

STATEMENT OF WORK

USDA, Natural Resources Conservation Service
Wisconsin

FOREST TRAILS AND LANDINGS (655)

DESIGN (911)

Deliverables:

1. Design Survey – The following information should be obtained and recorded in the field notes:
 - a. Alignment survey and length of the trail or landing
 - b. Profile and cross-sections of centerline
 - c. Locations of physical features (drainages, trees, rocks, etc.) that will affect construction
 - d. Location and type of outlets for proposed culverts, cross drains, and other conservation practices
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. Culvert design
 - g. Quantity computations
 - h. O&M plan
 - i. Cost estimate
 - j. 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 trail or landing that shows water features, known utilities, and other features that affect the design
 - c. Trail or landing width and length with profile and typical cross section(s) including turnouts and turnarounds
 - d. Design grades or maximum grades
 - e. Grading plan
 - f. Cut and fill slopes
 - g. Planned drainage features
 - h. Location, size, type, length and invert elevations of all required water control structures
 - i. Erosion and sediment control measures
 - j. Safety features
 - k. Construction specifications
 - l. Quantities
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, alignment, 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. Adequacy of erosion control
 - e. Length of trail or landing
 - f. Length, size, and type of culvert pipes installed
 - g. 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 plans showing all significant changes in alignment, cross section, structure locations, etc.
 - b. The final quantities must be shown on the as-built drawing
 - c. Signed statement that the installed practice meets NRCS standards and specifications
 - d. Survey field notes
 - e. Job diary
 - f. Photo of completed practices and any components
 - g. Practice location 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

- WI NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard 655, Forest Trails and Landings
- National Engineering Manual, Utility Safety Policy
- NRCS National Forestry Handbook (NFH), Part 636.4
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook

CERTIFICATION OF COMPLETION

FOREST TRAILS AND LANDINGS (655)

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