



General

ENTERED

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October 9, 2003

Ms. Sandra Martin  
State of New Mexico Environment Department  
Hazardous Waste Bureau  
2905 Rodeo Park Drive East, Building 1  
Santa Fe, New Mexico 87505-6303



RE: Work Assignment No. 06100.140; State of New Mexico Environment Department, Santa Fe, New Mexico; General Permit Support Contract; Spanish Translation Services Support, modified Work Plan, Revision 1

Dear Ms. Sandra Martin,

Enclosed please find the amended Work Plan for the assistance to the New Mexico Environment Department (NMED) Hazardous Waste Bureau (HWB) in providing Spanish Translation Services. The Work Plan is based on discussions between Mr. David Cobrain of NMED and Ms. June Dreith of TechLaw on October 8, 2003. The work plan includes the task of providing services for Spanish Translation for the LANL Corrective Action Order, including translation of the fact sheet, public notice and public informational letters (if necessary). However, the work plan has been modified to include the Sandia National Laboratory site.

In addition, we have included a general task for additional translation support that may be needed in the future for other New Mexico sites. This also includes translation of facts sheets, public notices, public informational letters, and public meetings. Funding for this specific task has not been included in the work plan, however by including the task in the work plan it will only be necessary to obtain approval of costs by NMED rather than drafting an additional work plan each time. This should greatly expedite the process.

The majority of the work associated with this work plan will be performed by our subcontractor South West Sound/Video. This firm has provided this service to NMED on numerous occasions, and are well known for their exceptional work.

If you have any questions, please feel free to contact me at (303) 716-3704.

Sincerely  
*June K Dreith*  
June K. Dreith  
Program Manager

cc: Ms. Cindy Abeyta, NMED, HWB  
Mr. David Cobrain, NMED, HWB  
Ms. Paige Walton, TechLaw

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**WORK PLAN**

**SPANISH TRANSLATION SERVICES SUPPORT**

**Submitted by:**

**TechLaw, inc  
560 Golden Ridge Road, Suite 130  
Golden, CO 80401**

**Submitted to:**

**Ms. Sandra Martin  
and  
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. 06110.140**

**October 2003**

## **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 Spanish translation of several public documents including the fact sheet, public notice, informational letter (if necessary), and public announcements for the LANL corrective action order subject matter, and for Sandia National Laboratory.
- (3) Provide Spanish translation on an as needed basis, for fact sheets, public notices, informational material and public announcements. In addition, provide (as necessary) Spanish translation services at public meetings including all personnel and translation equipment.

## **SUBCONTRACT**

Southwest Sound and Video will provide all translation services, including for the LANL Corrective Action order and for the Sandia National Laboratory, as needed by NMED. Translation services may include translation of the fact sheet, public notice, informational letters and materials, as well as support at public meetings and/or hearings.

## **PRIMARY INTENDED USE**

The purpose of this work assignment is to provide Spanish translation support to the NMED. The NMED will make the final determinations.

## **PRIMARY REPORTS**

Information regarding the status of this project will be included in monthly progress reports prepared by TechLaw. 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 provide the deliverable to the 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 will serve as the TechLaw Program Director. Ms. Dreith is an environmental specialist with 20 years professional experience, including management of permits and other projects.

Ms. Susan Pearson is the Administrative Assistant for the Denver Office and has over 10 years experience in project assistance and administrative and clerical responsibilities. She will be involved in the Denver office files.

### **Southwest Sound and Video**

This subcontractor will supply translation services to NMED, including translation of various documents and public meetings and public hearing as directed by NMED. Southwest Sound and Video has provided these types of services several times.

Individual staff responsibilities are shown in Attachment I, and hourly allocations are shown in Attachment II.

## **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. Work on the tasks will not occur until NMED agrees to the costs related to the specific task assignments, the schedule, and final written approval from NMED is received. NMED is aware that delay in the approval of cost may impact the final schedule provided. It is expected that much of the work will occur in the next two months.

## **COST ESTIMATE**

The estimated cost for completing project tasks scheduled to date is included as Attachment III. Total cost for translation services will be approximately \$3,000 dollars. This estimate include a assumption that the public notice will be approximately two pages, the fact sheet will be ten pages, and the radio announcement will be ½ page. Translation cost is \$100 dollars per 1,000 words with an additional cost of \$25 dollars for technical translation. In addition, there is a \$50 dollar surcharge for rush orders that TechLaw, because of the nature of the work has assumed that this will be a rush.

**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. Program management including tracking financial activities
S. Pearson.	Clerical	General clerical assistance.
Southwest Sound and Video	Subcontractor Translation Services	Provide translation services, including translation of various documents such as fact sheets, public notices, public announcements and informational material. May include Spanish translation services at public meetings.

**ATTACHMENT II**  
**STAFFING HOURLY ALLOCATIONS**

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<u>Name</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>TOTAL</u>
<u>Project Manager</u>				
J. Dreith	12			12
<u>Work Assignment Manager</u>				
J. Dreith	8	N/A	N/A	8
<u>Subcontractor</u>				
Southwest Sound & Video		1* TBD		
<u>Clerical Staff</u>				
S. Pearson	8	N/A	N/A	8
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TOTAL	28	0	0	28

1. Service Contracts

**ATTACHMENT III**

**COST ESTIMATE**

Name	P Level	Hours	Cost			
J. Dreith	R-4	10	2,341.60			
S. Pearson	Clerical	8	294.48			
<b>Subcontractor</b>						
Southwest Sound & Video	\$1,542.15		3,084.30			
<b>Total Labor</b>			<b>5,720.38</b>			
Other Direct Costs:						
Reproduction						
Telephone						
Computer			29.96			
Postage/Shipping						
<b>Total Other Direct Costs</b>			<b>5,750.34</b>			
Travel	Airfare	Hotel	Meals	Rental Car	Mileage & Parking	Total
N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Total Travel Cost</b>						
<b>Total Estimated Costs including Fee</b>						