

STATEMENT OF WORK
Access Road (560)
Kansas
November 2016

State contact: State Conservation Engineer, 785-823-4534

These deliverables apply to this individual practice. For other planned practice deliverables, refer to those specific statements of work.

DESIGN

Deliverables

1. Design documentation that will demonstrate that the criteria in the Natural Resources Conservation Service Conservation Practice Standard (NRCS CPS) has been met and is 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 ([National Engineering Manual \[NEM\] Sections 503.0 through 503.6](#) and [NEM Part KS503](#))
 - d. Practice standard criteria-related computations and analyses to develop plans and specifications including but not limited to the following:
 - i. Location/alignment
 - ii. Hydrology/hydraulics
 - iii. Structural
 - iv. Vegetation
 - v. Environmental considerations
2. Construction drawings and written specifications shall be provided to the client describing the requirements to install the practice and obtain necessary permits.
3. Design report as appropriate ([NEM Sections 511.11](#)).
4. Operation and maintenance plan.
5. Construction Quality Assurance Plan [NEM Parts 512.30 through 512.32](#) and [NEM Section KS512.32](#)) as appropriate to include, but not limited to, the following items:
 - a. General description of work
 - b. Items of work requiring inspection or testing
 - c. Timing of inspections or tests
 - d. Skills or certifications required by inspectors
6. Certification that the design meets practice standard criteria and complies with applicable laws and regulations ([NEM Section 505.3B\(2\)](#)). For jobs completed by NRCS employees, include an approval signature of the individual with delegated engineering job approval authority on the drawings.
7. Itemized cost estimate and list of materials.
8. Design modifications during installation as required.
9. If enrolled in a conservation program, this practice must meet all conditions and requirements of program enrollment that may exceed the practice standard.

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INSTALLATION

Deliverables

1. Pre-installation conference with client and contractor.
2. Verification that client has obtained required permits.
3. Staking and layout according to construction drawings and specifications including applicable layout notes.
4. Installation inspection
 - a. Actual materials used ([NEM Part 512, Subpart D, Quality Assurance Activities, 512.33](#))
 - b. Inspection records (Job Diary or [Form NRCS-CPA-06 Conservation Assistance Notes](#))
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 and regulations and NRCS policies during installation.

CHECKOUT

Deliverables

1. As-built documentation.
 - a. Extent of practice units applied
 - b. As-built drawings
 - c. Final quantities
2. Certification that the installation meets NRCS standards and specifications and is in compliance with permits ([NEM Section 505.3C\(1\)](#) for non NRCS employees)

REFERENCES

- [NRCS Field Office Technical Guide \(FOTG\), Section IV, Conservation Practice Standard 560, Access Road](#)
- [NRCS National Engineering Manual \(NEM\)](#)
- [NRCS National Environmental Compliance Handbook](#)
- [NRCS National Cultural Resources Procedures Handbook](#)