

## NRCS Roles and Responsibilities in Construction

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NRCS has provided you with a design that complies with local and state regulations as well as NRCS practice standards. We will be your consultant during construction. If unforeseen problems or contractor modifications should arise, immediately contact NRCS for assistance. NRCS will:

- Periodically visit the construction site to verify that the practice is being installed correctly.
- Certify that the practice was installed correctly.
- Authorize payment to you as the landowner and NRCS program participant.



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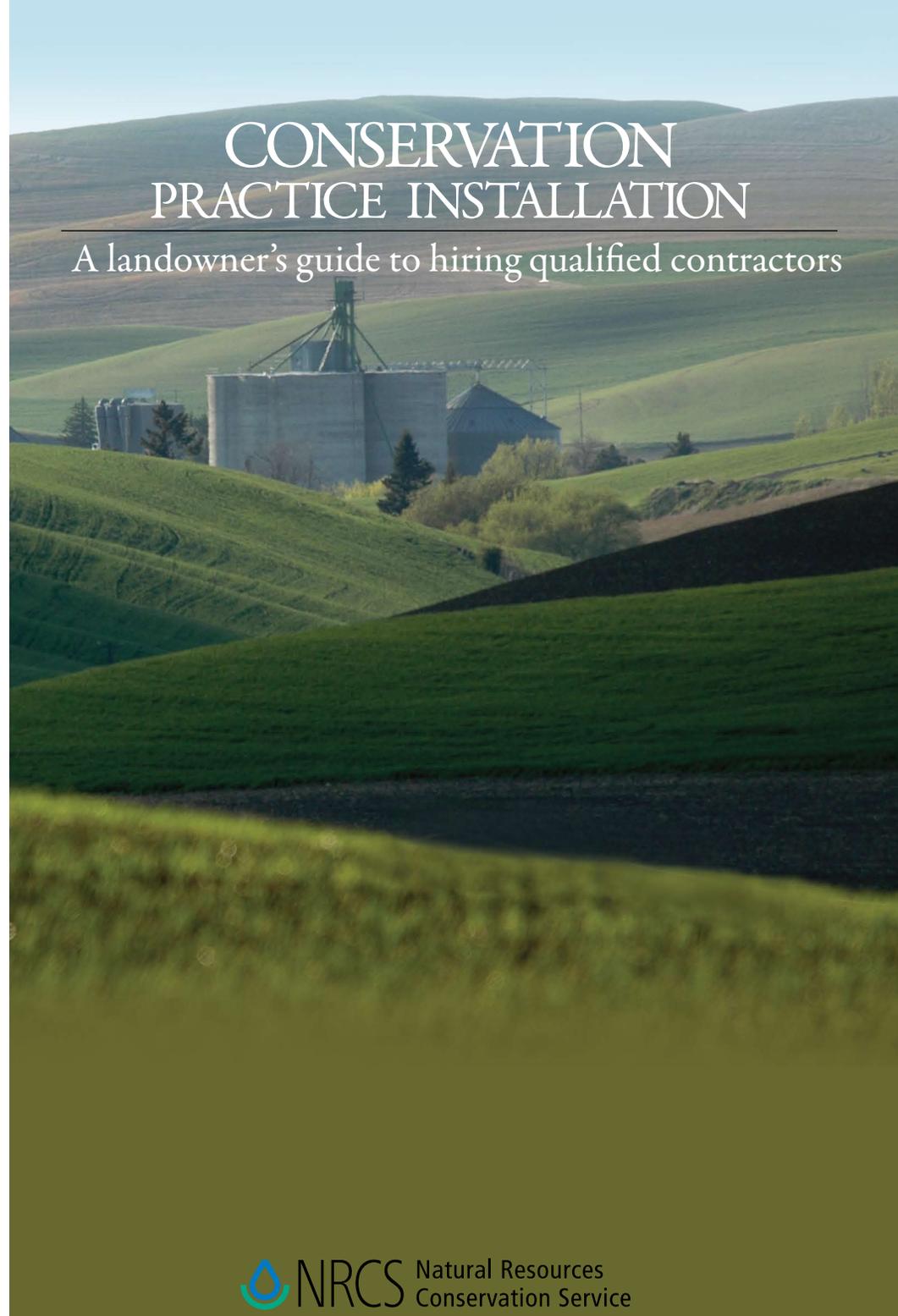
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# CONSERVATION PRACTICE INSTALLATION

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A landowner's guide to hiring qualified contractors



USDA is an equal opportunity employer and service provider.

## Landowner Roles and Responsibilities

You have the difficult task of selecting a qualified contractor who is capable of successfully installing your conservation practice. Your roles and responsibilities are to:

- Acquire all project permits.
- Hire a qualified contractor to install the practice.
- Arrange a meeting with NRCS and the contractor to review construction plans and specifications.
- Monitor construction to ensure that the contractor is installing the practice correctly.
- Provide daily oversight of construction activities.
- Notify NRCS when the contractor has completed the practice or if questions arise during construction.
- Make payment to contractor upon completion and acceptance of the work.



## Who is a Qualified Contractor?

A “Qualified Contractor” will have the equipment and the experience necessary to install your conservation practice successfully. When selecting a contractor consider the following:

- Is the contractor licensed and bonded?
- Have they installed similar practices before?
- Do they have good references from previous work?
- Are they willing to guarantee the completed work?
- Are they willing to comply with the approved NRCS plans and specifications?

Your local conservation district office often maintains a contractor list. The yellow pages are a good resource for locating a qualified contractor. Keep in mind that it is your responsibility to determine the qualifications of the contractor that you hire.

Washington State Department of Labor and Industries (L&I) maintains a web site (<https://fortress.wa.gov/lni/bbip/>) where you can find contractor information or you can call L&I's toll-free contractor-registration line (1-800-647-0982).



## Tips for Hiring a Construction Contractor

The following recommendations may help facilitate the successful contracting and installation of your conservation practice:

- Acquire at least three bids for the work that is to be completed. Competition for your project can save you money.
- Review all aspects of the bid, not just the price.
- Check references!!!
- Have the contractor sign a contract requiring compliance with all permits, construction plans and specifications.
- The contract should stipulate that all inspections required under a permit, or in the design specifications, are conducted.
- The contractor has the responsibility for maintaining quality practice installation.
- Be involved with the installation of your practice, any construction changes must be approved by NRCS.
- Withhold payment until you are fully satisfied with the finished product.