

Part 505 – Non-NRCS Engineering Services

Subpart E – Exhibits

505.43 Landowner Use of a Consultant – Sample Letter

USDA
NATURAL RESOURCES CONSERVATION SERVICE
400 Water Street
Anytown, Anystate 00000

Current Date

Name
Address

Dear

You have requested cost sharing for practice 313, Waste Storage Facility. You have indicated that your system will be designed by a private consultant. The NRCS welcomes the involvement of your consultant. However, you need to be aware that we will require that the consultant meet NRCS standards and specifications for certifying the work.

There are certain items that must be submitted to the NRCS to meet this requirement. These items are outlined in this letter. We hope this will provide a clear understanding for all parties involved and prevent any possible misunderstanding. The following items are needed.

Prior to Construction

- (1) A waste utilization plan must be prepared. I will be able to assist you with this plan.
- (2) You need to submit the following items prepared by the consultant to the NRCS:
 - (a) A copy of the signed engineering plans that meet NRCS standards. In addition to the Professional Engineer's certification, the plans must contain the following statement: "To the best of my professional knowledge, judgment, and belief, these plans meet applicable NRCS standards and specifications."
 - (b) A copy of the design engineer's cost estimate.
 - (c) A copy of an inspection plan that describes inspection items and qualifications of those doing the inspection.
- (3) You are responsible for obtaining all permits (State pollution control agency, watershed district, county zoning, etc.) and contacting all utility companies with facilities in the work area.

During Construction

Name

- (1) You are responsible for hiring the contractor and ensuring that the inspection plan is carried out and that the structure is completed according to the approved plan and specifications.
- (2) Changes during construction will need to be approved by the consultant and noted on "as-built" drawings.

After Construction

- (1) Upon completion, you must submit to NRCS a copy of the "as-built" drawings, a certification statement signed by your consultant, and a copy of any construction documentation required in the inspection plan. The certification statement must read, "To the best of my professional knowledge, judgment, and belief, the installed practice meets NRCS standards," and must be signed by the engineer who designed it.
- (2) NRCS will make a field visit to the site and will certify completion based on the consultant's certification statement.
- (3) You will need to follow the Operation and Maintenance Plan for the system.

I hope this letter fully explains NRCS expectations. If you have any questions, please call me.

Sincerely,

District Conservationist