

Part 7.11

Lake Berryessa Project Statement Form and Instructions

The following Appendix includes the current Project Statement Form and Instructions for Lake Berryessa.

Project Statement:

Instructions, Standards, and Information

Use this format and associated forms to help complete Project Statements and to reference standards and guidelines.

Instructions

1. Project Information:

- a. Concession Site: Provide name of developed concession area where project will occur.
- b. Project Location: Describe the area within concession site where project will occur.
- c. Title of Project: Provide a unique title for this specific project. If your organization creates a task order number or tracking number for this project, include that information.
- d. Submitted by: Provide name of project submitter.
- e. IMP Year of Acceptance: As applicable, provide the date of the approved IMP that contains the proposed project.
- f. Date Submitted: Provide the date that the proposed project form, along with indicated attachments, was delivered to Reclamation.
- g. Primary Project Coordinator: Provide the name and contact information for person authorized to approve project.
- h. Alternate Contact: Provide the name and contact information for alternate person authorized to approve project.

2. Project Overview:

Provide detailed information for each subsection. In order to provide sufficient data for Reclamation analysis, attach as many additional sheets for each subsection as necessary.

- 2.1. Project Purpose and Justification: Give a description of the purpose for the project and why it is needed.
- 2.2. Scope of Work: Describe the work to be performed in order to accomplish the project purpose. Include a comprehensive list of all

Lake Berryessa Concession Prospectus

proposed work activities (e.g. construction of buildings, placement of utilities, paving of surfaces) and procedures for completing the work.

- 2.3. Project Site: Describe the project location, including all staging areas. Include a detailed project Site Plan with appropriate drawings and photos.

A project Site Plan shall include: (1) Scaled drawings of the project site with existing and proposed structures, improvements, obstructions, and easements on land and over/in water (including but not limited to buildings, marinas, roads, driveways, parking lots, walkways, stairs, hardened surfaces, landscaping, woodlands/grasslands, unimproved grounds, wells, wastewater structures, storm water structures, sewerage structures, buried structures and storage tanks, docks and all utilities). (2) Locations of all existing waterways, water bodies, streams, drainages (seasonal and ephemeral), ditches and wetlands within the project site. (3) Details of sufficient scale and contour for analysis of elevation of the construction site of the project per the 2006 VSP/ROD which limits construction of facilities (other than marinas) below 455 feet MSL. (4) Details of all staging areas (e.g. equipment and supply storage, parking, traffic routes, spoils, temporary structure placement).

For **drawing submittals**, reference the drawing standards within the STANDARDS section of this form. For **site and aerial photographic submittals**, reference the photographic standards within the STANDARDS section of this form.

- 2.3.1. Gross Project Area – Provide total square footage of footprint of all work areas, including staging areas, temporary closures, and construction sites.
- 2.3.2. Total impacted LAND surface area – Provide total square footage of footprint of directly impacted areas on land (e.g. hardened and covered sites, areas of ground disturbance).
- 2.3.3. Total impacted WATER surface area – Provide total square footage of footprint of directly impacted areas over water (e.g. temporary and permanent placements, covered sites).
- 2.4. Equipment and Materials: Provide a list of all equipment and materials expected to be utilized for the project. Include all hazardous materials and attach appropriate Manufacturer’s cut-sheets and MSDS.
- 2.5. Schedule – Provide an estimated timeframe (start and end dates) for project phases and milestones.
- 2.6. Project Delivery – List all information for in-house and contracted work.

Lake Berryessa Concession Prospectus

- 2.7. Ground Disturbance - For each activity that creates a ground disturbance, provide the type of activity (e.g. grading, excavating, grubbing, paving), area, depth, and GPS coordinates of ground disturbance with associated datum and projection. For each ground disturbance location, provide GPS coordinates (e.g. UTM, Lat/Long) and associated datum and projection information (e.g. NAD 83 UTM Zone 10).
- 2.8. Project Cost Estimates - Provide cost estimates (individual and total) for all project elements. Final costs shall be reported in a Project Completion Report. Indicate by checking YES or NO whether this project is being proposed for funding by a Reserve Account For Facilities Improvement (RAFI) account, as applicable.

3. Best Management Practices:

Briefly detail any Best Management Practices (BMPs) planned to maintain site quality. Consider air quality, soil erosion, water quality, pollution prevention, wildlife and vegetation provisions that can be implemented to help protect natural resources. Some examples of BMPs might include:

- Fiber rolls installed below fill piles to decrease erosion.
- Work performed only during business hours to reduce local noise and traffic.
- Tree work performed outside of bird nesting season (Feb. 15 - Sept. 1) to reduce wildlife injury.

4. Submittals Package:

Provide a list (or draft submittals if prepared) of supporting documents necessary for detailed analysis of project. Include planning, engineering, and environmental documents and planned consultations and permits with all applicable regulatory agencies. Some examples of submittals might include:

- U.S. Army Corps of Engineers 404 Permit for dredge and fill activities.
- Napa County permits for construction of buildings and water/wastewater systems.
- Consultations with California Dept. of Fish and Wildlife and U.S. Fish and Wildlife Service.
- Engineering designs and drawings for construction elements.

A Project Completion Report shall include the total project cost; before and after photo documentation; warranties; operation and maintenance manuals, if required; all inspection and certification reports; and 'as-constructed' drawings.

5. Other Relevant Information:

Provide details of relevant project information not found in preceding sections.

Lake Berryessa Concession Prospectus

Standards

Project proposers must adhere to all applicable federal, state, and local laws, regulations, policies and ordinances governing proposed actions. It is the responsibility of the project proposer to adhere to the most current (new and updated) applicable laws, regulations, policies and ordinances. The following list of standards and guidelines references some of those most commonly encountered, is not intended to be all-inclusive, and is subject to change as Reclamation adopts new and updated standards.

- (1) Provisions addressing construction: All construction shall comply with codes and building requirements adopted by Reclamation, including without limitation and where applicable, the most recent International Building Code; NFPA Life Safety Codes; the Americans with Disabilities Act requirements; Reclamation Manual Policy and Directives and Standards.
- (2) Provisions addressing construction and permitting: It is also noted that as part of this overall process the Concession Contractor will need to receive appropriate building and other required permits from the applicable County as required by State and County law or regulation. If Reclamation requirements in this section exceed the requirements of the County or vice versa the requirements followed must be those that are most demanding.
- (3) Provisions addressing professional services and construction: The Concession Contractor must ensure that, for any project requiring professional services; such services shall be acquired from appropriate registered technical professionals. Licensed contractors shall perform all project work unless otherwise approved in writing by the Contracting Officer.
- (4) Provisions addressing development design: All designs, layouts, and footprints for new development will be determined with the professional assistance and techniques of appropriate registered technical professionals.

Additional standards may be currently accessed through the following points of contact:

- The Bureau of Reclamation's Recreation Facilities Design Guidelines and Sign Guidelines shall guide these construction elements and can be referenced at: <http://www.usbr.gov/recreation/publications.html>
- International Building Code may be referenced at the International Code Council website: <http://www.iccsafe.org/>

Lake Berryessa Concession Prospectus

- The National Fire Protection Association (NFPA) list of codes and standards may be referenced at: <http://www.nfpa.org/>. Specific requirements for building code, fire alarms, marinas, and docks may be referenced within NFPA codes 1, 72, 302, and 303, respectively.
- Bureau of Reclamation manuals, policies, directives, and standards may be referenced at: www.usbr.gov. Bureau of Reclamation publications including significant scientific, technical, and engineering works are available from the National Technical Information Service (NTIS) at : <http://www.ntis.gov/>
- Napa County Building Department typically enforces the California Building Code (set by the California Building Standards Commission). Fire, Plumbing, Mechanical, Building, and Electrical Code standards are found at California Building Standards Commission website: <http://www.bsc.ca.gov/>. These codes include mandatory Jan. 2011 CALGreen standards. Residential and commercial construction checklists for required submittals and submittal standards may be referenced at the same website.
- Reclamation Safety and Health Standards (RSHS) may be referenced at: <http://www.usbr.gov/ssle/safety/RSHS/rshs.html>

Structures and Buildings:

Reclamation references the following standards and guidelines for constructing and maintaining buildings and structures within Napa County.

Napa County Building Department: <http://www.countyofnapa.org/permit/>; For the purpose of establishing regulations for building construction and code enforcement, the County Building Department utilizes the following codes (adopted as part of the Municipal Codes referenced and subjected to the modifications made within):

- A. The 2010 Edition of the California Building Code, Volumes I and II, including Appendices C, I, and J, hereinafter referred to as "building code," which is based on the 2009 International Building Code and adopted with modifications by the State of California as Title 24, Part 2 of the California Code of Regulations.
- B. The Administrative regulations relating to the energy building regulations adopted by the State of California as Title 24, Part 6 of the California Code of Regulations.
- C. The 1990 Americans with Disabilities Act P.L. 101-336, which prohibits discrimination based upon a person's disabilities.

Lake Berryessa Concession Prospectus

The California Building Codes are published by the three following entities:

- Building Code Compliance: The California Building Standards Commission website may be referenced at: <http://www.bsc.ca.gov/default.htm>
- Access Compliance: California Department of General Services, Division of the State Architect may be referenced at: <http://www.dgs.ca.gov/dsa/Programs/progCodes.aspx>
- Building Energy Compliance: The California Energy Commission: http://www.energy.ca.gov/title24/2008standards/nonresidential_manual.html

Marinas, Docks, Boat Launching Facilities, and Boating Access:

Reclamation references the following standards and guidelines for constructing and maintaining docks and marinas from the California Department of Boating and Waterways.

Guidelines addressing:

- Boat Launching Facilities – Design Handbook: <http://www.dbw.ca.gov/TechDocs/LaunchFac.aspx>
- Marina Berthing Facilities – Design Guidelines: <http://www.dbw.ca.gov/TechDocs/MarinaGuide.aspx>
- ADA – ABA Accessibility Guidelines Review & Commentary – <http://www.dbw.ca.gov/PDF/MarinaGuide/ADA-ABAText.pdf> (for marinas) may be referenced at: <http://www.dbw.ca.gov/TechDocs/>
- Guidelines for canoe and kayak launch design and construction may be referenced at: <http://www.nps.gov/ncrc/programs/rtca/helpfultools/launchguide.pdf>
- Guidelines set forth by the States Organization for Boating Access (SOBA) referencing these elements:
 - Operations & Maintenance Program Guidelines for Recreational Boating Facilities
 - Design Handbook For Recreational Boating & Fishing FacilitiesMay be found at: <http://sobaus.org/publications/publications1.html>

The California Department of Boating and Waterways is currently in the process of accepting new standards for the small craft BLF guidelines; however, it is not approved yet and does not differ greatly from the 1991 standards.

Lake Berryessa Concession Prospectus

Roads:

Reclamation references the following standards and guidelines for constructing and maintaining roads, streets and bridges within Napa County.

- County of Napa Public Works Department References:
www.countyofnapa.org/publicworks
- California Department of Transportation (Caltrans):
<http://www.dot.ca.gov/>
- Caltrans Construction Contract Standards:
<http://www.dot.ca.gov/hq/esc/oe/standards.php>
- Manuals for Plan preparation 2010 Standard Plans:
http://www.dot.ca.gov/hq/esc/oe/project_plans/highway_plans/stdplans_US-customary-units_10/viewable_pdf/2010-Std-Plns-for-Web.pdf
- 2010 Standard Specifications:
http://www.dot.ca.gov/hq/esc/oe/specifications/std_specs/2010_StdSpecs/2010_StdSpecs.pdf
- Design standards for roads by the U.S. Army Corps of Engineers. Engineering and Design - Design of Recreation Areas and Facilities - Access and Circulation:
http://www.publications.usace.army.mil/Portals/76/Publications/EngineerManuals/EM_1110-2-410.pdf
- Design standards for uniform traffic control devices by the Federal Highway Administration. Manual on Uniform Traffic Control Devices (MUTCD): http://mutcd.fhwa.dot.gov/kno_2009.htm

Outdoor Recreation Facilities:

Reclamation references the following standards and guidelines for constructing and maintaining recreation facilities and signage.

- The Bureau of Reclamation's Recreation Facilities Design Guidelines and Sign Guidelines publications can be found at:
<http://www.usbr.gov/recreation/publications.html>

Accessibility:

Reclamation references the following standards and guidelines for providing accessibility.

Lake Berryessa Concession Prospectus

- Information and technical assistance with Americans with Disabilities Act requirements may be found at: <http://www.ada.gov/>
- Federal Register Architectural and Transportation Barriers Compliance Board. Architectural Barriers Act (ABA) Accessibility Guidelines for Outdoor Developed Areas: <http://edocket.access.gpo.gov/2007/pdf/07-2979.pdf>
- Uniform Federal Accessibility Standards (UFAS), including ADA and ABA Standards, may be referenced at: <http://www.access-board.gov/>
- ADA Accessibility Guidelines may be referenced at: <http://www.access-board.gov/adaag/html/adaag.htm>
- Information regarding ADA – ABA Accessibility Guidelines for marinas <http://www.dbw.ca.gov/PDF/MarinaGuide/ADA-ABAText.pdf> may be referenced at: <http://www.dbw.ca.gov/TechDocs/>

Safety and Health:

Reclamation references the following standards and guidelines for safety and health standards.

- Reclamation Safety and Health Standards' (RSHS) may be referenced at: www.usbr.gov/ssle/safety/RSHS/rshs.html

Drawing Submittals:

Reclamation references the following standards for engineering drawings. Drawings shall meet the following requirements:

1. Minimum identification in title block:
 - A. Project number and title.
 - B. Contractors or supplier's title and drawing number.
 - C. Date
2. Allow space for review stamps by California professional engineer – 2 inch square.
3. Size: D size (22 inches by 34 inches) or 11 X 17 with legible text.
4. Draw to scale with neat lettering using drafting equipment or computer drafting equipment.

Lake Berryessa Concession Prospectus

5. Final Drawings:

- A. AUTOCAD® Version 2007 format (.dwg) or Drawing Transfer Format (.dxf) on CD-ROM.
- B. Original D size (22 inches by 34 inches) plots.
- C. Show clear and defined as-built changes, including revision dates and alterations made during construction or installation.

Photographic Submittals:

Reclamation references the following standards for photographic submittals.

1. Aerial photographs shall have true color, 1-meter resolution or greater, with accompanying date, source, and subject matter description.
2. Site photographs shall be digital with 10-megapixel resolution or greater, with accompanying date, source, and subject matter description.

Lake Berryessa Concession Prospectus

Table 7.11 - 1: Approximate Processing Times for Regulatory Permits, Environmental Compliance, and Technical Review

If the project involves	The following may apply	Approximate Processing Time
Environmental Compliance for all Project Development	National Environmental Policy Act (NEPA) (Environmental Impact Study, Environmental Assessment)	365 Days
Creation of potable water or wastewater facility	California Department of Public Health Regional Water Quality Control Board (Waste Discharge Permit of National Pollution) Napa County Planning, Building and Environmental Services Environmental Health Department	365 Days
Soil Erosion or pollutant	National Pollution Discharge Elimination System – Section 402 Napa County Public Works Department	365 Days
Effects to plants or wildlife	Endangered Species Act - U.S. Fish and Wildlife Service Species of Special Concern - California Dept. of Fish & Wildlife Critical Habitat Designation – California Dept. of Fish & Wildlife	90 Days
Ground disturbance, ground hardening, ground covering, grading, grubbing, etc.	National Historic Preservation Act (NHPA) – Section 106 & Section 110 State Historic Preservation Office Archaeological Resources Protection Act Antiquities Act	90 Days
Accessibility - ADA / ABA structures or compliance	Americans with Disabilities Act Napa County Planning, Building and Environmental; Services Department	180 Days
Shoreline and dredge/fill work	Clean Water Act – Section 404 - U.S. Army Corps of Engineers Rivers and Harbors Act – Sections 9 & 10 – U.S. Army Corps of Engineers Clean Water Act - Regional Water Quality Control Board – Section 401	180 Days
Construction or placement of objects in, on, or above water or a water conveyance	Clean Water Act – U.S. Army Corps of Engineers Rivers and Harbors Act – U.S. Army Corps of Engineers	180 Days
Project over 1 acre	Storm Water Pollution Protection Plan Clean Water Act – Regional Water Quality Control Board – Section 401	180 Days
Construction, including repair, maintenance, enhancement of existing facilities	County building codes and permits Utility permits Soil, Perk/mantle tests, geotechnical reports Reclamation approved site plans, plan views, plumbing and electrical schematics, stamped engineering drawings, elevations	Minimum 28 Days

Lake Berryessa Concession Prospectus



Bureau of Reclamation
 Mid-Pacific Region
 Central California Area Office
 Lake Berryessa

June, 2015

Project Statement Form

Refer to the Project Statement: Instructions and Information form for help in completing the Project Statement form and to reference applicable guidelines and standards.

This application is to be used for any project which creates a ground disturbance; involves any form of construction, improvement, or rehabilitation; hardens a site; changes the nature, appearance, or value of existing facilities; or involves the placement of any element on federally administered lands or Waters of the U.S.

1. Project Information					
A) Concession Site: _____			B) Project		
Location: _____					
C) Title of Project: _____			D) Submitted		
By: _____					
E) IMP Year of Acceptance (as applicable): _____			F) Date		
Submitted: _____					
F) Primary Project Coordinator			G) Alternate Contact		
Name: _____			Name: _____		
Phone: _____		Cell: _____	Phone: _____		Fax: _____
E-mail: _____			E-mail: _____		
Address: _____			Address: _____		
2. Project Overview					
<i>Provide detailed descriptions for each subsection. Attach additional sheets as necessary.</i>					
<p>2.1 <u>Project Purpose and Justification</u> - Give a description of the purpose for the project and why it is needed.</p>					

Figure 7.11 - 1: Project Information and Project Overview

Lake Berryessa Concession Prospectus

FOR RECLAMATION USE ONLY	
PROJECT NUMBER ▶	Date of IMP Approval (as applicable) ▶
Package Received (check all that apply) ▶ Electronic <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/>	Date Received ▶
Submittals attached ▶ Site Map <input type="checkbox"/> Aerial Photo <input type="checkbox"/> Site Photo <input type="checkbox"/> Drawing <input type="checkbox"/> Permit <input type="checkbox"/> Other <input type="checkbox"/>	
2. Project Overview (cont.)	
<p>2.2 <u>Scope of Work</u> – Describe the work to be performed in order to accomplish the project purpose.</p>	
<p>2.3 <u>Project Site</u> – Describe the project location, including all staging areas. Include a detailed project Site Plan (see <i>Project Statement: Instructions and Information</i>) with appropriate drawings and photos.</p>	
2.3.1 Gross Project Area: _____ sq. feet	
2.3.2 Total impacted LAND surface area: _____ sq. feet	
2.3.3 Total impacted WATER surface area: _____ sq. feet	

Figure 7.11 - 2: Project Overview Continued

2. Project Overview (cont.)

2.4 Equipment and Materials - Provide a list of equipment and materials expected to be utilized for project. Include all hazardous materials and attach appropriate Manufacturer's cut-sheets and MSDS.

2.5 Schedule - Provide an estimated timeframe (start and end dates) for project phases and milestones.

Activity	Start Date	End Date

2.6 Project Delivery - List all information for in-house and contracted work.

Name or Business Name	In-House or Contract	Contact Information	Type of Work to be Performed	California Contractor License Number

Figure 7.11 - 3: Project Overview Continued

Lake Berryessa Concession Prospectus

2. Project Overview (cont.)					
<p>2.7 Ground Disturbance - For each activity that creates a ground disturbance, provide the type of activity (e.g. grading, excavating, grubbing, paving), area, depth, and GPS coordinates of ground disturbance with associated datum and projection.</p>					
Activity	Area of Disturbance (sq. feet)	Depth of Disturbance (inches)	GPS Coordinates	Datum and Projection	
<p>2.8 Project Cost Estimates - Provide cost estimates for all project elements.</p> <ul style="list-style-type: none"> Is RAFI account proposed as source of funding? _____ YES _____ NO 					
Item	Planning Cost	Implementation Cost		Permitting Cost	Total Cost
		Labor	Material		
TOTALS					

Figure 7.11 - 4: Project Overview Continued

Lake Berryessa Concession Prospectus

3. Best Management Practices Briefly detail any Best Management Practices planned to maintain site quality.
4. Submittals Package Provide a list (or draft submittals if prepared) of supporting documents necessary for detailed analysis of project. Include planning, engineering, and environmental documents and planned consultations and permits with all applicable regulatory agencies.
5. Other Relevant Information Provide details of relevant project information not found in preceding sections.

Figure 7.11 - 5: Management Practices, Submittals Package, Other Relevant Information

I, the undersigned, have read and understand all applicable concession contracts and the Project Statement: Instructions and Information form. I am aware of current Bureau of Reclamation regulations and policies regarding standards and requirements for construction activities and environmental compliance and I am aware of applicable consultation and permitting requirements by external agencies that regulate construction activities and environmental compliance.

Printed Name: _____

Signature: _____

Date: _____