

**STATEMENT OF WORK**  
**Access Road (560)**  
**Oklahoma**

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

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**DESIGN**

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**Deliverables:**

1. Design documentation that demonstrates that the criteria in the NRCS conservation practice standard have been met and are compatible with other planned and applied practices. Include:
  - a. Identification of client needs, documentation of discussion with client, and a recommended method of resolution.
  - b. Practice purpose(s) as identified in the conservation plan.
  - c. Location of planned practice installation shown on a farm or ranch plan map.
  - d. List of required permits to be obtained by the client.
  - e. Impacts on adjacent properties and structures.
  - f. Certification of compliance with NRCS national and state utility safety policy (NEM Part 503 - Safety, Subpart A - Engineering Activities Affecting Utilities, 503.0 through 503.6 and NEM Oklahoma Supplement Part 503-Safety, Subpart A - Engineering Activities Affecting Utilities, OK503.02).
    - i. Oklahoma engineering worksheet OK-ENG-45 Utilities Inventory Form will be used to document utilities.
  - g. 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
    - v. Environmental Considerations
2. Written plans and specifications, including sketches and drawings, that adequately describe the requirements to install the practice and to obtain necessary permits.
3. Design Report as appropriate (NEM Part 511 - Design, Subpart B - Documentation, 511.10 and 511.11).
4. Quality Assurance Plan (NEM Part 512 - Construction, Subpart D - Quality Assurance Activities, 512.30 through 512.33).
5. Operation and Maintenance Plan.
6. Certification that the design meets NRCS standards and specifications and is in compliance with applicable laws and regulations (NEM Part 505 - Non-NRCS Engineering Services, Subpart A - Introduction, 505.0 and 505.3).

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**INSTALLATION**

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**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 (NEM Part 512 - Construction, Subpart C – Evaluation of Construction Materials, 512.20 through 512.23; Subpart D - Quality Assurance Activities, 512.33).
  - b. Inspection records
  - c. Document compliance with Quality Assurance Plan.
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.

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**CHECK OUT**

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**Deliverables**

1. Supporting documentation
  - a. Completed job diary or assistance notes documenting inspections made, testing completed, materials used, etc.
  - b. Survey notes for layout, inspections, and final checkout documenting compliance with standards and specifications.
  - c. As-Built documentation.
    - i. Extent of practice units applied and location identified on a map.
    - ii. "Red-line" drawings (NEM Part 512, Construction, Subpart F – As-Built, 512.50 through 512.52)
  - d. Final quantities
  - e. Vegetation certification or schedule documented on OK-ECS-04 – Vegetative Data Worksheet
3. Certification that the installation meets NRCS standards and specifications, is in compliance with permits and will be signed by an employee with appropriate approval authority for construction assigned on Oklahoma Engineering Worksheet OK-ENG-1, OK-ENG-1a, or by special letter. (NEM Part 505 – Non-NRCS Engineering Services, Subpart A - Introduction, 505.3).
4. Progress reporting.

**REFERENCES**

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- Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Access Road, 560
- National Engineering Manual
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook