



DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DISTRICT, SAN FRANCISCO
CORPS OF ENGINEERS
1455 MARKET STREET
SAN FRANCISCO, CALIFORNIA 94103-1398

CESPN-ET-PF

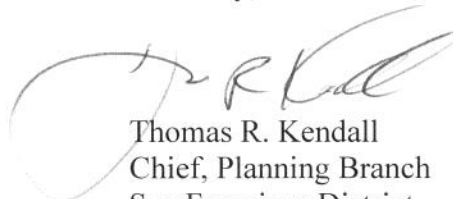
23 December 2009

MEMORANDUM FOR: South Pacific Division District Support Team, ATTN: CESPDPDC
(Dwyer)

SUBJECT: Request for Approval of Review Plan for the Redwood City Harbor Deepening Project.

1. In accordance with EC 1105-2-410, Review of Decision Documents, dated 22 August 2008, the subject Review Plan is provided for MSC approval by the Commander, South Pacific Division (Enclosure 1). This is the first submittal of a Review Plan for the subject study.
2. This Review Plan is in compliance with the above EC and has been coordinated with the applicable Planning Centers of Expertise (PCX). The PCX for Deep Draft Navigation is designated as the lead PCX for this study. The PCX concurrence memorandum is provided as Enclosure 2.
3. Please address any questions about this Review Plan to Jaime Tatman, who is serving as the San Francisco District point of contact for this Review Plan, at 415-503-6738. Upon approval of this Review Plan, please provide notification to this office to facilitate the posting of the Review Plan to the San Francisco District public website. The South Pacific Division District Support Team will be notified when the Review Plan has been posted on the public website.

Sincerely,



Thomas R. Kendall
Chief, Planning Branch
San Francisco District

MEMORANDUM FOR: South Pacific Division District Support Team, ATTN: CESPD-PDC, (Dwyer)

SUBJECT: Request for Approval of Review Plan for the Redwood City Harbor Deepening Project.

1. In accordance with EC 1105-2-410, Review of Decision Documents, dated 22 August 2008, the subject Review Plan is provided for MSC approval by the Commander, South Pacific Division (Enclosure 1). This is the first submittal of a Review Plan for the subject study.

2. This Review Plan is in compliance with the above EC and has been coordinated with the applicable Planning Centers of Expertise (PCX). The PCX for Deep Draft Navigation is designated as the lead PCX for this study. The PCX concurrence memorandum is provided as Enclosure 2.

3. Please address any questions about this Review Plan to Jaime Tatman, who is serving as the San Francisco District point of contact for this Review Plan, at 415-503-6738. Upon approval of this Review Plan, please provide notification to this office to facilitate the posting of the Review Plan to the San Francisco District public website. The South Pacific Division District Support Team will be notified when the Review Plan has been posted on the public website.

Sincerely,

Thomas R. Kendall
Chief, Planning Branch
San Francisco District

cc:
CESPN-ET (KENDALL)
CESPN-ET-PF (HOWELLS)
CESPN-PM (PLISKIN)
CESPD-PDC (DWYER)
CESPN PROJECT FILES

TATMAN
[Signature]
MASON
[Signature]
HOWELLS
[Signature]
SUDA
TABATABAI
[Signature]
PLISKIN
[Signature]
KENDALL
[Signature]

MEMORANDUM FOR: Jamie L. Tatman CESP-PM, San Francisco District, U.S. Army Corps of Engineers

SUBJECT: Redwood City Harbor Deepening Feasibility Study Review Plan

1. The Deep Draft Navigation Center of Expertise (DDNPCX) has reviewed the Review Plan (RP) for the subject study and concurs that the RP satisfies peer review policy requirements outlined in Engineering Circular (EC) 1105-2-410 Review of Decision Documents, dated 22 August 2008.
2. The review was performed by Bernard E. Moseby, Deputy Director, DDNPCX. The RP checklist documenting the review is attached.
3. The DDNPCX recommends the RP for approval by the MSC Commander. Upon approval of the RP, please provide a copy of the approved RP, a copy of the MSC Commander Approval memorandum, and the link to where the RP is posted on the District website
4. Thank you for the opportunity to assist in the preparation of the RP. Please coordinate the Agency Technical Review (ATR), Independent External Peer Review (IEPR), and Model Certification efforts outlined in the RP with Bernard E. Moseby, Deputy Director, DDNPCX at (251) 694-3884.

Encl

Bernard E. Moseby



Deputy Director
Deep Draft Navigation PCX

REVIEW PLAN

REDWOOD CITY HARBOR DEEPENING PROJECT

**REDWOOD CITY, SAN MATEO COUNTY, CALIFORNIA
SAN FRANCISCO DISTRICT**

FEBRUARY 2009

**Revision 1
DDN-PCX**

Review

REVIEW PLAN
REDWOOD CITY HARBOR DEEPENING FEASIBILITY STUDY
REDWOOD CITY, SAN MATEO COUNTY, CALIFORNIA

1. PURPOSE AND REQUIREMENTS	1
A. Purpose.....	1
B. Requirements.....	1
2. PROJECT DESCRIPTION.....	3
A. Decision Document	3
B. General Site Description	3
C. Project Scope.....	3
D. Problems and Opportunities.....	4
E. Potential Methods.....	4
F. Product Delivery Team.....	4
G. Vertical Team.....	4
H. Model Certification.....	4
3. AGENCY TECHNICAL REVIEW PLAN	5
A. General.....	6
B. Agency Technical Review Team (ATRT).....	6
C. Communication	7
D. Funding	8
E. Timing and Schedule.....	8
F. Review	9
G. Resolution	10
H. Certification	10
I. Alternative Formulation Briefing (AFB).....	10
4. INDEPENDENT EXTERNAL PEER REVIEW PLAN.....	10
A. Project Magnitude.....	11
B. Project Risk.....	11
C. Vertical Team Consensus.....	11
D. Products for Review.....	11
E. Communication and Documentation.....	12
F. Funding	13
5. PUBLIC AND AGENCY REVIEW	13
6. PLANNING CENTERS OF EXPERTISE COORDINATION	13
7. APPROVALS	13
8. POINTS OF CONTACT.....	13

APPENDICES

- Appendix A Statement of Technical Review
- Appendix B Review Plan Teams

REVIEW PLAN
REDWOOD CITY HARBOR DEEPENING FEASIBILITY STUDY
REDWOOD CITY, SAN MATEO COUNTY, CALIFORNIA
SAN FRANCISCO DISTRICT

1. PURPOSE AND REQUIREMENTS

A. Purpose. This document outlines the Review Plan for the Redwood City Harbor Deepening Feasibility Study. This Feasibility Study process is anticipated to culminate in a decision document to Congress for potential authorization of a new project. Engineering Circular (EC) Peer Review of Decision Documents 1105-2-408, dated 31 May 2005, (1) established procedures to ensure the quality and credibility of Corps decision documents by adjusting and supplementing the review process, and (2) required that documents have a peer review plan. That EC applies to all feasibility studies and reports and any other reports that lead to decision documents that require authorization by Congress. The Redwood City Harbor Deepening Feasibility Study is anticipated to result in recommendations to Congress for authorization of a project and is therefore covered by this EC.

A subsequent circular, *Review of Decision Documents*, EC 1105-2-410, dated 22 August 2008, revises the technical and overall quality control review processes for decision documents. It formally distinguishes between technical review performed in-district (District Quality Control (DQC)), and out-of-district (Agency Technical Review (ATR)). It also reaffirms the requirement for Independent External Peer Review (IEPR); this is the most independent level of review and is applied in cases that meet certain criteria where the risk and magnitude of a proposed project are such that a critical examination by a qualified team outside of the U.S. Army Corps of Engineers (USACE) is warranted.

B. Requirements. EC 1105-2-410 outlines the requirement of the three review approaches (DQC, ATR, and IEPR). EC 1105-2-408 provides guidance on Corps Planning Centers of Expertise (PCX) involvement in the approaches. This document addresses review of the decision document as it pertains to both approaches and planning coordination with the appropriate PCX. The purpose of this study is to determine the need for Federal Deep Draft Navigation (DDN) improvement for the Port of Redwood City, including the San Bruno Channel in San Francisco Bay. Therefore the DDN-PCX will coordinate the review for this document.

(1) District Quality Control. DQC is the review of basic science and engineering work products focused on fulfilling the project quality requirements defined in the Redwood City Harbor Deepening Feasibility Study Project Management Plan (PMP) for the study (to which this Review Plan will ultimately be appended). It is managed in the San Francisco District and may be conducted by in-house staff as long as the reviewers are not doing the work involved in the study, including contracted work that is being reviewed. Basic quality control tools include a Quality Management Plan (QMP) providing for seamless review, quality checks and reviews, supervisory reviews, Project Delivery Team (PDT) reviews, etc. Additionally, the PDT is responsible for a complete reading of the report to assure the overall integrity of the report, technical appendices and the recommendations before the approval by the District Commander. For the Redwood City Harbor Navigation Deepening Feasibility Study, non-PDT members and/or supervisory staff will conduct this review for major draft and final products, including products provided by the non-Federal sponsors as in-kind services and products provided by contractors, following review of those products by the PDT. It is expected that the Major Subordinate Command (MSC)/District QMP address the conduct and documentation of this fundamental level of review. A Quality

Control Plan (QCP) is included in the PMP for the subject study and addresses DQC; DQC is not addressed further in this Review Plan. DCQ is required for this study.

(2) Agency Technical Review. EC 1105-2-410 recharacterized ATR (which replaces the level of review formerly known as Independent Technical Review) is an in-depth review, managed within USACE, and conducted by a qualified team outside of the home district that is not involved in the day-to-day production of a project/product. The purpose of this review is to ensure the proper application of clearly established criteria, regulations, laws, codes, principles and professional practices. The ATR team reviews the various work products and assures that all the parts fit together in a coherent whole. ATR teams will be comprised of senior USACE personnel (Regional Technical Specialists (RTS), etc.) and may be supplemented by outside experts as appropriate. To assure independence, the leader of the ATR team shall be from outside the home MSC. EC 1105-2-408 requires that DrChecks (<https://www.projnet.org/projnet/>) be used to document all ATR comments, responses, and associated resolution accomplished. This Review Plan outlines the proposed approach to meeting this requirement for the Redwood City Harbor Deepening Feasibility Study. ATR is required for this study.

(3) Independent External Peer Review. EC 1105-2-410 recharacterized the external peer review process that was originally added to the existing Corps review process via EC 1105-2-408. IEPR is the most independent level of review, and is applied in cases that meet certain criteria where the risk and magnitude of the proposed project are such that a critical examination by a qualified team outside of USACE is warranted. IEPR is managed by an outside eligible organization (OEO) that is described in the Internal Review Code Section 501(c) (3), is exempted from Federal tax under Section 501(a), of the Internal Revenue Code of 1986; is independent; is free from conflicts of interest; does not carry out or advocate for or against Federal water resources projects; and has experience in establishing and administering IEPR panels. The scope of review will address all the underlying planning, engineering, including safety assurance, economics, and environmental analyses performed, not just one aspect of the project. This Review Plan outlines the planned approach to meeting this requirement for the Redwood City Harbor Deepening Feasibility Study; IEPR is required for this study.

(4) Policy and Legal Compliance Review. In addition to the technical reviews, decision documents will be reviewed throughout the study process for their compliance with law and policy. These reviews culminate in Washington-level determinations that the recommendations in the reports and the supporting analyses and coordination comply with law and policy, and warrant approval or further recommendation to higher authority by the Chief of Engineers. Guidance for policy and legal compliance reviews is addressed further in Appendix H, ER 1105-2-100. Technical review described in EC 105-2-410 are to augment and complement the policy review processes by addressing compliance with published Army polices pertinent to planning products, particularly polices on analytical methods and the presentation of findings in decision documents. DQC and ATR efforts are to include the necessary expertise to address compliance with published planning policy. Counsel will generally not participate on ATR teams, but may at the discretion of the district or as directed by higher authority. When policy and/or legal concerns arise during DQC or ATR efforts that are not readily and mutually resolved by the PDT and the reviewers, the district will seek issue resolution support from the MSC and HQUSACE in accordance with the procedures outlined in Appendix H ER 1105-2-100. IEPR teams are not expected to be knowledgeable of Army and administration polices, nor are they expected to address such concerns. An IEPR team should be given the flexibility to bring important issues to the attention of decision makers. Legal reviews will be conducted concurrent with ATR of the preliminary, draft and final feasibility report and environmental impact statement.

(5) Planning Center of Expertise (PCX) Coordination. EC 1105-2-408 and EC 1105-2-410 outline PCX coordination in conjunction with preparation of the Review Plan. This Review Plan is being coordinated with the PCX for Deep Draft Navigation that the primary PCX will coordinate with. The PCX for Deep Draft Navigation is responsible for the accomplishment and quality of ATR and IEPR for the Redwood City Harbor Deepening Feasibility Study. The PCX for Deep Draft Navigation may conduct the review or manage the review to be conducted by others.

(6) Review Plan Approval and Posting. In order to ensure the Review Plan is in compliance with the principles of EC 1105-2-410 and the MSC's QMP, the Review Plan must be approved by the applicable MSC, in this case the Commander, South Pacific Division (SPD). Once the Review Plan is approved, the San Francisco District will post it to its district public website and notify South Pacific Division and the PCX for Deep Draft Navigation (Mobile District).

(7) Safety Assurance. Failure of the project or study will not lead to a threat to human life. The study and project will not use novel or precedent setting methods or models, and is not expected to lead to policy changing conclusions. Innovative materials and techniques are not expected to be used. This study does not address storm risk management therefore it is not required to undergo a safety assurance review.

(8) Value Engineering Study During Planning. Reference CESPDM-CM-P Memorandum, dated 9/30/08, subject: Value Engineering Studies During Planning. A value engineering (VE) study will be performed during the feasibility study somewhere between the Feasibility Scoping Meeting (FSM) and Alternatives Review Conference (ARC). ATR team members are expected to form the core of the feasibility VE team, supplemented as necessary with additional expertise such as the VE officer. This is expected to minimize costs by eliminating the time required to mobilize and acclimate a new team with the study area and purpose as well as the problems and opportunities. While IEPR is not expected to be conducted on the VE study, it will be made available upon request to the IEPR team.

2. PROJECT DESCRIPTION

A. Decision Document. The single purpose of the Redwood City Harbor Deepening Feasibility Study (General Investigations) is to determine the need for deep draft navigation improvements for the Port of Redwood City including the San Bruno Channel in San Francisco Bay. The Sponsor is the Port of Redwood City.

B. General Site Description. Redwood City Harbor is located in San Mateo County, California, on the west side of San Francisco Bay about 18 miles south of San Francisco at the mouth of Redwood Creek. The area surrounding the Harbor consists of wetlands to the south, and is urbanized to the west, and commercial and industrial to the north.

C. Project Scope. New larger vessels, which call on the Port of Redwood City, have design drafts in excess of the existing Federal channel depth of 30 feet. The Port of Redwood City has estimated that an increase of 100,000 tons or more per year for the last three years may have been transported if larger vessels could have been accommodated in the channel. The study will determine whether there is a Federal interest in deepening the harbor to 35 feet or some increment thereof.

D. Problems and Opportunities. At its current depth the Redwood City Harbor cannot accommodate new, larger vessels and requires the vessels to offload at other harbors before coming to the Redwood City Harbor. There is an opportunity to deepen the harbor and channel to accommodate the larger vessels. The major challenge addressed by the study is the inadequacy of the channel to accommodate larger vessels which require a channel depth greater than 30 feet.

E. Potential Methods. A range of depths will be evaluated to determine what is the recommended NED plan for the harbor and channel. Non-structural measures have not been identified for this project.

F. Product Delivery Team. The PDT is comprised of those individuals directly involved in the development of the decision document. Individual contact information and disciplines are presented in appendix B. In accordance with the PMP, it is planned that the non-Federal sponsors will contribute in-kind services which will be determined at a later date. All in-kind work products will undergo review by the PDT for a determination of adequacy; products will ultimately undergo DQC. Some products will undergo IEPR (described later in this Review Plan).

G. Vertical Team. The Vertical Team includes District management, District Support Team (DST) and Regional Integration Team (RIT) staff as well as members of the Planning of Community of Practice (PCoP). Specific points of contact for the Vertical Team can be found in appendix B.

H. Model Certification. The USACE Planning Models Improvement Program (PMIP) was established in 2003 to assess the state of planning models in the USACE and to make recommendations to assure that high quality methods and tools are available to enable informed decisions on investments in the Nation's water resources infrastructure and natural environment. The main objective of the PMIP is to carry out "a process to review, improve and validate analytical tools and models for USACE Civil Works business programs." In carrying out this initiative, a PMIP Task Force was established to examine planning model issues, assess the state of planning models in the Corps, and develop recommendations on improvements to planning models and related analytical tools. The PMIP Task Force collected the views of Corps leaders and recognized technical experts, and conducted investigations and numerous discussions and debates on issues related to planning models. It identified an array of model-related problems, conducted a survey of planning models, prepared papers on model-related issues, analyzed numerous options for addressing these issues, formulated recommendations, and issued a final report. The Task Force considered ongoing Corps initiatives to address planning capability, and built upon these where possible. Examples include several efforts under the Planning Excellence Program (training, specialized planning centers of expertise, modeling); the Science & Engineering Technology (SET) initiative (an EC publication on the SET initiative models is forthcoming) and associated Technical Excellence Network (TEN), which endeavors to provide uniform Science and Engineering tools and practices to the Corps and share them throughout; and, recognition of existing Quality Assurance/Quality Control programs and internal technical review within the Districts.

For the purposes of this Review Plan, planning models are defined as any models and analytical tools that planners use to define water resources management problems and opportunities, to formulate potential alternatives to address the problems and take advantage of the opportunities, to evaluate potential effects of alternatives and to support decision-making. It includes all models used for planning, regardless of their scope or source, as

specified in the following sub-paragraphs. This Review Plan does not cover engineering models used in planning which will be certified under a separate process to be established under SET.

The computational models to be employed in the Redwood City Harbor Deepening Feasibility Study have either been developed by or for the USACE. Model certification and approval for all identified planning models will be coordinated through the PCX as needed. Project schedules and resources will be adjusted to address this process for certification and PCX coordination. They are:

1. Various Habitat Evaluation Procedure models. The Ecosystem Restoration Planning Center of Expertise has responsibility for approving ecosystem output methodologies for use in ecosystem restoration planning and mitigation planning. The Ecosystem PCX will need to certify or approve for use each regionally modified version of these methodologies and individual models and guidebooks used in application of these methods. The PDT will coordinate with the Ecosystem PCX during the study to identify appropriate models and certification approval requirements.
2. IWR-Planning Suite (Certified). This software assists with the formulation and comparison of alternative plans. While IWR-PLAN was initially developed to assist with environmental restoration and watershed planning studies, the program can be useful in planning studies addressing a wide variety of problems. IWR-PLAN can assist with plan formulation by combining solutions to planning problems and calculating the additive effects of each combination, or "plan." IWR-PLAN can assist with plan comparison by conducting cost effectiveness and incremental cost analyses, identifying the plans which are the best financial investments and displaying the effects of each on a range of decision variables.

The following are considered to be engineering models as opposed to planning models and undergo a different review and approval process for usage. Engineering tools anticipated to be used in this study are:

1. MCACES or MII: These are cost estimating models.
2. HEC-HMS: By applying this model the PDT is able to:
 - Define the watersheds' physical features
 - Describe the metrological conditions
 - Estimate parameters
 - Analyze simulations
 - Obtain GIS connectivity
3. Groundwater Modeling System (GMS): This model is used to conduct seepage analysis.
4. Utexas4: This model is used to conduct slope stability.

3. AGENCY TECHNICAL REVIEW PLAN

For Redwood City Harbor Deepening Feasibility Study, ATR is managed by the PCX. The Redwood City Harbor Deepening Feasibility Study is a single purpose study focused on Deep Draft Navigation within the Redwood City channel and harbor. Therefore the PCX for Deep

Draft Navigation will identify individuals to perform ATR. The Mobile District can provide suggestions on possible reviewers.

A. General. An ATR Team Leader shall be designated for the ATR process and shall be from outside the home MSC to ensure independence. The proposed ATR Team Leader for this project is to be determined, but will have expertise in project planning. The ATR Team Leader is responsible for providing information necessary for setting up the review, communicating with the Project Planner, providing a summary of critical review comments, collecting grammatical and editorial comments from the ATR team (ATRT), ensuring that the ATRT has adequate funding to perform the review, facilitating the resolution of the comments, and certifying that the ATR has been conducted and resolved in accordance with policy. ATR will be conducted for project planning, environmental compliance, economics, hydrology and reservoir operations, hydraulic design, civil design, geotechnical engineering, cost engineering, real estate, cultural resources; reviews of more specific disciplines may be identified if necessary.

B. Agency Technical Review Team (ATRT). The ATRT will be comprised of individuals that have not been involved in the development of the decision document and will be chosen based on expertise, experience, and/or skills. The members will roughly mirror the composition of the PDT and to the extent practicable come from outside of the South Pacific Division region. It is anticipated that the team will consist of about 10 reviewers. The ATRT members will be identified at the time the review is conducted and will be presented in appendix B.

Discipline	Experience Needed for Review
ATR Manager/Plan Formulation	Plan formulation for multi-purpose projects, familiarity with the “Planning Guidance Notebook” (ER-1105-100) and the Water Resources Council’s Principals and Guidelines.
Environmental Resources	Integration of environmental evaluation and compliance requirements pursuant to the “Procedures for Implementing NEPA” (ER 200-2-2), national environmental statutes, applicable executive orders, and other Federal planning requirements, into the planning of Civil Works projects. Experience with ESA, fishery resources, riparian habitat, and dredged material management.
Cultural Resources	Archaeologist familiar with records searches, cultural resource survey methodology, area of potential effects, Section 106 of the National Historic Preservation Act, and state and Federal laws/executive orders pertaining to American Indian Tribes.
Hydrology and Hydraulics/Coastal	Hydrologist or hydraulic engineer proficient with river hydraulics, GEO-RAS, HEC-RAS and associated one dimensional models, hydrologic statistics, sediment transport analysis, shoaling mechanics and rates, channel stability analysis, risk and uncertainty analysis, and a number of other closely associated technical subjects.
Geotechnical Engineering	Geotechnical engineer familiar with sampling and laboratory testing, embankment stability and seepage analyses, soils analysis, foundation design, planning analysis, and a number of other closely associated technical subjects.

Discipline	Experience Needed for Review
Economics	Analysis of demographics, land use, recreation analysis, using HEC-FDA, economic justification of projects in accordance with current USACE policy.
Civil Design	Civil engineer with experience in channel modification and design, levee and bank-protection removal or modification, earthen channels, concrete bypasses, and ecosystem restoration techniques.
Cost Engineering	Cost estimating specialist competent in cost estimating for both construction and ecosystem restoration using MCACES/Mii; working knowledge of construction and environmental restoration; capable of making professional determinations based on experience.
Real Estate/Lands	Real estate specialist familiar with real estate valuation, gross appraisal, relocations and relocations assistance benefits, acquisition guidelines, takings and partial takings as needed for implementation of Civil Works projects.

C. Communication. The communication plan for the ATR is as follows:

(1) The team will use DrChecks to document the ATR process. The Project Planner will facilitate the creation of a project portfolio in the system to allow access by all PDT and ATRT members. An electronic version of the document, appendices, and any significant and relevant public comments shall be posted in Word format at: <ftp://ftp.usace.army.mil/pub/> at least one business day prior to the start of the comment period.

(2) The PDT shall send the ATR Team Leader one hard copy (with color pages as applicable) of the document and appendices for each ATRT member such that the copies are received at least one business day prior to the start of the comment period.

(3) The PDT shall host an ATR kick-off meeting virtually to orient the ATRT during the first week of the comment period. If funds are not available for an on-site meeting, the PDT shall provide a presentation about the project, including photos of the site, for the team.

(4) The Project Planner shall inform the ATR Team Leader when all responses have been entered into DrChecks and conduct a briefing to summarize comment responses to highlight any areas of disagreement.

(5) A revised electronic version of the report and appendices with comments incorporated shall be posted at <ftp://ftp.usace.army.mil/pub/> for use during back checking of the comments.

(6) Team members shall contact ATR members or leader as appropriate to seek clarification of a comment's intent or provide clarification of information in the report. Discussions shall occur outside of DrChecks but a summary of discussions may be provided in the system.

(7) Reviewers will be encouraged to contact PDT members directly via email or phone to clarify any confusion. DrChecks shall not be used to post questions needed for clarification.

(8) The ATRT, the PDT, and the vertical team shall conduct an after action review (AAR) no later than 2 weeks after the policy guidance memo is received from HQUSACE for the for the AFB and draft reports.

D. Funding

(1) The PDT district shall provide labor funding by cross charge labor codes. Funding for travel, if needed, will be provided through government order. The Project Planner will work with the ATR Team Leader to ensure that adequate funding is available and is commensurate with the level of review needed. The current cost estimate for this review is \$87,500. Any funding shortages will be negotiated on a case by case basis and in advance of a negative charge occurring.

(2) The team leader shall provide organization codes for each team member and a responsible financial point of contact (CEFMS responsible employee) for creation of labor codes.

(3) Reviewers shall monitor individual labor code balances and alert the ATRT Project Planner to any possible funding shortages.

E. Timing and Schedule

(1) Throughout the development of this document, the team will conduct seamless review to ensure planning quality.

(2) The ATR will be convened early in the study and will participate in the Technical Review Strategy Session (TRSS) with the PDT and DST. The TRSS is to verify the basic plan of study and the rationale for key planning assumptions.

(3) The ATR will be conducted on the Feasibility Scoping Meeting documentation and assumptions; the Alternatives Review Conference; the Alternative Formulation Briefing documentation; the draft Feasibility Report; and if changes are made to the draft report, those changes will be reviewed in the Final Feasibility Report.

(4) The PDT will hold a “page-turn” session to review the draft report to ensure consistency across the disciplines and resolve any issues prior to the start of ITR. Writer/editor services will be performed on the draft prior to ITR as well.

(5) The ATR process for this document will follow the following timeline. Actual dates will be scheduled once the period draws closer. All products produced for these milestones will be reviewed, including those produced as in-kind services by the non-Federal sponsors and products developed by contractors.

ATR Timeline Task	Date
Participation in TRSS	Prior to FSM
ATR Feasibility Scoping Meeting (FSM) Document ¹	7/15/10
ATR FSM Comments	7/29/10
PDT FSM Responses	8/5/10
Back check	8/12/10

¹ Without-project hydrology is certified at the FSM

ATR Alternatives Review Conference (ARC) Material ²	7/15/11
ATR ARC Comments	7/29/11
PDT ARC Responses	8/5/11
Back Check	8/12/11
ATR Alternative Formulation Briefing (AFB) Document	1/16/12
ATR AFB Comments	1/30/12
PDT AFB Responses	2/6/12
Back check	2/13/12
AFB Policy Guidance Memorandum (PGM) Issued	2/20/12
ATR Draft Report	7/6/12
ATR Draft Report Comments	7/13/12
PDT Draft Report Responses	7/20/12
Back Check	7/27/12
ATR Certification Draft Report	8/3/12
Public Review of Draft Report	8/17/12
ATR Final Report	2/22/13
ATR Final Report Comments	3/8/13
PDT Final Report Responses	3/15/13
Back Check	3/22/13
ATR Certification Final Report	3/29/13
ATR After Action Review	4/5/13
Final District Report Review	4/12/13

¹Required by the Major Subordinate Command.

F. Review

- (1) ATRT responsibilities are as follows:
 - (a) Reviewers shall review conference material and the draft report to confirm that work was done in accordance with established professional principles, practices, codes, and criteria and for compliance with laws and policy. Comments on the report shall be submitted into DrChecks.
 - (b) Reviewers shall pay particular attention to one's discipline but may also comment on other aspects as appropriate. Reviewers that do not have any significant comments pertaining to their assigned discipline shall provide a comment stating this.
 - (c) Grammatical and editorial comments shall not be submitted into DrChecks. Comments should be submitted to the ATR Team Leader via electronic mail using tracked changes feature in the Word document or as a hard copy mark-up. The ATR Team Leader shall provide these comments to the Project Planner.
 - (d) Review comments shall contain these principal elements:
 - 1 a clear statement of the concern
 - 2 the basis for the concern, such as law, policy, or guidance
 - 3 significance for the concern
 - 4 specific actions needed to resolve the comment
 - (e) The "Critical" comment flag in DrChecks shall not be used unless the comment is discussed with the ATR Team Leader and/or the Project Planner first.

² Required by the Major Subordinate Command

- (2) PDT Team responsibilities are as follows:
- (a) The team shall review comments provided by the ATRT in DrChecks and provide responses to each comment using “*Concur*”, “*Non-Concur*”, or “*For Information Only*”. *Concur* responses shall state what action was taken and provide revised text from the report if applicable. *Non-Concur* responses shall state the basis for the disagreement or clarification of the concern and suggest actions to negotiate the closure of the comment.
 - (b) Team members shall contact the PDT and ATRT managers to discuss any “*Non-Concur*” responses prior to submission.

G. Resolution

(1) Reviewers shall back check PDT responses to the review comments and either close the comment or attempt to resolve any disagreements. Conference calls shall be used to resolve any conflicting comments and responses.

(2) Reviewers may “agree to disagree” with any comment response and close the comment with a detailed explanation. If reviewer and responder cannot resolve a comment, it should be brought to the attention of the ATR Team Leader and, if not resolved by the ATR Team Leader, it should be brought to the attention of the planning chief who will need to sign the certification. ATRT members shall keep the ATR Team Leader informed of problematic comments. The vertical team will be informed of any policy variations or other issues that may cause concern during HQ review.

H. Certification

To fully document the ATR process, a statement of technical review will be prepared. Certification by the ATR Team Leader and the Project Planner will occur once issues raised by the reviewers have been addressed to the review team’s satisfaction and the final report is ready for submission for HQ review. Indication of this concurrence will be documented by the signing of a certification statement (Appendix A). A summary report of all comments and responses will follow the statement and accompany the report throughout the report approval process. An interim certification will be provided by the ATR team lead to indicate concurrence with the report to date until the final certification is performed when the report is considered final.

I. Alternative Formulation Briefing (AFB)

The AFB for this project will occur after the majority of the ATR comments have been resolved. It is possible that the briefing will result in additional technical or policy comments from high level reviewers for resolution. The resolution of significant policy comments may result in major changes to the document. Therefore, the ATR Team Leader will perform a brief review of the report to ensure that technical issues are resolved.

4. INDEPENDENT EXTERNAL PEER REVIEW PLAN

The Redwood City Harbor Deepening Feasibility Study will evaluate the need for Federal Deep Draft Navigation improvements for the Port of Redwood City including the San Bruno Channel in San Francisco Bay. EC 1105-2-408 set forth and EC 1105-2-410 reaffirmed thresholds that trigger IEPR: In cases where there are public safety concerns, a high level of complexity, novel or precedent-setting approaches; where the project is controversial, has significant interagency interest, has a total project cost greater than \$45 million, is preparing an EIS, or has significant economic, environmental and social effects to the nation, IEPR will be conducted. It is not anticipated that there will be any public safety concerns, precedent setting issues, or that the project will be controversial. However, the construction costs are estimated to be \$45 million, the

project study area is considered to be complex, and an EIS will be prepared for the study to address potential effects on cultural resources, wildlife, and habitat. The project may have interagency interest and significant economic effects to the nation. For these reasons IEPR will be conducted. IEPR is a project cost but is not cost shared. The IEPR panel review will be federally funded. In-house costs associated with developing and procuring the IEPR panel contract as well as PDT response to IEPR comments will be cost shared expenses. Disciplines that are anticipated to undergo IEPR are hydrology, hydraulic and geotechnical engineering and feasibility-level design, environmental compliance, and economics. Work undertaken as part of these technical disciplines is considered to be highly complex due to the size of the study area as well as the existing complex water storage and conveyance system in the study area. Of these products that will undergo IEPR, all will be reviewed by the PDT and undergo DCQ and ATR prior to submittal for IEPR. This includes products that are produced by the non-Federal sponsors as in-kind services and products produced by contractors.

Preliminary cost estimates for IEPR are on the order of 50,000. IEPR is a project cost but is not cost shared. The IEPR panel review will be federally funded. In-house costs associated with developing and procuring the IEPR panel contract as well as PDT response to IEPR comments will be cost shared expenses.

A. Project Magnitude. The magnitude of this project is considered to be high. This study will examine improvements to navigation at the port including deepening the port from its current authorized depth of 30 feet to up to 35 feet. With the exception of the upper reach of the Redwood City Harbor Channel extending to Steinberger Slough, the entire Redwood City Harbor Federal Navigation project, including the San Bruno Channel, in San Francisco Bay, is included in the project area. The construction costs for this project are estimated to be \$45 million and an EIS will be prepared.

B. Project Risk. This project is considered to have high overall risk. The potential for failure is high because of the complex nature of the study area. It will be important to make sound planning assumptions in application of all the modeling and judgment and to do so will require application of multiple levels of review. Public and agency input will be sought in order to minimize the potential for controversy. Uncertainty of success of the project ultimately will be low to moderate – if the proposed review processes are implemented - because the methods used for evaluating the project are standard and the concept of implementing proposed project features is not innovative.

C. Vertical Team Consensus. This Review Plan will serve as the coordination document to obtain vertical team consensus. Subsequent to PCX approval, the plan will be provide to the vertical team for approval. MSC approval of the plan will indicate vertical team consensus.

D. Products for Review. Interim products for hydrology, hydraulic and geotechnical design and economics will be provided before the draft report is released for public review. There will be an IEPR reviewer assigned to each interim product. The full IEPR panel will receive the entire draft feasibility report, draft environmental impact statement and all technical appendixes concurrent with public and agency review. The final report to be submitted by the IEPR panel must be submitted to the PDT within 60 days of the conclusion of public review. A representative of the IEPR panel must attend any public meeting(s) held during public and agency review of the draft report. The San Francisco District will draft a response to the IEPR final report and process it through the vertical team for discussion at the Civil Works Review Board (CWRB). An IEPR panel member must attend the CWRB. Following the CWRB, the Corps will issue final response to the IEPR panel and notify the public.

E. Communication and Documentation. The number of IEPR panelists will be determined at a later date. The communication plan for the IEPR is as follows:

(1) The panel will use DrChecks to document the IEPR process. The Project Planner will facilitate the creation of a project portfolio in the system to allow access by all PDT and a qualified Outside Eligible Organization (OEO). An electronic version of the document, appendices, and any significant and relevant public comments shall be posted in Word format at: <ftp://ftp.usace.army.mil/pub/> at least one business day prior to the start of the comment period.

The OEO will compile the comments of the IEPR panelists, enter them into DrChecks, and forwards the comments to the District. The District will consult the PDT and outside sources as necessary to develop a proposed response to each panel comment. The District will enter the proposed response to DrChecks, and then return the proposed response to the panel. The panel will reply to the proposed response through the OEO, again using DrChecks. This final panel reply may or may not concur with the District’s proposed response and the panels final response will indicate concurrence or briefly explain what issue is blocking concurrence. There will be no final closeout iteration. The District will consult the vertical team and outside resources to prepare an agency response to each comment. The initial panel comments, the District’s proposed response, the panels reply to the District’s proposed response, and the final agency response will all be tracked and archived in DrChecks for the administrative record. However, only the initial panel comments and the final agency responses will be posted. This process will continue to be refined as experience shows need for changes. This is specifically in accordance with the EC 1105-2-410 Frequently Asked Questions, dated 3 November 2008.

(2) The PDT shall send each IEPR panel member one hard copy (with color pages as applicable) of the document and appendices such that the copies are received at least one business day prior to the start of the comment period.

(3) The Project Planner shall inform the IEPR panel when all responses have been entered into DrChecks and conduct a briefing to summarize comment responses to highlight any areas of disagreement.

(4) A revised electronic version of the report and appendices with comments incorporated shall be posted at <ftp://ftp.usace.army.mil/pub/> for use during back checking of the comments.

(5) PDT members shall contact IEPR panel members as appropriate to seek clarification of a comment’s intent or provide clarification of information in the report. Discussions shall occur outside of DrChecks but a summary of discussions may be provided in the system.

(6) The IEPR panel shall produce a final Review Report to be provided to the PDT not later than 60 days after the close of the public and agency review of the draft report. This report shall be scoped as part of the effort to engage the IEPR panel. The San Francisco District will draft a response report to the IEPR final report and process it through the vertical team for discussion at the CWRB. Following direction at the CWRB and upon satisfactorily resolving any relevant follow-on actions, the Corps will finalize its response to the IEPR Review Report and will post both the Review Report and the Corps final responses to the public website.

IEPR TIMELINE	
START	8/17/12
FINISH	10/17/12

F. Funding The PCX for Deep Draft Navigation will identify someone independent from the PDT to scope the IEPR and develop an Independent Government Estimate. The San Francisco District will provide funding to the IEPR panel.

5. PUBLIC AND AGENCY REVIEW

The public and agencies will have multiple opportunities to participate in this study. The earliest opportunity will be as part of the public scoping process during the first year of the study. Public review of the draft feasibility report will occur after issuance of the AFB policy guidance memo and concurrence by HQUSACE that the document is ready for public release. As such, public comments other than those provided at any public meetings held during the planning process will not be available to the review teams. Public review of the draft report will begin approximately 1 month after the completion of the ATR process and policy guidance memo. The period will last a minimum of 45 days as required for a Draft Environmental Impact Statement. One or more public workshops will be held during the public and agency review period. Comments received during the public comment period for the draft report could be provided to the IEPR team prior to completion of the final Review Report and to the ATRT before review of the final Decision Document. The public review of necessary state or Federal permits will also take place during this period. A formal State and Agency review will occur concurrently with the public review. However, it is anticipated that intensive coordination with these agencies will have occurred concurrent with the planning process. Upon completion of the review period, comments will be consolidated in a matrix and addressed, if needed. A comment resolution meeting will take place if needed to decide upon the best resolution of comments. A summary of the comments and resolutions will be included in the document. A plan for public participation will be developed early in the study which might identify informal as well as additional formal forums for participation in the study.

6. PLANNING CENTERS OF EXPERTISE COORDINATION

The appropriate PCX for this document is the National Center of Expertise for Deep Draft Navigation is the Mobile District. As such, the PCX will be asked to manage the IEPR review. For ATR, the PCX is requested to nominate the ATR team as discussed in paragraph 3.b. above. The approved Review Plan will be posted to the San Francisco District public website. Any public comments on the Review Plan will be collected by the Office of Water Project Review (OWPR) and provided to the San Francisco District for resolution and incorporation if needed.

7. APPROVALS

The PDT will carry out the Review Plan as described. The Project Planner will submit the plan to the PDT District Planning Chief for endorsement of MSC approval. Formal coordination with PCX for Deep Draft Navigation will occur through the PDT District Planning Chief.

8. POINTS OF CONTACT

Questions about this Review Plan may be directed to Karen Mason, San Francisco District, Project Delivery Team Planning contact, at 415-503-6851, Karen.P.Mason@usace.army.mil, or to Bernard Moseby, Mobile District, PCX for DDN, at (251) 694-3884, Bernard.E.Moseby@usace.army.mil.

**REVIEW PLAN
REDWOOD CITY HARBOR DEEPENING FEASIBILITY STUDY
SAN FRANCISCO DISTRICT**

**APPENDIX A
STATEMENT OF TECHNICAL REVIEW
COMPLETION OF AGENCY TECHNICAL REVIEW
REDWOOD CITY HARBOR DEEPENING FEASIBILITY STUDY**

The Mobile District has completed the Draft and Final documents for the Redwood City Harbor Deepening Feasibility Study and reviewed under the guidelines of this RP. Notice is hereby given that an agency technical review, that is appropriate to the level of risk and complexity inherent in the project, has been conducted as defined in the Review Plan. During the agency technical review, compliance with established policy principles and procedures, utilizing justified and valid assumptions, was verified. This included review of: assumptions, methods, procedures, and material used in analyses; alternatives evaluated; the appropriateness of data used and level obtained; and reasonableness of the result, including whether the product meets the customer's needs consistent with law and existing Corps policy. The ATR was accomplished by an agency team composed of staff from multiple districts. All comments resulting from the ATR have been resolved.

Joel Pliskin
Team Leader, Redwood City Harbor
Feasibility Study
Agency Technical Review Team

Date

CERTIFICATION OF AGENCY TECHNICAL REVIEW

A summary of all comments and responses is attached. Significant concerns and the explanation of the resolution are as follows:

(Describe the major technical concerns, possible impact and resolution)

As noted above, all concerns resulting from the independent technical review of the project have been fully resolved.

Thomas R. Kendall, Chief, Planning Division

**REVIEW PLAN
REDWOOD CITY HARBOR DEEPENING FEASIBILITY STUDY DRAFT AND FINAL
REPORTS**

SAN FRANCISCO DISTRICT

APPENDIX B

PRODUCT DELIVERY TEAM

Name	Discipline	Phone	Email
Joel Pliskin	Project Manager	415-503-6736	Joel.D.Pliskin@usace.army.mil
Karen Mason	Project Planner	415-503-6851	Karen.P.Mason@usace.army.mil
George Fong	Civil Design	415-503-6889	George.G.Fong@usace.army.mil
Michael Donnelly	Environmental (EIS/R)	415-503-6844	Michael.D.Donnelly@usace.army.mil
Kathleen Ungvarsky	Cultural Resources	415-503-6842	Kathleen.Ungvarsky@usace.army.mil
Anne Sturm	Hydrology & Hydraulics	415-503-6905	Anne.K.Sturm@usace.army.mil
Marc Goodhue	Geotechnical	415-503-6898	Marc.J.Goodhue@usace.army.mil
George Liu	Cost Estimating	415-503-6881	George.S.Liu@usace.army.mil
TBD	Economics	415-	
Susan Miller	Real Estate	415-503-6745	Susan.A.Miller@usace.army.mil
Port of Redwood City			
Michael Giari	Port Director	650-306-4150	
TBD	Environmental Review		

AGENCY TECHNICAL REVIEW TEAM

Name	Discipline	Phone	Email
TBD	ATR Team Leader/Plan Formulation		
TBD	Civil Design		
TBD	Environmental Resources		
TBD	Hydrology/Reservoir Operations		
TBD	Hydraulics		
TBD	Economics		
TBD	Cost Engineering 1		
TBD	Real Estate/Lands		
TBD	Cultural Resources		
TBD	Geotechnical Engineering		

¹The cost engineering team member nomination will be coordinated with the NWW Cost Estimating Center of Expertise as required. That PCX will determine if the cost estimate will need to be reviewed by PCX staff.

INDEPENDENT EXTERNAL PEER REVIEW PANEL

Name	Discipline	Phone	Email
TBD	Hydrology		
TBD	Hydraulic Design		
TBD	Geotechnical Engineering		
TBD	Economics		

VERTICAL TEAM

Name	Discipline	Phone	Email
Karen Berresford	District Support Team Lead	(415) 503-6557	Karen.G.Berresford@usace.army.mil
Ken Zwickl	Regional Integration Team	(202) 761-4085	Kenneth.J.Zwickl@usace.army.mil

PLANNING CENTER OF EXPERTISE

Name	Discipline	Phone	Email
Bernard Moseby	PCX for Deep Draft Navigation (DDN)	(251) 694-3884	Bernard.E.Moseby@usace.army.mil

Review Plan Checklist For Decision Documents

Date: April 2, 2009

Originating District: SPN

Project/Study Title: Redwood City Harbor Deepening Feasibility Study

PWI #:

District POC: Jaime Tatman

PCX Reviewer: Bernard Moseby

Please fill out this checklist and submit with the draft Review Plan when coordinating with the appropriate PCX. Any evaluation boxes checked 'No' indicate the RP may not comply with ER 1105-2-410 (22 Aug 2008) and should be explained. Additional coordination and issue resolution may be required prior to MSC approval of the Review Plan.

REQUIREMENT	REFERENCE	EVALUATION
1. Is the Review Plan (RP) a stand alone document?	EC 1105-2-410, Para 8a	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>a. Does it include a cover page identifying it as a RP and listing the project/study title, originating district or office, and date of the plan?</p> <p>b. Does it include a table of contents?</p> <p>c. Is the purpose of the RP clearly stated and EC 1105-2-410 referenced?</p> <p>d. Does it reference the Project Management Plan (PMP) of which the RP is a component?</p> <p>e. Does it succinctly describe the three levels of peer review: District Quality Control (DQC), Agency Technical Review (ATR), and Independent Technical Peer Review (IEPR)?</p> <p>f. Does it include a paragraph stating the title, subject, and purpose of the decision document to be reviewed?</p> <p>g. Does it list the names and disciplines of the Project Delivery Team (PDT)?*</p> <p><i>*Note: It is highly recommended to put all team member names and contact information in an appendix for easy updating as team members change or the RP is updated.</i></p>	EC 1105-2-410, Appendix B, Para 4a	<p>a. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>b. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>c. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>d. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>e. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>f. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>g. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>

<p>2. Is the RP detailed enough to assess the necessary level and focus of peer review?</p>	<p>EC 1105-2-410, Appendix B, Para 3a</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>a. Does it indicate which parts of the study will likely be challenging?</p> <p>b. Does it provide a preliminary assessment of where the project risks are likely to occur and what the magnitude of those risks might be?</p> <p>c. Does it indicate if the project/study will include an environmental impact statement (EIS)?</p> <p><i>Is an EIS included? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i> <i>If yes, IEPR is required.</i></p> <p>d. Does it address if the project report is likely to contain influential scientific information or be a highly influential scientific assessment?</p> <p><i>Is it likely? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></i> <i>If yes, IEPR is required.</i></p> <p>e. Does it address if the project is likely to have significant economic, environmental, and social affects to the nation, such as (but not limited to):</p> <ul style="list-style-type: none"> • more than negligible adverse impacts on scarce or unique cultural, historic, or tribal resources? • substantial adverse impacts on fish and wildlife species or their habitat, prior to implementation of mitigation? • more than negligible adverse impact on species listed as endangered or threatened, or to the designated critical habitat of such species, under the Endangered Species Act, prior to implementation of mitigation? <p><i>Is it likely? Yes <input type="checkbox"/> No <input type="checkbox"/></i> <i>If yes, IEPR is required.</i></p>	<p>EC 1105-2-410, Appendix B, Para 3a</p> <p>EC 1105-2-410, Appendix B, Para 3a</p> <p>EC 1105-2-410 Para 7c & 8f</p> <p>EC 1105-2-410, Appendix B, Para 4b</p> <p>EC 1105-2-410, Para 6c</p> <p>EC 1105-2-410 Para 8f</p> <p>EC 1105-2-410 Para 8f</p> <p>EC 1105-2-410 Para 8f</p>	<p>a. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>b. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>c. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>d. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>e. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>

<p>f. Does it address if the project/study is likely to have significant interagency interest?</p> <p><i>Is it likely? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i> <i>If yes, IEPR is required.</i></p> <p>g. Does it address if the project/study likely involves significant threat to human life (safety assurance)?</p> <p><i>Is it likely? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></i> <i>If yes, IEPR is required.</i></p> <p>h. Does it provide an estimated total project cost?</p> <p><i>What is the estimated cost: <u>45 M</u></i> <i>(best current estimate; may be a range)</i></p> <p><i>Is it > \$45 million? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i> <i>If yes, IEPR is required.</i></p> <p>i. Does it address if the project/study will likely be highly controversial, such as if there will be a significant public dispute as to the size, nature, or effects of the project or to the economic or environmental costs or benefits of the project?</p> <p><i>Is it likely? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></i> <i>If yes, IEPR is required.</i></p> <p>j. Does it address if the information in the decision document will likely be based on novel methods, present complex challenges for interpretation, contain precedent-setting methods or models, or present conclusions that are likely to change prevailing practices?</p> <p><i>Is it likely? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></i> <i>If yes, IEPR is required.</i></p>	<p>EC 1105-2-410, Para 6c</p> <p>EC 1105-2-410, Appendix D, Para 1b</p> <p>EC 1105-2-410, Appendix D, Para 1b</p> <p>EC 1105-2-410, Appendix D, Para 1b</p> <p>EC 1105-2-410, Appendix D, Para 1b</p>	<p>f. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>g. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>h. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>i. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>j. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>
<p>3. Does the RP define the appropriate level of peer review for the project/study?</p>	<p>EC 1105-2-410, Para 8a</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>a. Does it state that DQC will be managed by the home district in accordance with the Major Subordinate Command (MSC) and district Quality Management Plans?</p>	<p>EC 1105-2-410, Para 7a</p>	<p>a. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>

<p>b. Does it state that ATR will be conducted or managed by the lead PCX?</p> <p>c. Does it state whether IEPR will be performed?</p> <p><i>Will IEPR be performed? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></i></p> <p>d. Does it provide a defensible rationale for the decision on IEPR?</p> <p>e. Does it state that IEPR will be managed by an Outside Eligible Organization, external to the Corps of Engineers?</p>	<p>EC 1105-2-410, Appendix D, Para 3a</p> <p>EC 1105-2-410, Appendix B, Para 4b</p> <p>EC 1105-2-410, Para 7c</p>	<p>b. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>c. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>d. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>e. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/></p> <p>Comments:</p>
<p>4. Does the RP explain how ATR will be accomplished?</p>	<p>EC 1105-2-410, Appendix B, Para 4l</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>a. Does it identify the anticipated number of reviewers?</p> <p>b. Does it provide a succinct description of the primary disciplines or expertise needed for the review (not simply a list of disciplines)?</p> <p>c. Does it indicate that ATR team members will be from outside the home district?</p> <p>d. Does it indicate that the ATR team leader will be from outside the home MSC?</p> <p>e. Does the RP state that the lead PCX is responsible for identifying the ATR team members and indicate if candidates will be nominated by the home district/MS?</p> <p>f. If the reviewers are listed by name, does the RP describe the qualifications and years of relevant experience of the ATR team members?*</p> <p><i>*Note: It is highly recommended to put all team member names and contact information in an appendix for easy updating as team members change or the RP is updated.</i></p>	<p>EC 1105-2-410, Appendix B, Para 4f</p> <p>EC 1105-2-410, Appendix B, Para 4g</p> <p>EC 1105-2-410, Para 7b</p> <p>EC 1105-2-410, Para 7b</p> <p>EC 1105-2-410, Appendix B, Para 4k(1)</p> <p>EC 1105-2-410, Appendix B, Para 4k(1)</p>	<p>a. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>b. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>c. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>d. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>e. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>f. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/></p> <p>Comments:</p>

5. Does the RP explain how IEPR will be accomplished?	EC 1105-2-410, Appendix B, Para 4k & Appendix D	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
a. Does it identify the anticipated number of reviewers? b. Does it provide a succinct description of the primary disciplines or expertise needed for the review (not simply a list of disciplines)? c. Does it indicate that the IEPR reviewers will be selected by an Outside Eligible Organization and if candidates will be nominated by the Corps of Engineers? d. Does it indicate the IEPR will address all the underlying planning, safety assurance, engineering, economic, and environmental analyses, not just one aspect of the project?	EC 1105-2-410, Appendix B, Para 4f EC 1105-2-410, Appendix B, Para 4g EC 1105-2-410, Appendix B, Para 4k(1) & Appendix D, Para 2a EC 1105-2-410, Para 7c	a. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> b. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> c. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> d. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comments:
6. Does the RP address peer review of sponsor in-kind contributions?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
a. Does the RP list the expected in-kind contributions to be provided by the sponsor? b. Does it explain how peer review will be accomplished for those in-kind contributions?	EC 1105-2-410, Appendix B, Para 4j	a. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> b. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Comments: a. In-kind contributions are TBD and will be added to the RP when known.
7. Does the RP address how the peer review will be documented?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
a. Does the RP address the requirement to document ATR and IEPR comments using DrChecks? b. Does the RP explain how the IEPR will be documented in a Review Report? c. Does the RP document how written responses to the IEPR Review Report will be prepared?	EC 1105-2-410, Para 8g(1) EC1105-2-410, Appendix B, Para 4k(13)(b) EC 1105-2-410, Appendix B, Para 4l	a. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> b. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> c. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>

<p>d. Does the RP detail how the district/PCX will disseminate the final IEPR Review Report, USACE response, and all other materials related to the IEPR on the internet and include them in the applicable decision document?</p>	<p>EC 1105-2-410, Para 8g(2) & Appendix B, Para 4l</p>	<p>d. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Comments:</p>
<p>8. Does the RP address Policy Compliance and Legal Review?</p>	<p>EC 1105-2-410, Para 7d</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comments:</p>
<p>9. Does the RP present the tasks, timing and sequence (including deferrals), and costs of reviews?</p>	<p>EC 1105-2-410, Appendix B, Para 4c & Appendix C, Para 3d</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>a. Does it provide a schedule for ATR including review of the Feasibility Scoping Meeting (FSM) materials, Alternative Formulation Briefing (AFB) materials, draft report, and final report?</p> <p>b. Does it include interim ATR reviews for key technical products?</p> <p>c. Does it present the timing and sequencing for IEPR?</p> <p>d. Does it include cost estimates for the peer reviews?</p>	<p>EC 1105-2-410, Appendix C, Para 3g</p> <p>EC 1105-2-410, Appendix C, Para 3g</p>	<p>a. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> b. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> c. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> d. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comments:</p>
<p>10. Does the RP indicate the study will address Safety Assurance factors?</p> <p>Factors to be considered include:</p> <ul style="list-style-type: none"> • Where failure leads to significant threat to human life • Novel methods\complexity\ precedent-setting models\policy changing conclusions • Innovative materials or techniques • Design lacks redundancy, resiliency of robustness • Unique construction sequence or acquisition plans • Reduced\overlapping design construction schedule 	<p>EC 1105-2-410, Para 2 & Appendix D, Para 1c</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Comments:</p>

11. Does the RP address model certification requirements?	EC 1105-2-407	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>a. Does it list the models and data anticipated to be used in developing recommendations (including mitigation models)?</p> <p>b. Does it indicate the certification/approval status of those models and if certification or approval of any model(s) will be needed?</p> <p>c. If needed, does the RP propose the appropriate level of certification/approval for the model(s) and how it will be accomplished?</p>	EC 1105-2-410, Appendix B, Para 4i	<p>a. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>b. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>c. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/></p> <p>Comments:</p>
12. Does the RP address opportunities for public participation?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>a. Does it indicate how and when there will be opportunities for public comment on the decision document?</p> <p>b. Does it indicate when significant and relevant public comments will be provided to reviewers before they conduct their review?</p> <p>c. Does it address whether the public, including scientific or professional societies, will be asked to nominate potential external peer reviewers?</p> <p>d. Does the RP list points of contact at the home district and the lead PCX for inquiries about the RP?</p>	<p>EC 1105-2-410, Appendix B, Para 4d</p> <p>EC 1105-2-410, Appendix B, Para 4e</p> <p>EC 1105-2-410, Appendix B, Para 4h</p> <p>EC 1105-2-410, Appendix B, Para 4a</p>	<p>a. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>b. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>c. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>d. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Comments:</p>
13. Does the RP address coordination with the appropriate Planning Centers of Expertise?	EC 1105-2-410, Para 8a	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>a. Does it state if the project is single or multi-purpose? Single <input checked="" type="checkbox"/> Multi <input type="checkbox"/></p> <p>List purposes: DDN</p> <p>b. Does it identify the lead PCX for peer review? Lead PCX: DD</p> <p>c. If multi-purpose, has the lead PCX coordinated the review of the RP with the other PCXs as appropriate?</p>	EC 1105-2-410, Appendix D, Para 3c	<p>a. Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>b. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>c. Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input checked="" type="checkbox"/></p> <p>Comments:</p>

<p>14. Does the RP address coordination with the Cost Engineering Directory of Expertise (DX) in Walla Walla District for ATR of cost estimates, construction schedules and contingencies for all documents requiring Congressional authorization?</p>	<p>EC 1105-2-410, Appendix D, Para 3</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>a. Does it state if the decision document will require Congressional authorization?</p> <p>b. If Congressional authorization is required, does the state that coordination will occur with the Cost Engineering DX?</p>		<p>a. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>b. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/></p> <p>Comments:</p>
<p>15. Other Considerations: This checklist highlights the minimum requirements for an RP based on EC 1105-2-410. Additional factors to consider in preparation of the RP include, but may not be limited to:</p> <p>a. Is a request from a State Governor or the head of a Federal or state agency to conduct IEPR likely?</p> <p>b. Is the home district expecting to submit a waiver to exclude the project study from IEPR?</p> <p>c. Are there additional Peer Review requirements specific to the home MSC or district (as described in the Quality Management Plan for the MSC or district)?</p> <p>d. Are there additional Peer Review needs unique to the project study?</p>	<p>EC 1105-2-410, Appendix D, Para 1b</p> <p>EC 1105-2-410, Appendix D, Para 1d</p>	<p>Comments:</p>
<p>Detailed Comments and Backcheck:</p>		

REDWOOD CITY HARBOR DEEPENING PROJECT CESPD SUPPLEMENTAL REVIEW PLAN CHECKLIST

December 16, 2009

Approval of RP(s) rests with Division Commanders, but management and coordination with the appropriate Planning Center of Expertise. The Flood Risk Management PCX has developed a review checklist for its RP coordination and management responsibilities. Below is a regional supplemental checklist identifying the regional quality management requirements from CESPD's QMP, Appendix C, Planning.

Following are review process principles from EC 1105-2-410, Review of Decision Documents:

- Reviews significantly improve product quality
- Peer review is concurrent with product development
- Agency technical reviews by another district will be performed on all products
- ATR teams should be chaired by another Division
- Civil Works policy reviews must be consistent

CHECKLIST REDWOOD CITY HARBOR DEEPENING PROJECT REVIEW PLAN

1. Is there a Technical Review Strategy Session identified early in the study process? (See Appendix C paragraph 8.2,)

SPN Response: TRSS is addressed in section 3.E(2) of the RP. The ATR will convene early in the study period to participate in TRSS with the PDT and DST.

SPD:

2. Are there any potential Continuing Authority Program (CAP) "spinoffs" identified, and the appropriate QCP identified for them?

SPN Response: No potential CAP projects have been identified to date.

SPD:

3. Are the review costs identified? for District Quality Control (DQC), ATR, and Independent External Technical Review (IETR)?

SPN Response: ATR cost is identified in section 3.D (1) of the RP. The cost of technical review as part of IEPR is identified in section 4 of the RP. The cost of DQC will be added to the RP once the cost is established.

REDWOOD CITY HARBOR DEEPENING PROJECT CESPD SUPPLEMENTAL REVIEW PLAN CHECKLIST

December 16, 2009

SPD:

4. Does the RP identify seamless technical review (8.4) including supervisory oversight of the technical products? (8.5)

SPN Response: Yes, the RP identifies seamless technical review and addresses supervisory oversight of the technical products. Seamless review is addressed in sections 1.B (1), and 3.E (1).

SPD:

5. Does the RP identify the recommended review comment content and structure? (8.5.4)

SPN Response: Yes. This is addressed in sections 3 and 4.

SPD:

6. The RP should encourage face-to-face resolution of issues between PDT and reviewers. (8.5.5)

SPN Response: This is addressed in section 3 of the RP. This will be done where possible. If the reviewers are at many locations, different methods including email, VTC, and conference calls will be used by team members to resolve issues between the PDT and reviewers.

SPD:

7. And if issues remain, does the RP identify an appropriate dispute resolution process? (8.6)

SPN Response: Yes. This is addressed in sections 3 and 4.

SPD:

8. The RP must require documentation of all the significant decision and leave a clear audit trail. (8.5.6)

SPN Response: The RP identifies a clear method of documentation of all the significant decisions related to the review and describes the development of a clear audit trail. See sections 1, 3 and 4.

SPD:

9. Does the RP identify all the requirements for technical certifications? (8.5.7)

REDWOOD CITY HARBOR DEEPENING PROJECT CESPD SUPPLEMENTAL REVIEW PLAN CHECKLIST

December 16, 2009

SPN Response: Yes, this is addressed in section 3.H.

SPD:

10. Does the RP identify the requirement that without-project hydrology is certified at the Feasibility Scoping Meeting? (8.5.8)

SPN Response: Yes, this is addressed in section 3 in the ATR timeline table.

SPD:

11. Does the RP fully address products developed by contractors? (8.10)

SPN Response: Yes, this is addressed in sections 1.B (1), 3.E (4), and section 4.

SPD:

12. Is the need for a VE study identified and incorporated into the review process subsequent to the feasibility scoping meeting? (8.11)

SPN Response: VE is addressed in section 1.B (8).

SPD:

13. Does the RP include a Feasibility Alternative Review Milestone, where CESPD buy-in to the recommended plan is obtained? (12.1)

SPN Response: Yes, this is included in the ATR timeline table in section 3 of the RP.

SPD:

14. The RP should identify the final public meeting milestone. (See Appendix C, Enclosure 1, SPD Milestones)

SPN Response: The final public meeting milestone is accounted for in the ATR timeline in section 3 of the RP and is discussed in section 5 of the RP.

SPD:

15. Does the RP identify the report approval process and if there is a delegated approval authority?

**REDWOOD CITY HARBOR DEEPENING PROJECT
CESPD SUPPLEMENTAL REVIEW PLAN CHECKLIST**

December 16, 2009

SPN Response: Review Plan approval is addressed in section 1.B (4) and (6), section 4.C, and section 7 of the RP.

SPD:

Additional Comments: