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May 9, 2005

Mr. David Cobrain  
State of New Mexico Environment Department  
Hazardous Waste Bureau  
2905 Rodeo Park Drive East  
Building 1  
Santa Fe, New Mexico 87505-6303

Reference: Work Assignment No. 06110.150; State of New Mexico Environment Department, Santa Fe, New Mexico; General Permit Support Contract; RCRA Engineering Design Support for Cannon Air Force Base, Ft. Bliss and other Facilities; Work Plan

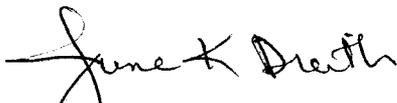
Dear Mr. Cobrain:

Enclosed please find the new Work Plan for the assistance to the New Mexico Environment Department (NMED) Hazardous Waste Bureau (HWB) in providing RCRA engineering design assistance. The Work Plan is based on discussions between Mr. David Cobrain of NMED and Ms. June Dreith of TechLaw on May 6, 2005.

The work plan has been drafted to provide specific support for Cannon Air Force Base and Fort Bliss and to provide broad support for other sites which may also require engineering support in the future. Costs associated with further engineering task orders have not been included in the work assignment.

If you have any questions, please feel free to contact me at (303) 763-7188.

Sincerely,

  
June K. Dreith  
Project Manager

cc: Ms. Cindy Abeyta, NMED, HWB



**WORK PLAN**

**ENGINEERING SUPPORT, VARIOUS FACILITIES**

**Submitted by:**

**TechLaw, Inc.  
560 Golden Ridge Road, Suite 130  
Golden, CO 80401**

**Submitted to:**

**Mr. David Cobrain  
State of New Mexico Environment Department  
Hazardous Waste Bureau  
2905 Rodeo Park Drive East  
Building 1  
Santa Fe, New Mexico 87505**

**In response to:**

**Work Assignment No. 06110.330**

**May 2005**

### **WORK TO BE PERFORMED**

- (1) Provide management oversight of the project, which will include availability of the TechLaw Program Manager and TechLaw Work Assignment Manager to NMED. Conference calls, project tracking and monthly reports are included in this task.
- (2) Provide engineering design support for Cannon Air Force Base. The support under this task will include the evaluation of landfill cap design for solid waste management units (SWMU) landfill(s) located at Cannon Air Force Base. The design will take into consideration the location of the units, regulatory status of the units, etc.
- (3) Provide engineering design support for Fort Bliss. The support under this task will include the evaluation of landfill cap design for solid waste management units (SWMU) landfill(s) located at Cannon Air Force Base. The design will take into consideration the location of the units, regulatory status of the units, etc.
- (4) TechLaw will provide the same assistance for other sites as requested by NMED.
- (5) A senior level staff engineer will provide technical QC of the engineering reviews in order to insure technical quality of the deliverable.

The TechLaw Program Manager, Ms. June Dreith, will maintain communication with Mr. David Cobrain, of NMED regarding the progress of activities and any unanticipated conditions encountered that will change the schedule, scope of work, or the estimated cost to complete this project.

### **SUBCONTRACT**

None

### **PRIMARY INTENDED USE**

The purpose of this work assignment is to provide engineering support to the NMED HWB for Cannon Air Force Base and Fort Bliss as well as other facilities as requested by NMED. The NMED will make all final determinations regarding the permit.

## **PROJECTS AND TASKS**

**Task 01** Provide management oversight for the project, which will include availability of the TechLaw Program Manager and TechLaw Project Manager to NMED. Conference calls, project tracking and performance evaluation, and monthly reports are included in this task

**Task 02** Provide engineering design assistance for Cannon Air Force Base.

**Task 03** Provide engineering design assistance for Fort Bliss.

**Task 04** Provide additional engineering support as requested by NMED.

**Task 05** Provide senior level QC by a qualified senior level engineering.

## **PROGRESS REPORTS**

Information regarding the status of this project will be included in monthly progress reports prepared by TechLaw, Inc. The reports will be a brief summary of project status, to include:

- Work completed to date,
- Difficulties encountered and remedial action taken,
- Anticipated activity during the subsequent reporting period,
- Funding status, and
- Issues/topics that have arisen.

## **QUALITY CONTROL PLAN**

The TechLaw Project Manager will review all deliverables prior to providing the deliverable. In addition, each deliverable will undergo independent QA/QC so that the highest quality deliverable is provided to NMED. The Project Manager will also conduct milestone checks on each task outlined in the SOW and all other activities to ensure that the project is proceeding as scheduled. The Project Manager will be in constant communication with NMED to ensure task accomplishment.

## **STAFFING AND MANAGEMENT**

Ms. June Dreith is the TechLaw Program Manager/Work Assignment Manager for the State of New Mexico general permit support contract. Ms. Dreith is an environmental specialist with 20

years professional experience, including management of permit applications reviews and other projects.

Mr. Greg Starkebaum is a registered professional engineer in New Mexico, and has over 26 years experience. He is specialized in many assets of RCRA including engineering designing, landfill construction, and has been involved in RCRA permitting and RCRA corrective action.

Mr. Jeff Raines is a registered professional engineer with over 23 years experience. He has three advanced degrees in the field of engineering. He has been involved in redesigning the remedial system for soil and ground water systems and remedial oversight, He has been involved in several reviews associated with RCRA designs and construction.

Ms. Christi Olin is an Administrative Assistant in the Denver office and has over 15 years experience in project assistance and administrative and clerical responsibilities.

Individual staff responsibilities are shown in Attachment I, and hourly allocations are shown in Attachment II. The hourly staffing allocations are based upon a worst-case scenario, as the actual amounts of documentation required for review is unclear at this time.

### **PERFORMANCE SCHEDULE**

TechLaw shall complete the tasks in accordance with a schedule agreed upon with NMED. TechLaw is aware of the need by NMED to expedite the schedule and will work in a timely fashion and meet the schedules agreed upon. TechLaw has received verbal approval on this project.

### **COST ESTIMATE**

The estimated cost for completing project tasks scheduled to date is included as Attachment III. Travel is included in this Work Plan.

**ATTACHMENT I**

**STAFF RESPONSIBILITY CHART**

<u>STAFF</u>	<u>ROLE</u>	<u>AREAS OF RESPONSIBILITY</u>
J. Dreith	Project Manager	General program oversight, monitoring of project planning and implementation, including performance of activities. Overall Project Management including day-to-day management of project progress, project tracking, liaison to State, including performance of activities. Technical support for the vitrification unit.
G. Starkebaum	Engineering Staff	Provide assistance in engineering sections and corrective action section as assigned, or any other technical issues.
J. Raines	Engineering Staff	Provide assistance in engineering sections and corrective action section as assigned, or any other technical issues.
C. Olin	Administrative Assistance	Project assistance and clerical responsibilities.

**ATTACHMENT II**

**STAFFING HOURLY ALLOCATIONS**

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<u>Name</u>	<u>Labor Category</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>TOTAL</u>
<u>Project Mgr/ Work Assignment Mgr</u>							
J. Dreith	R-4	40			TBD		40
<u>Technical Staff</u>							
G. Starkebaum			40		TBD	8	48
J. Raines				40	TBD	8	48
<u>Clerical Staff</u>							
C. Olin		6	4	4		2	16
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TOTAL		46	44	44	TBD	18	152

**ATTACHMENT III**

**COST ESTIMATE**

<b>Name</b>	<b>P-Level</b>	<b>Hours</b>	<b>Cost</b>
J. Dreith	R-4	40	\$ 4,683.20
G. Starkebaum	T-4	48	4,869.12
J. Raines	T-4	48	4,869.12
C. Olin	T-1	16	677.76
<b>Total Labor</b>		<b>152</b>	<b>\$ 15,099.20</b>
<b>Other Direct Costs:</b>			
Reproduction	Copies	600	\$ 0.08 \$ 48.00
Telephone	Minutes	100	0.20 20.00
Telephone	Conferences	1	150.00 150.00
Computer	DL hours	152	1.07 162.64
Postage/Shipping	Lbs.	50	3.99 199.50
<b>Total Other Direct Costs</b>			<b>\$ 580.14</b>
<b>Total Estimated Costs including Fee</b>			<b>\$ 15,679.34</b>