

Roles and Responsibilities for Engineering Technical Assistance to USDA Program Participants Using a Technical Service Provider (TSP)

The United States Department of Agriculture (USDA) program participant hires a certified Technical Service Provider (TSP) and pays the TSP using Technical Assistance (TA) funds (Technical Service Payment Rate (TSPR)) in their USDA program contract. This document is intended for the implementation of conservation practices; it does not apply to planning activities such as CPA, DIA, or CEMA.

Technical Service Provider (TSP) – Roles And Responsibilities

Design

1. Participate in the pre-design meeting with the program participant and the NRCS representative. Complete the ***South Dakota NRCS Pre-Design Meeting Checklist***.
2. Conduct surveys and investigations necessary to develop the design and construction drawings.
3. Prepare the design in accordance with NRCS conservation practice standards and NRCS construction and material specifications.
4. Develop design/construction drawings in consultation with the program participant. The program participant should review, understand, and approve the final design of the project.
5. Include the Professional Engineer (PE) signature and seal on the cover sheet of the construction drawings.
6. Include and sign the following statement on the cover sheet of construction drawings along with a list of the applicable NRCS conservation practices:

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. Develop and sign an engineer's cost estimate based on project quantities, with items eligible for NRCS incentive payments clearly identified.
8. Develop a list of practices for the project that defines the practice unit and extent.
9. Develop an Operation and Maintenance (O&M) plan for the practice(s) included in the construction drawings.
10. Prepare an inspection (quality assurance) plan describing the inspection items, documentation requirements, and the qualifications required of those doing the inspection.
11. Provide technical information needed by the USDA program participant to acquire practice related permits.
12. Provide copies of approved project design documentation including but not limited to, the construction drawings, specifications, inspection plan, O&M plan(s), and applicable documentation required in the practice(s) Statement of Work (SOW) to the program participant and servicing NRCS office.

Construction And Checkout

1. Conduct pre-construction meeting with the USDA program participant, NRCS representative, and the construction contractor. Complete the ***South Dakota NRCS Preconstruction Meeting Checklist***.
2. Perform construction inspection (quality assurance) duties including layout survey, maintenance of construction documentation, approval of changes during construction, and checkout survey. Work with the contractor and USDA program participant to correct deficiencies.
3. Prepare and submit to the USDA program participant and the NRCS field office As-Built drawings, a copy of the applicable documentation required in the practice SOW(s), a copy of the construction documentation required in the inspection (quality assurance) plan, and the TSP Number. Include the completed and signed ***Warranty of Technical Services Provided*** form.
4. Work with the USDA program participant to ensure corrective measures are taken if deficiencies are noted during quality reviews performed by the NRCS.