

San Francisco Bay Joint Venture Design Review Program

I. Background

The San Francisco Bay Joint Venture (SFBJV) is overseeing this design review program to provide project managers and their consultant's with expert technical review during the concept development, design and management stages of their projects. This program is both free and voluntary and is intended to provide expert technical review and feedback to projects to assist in the SFBJV goal to improve the outcome of projects around the Bay.

The goals of the SFBJV Project Design Review Program are to:

- 1) Provide technical information and options to project managers during the proposal development, design or adaptive management phases of wetland and riparian restoration or enhancement projects;
- 2) Review work in-progress and provide recommendations to design well-functioning projects technically and biologically;
- 3) Provide recommendations on how projects can contribute to the SFBJV habitat goals.

II. Parameters of Projects to Be Reviewed

- The process is voluntary as participation in the JV is voluntary and non-regulatory.
- Projects will be reviewed in the context of JV goals. This process would include both feedback on the project design elements on the technical aspects of the project and propose options in the greater context of types of habitat options to meet established JV habitat and species goals. See the SFBJV implementation strategy, *Restoring the Estuary* at <http://www.sfbayjv.org/strategy.php>.
- Only projects that are JV-adopted projects will be considered for review (see <http://www.sfbayjv.org/projects.php> for information on the SFBJV project adoption process); these have already been attributed to the overall JV goals. Projects must be up to date in the SFBJV project tracking system. Contact Sandra Scoggin at sscoggin@sfbayjv.org for access to the system.
- Mitigation projects are not recommended for review; such projects are mitigation for loss of habitat and, therefore, do not meet JV goals.
- Ranking of projects for JV priorities will not be dependent upon whether a project has been reviewed through this process.
- The geographic scope is the SFBJV jurisdictional boundary (map available) and encompasses habitats associated with San Francisco Bay and its immediate watershed and coastal San Mateo, Marin and Sonoma.

III. Protocols for Review Process

- The process and protocols will depend upon the phase and scope of the project;
- Conceptual phase projects receive broad project review-suggestions for habitat options, suggestions for best design options for project function, in context with surrounding landscapes, how the project can contribute to the collective JV goals;
- For later phase projects, the project proponent can define the input and guidance being sought. Proposed questions are invited.

Review Process

- Information on the project and questions to be addressed will be submitted to the review team in advance of the scheduled review.
- The review will take place on a single day. No follow-up report or letter will be issued. Should an applicant want more extensive review and follow-up, it is agreed that the additional expenses will be borne by the applicant and negotiated directly with one or more reviewers. Follow-up will be for reference and planning only and will not be part of a permitting process.
- The Review Team will convene for a morning review process.
- Over lunch, the Review Team will discuss the project and develop recommendations.
- In the afternoon, recommendations will be presented and discussed with the project proponent. The applicant will be responsible for taking notes and for any follow up with reviewers.

IV. Levels of Design Review

The type and level of detail of information submitted in advance of the review will be determined by the design phase of the project to be reviewed. Please determine the phase of your project below and submit the information specified.

1) Project Conceptualization and Proposal Preparation Phase

At this phase of the project, the review team will assist the applicant in developing the project goals and objectives. The applicant can come to the review team at the phase when they are preparing a request for proposals from qualified consultants and discuss the form and requirements of their proposal. Applicant to provide background on the following:

- Historical and background information on the site and neighboring properties.
- Special status species and survey information
- Applicant goals and objectives ranked according to priority
- Known project constraints (i.e. flooding, utilities)

2) Alternatives Analysis and Selection of Preferred Alternative

The review team can assist the applicant in the review and evaluation of various restoration alternatives for the project. The applicant should bring all materials and studies used to develop the various restoration alternatives as described below.

3) Preliminary Design Review

At this phase of the project, a preliminary design for the project has been prepared and provided to the review team for review and comment. A preliminary design should contain sufficient detail for all proposed modifications and structures and the design basis for all engineering elements and design decisions. For example, the design basis for a seasonal wetlands element might include an analysis of ponded water depth and duration and a correlation with the project goal for bird species.

4) Final Design Review

The review team is available to review plans and specifications at the 50 percent or higher review point. Construction details and methods will be the focus of this level of review.

5) Monitoring and Adaptive Management Issues

The review team is available to review results of monitoring and adaptive management strategies and proposals. Projects experiencing difficulties or problems are encouraged to seek a review at this level to identify possible solutions.

Project Summary Outline

To apply for the San Francisco Bay Joint Venture Design Review Program consideration, the project proponent shall provide the following information as completely as possible. The summary should not exceed a length of four pages. Please include a map and **the titles** of all available reports and documents or other information in the provided checklist. Please also indicate whether or not the items identified are available from the project proponent. If the project is selected for review, additional information, including hard copies of project documents, may be requested from the proponent. Please mark in the checkboxes () if you have or will provide the information indicated. In addition, depending upon project phase, additional descriptive materials may be requested (Please see Appendix I.).

1. Project Name

2. Project Proponent

- a. Please designate a project contact person and provide contact information.

- b. Please provide a roster of the planning team, including consultants, designers, etc. and their various technical work on the project

3. Project Objectives

- a. What, specifically, does the proponent seek to achieve/accomplish?
- b. What other factors, if any, other than the intended achievements identified above, motivated this project?

4. Status of Project Planning

- a. What is the current stage of the project planning process: – project conceptualization and Proposal Preparation phase, Alternatives Analysis and Selection of Recommended Alternative, Preliminary Engineering Design, Final Design, Monitoring and Adaptive management or other?
- b. What is the timeline for the current stage, and for project construction and/or completion?
- c. Is implementation of the project planned in phases (for example, is a part of the project or one area of the site proceeding ahead of the other parts or areas)?
- d. Have you applied for permits? If so, have public notices been released? What is the status of the permit? Please list any agency staff assigned to your project.
- e. Has the project secured adequate funding from the design phase through the post-construction maintenance phase? What are the short and long-term cost estimates for the project/phases? What is the balance of funding needed and for what phase(s)?
- f. What type of post-construction maintenance is envisioned? Who will oversee any maintenance?
- g. Has the monitoring plan been drafted?
- h. Climate Change – has climate change been considered? If so, please describe.
- i. Public Access
 - ii. Is public access planned at the project site? If so, please describe.
 - iii. If public access is planned, are steps being taken to minimize wildlife impacts of this access? If so, what steps?

5. Project Description

Please include a narrative description of project location that includes the existing habitats type(s) and their acreages, the habitats and their acreages to be created or restored, significant design features, past uses, current uses, adjacent land uses, and general environmental setting.

The description must contain one or more maps that show the location of the project (please provide a scale bar and compass arrow), latitude and longitude, aerial photographs (if available), approximate extents of existing habitats, proposed habitats, existing infrastructure and water control structures (levees, pumps, tide gates, etc), and any phasing within the project. □

6. **Available Information** – Please list titles of all relevant reports, documents, available monitoring data, and other forms of information being used in your project's planning. Please note that it is not necessary to submit hard copies of entire reports, documents, etc., in advance of project presentation. Those documents that will be required for submittal will be determined after receipt of this completed form. □

7. **Desired Feedback** – The Design Review Program will consider your project in the context of the items listed in this checklist, the *SFBJV Implementation Strategy*, the *Baylands Ecosystem Habitat Goals* recommendations and conceptual guidelines, and Federal Bird Conservation Plans and will try to provide feedback in this regard as well.

Please list any additional questions or issues the project proponent would like to see addressed. □

Appendix I.

EXAMPLES OF ADDITIONAL INFORMATION TO BE PROVIDED (Please briefly address the following questions, if information is available and applicable)

a. Geography

- i. Is there a topographic map for the site?
- ii. Are aerial and/or ground photographs of the site available? If so, from whom?
- iii. Is there a site-specific report of ground elevations (for baylands projects, is there a report of tidal elevations)?
- iv. Are there any anticipated potential impacts on adjacent land uses?
- v. What was the main historical land use(s)?
- vi. What is the most recent main land use(s)?
- vii. What is the main adjacent land use(s)? Are other restoration projects constructed or planned nearby? If so, what is the status of those other projects, if known?
- viii. Are there upland transitional habitats and/or buffers around the project site?
- ix. How does the project fit within the landscape surrounding the site in terms of the functionality/functions anticipated on and around the site?

b. Soils

- i. How is the soil characterized (for example, is it loamy, silty, clayey, rocky, etc)?
- ii. Has the project site experienced subsidence in the past? If so, about how much?

c. Hydrology

- i. Has there been a wetland delineation completed? If so, when and by whom?
- ii. For baylands projects, what is the average tidal elevation of the site?
- iii. What are the existing and proposed main sources of surface water at the site (for example, does the site receive its water from the tides, direct rainfall, springs and natural ground water emergence, urban runoff, hillside runoff, tide gates, leaking levees, pumps)?
- iv. Are there any anticipated drainage or flooding impacts to adjacent sites?
- v. Are there concerns with flooding or flood protection at the project site?

Request for Projects

- vi. Are there stormwater discharges on or near the project site?
 - vii. Are there wastewater discharges on or near the project site?
 - viii. Are there salt pond and/or bittern discharges near the project site?
- d. Flora and fauna and habitat types
- i. What are the existing and proposed habitat types (please use either the wetland classification system of the Goals Project Report, or the Cowardin system of the US Fish and Wildlife Service)?
 - ii. What are the dominant plant communities on the site (please use the California State plant community classification system)? Please provide any plant maps or lists of plant species for the site.
 - iii. Are there invasive non-native plant species present at the site? If so, please list them.
 - iv. Are there current or historic lists or data for birds, fishes, amphibians, reptiles, and mammals observed at the site? If so, please provide these lists and the contact persons for the data.
 - v. Are mosquitoes known to be a problem at the site?
 - vi. Are there lists or data for rare or endangered species at the site? If so please provide these lists and the contacts persons for the data.
 - vii. Is the project intended to benefit a particular endangered species?
 - viii. What species are targeted?
 - ix. What other species are expected to benefit?
- e. Sediment and substrate
- i. What is known about the existing quality of sediment and substrate at the site? If there are data or reports on sediment quality, please provide information about their contact persons.
 - ii. Would the proposed project use dredged material or divert water from other environments away from the project site?
 - 1. If so, what is the quantity?
 - 2. What is the source?
 - 3. What is the quality? Are there concerns with contaminants?
 - 4. Has there been any consultation with the Dredged Materials Management Office (DMMO)?
 - 5. Have permits been obtained for dredging or water diversion?
 - iii. Are there any anticipated changes to local or regional sediment sources or sinks?