



STATEMENT OF WORK

Roofs & Covers (367)

West Virginia

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 required permits to be obtained by the client.
 - c. Compliance with NRCS national and state utility safety policy (NEM Part 503-Safety, Subpart A - Engineering Activities Affecting Utilities).
 - d. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
 - i. Type of Cover
 - ii. Structural
 - iii. Safety
 - iv. Environmental Considerations (e.g. air quality, water quality)
 - e. **Compliance with NRCS Cultural Resources Policy (GM Title 420 Part 401)**
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. **Follow the requirements in "Documentation and Certification for Engineering Practices" located in the FOTG Section IV.**
3. Design Report and Inspection Plan as appropriate (NEM Part 511, Subpart B Documentation, 511.11 and Part 512, Subpart D Quality Assurance Activities, 512.30 through 512.32).
4. Operation and Maintenance Plan
5. Certifications that the design meets practice standard criteria and complies with applicable laws and regulations (NEM Part 505, Subpart A, 505.3).
 - a. **Signed and sealed set of plans, by a WV Professional Engineer, for roof, cover, support and foundation, when not designed by NRCS.**
 - b. **Signed and date Certification of Completion.**
6. Design modifications during installation as required.
 - a. **Modifications will be in compliance with practice standard(s) and applicable criteria for the intended purpose(s).**
 - b. **Approval will be obtained from the Area Engineer prior to implementation.**
 - c. **Clients' decisions will be documented using narrative and/or jobsheet.**

INSTALLATION

Deliverables

1. Pre Installation conference with client and contractor.
 - a. **Obtain and abide by requirements of the "WVENG-GI-PCC" signature sheet.**
2. Verification that client has obtained required permits.
3. Staking and layout according to plans and specifications including applicable layout notes.
4. Installation inspection (according to inspection plan as appropriate).
 - a. Actual materials used.
 - b. Inspection records



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.
7. Certification that the installation process and materials meets design and permit requirements.
8. ***The location of all applied practice, NOT requiring an engineered design, shall be identified on the conservation plan map.***

CHECK OUT

Deliverables

1. As-Built documentation.
 - a. Extent of practice units applied
 - b. Drawings: ***“Red-line” drawings (NEM Part 512, Construction, Subpart F – As-builts, 512.50 through 512.52)***
 - c. Final quantities
 - d. ***Materials installed***
2. Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM Part 505, Subpart A, 505.3).
 - a. ***Letter of certification or appropriate NRCS form may be used for documentation purposes.***
3. Progress reporting.

REFERENCES

- NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Roofs and Covers, 367.
- NRCS National Engineering Manual (NEM).
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook
- ***NRCS National Engineering Field Handbook***