STATEMENT OF WORK

USDA, Natural Resources Conservation Service

Wisconsin

BUILDING ENVELOPE IMPROVEMENT (672)

DESIGN (911)

Deliverables:

1. Design Survey – not typically needed for this practice. A plan view of the area for clearing and snagging may be obtained by topographic survey or other available electronic mapping.
2. Design Data – The following information should be recorded in the design notes:
   a. Location of the building
   b. The existing building envelope
   c. The improvement recommendations from the on-farm energy audit
   d. The intended purpose of the improvement
   e. The insulation U-values
   f. Vapor barrier resistance
   g. Greenhouse glazing properties
   h. Ventilation requirements
   i. Documentation of energy savings
   j. Safety requirements
   k. Quantity computations
   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. Plan view of the area identifying the building for envelope improvement
   c. Description of the existing envelope and planned modifications
   d. Insulation material requirements
   e. Vapor barrier material requirements
   f. Greenhouse glazing material requirements
   g. Shading material requirements
   h. Ventilation or sealing requirements
   i. Requirement for electrical compatibility with all improvements
   j. Components or devices required
   k. Requirements for disposal of replaced materials
   l. Safety concerns or special personal equipment needs
   m. Required tests to determine the amendment effectiveness
   n. Quantities
   o. 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 – not typically needed for this practice
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. Location of the improvement application
   b. Material compliance of improvement
   c. Verification that the improvement was applied per manufacturer's recommendations
   d. 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 drawings showing all significant changes in measurements
   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. Material data
   e. Survey field notes
   f. Job diary
   g. Brand name of material used and product information
   h. Photo of completed practice and any components
   i. 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

- NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard 672, Building Envelope Energy Improvement.
- NRCS National Environmental Compliance Handbook.
- NRCS Cultural Resources Handbook.

CERTIFICATION OF COMPLETION

BUILDING ENVELOPE IMPROVEMENT (672)

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