process and materials meets design and permit requirements.

**Note:** Provide written documentation of any modification of the approved design. Certify that the modification meets practice standard on appropriate NRCS form and/or letter of certification as applicable. At a minimum, documentation will include quantities and amounts. The location of the applied practice will be identified on the conservation plan map for non-structural practices.

## **CHECK OUT**

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### **Deliverables**

1. As-Built documentation
  - a. "Red-line" construction drawings including but not limited to documentation of final construction, alignment, location, standards, specifications and implementation.
  - b. Extent of practice units applied.
  - c. Final quantities.
2. Records of application and the extent of the practice units applied
3. Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM Subpart A, 505.03 © (1) and
4. Progress reporting

**Note:** Meet with client to review practice operation and maintenance. Certify the conservation practice has been installed according to practice design and specifications using a letter of certification or appropriate NRCS form.

## **REFERENCES**

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- WV NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Access Road 560
- 210-VI-EFH WV5 Preparation of Engineering Plans
- 210-V-NEM, Part 505 – Non-NRCS Engineering Services
- NRCS National Engineering Manual (NEM)
- WV Engineering Field Handbook
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook