The Natural Resources Conservation Service (NRCS) provides the engineering technical assistance (TA) through an engineering firm hired by NRCS through an A&E Services contract.

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

A&E SERVICES CONTRACTOR – ROLES AND RESPONSIBILITIES

DESIGN

1. Participate in onsite review (pre-design conference) with the 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 the program participant and the NRCS for review.
5. Include professional engineer signature and seal on the construction drawings.
6. Submit final design/construction drawings to the NRCS for functional review and acceptance.
7. Meet with the NRCS to discuss functional reviews of preliminary and final design/construction drawings or other items as in the engineering services contract.
8. Develop and sign an engineer's cost estimate based on project quantities
9. Develop a list of practices for the project that defines the practice unit and extent.
10. Develop an O&M plan for the practice(s) included in construction drawings.
11. Prepare an inspection (quality assurance) plan describing the inspection items, documentation requirements, and the qualifications required of those doing the inspection.
12. Provide technical information needed by the USDA program participant to acquire practice-related permits.
13. Provide copies of approved project design documentation including the construction drawings, specifications, inspection, and O&M plan(s) to the servicing NRCS office.

A&E SERVICES CONTRACTOR – ROLES AND RESPONSIBILITIES (con't.)

CONSTRUCTION AND CHECK-OUT

1. Conduct pre-construction meeting with the USDA program participant, the NRCS, and construction contractor.
2. Perform construction inspection (quality assurance) duties including layout survey, maintenance of construction documentation, approval of changes during construction, and checkout survey. Work with contractor and USDA program participant to correct deficiencies.
3. Prepare and submit to the contracting officer technical representative (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 and/or the A&E. Note that the NRCS will not certify practice payment until deficiencies are corrected.

Note: These requirements do not supercede any federal contractual obligations.

ROLES AND RESPONSIBILITIES FOR ENGINEERING TECHNICAL ASSISTANCE TO USDA PROGRAM PARTICIPANTS (SOURCE 2)
ARCHITECT- ENGINEER (A&E) SERVICES CONTRACTOR

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Federal Acquisition Regulations, Subpart 36.6, Architect-Engineer Services

NRCS - ROLES AND RESPONSIBILITIES

FIELD OFFICE

1. Review this fact sheet with the USDA program participant.
2. Develop a conservation plan and address environmental compliance requirements.
3. Maintain Conservation Assistance Notes (NRCS-CPA-6) through design, construction, and checkout phases.
4. Make copy of existing case file records relevant to the engineering TA practice assigned to the A&E Services contractor.
5. Maintain engineering design file with cooperator's file following practice implementation.
6. Inform the USDA program participant in writing of the assignment to the A&E Services contractor.
7. Lead onsite review meeting with the USDA program participant and A&E Services contractor.
8. Notify the USDA program participant of any deficiencies in a timely manner.
9. Certify installation for USDA program payments after the functional review shows quantities are acceptable and signs Section 1 to certify performance on the NRCS-CPA-1245.
10. Certify installation for USDA program practice payment after functional review shows quantities are acceptable and signs Section 3 "NRCS Approving Official Certification," on the NRCS-CPA-1245 form.
11. Refer any questions regarding implementation of the A&E Services contract to the contracting officer (CO) or the COTR.
12. Provide NO technical support or advice to the A&E Services contractor.
13. Report progress in the Performance Results System (PRS).
14. Performs conservation planning and other assistance in accordance with the federal contract.

NRCS - ROLES AND RESPONSIBILITIES (con't.)

STATE OFFICE

1. The COTR develops a prioritized list of practices to be assigned to the A&E Services contractor.
2. The COTR develops a government time estimate for task order negotiation.
3. The CO, in consultation with COTR and state conservation engineer (SCE), assigns practices to A&E Services contractor.
4. Provide access to copies of NRCS standards, specifications, standard drawings, software, and other design aids used by the NRCS. Costs for reproduction of these materials are the responsibility of person making the request.
5. The CO and COTR negotiate task order with the A&E Services contractor.
6. Meet with A&E Services Contractor to discuss functional reviews of preliminary and final designs/construction drawings, quantities or other items as determined necessary by the CO and/or COTR.

STATE OFFICE OR AREA OFFICE

1. The COTR conducts a functional review of the preliminary design/construction drawings prepared by the A&E Services contractor.
2. The COTR conducts 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.
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 the 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.

I have read and understand the responsibilities indicated above. Initial and date.

_____	_____	_____	_____	_____	_____
Program Participant	Date	A&E Rep.	Date	Designated Conservationist	Date

ROLES AND RESPONSIBILITIES FOR ENGINEERING TECHNICAL ASSISTANCE TO USDA PROGRAM PARTICIPANTS (SOURCE 2) ARCHITECT- ENGINEER (A&E) SERVICES CONTRACTOR

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Federal Acquisition Regulations, Subpart 36.6, Architect-Engineer Services

USDA PROGRAM PARTICIPANT - ROLES AND RESPONSIBILITIES

1. Allow access to the site by the NRCS and A&E Services contractor staff.
2. **Sign the ND-CPA-70 form authorizing the TSP access to case file information for planning or implementing the conservation practice.**
2. Participate in the onsite review with the NRCS and A&E Services contractor.
3. Assist in any subsurface investigations as needed to complete the design.
4. Recognize that only one final 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 (CNMP), Wetlands Reserve Program Plan of Operations, or other document upon which the United States Department of Agriculture (USDA) program contract was based. These plans reflect decisions made by the USDA program participant. A preliminary design review will be made prior to completion of the final design. Design changes will not be made unless unforeseen factors are discovered during design investigations or construction.
5. Agree that construction will not begin until the 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 the A&E Services contractor and servicing NRCS office.
9. Participate in the preconstruction meeting with the NRCS, A&E Services contractor, and construction contractor.
10. Ensure corrective measures are taken if deficiencies are noted during quality reviews (observations/inspections) conducted by the NRCS and/or A&E. Agree that the NRCS will not certify practice payment until deficiencies are corrected.
11. Make timely payments to the construction contractor for practice installation.
12. Sign Section 2 “Participant Certification and Signature” on the NRCS-CPA-1245, Practice Approval and Payment Application form.
13. Follow the O&M plan for the practice(s) included in the construction drawings.