

610.94 Plan of Work

The work plan needs to be described here by the Program Manager. This section should outline the deliverables and the dates of deliverables.

EXAMPLE OF DELIVERABLES:

Scope of Work: Work will include design of restoration measures to be installed, solicitation and award of restoration contracts, and related inspection services during practice installation in support of the Wetlands Reserve Program. This work will consist of all restoration measures to be accomplished during FY 2004. It is anticipated this will consist of 18–20 projects.

The technical tasks will generally consist of collecting survey data to prepare design plans, preparing all aspects of solicitations, and resulting award documentation and administration, associated performance reports, construction inspection, and coordination and communication with contractor personnel and NRCS engineers.

Examples of areas of WRP assistance covered by this agreement are as follows:

(a) Designing restoration measures: Collecting all necessary survey data from NRCS engineers to develop design plans for restoration measures. All practices will be designed to meet NRCS Field Office Technical Guide (eFTOG) standards.

(b) Soliciting and awarding of contracts: Prepare all documentation to solicit and award restoration contracts. This includes all administration of the contracting process from pre-award through post-award activities. Examples of these activities include but are not limited to, advertising, awarding the contract, modifying the contract, conducting status reviews, project documentation, and documentation for payment requests.

(c) Inspection services: Onsite personnel will be at the restoration site throughout the performance of the restoration activity to ensure that work is carried out to meet established performance timeline and will meet all NRCS documentation for payment requests.

Location of WRP Technical Services: The locations of this WRP assistance work shall be performed in the field and office environments based on specific task(s) assigned. The field locations will be identified as the design work is completed for various projects throughout the State.

Work Task Reporting: The recipient will maintain a record of the progress toward completing the restoration designs, solicitations and awards accomplished, and inspection of measures installed. Progress will be summarized and reported to NRCS on a monthly basis.