

STATEMENT OF WORK
Animal Trails and Walkways (575)
KENTUCKY

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 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. Compliance with NRCS national and state utility safety policy (NEM Part 503-Safety, Subpart A - Engineering Activities Affecting Utilities 503.00 through 503.6). It is the client's responsibility to contact Kentucky811, Call 811 Before You Dig. See www.kentucky811.org for more information.
 - c. 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.
 - d. Evaluation and completion of ECS – Form NRCS-CPA-52, Environmental Evaluation Worksheet.
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. Identify fields where practice is to be applied on a farm or ranch plan map.
4. Certification that the design meets practice standard criteria and complies with applicable laws and regulations [NEM Subpart A, 505.03 (a) (3)].
5. Document in Assistance Notes Operation and Maintenance Plan reviewed, discussed, and/or given to the client.

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 (Part 512, Subchapter D, Quality Assurance Activities, 512.33).
 - 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 meet design requirements.

CHECK OUT**Deliverables**

1. As-built documentation.
 - a. Extent of practice units applied.
 - b. Drawings.
 - c. Final quantities.
 - d. If ditches are installed, record depth, grade, and spacing.
2. Certification that the installation meets NRCS standards and specifications [NEM Subpart A, 505.03(c)(1)].
3. Provide Assistance Notes during exit conference with client and contractor.
4. Progress reporting by local field office.

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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)

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

SUPPORTING DATA and DOCUMENTATION**Preliminary Investigation**

Make a preliminary investigation to determine that the site is suitable, note any required structures for drainage, and the appropriate surface treatment needed to stabilize the site.

Engineering Surveys

- 1. Record all surveys in the engineering field book or on SCS-ENG-28, ENG-29 or on other forms or media as appropriate.
- 2. Reference all surveys to a bench mark where needed to establish elevations for construction.
- 3. Surveys shall be taken to determine the location, elevations, cut and fill volumes, erosion and water control structures needed to control runoff.
- 4. As a minimum, cross sections shall be taken to adequately show the site topography and design the appropriate type of surface treatment.
- 5. Note the location of any utilities or utility markers.

Design

- 1. Design in accordance with the design criteria in the conservation practice standard Animal Trails and Walkways, Code 575. Record design data on appropriate NRCS forms.
- 2. Develop engineering plans and specifications. As a minimum the plans and specifications shall include:
 - a. Location of trail or walkway. Can be a sketch on job plans, field notes, approved forms or on the conservation plan map.
 - b. Design width and length of trail or walkway.
 - c. Type, location and dimensions of fence where required.
 - d. Grade or percent of slope of trail or walkway.
 - e. Critical elevations if applicable.
 - f. Type and thickness of surface treatment including any base course requirement or reinforcement if concrete is used.
 - g. Cut and fill slopes where applicable.
 - h. Drainage and structure requirements including size and elevation of required structures.
 - i. Vegetative requirements for disturbed areas.
 - j. Location of utilities and notification requirements.
- 3. Compute earthfill or excavation quantities.
- 4. Develop a site specific O&M Plan for the practice.
- 5. Job Class on plans.
- 6. Approval signature by someone with proper Job Approval Authority.

Construction Layout

Review the plans and specifications with the landowner and contractor prior to the start of construction. Ensure the landowner/contractor thoroughly understand their responsibilities including obtaining all permits, easements, etc.

Record the layout information in the engineering field books.

- 1. Set a sufficient number of stakes to guide the landowner or contractor in constructing the animal trail or walkway. As a minimum, locate the trail or walkway and stake cut and fills.
- 2. Stake the location and elevations of required structures such as culverts, drainage ditches, etc.

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Construction

Adequate site visits and checks shall be made during construction to verify that the plans and specifications are followed.

Any changes in the design must be reviewed and concurred by the landowner and shall be approved by the designer and person with appropriate engineering design job approval authority.

Construction Checkout

Record on survey notepaper, SCS-ENG-28, ENG-29, or on other paper or media as appropriate. Survey data will be plotted on plans in red. The following is a list of minimum data needed for As-builts:

1. Take a minimum of one cross section per trail or walkway to determine if it is constructed to the design elevations and dimensions, slopes, and grade.
2. Take additional measurements as needed to determine the dimensions of the surface area treated. The area shall be measured in the field with a chain, calibrated measuring wheel, GPS, or other equivalent method.
3. Compute the area treated.
4. Check the surface treatment type, thickness and quality and determine if it meets the design requirements.
5. Check the location, size and elevations of all structures and components installed.
6. Check adequacy of vegetation of disturbed areas.
7. Prepare as-built drawings showing final construction dimensions, details, etc.
8. A person with appropriate Job Approval Authority shall sign and date notes and/or plans; including a statement that the installed practice meets the plans and specifications.

REFERENCES

- NRCS Kentucky Field Office Technical Guide (e-FOTG), Section IV, Conservation Practice Standard - Animal Trails and Walkways (575)
- NRCS National Engineering Manual (NEM).
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook