

Responsibilities of:

Landowner

Engineering Provider

Contractor

During Planning

During Design

During Construction

Maintenance

This guide will help you understand your responsibility in all phases of conservation system construction, from planning and design, through construction and maintenance.

By understanding your role, and providing adequate time for each phase of the job, you can avoid inconvenient and costly delays.

“Landowner” as used here is the person responsible for making decisions for the property. In most cases, that is the owner, but it may also be an operator or farm manager.

The engineering provider is the Natural Resources Conservation Service, the county Land Conservation Department, or consultant hired by the landowner.

<ul style="list-style-type: none"> Contract with Engineering Provider for all phases of job and agree on timeline. Set up pre-design meeting with NRCS and your Engineering Provider. Identify your objectives. Select from alternatives. Check utility locations. Decide on costs and maintenance. Obtain needed local, state, and federal permits. Provide excavator for soil investigations. Investigate/apply for program payments, if desired. 	<ul style="list-style-type: none"> Pre-design meeting with Landowner and NRCS. Develop alternatives that meet the landowner's resource concerns. Discuss alternatives with owner. Conduct foundation investigations. Survey site. Alert owner to potential wetland, utilities, archaeological sites, and needed permits. Prepare planning cost estimates. 	
<ul style="list-style-type: none"> Be sure design meets objectives. Be available for consultation. Get necessary permits/easements. Identify utility locations. Responsible for cost containment. Review and agree to design. 	<ul style="list-style-type: none"> Survey site. Develop construction plan based on landowner's objectives and decisions. Design system based on plan and site conditions. Review design & specifications with landowner. Develop Operation & Maintenance Plan. Develop Inspection Plan. Prepare construction cost estimate. 	
<ul style="list-style-type: none"> May serve as General Contractor. Keep Agency informed of progress. Follow all federal/state/local laws, zoning regulations. Be available for consultations. Meet program requirements. Host site showing/preconstruction meeting. Hire competent contractors. Notify utilities about construction. Authorize contractor to start work. Protect cultural & historical resources. Verify plans & specifications are met. Shut down job for safety reasons. Stop work of contractor, when justified. Seed and fence, as required. Pay bills. Complete items in construction plan not hired out. 	<ul style="list-style-type: none"> Assist owner with site showing. Inform owner of safety responsibility. Follow construction inspection plan. Observe and inspect construction and make tests in order to determine that construction meets requirements of the plan. Keep a daily diary of construction activities. Inform landowner if contractor is not following construction plan. Prepares as-built drawings. Certify components and entire system meet standards and specifications. 	<ul style="list-style-type: none"> Read and follow construction plans and specifications. Must have foreman on site. Must have all required materials and equipment on site. Use materials specified in construction plan (no substitutions). Use dimensions in construction plan (no alterations). Check utility locations. Follow OSHA requirements. Practice safety at all times. Provide adequate notice to Agency before starting job. Keep Agency informed of progress. Document materials used. Meet plans & specifications. Repair improper construction.
<ul style="list-style-type: none"> Follow Operation/Maintenance Plan. Make repairs as needed. Contact Agency for additional assistance, if needed. 		<ul style="list-style-type: none"> Provides various warranties, written and verbal that installations meet plans & specifications and will perform for length of design requirements.
<p>The landowner is ultimately responsible for the proper construction and maintenance of a conservation system.</p>	<p>The engineering provider is responsible for inspecting and certifying that project plans and specifications are met.</p>	<p>The contractor is responsible for constructing the system according to the design and specifications, for quality control and safety.</p>

Constructions Plans

Drawings

The drawings are a visual representation of the project which show the location and describe the work to be done. The drawings include plan views, sections, profile details and notes which are necessary to supplement the construction specifications for a site specific installation.

Specifications

The construction specifications describe quality of work which is to be done. The specifications may also reference a commercial standard such as the American Society for Testing and Materials, ASTM, which is identifiable for all products or procedures where referenced. These commercial specifications are commonly recognized within the industry. If a conflict arises between the drawings and specifications, the specification governs the work or product.

Cost Estimates

The estimated cost is for comparison purposes and should not be shown or given to the contractor. The estimated cost is based on quantities calculated for this specific design. Actual construction quantities may vary if the practice is changed during construction or differing site conditions are encountered (i.e., bedrock, excessive moisture, etc.).

It is the landowner's responsibility to contact one or more contractors and obtain a contractor's cost estimate. Prices may vary from contractor to contractor. It is best to obtain estimates from several qualified contractors before selecting someone to construct the practice. The Natural Resources Conservation Service does not guarantee cost estimates.

Permits

All permits and/or easements that are applicable for the construction and/or operation of this practice are the responsibility of the landowner and shall be available for review by the NRCS prior to the start of construction.

Public and Private Utilities

If the landowner/operator knows of the existence of underground utilities in the vicinity of the proposed work area it is their responsibility to notify the NRCS so that appropriate action can be implemented. It shall be the excavating contractor's responsibility to contact Diggers Hotline prior to start of construction.

Pre-Construction Meeting

Construction of the practice or practices shall NOT start before a thorough "sit down" pre-construction meeting is held between the Owner/Operator, Contractor and the NRCS representative to go over the plans, specifications and other details of the project.

Basis of Acceptance

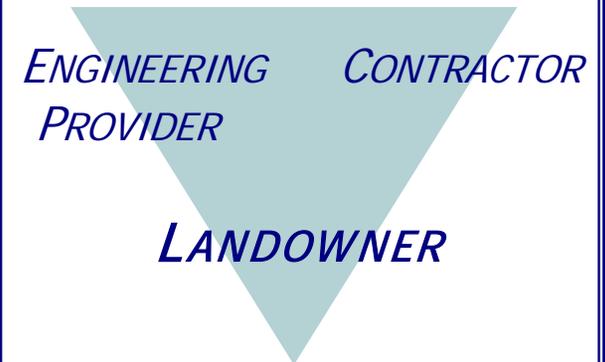
The acceptance of the installation will be by inspection and review for conformance with the site specific drawings and construction specifications for this practice.

Failure to install a practice in accordance to the plans and specifications or contacting NRCS before or during construction of a practice could warrant forfeiture of cost share money.

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A GUIDE:

Landowner Responsibility For Constructed Conservation Systems



My System is: _____

My Agency Contact is: _____

My Contractors are: _____
