ROLES AND RESPONSIBILITIES DURING CONSTRUCTION

LANDOWNER RESPONSIBILITIES

1) Host a pre-construction conference (site showing).

2) May serve as general contractor.

3) Obtain all required permits.

4) Notify NRCS before starting construction. Keep agency informed of progress.

5) Notify utility companies about construction (MISS DIG). Notify contractor of utility location.

6) Follow all federal, state, and local laws, zoning regulations.

7) Be available for consultation and decision.

8) Hire competent contractors.

9) Authorize contractor to start work after obtaining NRCS approved drawings and specifications.

10) Protect cultural and historic resources.

11) Alert NRCS and contractor to any livestock disease issues requiring biosecurity measures to be followed. Provide guidance on required sanitation procedures.

12) Assure compliance with drawing and specification requirements.

13) Stop work of contractor, when justified for safety issues or where contractor is not meeting contract requirements.

14) Seed and fence as required.

15) Pay bills and submit copies of receipts to NRCS as required.

CONTRACTOR RESPONSIBILITIES

1) Participate in the pre-construction conference.

2) Inform landowner of planned construction schedule.

3) Provide adequate notice to NRCS before starting the job.

4) Protect all NRCS survey benchmarks from damage. Keep NRCS informed of progress.

5) Inform landowner and NRCS when unexpected site conditions are encountered.

6) Avoid unnecessary destruction of NRCS layout survey staking and flagging.

7) Perform necessary layout staking, flagging, and measurements beyond basics provided by NRCS.

8) It is the contractor's responsibility to maintain quality control.

9) Protect cultural and historic resources.

10) Follow appropriate biosecurity measures when working in and around livestock production areas and manure storage or treatment structures.

11) Protect surface water and groundwater from contamination during construction.

12) Read, know, and follow the construction plans and specifications.

13) Observe and verify utility locations.

14) Know and work safely within OSHA and MIOSHA requirements at all times.

15) Use materials specified in construction drawings and specifications. Obtain materials, equipment, and appropriately skilled people on-site as scheduled.

16) Contractor must have a foreman (responsible decision maker) and a set of plans and specifications on-site at all times during construction.

17) Build to dimensions, elevations, and quality workmanship specified in construction drawings and specifications. Perform quality control activities such as staking, material verifications, and concrete tests where required.

18) Understand construction inspection plan. Do not proceed with work until required inspections are made.

19) Repair construction not meeting plan or specification requirements.

NRCS RESPONSIBILITIES

1) Assist Landowner with pre-construction conference.

2) Inform landowner and contractor of safety responsibility.

3) Follow construction inspection plan.

4) Provide basic layout and staking, as needed.

5) Be available for quality assurance. Inform contractor and landowner of results of inspections – including compliance with drawings, specifications, and safety requirements.

6) Protect cultural and historic resources.

7) Follow appropriate biosecurity measures including disinfection of boots, vehicles, and equipment.

8) Observe construction and perform needed quality assurance testing and measurements in order to determine that work meets requirements of the plans and specifications.

9) Inform landowner of presence of unexpected site conditions, cultural or historic resources. Investigate and determine need for design changes and provide alternatives, as appropriate.

10) Ensure appropriate engineering approvals are obtained before making changes.

11) Certify completion of construction for individual components, and entire system where construction meets the requirements of the drawings and specifications.

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STANDARD DWG. NO. MI-001-B	
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Designed

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Roles and Responsibilities During Construction

Township, Co., Michigan

T. -R. , Sec.

NRCS
Natural Resources Conservation Service
United States Department of Agriculture

File Name

Drawing Name
MI-001-B 4-09

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