

STATEMENT OF WORK
Terrace (600)
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. Compliance with NRCS national and state utility safety policy (NEM part 503-Safety, 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. Geology and soil mechanics (NEM Subpart 531a).
 - ii. Hydrology/hydraulics.
 - iii. Structural, including hazard class as appropriate.
 - 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.
3. 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).
4. Documentation of Operation and Maintenance plan in Assistance Notes.
5. Certification that the design meets practice standard criteria and complies with applicable laws and regulations [NEM Subpart A, 505.03(b)(2)].
6. Design modifications during installation, as required.

INSTALLATION

Deliverables

1. Pre-installation conference with client and contractor.
2. Staking and layout according to plans and specifications, including applicable layout notes.
3. Installation inspection.
 - a. Actual materials used.
 - b. Inspection records.
4. Facilitate and implement required design modifications with client and original designer.
5. Advise client/NRCS on compliance issues with all federal, state, tribal, and local laws, regulations, and NRCS policies during installation.
6. 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.
2. Certification that the installation meets NRCS standards and specifications [NEM Subpart A, 505.03(c)(1)].
3. Progress reporting.

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.

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SUPPORTING DATA AND DOCUMENTATION

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

1. Location of the practice on the conservation map.
2. Assistance notes which include dates of site visits, name or initials of the person who made the visit, specifics as to alternatives discussed, decisions made, and by whom.

Field Data and Survey Notes

The following is a list of the minimum data needed:

1. Plan view sketch;
2. Bench mark location and description.
3. Profile and cross-section of the proposed embankments, land slope, profile of the outlet, and other pertinent data if needed;
4. Special control or field features that must be considered in the design.

Design Data

Record on appropriate engineering forms and/or paper. For guidance on the preparation of engineering plans see chapter 5 of the EFH, Part 650. The following is a list of the minimum required design data:

1. Locate practice on farm plan map in the case file;
2. Determine soil type, and any special restrictions. Provide soil loss calculations;
3. Design computations using the appropriate Engineering Field Handbook Chapter, Part 650 or by other approved method;
4. Show job class on design;
5. Design notes or design sheet must show cuts and fills, riser location (if underground outlet), required cross section, channel grades, orifice size, embankment elevation or grade rod, utility notification, construction notes, and other pertinent information;
6. Estimated quantities;
7. Details of outlet protection or other structural components needed;
8. Vegetative requirements. This must meet the criteria, specifications, and documentation requirements of the Kentucky conservation practice standard for Critical Area Planting, Code 342;
9. Job Class on plans.
10. Approval signature by someone with proper Job Approval Authority.
11. Written Operation and Maintenance plan.

Construction Check Data

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

1. Documentation of site visits on CPA-6. Include the date, who performed the inspection, specifics as to what was inspected, all alternatives discussed, and decisions made and by whom;
2. Record check notes during or after completion of construction showing grades and cross section of constructed components and outlets including length, width and depth;
3. Statement on seeding;
4. Final quantities and documentation for quantity changes, and materials certification;
5. 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, Terrace (600).
- National Engineering Field Handbook, (EFH) Chapter 8 - Terraces
- National Engineering Manual
- NRCS National Environmental Compliance Handbook.
- NRCS Cultural Resources Handbook.