

PRE-CONSTRUCTION CONFERENCE CHECK SHEET FOR GRASSED WATERWAY

LANDOWNER _____ COUNTY, MO

SITE/PROJECT LOCATION – FARM# _____ TRACK# _____ FIELD # _____

Items discussed will be checked

1. REQUIREMENTS OF LANDOWNER AND CONTRACTOR

- Contacting MO-1-CALL, 1-Call Ref. No. _____
Easements secured (neighbors, public road right-of-ways, etc.)
Required permits: _____

2. CONSTRUCTION PLANS

- Landowner and Contractor provided a copy of plans
Digital Files: Plans/Specification File Name _____
LandXML File Name _____
Coordinate System: Horizontal _____ Vertical _____
Bench mark location(s) and elevation(s) reviewed
Layout flags/stakes locations
Clearing and working limits
Topsoil requirements
Waterway Design Dimensions (Depth, Width, Grade, Side Slopes)
Temporary Side Dike Dimensions (Height, Side Slope)
Subsurface Drain Tile
Seeding, mulching, etc.
Checks – ROCK – FABRIC (check appropriate)
Site cleanup

3. SPECIFICATIONS

- Waterway – 412 – Missouri Construction Specification
Additional details: _____
Subsurface Drain – 606 – Missouri Construction Specification
Materials, type of tile, perforated or non-perforated, etc.
Trench Excavation and Backfill
Additional details: _____
Critical Area Planting – 342 – Missouri Construction Specification
Additional details: _____
Fencing

4. OTHER

- Call NRCS if cultural resources are unearthed and halt construction in that area
Call NRCS if rock, tile line, ground water, etc. is unexpectedly found
Call NRCS if you feel changes are needed to the design
Call Utility owner, MO-1-CALL & NRCS if unmarked utility is found

5. INSPECTION

- Call NRCS @ (_____) _____ - _____ to schedule inspection of items listed on page 2 of this form. Name(s) of NRCS inspectors: _____

ROLES AND RESPONSIBILITIES

It is the **landowner's role** and responsibility to:

1. Serve as the general contractor (hire, direct and manage contractor's activities).
2. Obtain necessary permits and to follow federal/state/local laws and zoning laws (for example, obtain Corps of Engineers 404 permit and DNR's Land Disturbance Permit).
3. Keep NRCS informed of progress.
4. Ensure that construction product conforms to the construction plans and specifications.
5. Ensure that the contractor not make any changes in construction prior to concurrence with NRCS. Unauthorized changes may need to be modified or replaced. The landowner is ultimately responsible for proper construction and maintenance.

It is the **contractor's role** and responsibility to:

1. Read and follow the construction plans, keep a set of plans on site and construct the improvements according to the plans and specifications. In case of discrepancies between plans, specifications, and digital files, plans and specification shall govern. Contact NRCS if discrepancies are found.
2. Maintain supervision on the site at all times and perform the work in a safe and workman-like manner.
3. Use materials that conform to the plans and specifications and to document materials used.
4. Notify MO 1 CALL and utility companies prior to excavation.
5. Notify NRCS of any discrepancies or errors in the plans or specifications.
6. Repair or replace improper construction or materials.

It is **NRCS' role** and responsibility to:

1. To provide construction plans and specifications of sufficient detail to reasonably ensure the project works can be built as designed.
2. To provide a design that meets program requirements, can adequately perform the intended function, meets the needs of the landowner and has been evaluated for safety, economy, and aesthetics of the site.
3. To periodically inspect elements of the construction process in order to certify components and the completed system meet said standards and specifications.

INSPECTION

Inspection is an important role of NRCS. NRCS must inspect certain items in order to be able to certify the practice has been constructed according to plans and specifications. **It is the landowner's responsibility to notify NRCS when the site is ready for the appropriate inspection items below. If any item is temporarily covered, the cover (fill) will need to be removed before NRCS can certify correct installation. The following checked items need to be inspected for this job:**

- Inspect to see if materials comply with drawings and specifications.
- Inspect trenching for UGO, including depth, width, grade and trench groove.
- UGO backfilling operations (binding, soil moisture, no large clods, trench sloped under ridge).
- Topsoiling
- Finish (shape, seeding, etc.)
- (Other) _____
- (Other) _____

Signatures below indicate understanding and agreement with all items listed on both sides of this sheet.

_____ Authorized NRCS Employee	_____ Landowner/Operator
_____ Contractor	_____ Date