

**STATEMENT OF WORK**  
**Precision Land Forming (462)**  
**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**

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### **Deliverables and Documentation Requirements:**

1. Design survey
  - a. Topography of the area.
  - b. Soils investigation
  - c. Location of borrow area, if needed.
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. Compliance with NRCS national and state utility safety policy (NEM part 503-Safety, Section 503.00 through 503.22)
  - e. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
    - i. Surface Drainage
    - ii. Soils information
    - iii. Planned grades or contours
    - iv. Shrinkage factor
    - v. Volume of cuts and fills
    - vi. Area to be formed
    - 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.
  - b. Plan view of area to be land formed.
  - c. Cut or fill at grid points or selected locations.
  - d. Location of borrow or waste areas.
  - e. Cooperator's signature of review and acceptance to construct the practice according to the plans and specifications.
4. Operation and maintenance plan
5. 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)**
6. Engineering job classification is shown and proper engineering approval is obtained. **(NRCS Employee)**
7. Design modifications during installation as required

## **INSTALLATION**

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### **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. Extent of area to be land formed.
  - b. Cut and fill stakes at preselected locations.

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- 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
  - b. Inspection records
  - c. Elevations at selected locations
  - d. Lateral limits of the land forming
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**

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### **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**

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- Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Precision Land Forming, 462.
- National Engineering Manual
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook