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.
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.
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](http://www.usbr.gov/recreation/publications.html)

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):


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

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:

- 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 Facilities
  May 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.
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/

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/


- 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


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.
5. Final Drawings:

   A. AUTOCAD® Version 2007 format (.dwg) or Drawing Transfer Format (.dx) 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

<table>
<thead>
<tr>
<th>If the project involves</th>
<th>The following may apply</th>
<th>Approximate Processing Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Compliance for all Project Development</td>
<td>National Environmental Policy Act (NEPA) (Environmental Impact Study, Environmental Assessment)</td>
<td>365 Days</td>
</tr>
<tr>
<td>Creation of potable water or wastewater facility</td>
<td>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</td>
<td>365 Days</td>
</tr>
<tr>
<td>Soil Erosion or pollutant</td>
<td>National Pollution Discharge Elimination System – Section 402 Napa County Public Works Department</td>
<td>365 Days</td>
</tr>
<tr>
<td>Effects to plants or wildlife</td>
<td>Endangered Species Act - U.S. Fish and Wildlife Service Species of Special Concern - California Dept. of Fish &amp; Wildlife Critical Habitat Designation – California Dept. of Fish &amp; Wildlife</td>
<td>90 Days</td>
</tr>
<tr>
<td>Ground disturbance, ground hardening, grading, grubbing, etc.</td>
<td>National Historic Preservation Act (NHPA) – Section 106 &amp; Section 110 State Historic Preservation Office Archaeological Resources Protection Act Antiquities Act</td>
<td>90 Days</td>
</tr>
<tr>
<td>Accessibility - ADA / ABA structures or compliance</td>
<td>Americans with Disabilities Act Napa County Planning, Building and Environmental; Services Department</td>
<td>180 Days</td>
</tr>
<tr>
<td>Construction or placement of objects in, on, or above water or a water conveyance</td>
<td>Clean Water Act – U.S. Army Corps of Engineers Rivers and Harbors Act – U.S. Army Corps of Engineers</td>
<td>180 Days</td>
</tr>
<tr>
<td>Project over 1 acre</td>
<td>Storm Water Pollution Protection Plan Clean Water Act – Regional Water Quality Control Board – Section 401</td>
<td>180 Days</td>
</tr>
<tr>
<td>Construction, including repair, maintenance, enhancement of existing facilities</td>
<td>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</td>
<td>Minimum 28 Days</td>
</tr>
</tbody>
</table>
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.

Figure 7.11 - 1: Project Information and Project Overview

<table>
<thead>
<tr>
<th>1. Project Information</th>
<th>2. Project Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Concession Site: __________________</td>
<td>B) Project</td>
</tr>
<tr>
<td>Location: __________________</td>
<td></td>
</tr>
<tr>
<td>C) Title of Project: __________________</td>
<td>D) Submitted</td>
</tr>
<tr>
<td>By:__________________________</td>
<td></td>
</tr>
<tr>
<td>E) IMP Year of Acceptance (as applicable): ______</td>
<td>F) Date</td>
</tr>
<tr>
<td>Submitted: __________________</td>
<td></td>
</tr>
<tr>
<td>F) Primary Project Coordinator: __________________</td>
<td>G) Alternate Contact</td>
</tr>
<tr>
<td>Name: ____________________</td>
<td></td>
</tr>
<tr>
<td>Phone: ___________ Cell: ______ Fax: ___________ Phone:</td>
<td></td>
</tr>
<tr>
<td>E-mail: ____________________</td>
<td></td>
</tr>
<tr>
<td>Address: ____________________</td>
<td></td>
</tr>
</tbody>
</table>

Provide detailed descriptions for each subsection. Attach additional sheets 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.

2.3 **Project Site** – Describe the project location, including all staging areas. Include a detailed project Site Plan (see *Project Statement: Instructions and Information*) with appropriate drawings and photos.

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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name or Business Name</th>
<th>In-House or Contract</th>
<th>Contact Information</th>
<th>Type of Work to be Performed</th>
<th>California Contractor License Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 7.11 - 3: Project Overview Continued
2. Project Overview (cont.)

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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Area of Disturbance (sq. feet)</th>
<th>Depth of Disturbance (inches)</th>
<th>GPS Coordinates</th>
<th>Datum and Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.8 **Project Cost Estimates** - Provide cost estimates for all project elements.
- Is RAFI account proposed as source of funding?  

<table>
<thead>
<tr>
<th>Item</th>
<th>Planning Cost</th>
<th>Implementation Cost</th>
<th>Permitting Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Labor</td>
<td>Material</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALES**

Figure 7.11 - 4: Project Overview Continued
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: ____________________________

---