

**Part 505 – Non-NRCS Engineering Services**

**Subpart E – Exhibits**

**TN505.44 Landowner Use of a Consultant – Tennessee’s Sample Letter**

**TN505.45 Technical Assistance Flow Chart**

## TN505.44 Landowner Use of a Consultant – Tennessee’s Sample Letter

### Current Date

Name of Landowner  
Address  
City, State Zip Code

Dear (add Mr. or Mrs. or Ms. Landowner’s Last Name):

You have requested cost sharing for conservation practice standard, (add practice standard numbers and titles). You have indicated that your project will be designed by a private consultant. NRCS welcomes the involvement of your consultant. You need to be aware, however, that our policies require that the consultant’s design meet NRCS standards and specifications for acceptance of their work. The NRCS statement of work (SOW) for each individual practice provides the minimum documentation requirement. Enclosed is/are the applicable conservation practice standards SOW/SOWs to support NRCS certification for cost shared practices. Additional information on NRCS conservation practices standards and associated documents can be accessed at [http://efotg.sc.egov.usda.gov/efotg\\_locator.aspx](http://efotg.sc.egov.usda.gov/efotg_locator.aspx).

If you or your consultant have difficulty accessing these documents, please give me a call at (add telephone number).

**Pre-Design Support:** NRCS will provide appropriate pre-design assistance to your consultant if you request it.

**Quality Assurance:** NRCS has a quality assurance process to ensure that the project meets NRCS standards and specifications and qualifies for the cost share. This process is outline below. We hope the process outlined in this letter will provide a clear understanding for all parties involved.

### **Prior to Construction:**

- (1) You need to submit to NRCS a copy of the following items as prepared by the consultant: site specific design documentation, construction plans, and specifications as identified in the SOW for each conservation practice. The consultant will add the following statement and accompanying signature on the cover sheet of the drawings.

To the best of my professional knowledge, judgment, and belief, the design, construction drawings, and specifications meet applicable Tennessee NRCS standards and specifications. Furthermore, to the best of my knowledge, judgment, and belief, the proposed work complies with all local, State, and Federal laws, rules, and regulations.

\_\_\_\_\_  
Signature of Consultant

\_\_\_\_\_  
Date

*Note: Include professional engineer's license number and seal.*

- (2) NRCS will perform a functional review of all submittals to ensure that the design:
  - (a) Achieves the objectives of the plan and programs.
  - (b) Meets the criteria in the applicable conservation practice standards.
  - (c) Complies with applicable local, State, and Federal programs and regulations.
  - (d) Includes a cost estimate.
  - (e) Includes a quality assurance plan (QAP).
  - (f) Includes an operation and maintenance (O&M) plan.
- (3) NRCS will provided in writing the review comments that must be addressed satisfactorily by the consultant in writing prior to NRCS **acceptance** of the design. NRCS's acceptance must occur prior to the start of construction.

**Construction:**

- (1) You are responsible for hiring the contractor and ensuring that the QAP is carried out and that the structure/conservation practice is completed according to the approval plans and specifications. You are responsible for all installation deliverables as shown in the SOW for each conservation practice standard included in the project.
- (2) A preconstruction meeting is required. Contact me seven (7) days in advance of this meeting to coordinate NRCS involvement. Your consultant or their representative is required to be present at the preconstruction conference with you and your contractor.
- (3) The consultant approves the changes during construction and notes on the "as-built" drawings. NRCS reviews and accepts the changes for compliance with NRCS standards, specifications, and policy.

**After Construction:**

- (1) Upon completion of the project, you must submit the following to NRCS:
  - (a) A copy of the “as-built” drawings.
  - (b) A certification statement must be included on the as-build drawings. The certification statement shall read as follows:

To the best of my professional knowledge, judgment, and belief, the installed practices meet the engineering plans and specifications and applicable NRCS standards.

\_\_\_\_\_  
Signature of Consultant

\_\_\_\_\_  
Date

*Note: Include professional engineer’s license number and seal.*

- (2) NRCS will make a field visit to the site to verify construction and/or installation and will certify completion based on submittal of appropriate documentation and the consultant’s certification statement.

**Operation and Maintenance:** You will need to follow the O&M Plan for the life of the system.

I hope this letter explains NRCS’s expectations. If you have any questions, please feel free to call me.

Sincerely,

**District Conservationist’s Signature**

District Conservationist

Enc.

cc.: **Consultant’s Name**

