



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
NORTH ATLANTIC DIVISION, US ARMY CORPS OF ENGINEERS
FORT HAMILTON MILITARY COMMUNITY
BROOKLYN, NEW YORK 11252-6700

DEC 14 2012

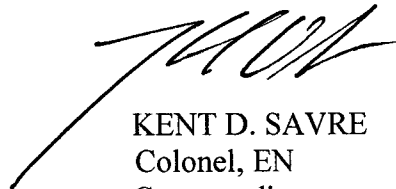
CENAD-PD-PP

MEMORANDUM FOR Commander, Philadelphia District, ATTN: CENAP-PL

SUBJECT: Review Plan Approval for New Jersey Alternative Long-Term Nourishment Feasibility Study

1. The attached Review Plan for the subject study has been prepared in accordance with EC 1165-2-209, Civil Works Review Policy.
2. The Review Plan has been coordinated with the Coastal Storm Damage Reduction Planning Center of Expertise of the North Atlantic Division, which is the lead office to execute this plan. For further information, contact Mr. Larry Cocchieri at 347-370-4571. As no specific projects for construction will be recommended, the Review Plan does not include independent external peer review, as it is not applicable to this effort.
3. 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 Review Plan or its execution will require new written approval from this office.

Encl
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KENT D. SAVRE
Colonel, EN
Commanding

Peer Review Plan

New Jersey Alternative Long-Term Nourishment Study Atlantic Coast of New Jersey Feasibility Study

US Army Corps of Engineers: Philadelphia District

December 2012

Peer Review Plan

INTRODUCTION

1. The purpose of this peer review plan (PRP) is to describe the process for ensuring the accomplishment of a high quality and timely general feasibility study for the New Jersey Alternative Long-Term Nourishment Feasibility Study (Study). The purpose of the Study is to develop and implement a regional, systematic approach for maximizing the efficiency of the New Jersey Shore Protection Program. The ultimate goal of the Study is to analyze and maximize New Jersey shore protection projects into a complete coastal system, and to institute improvements to:

- reduce amount of sand needed to maintain Atlantic coast NJ beaches
- reduce life-cycle costs
- reduce environmental impacts

2. The feasibility phase of the Study will help to determine anticipated efficiencies of this regional, systematic approach by developing comprehensive beach, inlet and borrow area management strategies to efficiently manage New Jersey sand resources on a regional basis. Major program goals include the development of products both on a regional (Atlantic coast of New Jersey) and an individual project-level basis. Project-level products include the development of templates, recommendations, tools and methodologies which can be applied to individual prioritized beach nourishment projects. Regional-level products include the development of a coastal inventory and Geographic Information System (GIS) for all USACE shore protection projects along the Atlantic coast of New Jersey, and a regional sediment budget.

3. The six major project goals and products include:

- Coastal Geographic Information System (GIS) development
- Comprehensive Atlantic coast of NJ coastal process modeling database development
- regional sediment budget development for the Atlantic coast of New Jersey
- existing and alternative borrow area GIS database including environmental restraints, and borrow area management guidance for application at individual projects

- regional monitoring program improvements to better analyze and assess beach nourishment project performance, and application of recommendations to an individual project
- comprehensive beach, inlet and borrow area coastal planning tool and methodology guidance development and application at individual beach nourishment projects for improved performance

4. This PRP will govern a formal review process for the technical and policy compliance of the results of the Study with the goal of producing a high quality product that is completed on time and within budget. The PRP describes this review process with emphasis on the conduct of the review and the documentation of the technical review activities that are accomplished throughout the study process. The technical review ensures compliance with established policy, principles, and procedures and the presentation of assumptions, methodology, appropriateness of data used, reasonableness of results, and ability of the plan to meet the needs of the community, region, and Nation. The PRP indicates the methods necessary for this study to adequately address the peer review and independent external technical review needs including the identification of study team and technical review team members. This PRP has been prepared in accordance with EC 1105-2-408, Peer Review of Decision Documents.

5. The Coastal Storm Damage Reduction Planning Center of Expertise (PCX) concurred with conducting ongoing agency technical review (ATR) of the Study on 08 August 2007. The PCX manages ATR for all new feasibility studies, including independent external peer review (IEPR) for complex projects of nationwide significance with novel methods. The risk and magnitude of this project are not deemed sufficient to require an independent external peer review (IEPR) by a person or team outside of the Corps and not involved in the day-to-day production of technical products of the study. Additionally, there are no novel methods being employed for this Study. There are no complex challenges for interpretation or any conclusions that will be made that are likely to affect changes to prevailing practices or to affect policy decisions that have a significant impact. Furthermore, there are no precedent-setting models being used in this Study. All the models in use for this Study have been used before and are being used on other projects at this time. Additionally, all models have gone through the certification process or are undergoing certification and will be certified during the Study.

ATR PROCESS

6. The ATR process for the Study will be managed by the PCX. The following is a description of the ATR process as related to the conduct of the Study.

a. Agency Technical Review – ATR has been approved by the PCX for use in this investigation in accordance with Corps policy and procedures. In this regard, the New England District was selected to manage the ATR and the review team is comprised of members from the New England, New York, Baltimore, and Mobile Districts. The ATR team is responsible for ensuring that all technical products of the study team meet Corps regulations, standards, and current guidance. The ATR team's review will focus on the underlying assumptions, conclusions, recommendations, models, and analyses in the

context of established policy and guidance. The technical review for this study will be fully documented, and documentation and certification of technical/legal review will accompany the report(s) that are submitted for policy review. As previously discussed, technical review is the process that confirms the proper selection and application of established criteria, regulations, laws, codes, principles, and professional procedures to ensure a quality product. Technical review also confirms the constructability and effectiveness of the product and the utilization of clearly justified and valid assumptions and methodologies. Early identification of technical issues facilitates efficient resolution, minimizes policy review comments, and increases the likelihood of approval of worthy projects.

b. The New England District has been selected to lead the ATR Team. The ATR team will be briefed on the extent of their duties including the fact that the review team's involvement in the study process is on-going and continuous. A New England District employee, in coordination with the ATR team, will:

- (1) Lead and manage the ATR
- (2) Coordinate the assembly of an appropriate ATR team
- (3) Attend all milestones meetings, including IRC's and other vertical team meetings
- (4) Conduct external technical review meetings with the PDT, as necessary, to resolve identified issues early on
- (5) Maintain ongoing and continuous review of distinct products as they are completed such as problems, needs, and opportunities; assumptions, constraints, evaluation criteria, and forecasting methods; without project condition; possible solutions and initial screening of alternative plans; evaluation of detailed plans (benefit analysis, designs, cost estimates, environmental and cultural impacts, real estate requirements, etc; and plan selection)
- (6) Conduct reviews and provide written comments with coordinated responses of major products and draft and final report including environmental documentation. Dr. Checks and a Memorandum for Record (MFR) will be the basis of accountability for the review of major products, including the draft and final Study. A review team member will prepare the MFR and it will become part of the review team's records. Specific issues raised in the review will be documented in a comment, response, action required, and action taken format. Minor grammatical or editorial comments should not be included as part of Dr. Checks or the MFR, but sent to the PDT separately.
- (7) Maintain a file on all external technical review documentation.
- (8) Prepare a quality control report to document and certify the results of ATR.

c. Use of Checklists. Checklists may be used to guide the technical review and ensure that critical items are not overlooked (see Attachment I in the SOP for the Planning and Policy Community of Practice, Appendix 4, for an example). Checklists

may be used to simplify the documentation of the review. Checklists may also be used to track outstanding action items for a particular study. The use of checklists shall not, however, eliminate the requirement to respond to specific comments.

d. Quality Control Report – The ATR team led by the New England District will prepare a quality control report (QCR) for the draft and final report to include how the quality control process was performed, summary of issues and detailed comments, how they were resolved, minutes of technical review meetings, and other documentation supporting technical review and formal certification of technical review and legal sufficiency. The QCR will accompany submission of the draft and final report to NAD and HQUSACE.

e. Conflict/Dispute Resolution -- The general process for resolving technical and policy issues identified during the ATR is summarized in the Standard Operating Procedures for the Planning and Policy Community of Practice, Appendix 4, Quality Management, dated 12 May 2005. Unresolved differences between the PDT and review team shall be documented. The ATR review team leader is responsible for identifying any contradictory recommendations, or outright disagreements, among members of the review team and/or the PDT. If these differences cannot be resolved, the functional chiefs in the originating district will make the ultimate decision regarding the resolution of these ATR comments. These significant issues shall be documented in the quality control report accompanying the appropriate documents submitted. The originating district will request the NAD Planning Community of Practice Leader to assist in the resolution of complex technical and policy issues.

f. Public Review – The public will be able to review the document during the public review period. The Office of Water Policy Review will determine if an expedited review is warranted or if the review will take place after higher authority reviews the draft Study. All comments received from the public will be given the same consideration as those received from the ATR team. The ATR team will likely be conducting its review at the same time the public review is on going. However, the ATR team will be made aware of the review comments received from the public and have an additional opportunity to comment.

PROJECT DELIVERY TEAM

7. The PDT for this effort was selected based on the expertise necessary to provide the technical input required to address the scope of work as detailed in the project management plan. The PDT consists of a project manager, study team leader, core team members, extended technical resource team members, including supervisory oversight/resource availability team members and management oversight team members. During the course of the study, PDT members may change because of workload, study priorities, turnover, etc. Appropriate replacements will be provided, as necessary, by the oversight/resource availability team members. The following lists the PDT members including each member's discipline/role, and organization:

PROJECT DELIVERY TEAM

Project Manager
Technical Team Leader
Plan Formulation Project Manager
NJDEP Liaison

Core Team Members

Regional Economist
Environmental Scientist
Coastal/Hydraulic Engineer
Geologist
Design Engineer
Cost Engineer
Environmental Scientist
Contracting Specialists

Management Oversight Team Members

Chief, Project Development Branch
Chief, Coastal Planning Section

AGENCY TECHNICAL REVIEW TEAM

8. An agency technical review (ATR) team led by New England District personnel has been established representing all technical elements providing significant input to the study. The technical review team has the credentials and experience necessary to provide a comprehensive review relating to specific study disciplines as the team members provide input in their principal areas of expertise. The agency review team members are not involved in the specific technical products under their review. In addition, the agency review team can be augmented, as needed, with members from other Corps offices, Centers of Expertise, labs, academia, or other sources of independent external peer review as determined necessary for a quality review. The following is a list of ATR members at this time:

AGENCY TECHNICAL REVIEW TEAM MEMBERS (ATR)

Discipline of technical reviewer
ATR Project Manager
ATR, Plan Formulation
ATR, Hydrology & Hydraulics
ATR, Economics
ATR, Environmental
ATR, Cultural Resources
ATR, Civil and Structural
ATR, Geotechnical
ATR, Cost Engineering
ATR, Real Estate CENAB

STUDY MILESTONE SCHEDULE

9. The accomplishment of the agency technical review process for the Study is the responsibility of the project manager in coordination with the study team leader and PDT. As previously discussed, the New England District has been enlisted to conduct the required ATR. It is important to ensure that technical review is an ongoing process. As issues are identified, meetings will be scheduled to resolve those issues, and documentation of the resolution of the issues will be prepared and coordinated. Milestone meetings that include higher authority, local interests, and District personnel will be scheduled as required to discuss the scope of the study, study process and progress, study direction, and any pertinent issues that require such a meeting. All issue meetings will be documented for the technical review files. The following table presents the major milestones that are scheduled or have already been conducted. In addition, technical review meetings, in-progress review meetings, project review board meetings, and issue resolution conferences will be held, as needed, and documented for the ATR files.

Schedule for Feasibility Study

Final 'System Optimization Report' by Contractor	Oct-12
'System Optimization Report' DQC	Jan-13
'System Optimization Report' Finalization	Feb-13
Commence 5 implementation reports (LRR or EDR)(AVE or in-house)	Mar-13
Feasibility Study Termination (FEA2715)	Sep-14

SUMMARY

10. Agency Technical Review of this Study is an ongoing process that will provide assurance that a comprehensive and agency review has been conducted in accordance with the planning principles and guidelines. The agency technical review team leader, working through the project manager and technical team leader will ensure that the above is accomplished. In addition, District Commanders, District functional chiefs, the DST, Planning COP, and RIT share the responsibility of ensuring a quality product.