

STATEMENT OF WORK
Land Smoothing (466)
Kentucky

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

DESIGN

Deliverables:

1. Design documents that demonstrate criteria in practice standard have been met and are compatible with 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, Section 503.00 through 503.22) Contacting Kentucky 811, Call 811 Before You Dig notification is the client's responsibility. See www.kentucky811.org for more information.
 - d. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
 - i. Surface Drainage
 - ii. Erosion Control
2. 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. 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(b)(2)).
5. 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
 - a. Actual materials used
 - b. Inspection records
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 (NEM Subpart A, 505.03(c)(1)).

CHECK OUT

Deliverables

1. As-built documentation
 - a. Extent of practice units applied
 - b. Drawings
 - c. Final quantities
2. Certification that the installation meets NRCS standards and specifications and is in compliance with permits
3. Progress reporting
4. Photo documentation recommended

SPECIAL REQUIREMENTS FOR COST SHARED PRACTICES

As noted in GM KY Supplement 450-407.12: Certifying Performance for Cost Sharing (June 2008)

- A. All practices will be located and identified using Global Positioning Systems (GPS) unit. (See GM KY 450-407.12 for additional guidance.)
- B. Practices receiving cost share assistance will be photo identified with no less than one before picture and no less than one after picture. (See GM KY 450-407.12 for additional guidance)

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A quick link to the policy is: ftp://ftp-fc.sc.egov.usda.gov/KY/GM_Supplement_450.pdf.

SUPPORTING DATA AND DOCUMENTATION

The following is a list of the minimum data and documentation to be recorded in the case file:

Planning Information, Field Data, and Survey Notes

Record on NRCS-ENG-28, ENG-29 or other media. Include the following as a minimum:

1. Location and extent of the system. Also note the location of the practice on the conservation plan map;
2. Describe the objective of the practice;
3. Soils investigation logs and notes, as appropriate for site conditions and the proposed design;
4. Topographic survey of the site, as appropriate for site conditions and the proposed design.

Design Data

1. Location map with the site identified;
2. Soil survey map with the site identified;
3. Grading plan showing cuts and fills;
4. A plan view showing the layout of the system;
5. Yardage calculations;
6. Operation and Maintenance plan;
7. Job Class;
8. Approval signature of someone with proper job approval authority.

Construction Check Data/As Built Plans

1. Documentation of site visits on CPA-6 assistance notes. Include dates of site visits, name or initials of the person who made the visit, specifics as to what was inspected, all alternatives discussed, decisions made, and by whom;
2. Check notes recorded during and after completion of construction showing the as built layout of the area;
3. Indicate the construction's conformance to the design on the plan;
4. Sign and date check notes and plans by a person with appropriate approval authority. Include statement that the practice meets or exceeds plans and NRCS practice standards.

REFERENCES

- Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Land Smoothing, 466.
- National Engineering Manual
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook