

STATEMENT OF WORK
Land Smoothing (466)
Wyoming

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

Items that are marked **(TSP or Non-NRCS Engineer)** need to be completed only if design is provided by a TSP or Non-NRCS Engineer. Items that are marked **(NRCS Employee)** need to be completed only if design is provided by an NRCS Employee. All other items are required by all designers.

DESIGN

Deliverables and Documentation Requirements:

1. Design surveys
 - a. Determination of area to be smoothed
 - b. Elevation stakes as required
 - c. Extent and location of borrow or waste areas
2. Design documents that demonstrate criteria in practice standard have been met and are compatible with 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. Verify with the Field Office conservation planner that all concerns under the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA) have been adequately addressed.
 - d. 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).
 - e. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
 - i. Surface Drainage
 - ii. Soils investigation
 - iii. Area to be treated
 - iv. Requirements of cropping system
 - v. Allowance for settlement
 - vi. Availability of materials and location of disposal areas
 - vii. Erosion Control
3. 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 including but not limited to:
 - a. Location map with legal description and north arrow.
 - b. Plan view showing area to be smoothed
 - c. Location of disposal or borrow areas.
 - d. Cooperator's signature of review and acceptance to construct the practice according to the plans and specifications.
4. Design Report as appropriate (NEM Part 511, Subpart B Documentation, 511.10 and 511.11).
5. 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 practice standard criteria and comply with applicable laws and regulations (NEM Part 505 – Non-NRCS Engineering Services, Subpart A – Introduction, - 505.0 and 505.3). **(TSP or Non-NRCS Engineer)**
7. Engineering job classification is shown and proper engineering approval is obtained. **(NRCS Employee)**
8. Design modifications during installation as required

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INSTALLATION

Deliverables and Documentation Requirements

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
 - a. Outline of area to be treated
 - b. Sufficient grade stakes to indicate extent of cut or fill required
 - c. Verify with the Field Office conservation planner that the location of the staked practice is within the original scope of the practice and is still in compliance with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA).
4. Installation inspection
 - a. Actual materials used. (NEM Part 512, - Construction, Subpart C – Evaluation of Construction Materials, 512.20 through 512.33; Subpart D - Quality Assurance Activities, 512.33)
 - b. Inspection records
 - c. Area smoothed
 - d. Sufficient random topographic shots to determine adequacy of smoothing operation
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.

CHECK OUT

Deliverables and Documentation Requirements

1. As-built documentation
 - a. Extent of practice units applied
 - b. Drawings
 - c. Final quantities
2. Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM Part 505 – Non-NRCS Engineering Services, Subpart A – Introduction, 505.3). **(TSP or Non-NRCS Engineer)**
3. Statement of compliance signed by NRCS personnel with applicable job approval authority that the work meets the plans and specifications. **(NRCS Employee)**
4. Progress reporting

REFERENCES

- Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Land Smoothing, 466.
- National Engineering Manual
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook