

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 Alamo Heights IFS, Guadalupe and San Antonio River Basins, 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 Alamo Heights IFS, Guadalupe and San Antonio River Basins Feasibility Study has been prepared in accordance with referenced guidance.

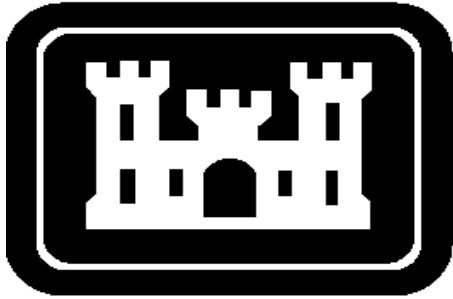
3. This plan has been made available for public comment, and the comments received have been incorporated. It has been coordinated with the Ecosystem Restoration Planning Center of Expertise of the Mississippi Valley Division which is the lead office to execute the plan. The Review Plan does not include 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.

A handwritten signature in black ink, appearing to read "K Cox".

KENDALL P. COX
Colonel, EN
Commanding

Encl



**U.S. Army
Corps of Engineers
Fort Worth District**

Project Review Plan

Alamo Heights Interim Feasibility Study

Guadalupe and San Antonio River Basins, Texas

October 15, 2007

ALAMO HEIGHTS INTERIM FEASIBILITY STUDY

Guadalupe and San Antonio River Basins, 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," (OMB Bulletin) 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 PRP presents analysis of the process for independent technical review (ITR) and external peer review (EPR) that will be implemented as part of the Alamo Heights Interim feasibility study. These processes are implemented to ensure the quality and credibility of the government's scientific information and improve the quality of decision documents.

2. REFERENCES

EC1105-2-408 "Peer Review of Decision Documents" dated May 31, 2005
ER 1105-2-100 "Planning Guidance Notebook & Appendices D, F, G & H"

3. GENERAL

The Alamo Heights study area is located within the environs of the city of San Antonio, TX. Specifically, the area being investigated is in and around the city of Alamo Heights, TX, located about seven miles north northeast of downtown San Antonio. The most recent flooding problems occurred primarily along a small-unnamed tributary of the San Antonio River that flows underneath Alamo Heights' main business thoroughfare of Broadway Street from Austin Highway downstream past Hildebrand Avenue and then to the San Antonio River.

The total study cost is estimated at \$1,500,000 and is shared equally between the Government and the local sponsor and is focused primarily on flood risk management. Flood risk management measures that will be evaluated could include upstream detention, channel modifications, bypass channels, and evacuation of the floodplain. The total project cost is currently unknown. The risks associated with this study is anticipated to be minimal.

4. REVIEW REQUIREMENTS AND PROCESS

As part of the Quality Control Plan for the Alamo Heights Interim Feasibility Study, an ITR team will be formed to perform periodic reviews of the feasibility study components including project assumptions, analyses, and computations, as need throughout the planning process. The ITR is best conducted by experienced peers within the same discipline who are not directly involved with the development of the study under review.

Independent Technical Review (ITR)

An Independent Technical Review (ITR) will occur prior to major decision points in the planning process so that the technical results can be relied upon in setting the course for further study. Review of the report and all appendices will be coordinated and documented by the ITR team leader. Pursuant to Engineering Circular (EC) 1105-2-408, this feasibility study will need to have a Corps Independent Technical Review (ITR) team assigned by the Planning Center of Expertise (PCX) for Ecosystem Restoration Projects review all products. In addition, given the significant Water Supply and Management component to this study, coordination with the appropriate PCX for this is also anticipated.

Independent technical review will be initiated at least *twenty* working days prior to submission of documentation for a decision event, i.e. FSM or AFB, or submission of documentation for a HQUSACE issue resolution conference. Continued ITR of the post AFB documentation will be reviewed as it is incorporated into the draft Interim Feasibility Report to ensure a complete ITR is conducted. In addition, the draft and final reports will be reviewed internally by the Fort Worth District including all team members and resource providers as well as supervisors and the non-Federal Sponsor. The complete independent technical review will be completed prior to release of the draft report for public review.

The ITR process will be conducted throughout the study process. ITR involvement is anticipated between major milestones (FSM, IPR and AFB). Per EC 1105-2-408, the District has coordinated and will continue coordination with Flood Damage Reduction Planning Center of Expertise (PCX - South Pacific Division) who has subsequently delegated ITR team for FSM to Tulsa District. The ITR point-of-contact at Tulsa District is Marc Masnor (CESWT-PE-P). Due to the simplicity and relatively low risk, and external peer review (EPR) is not expected or planned.

5. REVIEW COSTS

ITR costs for the FSM is estimated to be \$20,000. Additional ITR costs for the AFB and draft feasibility report are currently estimated to be \$25,000. These costs are cost-shared with the study's non-federal sponsors.

6. TECHNICAL REVIEW TEAM

The following Table will be completed and updated throughout the review process. The project delivery team member will review the appropriate documentation before it forwarded for higher Corps review. Their immediate supervisor will also review the documentation to ensure technical sufficiency. In addition, an Independent Technical Review Team will be established by the Flood Damage Reduction PCX. An ITR review team members table will be placed within the Interim Feasibility Report to document their participation and contributions to the study. The provided information below will be completed for each Interim Feasibility Study.

Study Team and Review Assignments			
Discipline	PDT Member	Supervisor	Review Team Member
Plan Formulation			
H&H			
Civil Design			
Structural Design			
Geotechnical			
Cost Estimating			(Walla Walla District)
Economic Analysis			
Cultural			
Environmental			
Real Estate			
HTRW			
Recreation			

Documentation of Technical Review Process

Date Began	Review Team Leader	Issue	MFR Resolution Date
1. _____	_____	FSM	_____
2. _____	_____	AFB	_____
3. _____	_____	Post AFB	_____

7. COMMUNICATION STRATEGY

This section of the Peer Review Plan assures that all work preformed is accomplished according to the Project Management Business Processes as detailed in ER 5-1-11. Consistent with these guidelines, the PM is responsible for providing the key communication role in managing the project scope, quality, cost, budget and schedule; facilitating actions to resolve potential or existing issues, and reporting the status, delays, and change in scope of the project to clients and higher authorities.

Web sites are a new and unique avenue for disseminating information to stakeholders, especially over such a large area. A study web site is currently under development. Once the website is operational, most up-to-date study information will be posted. Study participants, points of

contact, schedule, images, videos, minutes of coordination meetings, information on interim and other studies, and links to related sites will be provided. In addition, a portal will be provided for study participants to assess study specific in-progress data and data exchange mechanisms. Agency and other web sites are also linked to the study site providing a wide area of interest access to the study. In addition, links to the project website will be established on the Fort Worth District's Website at <http://www.swf.usace.army.mil> to allow for the widest possible dissemination of project related materials. All project related documents will be placed on the websites.

8. QUALITY CONTROL REPORTS

The below Quality Control Reports will be completed after each review process to document the Independent Technical Review Process.

QUALITY CONTROL REPORT

**ALAMO HEIGHTS INTERIM FEASIBILITY STUDY
GUADALUPE AND SAN ANTONIO RIVER BASINS, TEXAS**

Duplicate as necessary.

Certification by Review Team Members (Duplicate as necessary)

I certify that the study and review process required to be performed under by responsibility has been completed and the technical work is generally in accord with Corps regulations, standard report requirements and customer expectations.

Review Team Member

Date

QUALITY CONTROL REPORT

**ALAMO HEIGHTS INTERIM FEASIBILITY STUDY
GUADALUPE AND SAN ANTONIO RIVER BASINS, TEXAS**

Statement of Technical and Legal Review

Completion of Independent Technical Review

The District has completed the General Investigation of the Alamo Heights Interim Feasibility Study. Notice is hereby given that an independent technical review, that is appropriate to the level of risk and complexity inherent in the project, has been conducted as defined in the Quality Management Plan. During the independent 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 analysis; alternatives evaluated; the appropriateness of data used and level of data obtained; and reasonableness of the results including whether the product meets the customer's needs consistent with law and existing Corps policy. The independent technical review was accomplished by (insert name of an independent district team/personnel from XX District/by A-E Contractor).

Technical Review Team Leader

Date

QUALITY CONTROL REPORT

**ALAMO HEIGHTS INTERIM FEASIBILITY STUDY
GUADALUPE AND SAN ANTONIO RIVER BASINS, TEXAS**

Certification of Independent Technical Review:

Significant concerns and explanation of the resolution are as follows:
(Describe the major technical concerns, possible impact, and resolution)

As noted above, all concerns resulting from independent technical review of the project have been considered. The report and all associated documents required by the National Environmental Policy Act have been fully reviewed.

Project Manager Date

Chief, Programs and Project Management Division Date

Chief, Planning Environmental, and Regulatory Division Date

Chief , Engineering and Construction Division Date

Chief, Real Estate Division Date

District Counsel Date