

**ROLES and RESPONSIBILITIES for ENGINEERING TECHNICAL ASSISTANCE
to USDA PROGRAM PARTICIPANTS (SOURCE 2)**

ARCHITECT-ENGINEER (A&E) SERVICES CONTRACTOR

NRCS provides the engineering technical assistance through an engineering firm hired by NRCS through an Architect-Engineer (A&E) Services contract

Policy: National Engineering Manual, Part 501, Authorizations, and Part 505, Non-NRCS
Engineering Services
Federal Acquisition Regulations, Subpart 36.6, Architect-Engineer Services

USDA Program Participant

1. Allow access to the site by NRCS and A&E Services Contractor staff.
2. Participate in on-site review with NRCS and A&E Services Contractor.
3. Provide backhoe for performance of any subsurface investigations needed to complete the design.
4. Recognize that only one design will be provided. The design will be based on the size and location information for the practice included in the Conservation Plan, Comprehensive Nutrient Management Plan, Wetlands Reserve Plan of Operations, or other document upon which the USDA program contract was based. These plans reflect decisions made by the USDA Program Participant. Any changes made during design that are not caused by unforeseen factors discovered during design investigations will NOT be considered by the A&E Services Contractor.
5. Agree that construction will not begin until NRCS accepts final design/construction drawings.
6. Obtain and comply with all permits.
7. Hire a construction contractor to install the practice(s) in accordance with the approved construction drawings and specifications.
8. Provide anticipated construction dates to A&E Services Contractor and servicing NRCS office.
9. Participate in the pre-construction meeting with A&E Services Contractor and construction contractor.
10. Ensure corrective measures are taken if deficiencies are noted during quality reviews conducted by NRCS. Agree that NRCS will not certify cost share payment until deficiencies are corrected.
11. Sign block 27 "Certification by Participant" on the CCC-1245, Practice Approval & Payment Application form.
12. Follow the operation and maintenance plan for the practice(s) included in the construction drawings.

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A&E Services Contractor

DESIGN

1. Participate in on-site review with NRCS and USDA Program Participant.
2. Conduct surveys and investigations necessary to develop the design and construction drawings.
3. Prepare the design in accordance with NRCS standards and specifications.
4. Submit preliminary design/construction drawings to NRCS for functional review.
5. Include Professional Engineer signature and seal on the cover sheet of the construction drawings.
6. Include the following statement on the cover sheet of the construction drawings along with a list of the applicable NRCS standards.

To the best of my professional knowledge, judgment and belief, the design, construction drawings and specifications meet applicable NRCS standards and specifications.

Iman Engineer, P.E.

Date

7. Include the following statement on the cover sheet of the construction drawings for NRCS to sign when final design/construction drawings are acceptable:

NRCS is accepting these construction drawings and specifications on the basis that they have been signed and sealed by a registered professional engineer. Based on the information provided by the professional engineer, the construction drawings and specifications appear to meet applicable NRCS standards and specifications. Any deficiencies in the design, construction drawings or specifications are the responsibility of the professional engineer whose seal appears on the construction drawings.

NRCS Representative

Date

8. Submit final design/construction drawings to NRCS for functional review and acceptance.
9. Meet with NRCS to discuss functional reviews of preliminary and final design/construction drawings or other items as determined necessary by the Contracting Officer and/or Contracting Officer's Technical Representative.
10. Develop an engineer's cost estimate for the project.
11. Develop an operation & maintenance plan for the practice(s) included in construction drawings.
12. Prepare an inspection (quality assurance) plan describing the inspection items, documentation requirements, and the qualifications required of those doing the inspection.
13. Provide technical information needed by the USDA Program Participant to acquire practice-related permits.
14. Provide copies of approved construction drawings, specifications, inspection, and operation and maintenance plan(s) to servicing NRCS office.

CONSTRUCTION and CHECKOUT

1. Conduct pre-construction meeting with USDA Program Participant and construction contractor (and Certified Stormwater Operator, where the area disturbed during construction exceeds one acre and the Stormwater Phase II permit-by-rule applies).
2. Perform construction inspection (quality assurance) duties including layout survey, maintenance of construction documentation, approval of changes during construction, and checkout survey.
3. Prepare and submit to COTR and servicing NRCS office "As Built" drawings, a copy of the applicable documentation required in the practice standard(s), and a copy of the construction documentation required in the inspection (quality assurance) plan. Include following statement either on the cover sheet of the "As Built" drawings or in a letter attached to the "As Built" drawings:

To the best of my professional knowledge, judgment and belief, these practices are installed in accordance with the construction drawings and specifications and meet NRCS standards.

Iman Engineer, P.E.

Date

4. Work with the USDA Program Participant to ensure corrective measures are taken if deficiencies are noted during quality reviews performed by NRCS. Note that NRCS will not certify cost share payment until deficiencies are corrected.

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NRCS

Field Office

1. Review this fact sheet with the USDA Program Participant.
2. Maintain Assistance Notes or CONS-6 notes through design, construction, and checkout.
3. Complete Readiness Test and Readiness Certification; send both to Assistant State Conservationist-Field Operations. Readiness Test is based on plan or other document upon which the USDA program contract was based.
4. Make copy of existing case file records relevant to the engineering technical assistance practice assigned to the A&E Services Contractor. Attach copies to Readiness Test and Readiness Certification forwarded to Area Office. For CNMPs, send copies of relevant information.
5. Inform the USDA Program Participant in writing of the assignment to the A&E Services Contractor.
6. Participate in on-site review with the USDA Program Participant and the A&E Services Contractor.
7. Notify USDA Program Participant of any deficiencies in a timely manner.
8. Certify installation for USDA program cost share after functional review shows "As-Built" drawings are acceptable. Sign block 16 "Technician's Signature" and block 25 "Payment Approved" on the CCC-1245, Practice Approval & Payment Application form.
9. Refer any questions regarding implementation of the A&E Services Contract to the CO or the COTR.
10. Provide NO technical support or advice to the A&E Services Contractor.
11. Report progress in PRS.

Area Office

1. Verify Readiness Test and Readiness Certification; send both with supporting case file documentation to SCE.
2. Determine priority practices for assignment to A&E Services Contractor; sends priority list to SCE.
3. Develop government time estimate for Task Order negotiation.
4. Participate in on-site review with the USDA Program Participant and the A&E Services Contractor.

State Office

1. CO, in consultation with COTR and SCE, assigns practices to A&E Services Contractor.
2. Provide access to copies of NRCS standards, specifications, standard drawings, software and other design aids used by NRCS. Costs for reproduction of these materials are the responsibility of person making the request.
3. Lead on-site review meeting with USDA Program Participant and A&E Services Contractor.
4. CO and COTR negotiate task order with A&E Services Contractor.
5. Meet with A&E Services Contractor to discuss functional reviews of preliminary and final designs/construction drawings or other items as determined necessary by the Contracting Officer and/or Contracting Officer's Technical Representative.

State Office or Area Office

1. Conduct a functional review of the preliminary design/construction drawings prepared by the A&E Services Contractor.
2. Conduct a functional review of the final design/construction drawings prepared by the A&E Services Contractor. Accept design/construction drawings when review of function is satisfactory.

Acceptance will include statement:

NRCS is accepting these construction drawings and specifications on the basis that they have been signed and sealed by a registered professional engineer. Based on the information provided by the professional engineer, the construction drawings and specifications appear to meet applicable NRCS standards and specifications. Any deficiencies in the design, construction drawings or specifications are the responsibility of the professional engineer whose seal appears on the construction drawings.

NRCS Representative

Date

3. Conduct a functional review of the installed practices based on "As Built" drawings and construction documentation. Conduct quality review of the installed practices during and/or after construction as deemed necessary by NRCS. Quality reviews conducted during construction will NOT be a substitute for A&E Services Contractor's construction inspection (quality assurance) responsibilities or contractor's quality control responsibilities.
4. Reviews are performed by COTR or others as determined acceptable by CO.