DEPARTMENT OF THE ARMY
SOUTHWESTERN DIVISION, CORPS OF ENGINEERS
1100 COMMERCE STREET
DALLAS, TEXAS 75242-0216

Reply to
Attention of:

CESWD-PDS-P

26 OCT 2007

MEMORANDUM FOR Commander, Fort Worth District

SUBJECT: Review Plan Approval for the Big Fossil Watershed IFS, Upper Trinity River Basin Feasibility Study

1. References:

a. EC 1105-2-408, 31 May 2005, subject: Peer Review of Decision Documents.

b. Memorandum, CECW-CP, 30 March 2007, subject: Peer Review Process.

2. The enclosed Review Plan for Big Fossil Watershed IFS, Upper Trinity River Basin Feasibility Study has been prepared in accordance with referenced guidance.

3. This plan has been made available for public comment, and the comments received have been incorporated. It has been coordinated with the Flood Damage Reduction Center of Expertise of the South Pacific Division which is the lead office to execute the plan. The Review Plan does not include External Peer Review.

4. I hereby approve this Review Plan, which is subject to change as study circumstances require, consistent with study development under the Project Management Business Process. Subsequent revisions to this plan or its execution will require new written approval from this office. For further information on this issue please contact Brent Hyden, CESWD-PDF at (469) 487-7033.

Encl

KENDALL P. COX
Colonel, EN
Commanding

BIG FOSSIL WATERSHED, TEXAS
Project Review Plan
Independent Technical Review and External Peer Review

1. PURPOSE

Pursuant to Engineering Circular (EC) 1105-2-408, "Peer Review of Decision Documents," Office of Management and Budget's "Final Information Quality Bulletin for Peer Review," and the May 30, 2007 memorandum from Major General Don Riley, USACE Director of Civil Works, a Project Review Plan (PRP) is being developed. This Project Review Plan presents analysis of the process for independent technical review (ITR) and external peer review (EPR) that will be implemented as part of the Upper Trinity: Big Fossil Watershed feasibility study. These processes are essential to improving the quality of the products that we produce.

2. APPLICABILITY

The document provides the PRP for the Big Fossil Watershed Feasibility Study. It identifies the ITR and EPR process for all work conducted as part of the study, including in-house, non-Federal sponsor, and contract work efforts.

3. REFERENCES

EC 1105-2-408 "Peer Review of Decision Documents" dated May 31, 2005
ER 1105-2-100 "Planning Guidance Notebook," dated April 2000
Major General Riley Memorandum on Peer Review Process, dated May 30, 2007

4. GENERAL

The study area for this feasibility study consists of the watershed of Big Fossil Creek, which is a major tributary of the West Fork of the Trinity River, encompasses 73 square miles of contributing drainage area.

For the purpose of this study, flood damage reduction, environmental restoration, water quality, and recreation projects within the watershed will be located within an area starting north of the confluence of Big Fossil Creek and the West Fork of the Trinity River, proceeding northeastward along Big Fossil Creek to its headwaters near US 287, including its tributaries.

5. REVIEW REQUIREMENTS (Independent Technical Review)

As part of the Quality Control Plan for the Big Fossil Watershed Project, an ITR team will be formed to perform periodic reviews of the feasibility study efforts, including the project assumptions, analyses, and calculations, as needed throughout the planning study process. The ITR is best conducted by experienced peers within the same discipline who are not directly involved with the development of the study or project being reviewed.

Pursuant to EC 1105-2-408, the District will coordinate with the Flood Damage Reduction Planning Center of Expertise (South Pacific Division) to organize a team to perform the ITR at various stages throughout the study. The ITR point-of-contact at South Pacific Division is Clark Frentzen (CESPD-PDS-P).

The ITR team will meet with project delivery team (PDT) members on a quarterly basis or as needed. These quarterly meetings will be documented as required by ER 1165-2-203. Coordination throughout the study will be accomplished through individual contact between the PDT and the ITR team. The ITR will focus on the following:

- Review of the planning study process,
- Review of the methods of analysis and design of the alternatives and recommended plan,
- Compliance with program and NEPA requirements, and
- Completeness of study and support documentation

More detailed ITR information is found in the Plan Formulation and Evaluation Section of the Project Management Plan (PMP).

6. REVIEW PROCESS

The ITR process will be conducted throughout the study process. ITR involvement is anticipated between major project milestones (FSM, IPR, and AFB). Once the ITR team has been identified, copies of PDT meeting notes will be provided to ITR team for information. ITR participation in PDT meetings on a quarterly basis (at a minimum) will be recommended.

7. REVIEW COST

The cost for ITR is estimated at $50,000.

8. REVIEW SCHEDULE

TASK	Proposed Date
Develop Project Review Plan	October 12, 2007
Coordinate with MSC and post on website	October 22, 2007
POD identifies ITR team	January 3, 2008
Review of Models	TBD
ITR review of FSM documents	TBD
ITR review of draft documents (before AFB)	TBD
Participation in AFB meeting	TBD

9. PROJECT RISK

Anticipate minimal risk involved with the project.

10. PROJECT REVIEW PLAN

The components of the PRP were developed pursuant to the requirements of EC 1105-2-408.

A. General Information

The decision documents that will undergo peer review are the Feasibility Report (including Economic Appendix), Environmental Impact Statement, and Engineering Appendix. The District PDT is listed below:

1. District Project Delivery Team

NAME/ORGANIZATION	PHONE
Account Manager	
Project Manager	
Operations / Maintenance Manager	
Civil Engineer	
Cost Engineer	
Cultural Resources (Archeologist)	
Economist	
Environmental (Biologist)	
Geographic Information System Lead	
Geotechnical Engineer	
Structural Engineer	
Public Affair Officer	
Realty Specialist	
Hydrologist-	

2. ITR Team – TBD

B. Scientific Information

The final feasibility report (and supporting documentation) is anticipated to contain standard engineering, environmental and economic analyses and information; therefore no influential scientific information is likely to be contained in any of the documentation.

C. Timing

The peer review process is projected to begin at the beginning of CY08 with the initiation of the ITR team during the review of the plan formulation phase of the study.

D. EPR Process

The Big Fossil Watershed Project is a flood risk management study for providing flood protection to the cities of Fort Worth, Richland Hills, North Richland Hills, Keller, Haltom City, Haslet, Saginaw, Watauga, and Tarrant County. The scope and technical complexity of this project is not expected to warrant EPR; however, since the Big Fossil Watershed feasibility study is in the early stages, the need for EPR will be reassessed as the study progresses.

E. Public Comment

This will be performed by the Fort Worth District and the non-Federal sponsor, North Central Texas Council of Governments. Public involvement activities will include public meetings/workshops and agency meetings held during the interim feasibility study, plus other miscellaneous meetings with local officials. Coordination with state and local agencies will be initiated immediately and will be maintained throughout the study process.

To maximize the involvement of all the participants in the study, a three-tiered management structure has been established. The Policy Committee provides policy direction, the Technical Committee offers technical expertise, and the Stakeholders provide public input.

TASK	START DATE	FINISH DATE
Public Workshop	Jan 30, 2008	April 30, 2008
Public Involvement Plan	TBD	TBD

F. Dissemination of Public Comments

Proceedings from all public meetings, minutes from any public involvement meetings will be posted on the Big Fossil Watershed Project website (both NCTCOG and Corps).

G. Reviewers

Since the feasibility study is a flood risk management study to increase protection to the cities of Fort Worth, Richland Hills, North Richland Hills, Keller, Haltom City, Haslet, Saginaw, Watauga, and Tarrant County, anticipated disciplines of ITR reviewers are:

1. Engineering (hydrology and hydraulics)
2. Economics
3. Environmental
4. Real Estate
5. Planning
6. Operations

H. Review Disciplines

A brief description of the disciplines required for the ITR team are identified below:

1. Hydrology and hydraulics – the reviewer(s) should have extensive knowledge of river hydrology / hydraulics flood damage reduction measures and ecosystem restoration features.

2. Economics – the reviewer should have a strong understanding of economic models flood damage reduction measures and ecosystem restoration features.

3. Environmental – the reviewer(s) should have strong background in river ecosystems flood damage reduction measures and ecosystem restoration features, and Texas environmental laws and regulations.

4. Real Estate – The reviewer should have knowledge in reviewing RE Plans for feasibility studies (e.g. flood risk management and ecosystem restoration).

5. Planning – The reviewer(s) should have a strong knowledge in current planning policies and guidance related to feasibility studies.

I. EPR Selection

An External Peer Review is not anticipated for this study; however, since the Big Fossil Watershed feasibility study is in the early stages, the need for EPR will be reassessed as the study progresses.