

**STATEMENT OF WORK**  
**Vegetated Treatment Area (635)**  
**North Dakota**

Contact: Christi Fisher (701) 530-2091

**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) List of associated eFOTG conservation practices included in the project.
  - c) List of required permits to be obtained by the client.
  - d) Compliance with NRCS national and state utility safety policy (NEM Part 503-Safety, Subpart A - Engineering Activities Affecting Utilities 503.00 through 503.06).
  - e) 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) Maximize Clean Water Diversion.
    - iii) Hydraulic Loading Rate.
    - iv) Environmental Considerations (e.g. location, air and water quality).
    - v) Vegetation.
- 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.
  - a) Drawings shall include but are not limited to the following items:
    - i) Location map
    - ii) Plan view
    - iii) Profiles
    - iv) Cross sections
    - v) Details to ensure the project can be properly constructed and permits secured
  - b) The plan view of the site shall include but is not limited to the following items:
    - i) Location of practices to be installed
    - ii) Soil boring locations
    - iii) Water well locations
    - iv) Access routes
    - v) Adequate topographic detail to show how clean and contaminated runoff will be addressed.
    - vi) Animal lots to be abandoned
- 3) Design Report and Quality Assurance Plan as appropriate (NEM Part 511, Subpart B Documentation, 511.11 and Part 512, Subpart D Quality Assurance Activities, 512.30 through 512.32).
  - a) The design report shall include, but is not limited to the following:
    - i) Summary of project objectives and work to be completed
    - ii) Management assessment
    - iii) Site assessment
    - iv) Design documentation from item 1 listed above

**STATEMENT OF WORK**  
**Vegetated Treatment Area (635)**  
**North Dakota**

Contact: Christi Fisher (701) 530-2091

- b) The quality assurance plan must describe:
  - i) Project location
  - ii) Project description in narrative format
  - iii) Identification, phone number, and responsibilities of key parties including: landowner, original designer, project QA Inspector, Contractor(s), Certifying (attesting) entity, and Regulatory entity(s).
  - iv) Pre-Construction meeting agenda including the following items: review of QA plan, construction plans and specifications, change orders, responsibilities of key parties
  - v) Items to be inspected
  - vi) Amount of time needed for notification of need of inspection
  - vii) Type and frequency of testing
  - viii) Data collection and documentation required
- 4) Detailed Operation and Maintenance Plan
- 5) Itemized engineer's cost estimate
- 6) Certifications that the design meets practice standard criteria and comply with applicable laws and regulations (NEM Subpart A, 505.03(b) (2)).
- 7) Design modifications during installation as required.

## **INSTALLATION**

---

### **Deliverables**

- 1. Documentation of pre-installation conference with client and contractor
- 2. Verification that client has obtained required permits
- 3. Documentation the NRCS national and state utility safety policy has been met
- 4. Staking and layout according to plans and specifications including applicable layout notes
- 5. Quality Assurance documentation
  - a. Actual materials used
  - b. Inspection records
  - c. Maintaining a job diary with the dates and record of inspections made, testing completed, instruction provided to the contractor, etc., to document compliance with standards and specifications
- 6. Facilitate and implement required design modifications with client and original designer, permitting and funding agencies
- 7. Advise client/NRCS on compliance issues with all federal, state, tribal, and local laws, regulations and NRCS policies during installation
- 8. Certification that the installation process and materials meets design and permit requirements

**STATEMENT OF WORK**  
**Vegetated Treatment Area (635)**  
**North Dakota**

Contact: Christi Fisher (701) 530-2091

## CHECK OUT

---

### Deliverables

1. As-Built documentation.
  - a. Extent of practice units applied
    - i. Location identified on a map
    - ii. Completed job diary noting inspection made, testing completed, etc.
    - iii. Materials documentation (actual materials used)
    - iv. Testing reports (results and interpretations as required)
    - v. Survey notes for layout, inspections, and final checkout documenting compliance with standards and specifications.
  - b. Drawings with changes from the original construction plans clearly shown.
  - c. Final quantities
2. Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM Subpart A, 505.03(c) (1))
3. Progress reporting. Provide the following information to the NRCS field office servicing the relevant land unit for entry into the Performance Results System (PRS)
  - a. NRCS practice name and quantity of practice installed in appropriate units
  - b. Customer name
  - c. Location of work
  - d. Technical Service Provider Name
4. Completion report in accordance with permit requirements

## REFERENCES

---

- ND NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Vegetated Treatment Area - 635.
- NRCS National Engineering Manual (NEM).
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook