



GUIDANCE FOR USE OF TSP “STATEMENTS OF WORK” NATIONAL TEMPLATES and STATE-MODIFIED STATEMENTS OF WORK

Technical Service Providers (TSPs), NRCS personnel, producers, and partners have requested clear guidance on the specific products and deliverables required for each category of technical assistance performed by TSPs. To respond to these requests, NRCS leadership assembled a team to develop national “Statements of Work” templates for each technical service category contained in TechReg. These Statements of Work outline deliverables for all 157 Conservation Practice Standards contained in the National Handbook of Conservation Practices (NHCP), as well as for Comprehensive Nutrient Management Plan development, Conservation Planning, and Cultural Resources Compliance activities.

The national Statements of Work templates are intentionally broad in scope and serve as generic models. They are designed to be modified or tailored at the State or local level. NRCS State Conservationists may elect to adopt or modify the national templates or develop their own to meet the specific needs within their intended use area.

In all cases, NRCS State Offices are to ensure that their own State name, contact information, and date of posting in the eFOTG are entered as the heading for each individual Statement of Work document. The Statements of Work, as adopted, modified, or created by the State will be posted, along with this guidance document in the eFOTG in Section IV in a new folder titled Statements of Work.

The Statements of Work will contain specific products or deliverables for technical services provided by TSPs or other authorized personnel. Others who may find these statements to be useful include agricultural organizations, producers, state agricultural agencies, etc. The Statements of Work are intended to organize and reinforce existing technical resources and references, not to rewrite or replace them. When completed by the States, each Statement of Work could also be used, with minor changes as needed, as a technical service completion checklist.

State-tailored Statements of Work may serve as guidance for documentation and progress reporting and may be used in conjunction with quality assurance and for training new employees.

All questions regarding the TSP Statements of Work documents should be directed to the State TSP Coordinator.

STATEMENT OF WORK (SOW)
DAM (402)
SOUTH DAKOTA
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ISSUED OCTOBER 29, 2004

These deliverables apply to this individual practice. For other planned practice deliverables, please refer to those specific SOW's.

DESIGN

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. Practice purpose(s) as identified in the conservation plan.
 - b. List of required permits to be obtained by the client.
 - c. Compliance with NRCS national and state utility safety policy (NEM, Part 503-Safety, Subpart A, Engineering Activities Affecting Utilities, 503.00 through 503.06).
 - d. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
 - i. Geology and Soil Mechanics (NEM, Subpart 531a).
 - ii. Hydrology/Hydraulics.
 - iii. Structural including hazard class as appropriate.
 - iv. Vegetation.
 - v. Environmental Considerations.
 - vi. Safety Considerations (NEM, Part 503-Safety, Subpart A, 503.10 through 503.12).
2. Sufficient copies of written plans and specifications including sketches and drawings shall be provided to the client that adequately describes the requirements to install the practice and obtain necessary permits.
3. Specific detailed requirements for Dam design and the development of construction plans and specifications are outlined in the South Dakota Engineering and Spot Checking Manual (SDEDSCM), under the Earth Dam Practice Requirements. Where specific forms or job sheets are mentioned in the SDEDSCM, an equivalent may be substituted. The guidance contained in this manual shall be considered as the minimum acceptable for this practice.
4. Design Report and Inspection Plan as appropriate (NEM, Part 511, Subpart B, Documentation, 511.11, and Part 512, Subpart D, Quality Assurance Activities, 512.30 through 512.32).
5. Operation and Maintenance Plan.
6. Certifications that the design meets practice standard criteria and comply with applicable laws and regulations (NEM, Subpart A, 505.03(a)(3)).
7. Develop a cost estimate from the established cost lists for installation of the systems as identified on the approved construction drawings.
8. Provide an anticipated installation schedule.
9. Design modifications during installation as required.

INSTALLATION

Deliverables

1. Pre-installation conference with client and contractor.
2. Verification that client has obtained required permits.
3. Staking and layout according to plans and specifications including applicable layout notes.
4. Installation inspection (according to inspection plan as appropriate):
 - a. Actual materials used (NEM, Part 512, Subchapter D, Quality Assurance Activities, 512.33).
 - b. Inspection records.
5. Specific detailed requirements for Dam installation are outlined in the SDEDSCM, under the Earth Dams Practice Requirements. Where specific forms or job sheets are mentioned in the SDEDSCM, an equivalent may be substituted. The guidance contained in this manual shall be considered as the minimum acceptable for this practice.
6. Facilitate and implement required design modifications with client and original designer.
7. Advise client/NRCS on compliance issues with all federal, state, Tribal, and local laws, regulations, and NRCS policies during installation.
8. Certification that the installation process and materials meet design and permit requirements.

CHECK OUT

Deliverables

1. As-Built documentation:
 - a. Extent of practice units applied.
 - b. Drawings.
 - c. Final quantities.
2. Specific detailed requirements for Dam checkout design and the development on construction plans and specifications are outlined in the SDEDSM, under the Earth Dams Practice Requirements. Where specific forms or job sheets are mentioned in the SDEDSM, an equivalent may be substituted. The guidance contained in this manual shall be considered as the minimum acceptable for this practice.
3. Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM, Subpart A, 505.03(c)(1)).
4. Progress reporting.

REFERENCES

- NRCS South Dakota Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Dam (402)
- NRCS NEM
- NRCS Technical Release 60, Earth Dams and Reservoirs
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook
- SDEDSM