

STATEMENT OF WORK

USDA, Natural Resources Conservation Service
Wisconsin

ACCESS ROAD (560)

DESIGN (911)

Deliverables:

1. Design Survey – The following information should be obtained and recorded in the field notes:
 - a. Alignment survey and length of road
 - b. Profile and cross-sections of centerline
 - c. Locations of physical features (drainage, trees, rocks, etc.) that will affect construction
 - d. Soils investigation
 - e. Intended use (public or private)
 - f. Location and type of outlets for proposed culverts, cross drains, and other conservation
2. Design Data – The following information should be recorded in the design notes:
 - a. Alignment (hand held GPS plot or shown on an air photo)
 - b. Surface width
 - c. Hydrology of contributing areas
 - d. Drainage requirements
 - e. Erosion control
 - f. Surfacing requirements
 - g. Analysis of soils investigation
 - h. Vegetation establishment requirements
 - i. Culvert design
 - j. Quantity computations
 - k. If for public use, what local design criteria was used (county, state or federal)
 - l. O&M plan
 - m. Cost estimate
 - n. Quality assurance plan
3. Drawings and Specifications – The conservation practice standard may contain a list of required items for inclusion in the plans and specifications. Typical contents include:
 - a. Location map
 - b. A plan view of the proposed road that shows water features, known utilities, and other features that affect the design
 - c. Road width and length with profile and typical cross section(s) including turnouts, parking, and turnarounds
 - d. Design road grades or maximum grades when applicable
 - e. Location of soil borings and plot of the soil/geologic boring log showing the USCS
 - f. Type and thickness of surface treatment including any sub-base preparation
 - g. Grading plan
 - h. Cut and fill slopes where applicable
 - i. Planned drainage features
 - j. Location, size, type, length and invert elevations of all required water control structures

- k. Vegetative requirements that include vegetation materials to be used, establishment rates, and season of planting
 - l. Erosion and sediment control measures, as needed
 - m. Safety features
 - n. Construction and material specifications
 - o. Quantities
 - p. Quality assurance plan
4. Certification that the design meets practice standard criteria and complies with applicable laws and regulations (NEM Part 505, Non-NRCS Engineering Services)

INSTALLATION (912)

Deliverables:

1. Documentation of pre-construction conference with client and contractor
2. Verification that client has obtained required permits
3. Layout Survey Notes – The following information should be recorded in the field notes:
 - a. Centerline alignment along with applicable cut-and-fill stakes
 - b. Structure, location, alignment, and applicable offset grade stakes
 - c. Location, alignments, and extent of erosion control ditches or structures
 - d. Flags/stakes for stationing and length reference
4. Compliance Checks – The complexity of the project will dictate the need for compliance checks during construction. All surveyed compliance checks shall be recorded in the field notes. Narratives of compliance checks shall be entered on a sheet in the field notes or the job diary. Compliance checks should include:
 - a. Centerline profile
 - b. Measurements, alignments, and elevation of structures
 - c. Cross sections
 - d. Material requirements according to the construction plan
 - e. Adequacy of surfacing erosion control
 - f. Adequacy of vegetation establishment
 - g. Length of access road
 - h. Length, size, and type of culvert pipes installed
 - i. 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
5. Facilitate, implement, and document required design modifications with client, original designer, permitting and funding agencies
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 and permit requirements

CHECKOUT (913)

Deliverables:

1. As-Built Documentation – As-Built documentation shall include:
 - a. As-Built construction plans that show all significant changes in alignment, cross section, structure locations, etc.
 - b. The final quantities
 - c. Signed statement that the installed practice meets NRCS standards and specifications
 - d. Survey field notes
 - e. Job diary
 - f. Material compliance data
 - g. Photo of completed practices and any components
 - h. Practice location and extent placed on the conservation plan map
2. Provide the following information to the NRCS field office servicing the relevant land unit for entry into the Performance Results System (PRS):
 - a. Technical Service Provider name
 - b. Customer name
 - c. USDA program funding the practice (if known)
 - d. Location of work (state, county, conservation district, land tract identifier)
 - e. Land use of field where the practice was installed (cropland, etc.)
 - f. NRCS practice name and quantity of practice installed in appropriate unit

REFERENCES

- Wisconsin NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard 560, Access Road
- NRCS National Engineering Manual (NEM) and Wisconsin Supplements
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook
- NRCS National Engineering Handbook, Part 650, Engineering Field Handbook (EFH) and Wisconsin Supplements

CERTIFICATION OF COMPLETION

ACCESS ROAD (560)

PROGRAM PARTICIPANT INFORMATION

Name (print): _____

TECHNICAL SERVICE PROVIDER INFORMATION

Name (print): _____

TSP ID Number: _____ Expiration Date: _____

TECHNICAL SERVICE PROVIDED

Design (911)

Installation (912)

Checkout (913)

I hereby certify that the technical services I provided as a Technical Service Provider for this component(s) checked above: (1) comply with all applicable Federal, State, Tribal, and Local laws and requirements, (2) meets applicable USDA NRCS conservation practice standards, specifications, and program requirements, (3) are consistent with and meet the particular conservation program goals and objectives, (4) that I have provided the above named Program Participant the Deliverables in this Statement of Work for this component, and (5) comply with all "Certification Terms" as identified in the Technical Service Provider Certification Agreement.

Technical Service Provider Signature

Date