

**ILLINOIS STATEMENT OF WORK**  
**Roof Runoff Structure (558)**

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

**DESIGN**

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**Deliverables:**

1. Design documentation that demonstrates that the criteria in the NRCS conservation practice standard have been met and are compatible with other planned and applied practices. Include:
  - a. Identification of client needs, documentation of discussion with client, and a recommended method of resolution.
  - b. Practice purpose(s) as identified in the conservation plan.
  - c. Location of planned practice installation shown on a farm or ranch plan map.
  - d. List of required permits to be obtained by the client.
  - e. Impacts on adjacent properties and structures.
  - f. Certification of compliance with NRCS national and state utility safety policy (NEM Part 503 - Safety, Subpart A - Engineering Activities Affecting Utilities, 503.0 through 503.6).
  - g. Practice standard criteria-related computations and analyses to develop plans and specifications including but not limited to:
    - i. Location/alignment
    - ii. Hydrology/drainage
    - iii. Construction operations
    - iv. Vegetation
    - v. Environmental Considerations
2. Written plans and specifications, including sketches and drawings, that adequately describes the requirements to install the practice and to obtain necessary permits.
  - a. Location map with legal description.
  - b. Plan view drawing showing locations and station of the practice to be constructed, and relevant benchmark elevations and descriptions.
  - c. Detail drawings for appurtenances.
  - d. Construction and material specifications.
  - e. Construction notes as needed to clarify components and provide directions for installation.
  - f. Utility safety statement requiring notification of the Illinois One-Call System prior to construction.
  - g. Additional notes as necessary to identify avoidance and protection areas and boundaries associated with cultural resources, threatened or endangered species, or other resources needing temporary protection during installation.
  - h. Signature/initials and date for design and design check. Design check to be completed by an individual other than the designer.
3. Design Report as appropriate (NEM Part 511 - Design, Subpart B - Documentation, 511.10 and 511.11).
4. Quality Assurance Plan (NEM Part 512 - Construction, Subpart D - Quality Assurance Activities, 512.30 through 512.33).
5. Operation and Maintenance Plan.
6. Certification that the design meets NRCS standards and specifications and is in compliance with applicable laws and regulations (NEM Part 505 - Non-NRCS Engineering Services, Subpart A - Introduction, 505.0 and 505.3).

**INSTALLATION**

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**Deliverables**

1. Pre-construction conference with client and contractor (NEM Part 512, Subpart B, IL 512.13(d)).
2. Verification that client has obtained required permits.
3. Staking and layout according to plans and specifications including applicable layout notes.
4. Installation inspection.
  - a. Actual materials used (NEM Part 512 - Construction, Subpart C – Evaluation of Construction Materials, 512.20 through 512.23; Subpart D - Quality Assurance Activities, 512.33).
  - b. Inspection records
  - c. Document compliance with Quality Assurance Plan.

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5. Facilitate and implement required design modifications with client and original designer.
6. Advise client/NRCS on compliance issues with all federal, state, tribal, and local laws, regulations and NRCS policies during installation.
7. Certification that the installation process and materials meets design and permit requirements.

**CHECK OUT**

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**Deliverables**

1. As-Built documentation.
  - a. Extent of practice units applied
  - b. Documentation of materials installed (i.e. concrete tickets, seed tags, etc.)
  - c. As-built plan is required when a significant change in design occurs during construction or when the job is designated Class V or higher. Identify "As Built" on plan. Superimpose changes on the as-built plan using a different color or otherwise clearly differentiating the as-built dimensions. (NEM Part 512, Construction, Subpart F – As-builts, 512.50 through 512.52)
  - d. For practices not requiring an as-built plan, survey notes documenting critical dimensions, elevations, and materials are sufficient.
  - e. Final quantities
2. Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM Part 505 – Non-NRCS Engineering Services, Subpart A - Introduction, 505.3).
3. Progress reporting.

**REFERENCES**

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- Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Access Road, 560
  - National Engineering Manual
  - NRCS National Environmental Compliance Handbook
  - NRCS Cultural Resources Handbook
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