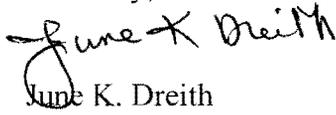


The majority of the work associated with this work plan will be performed by our subcontractor Southwest Sound and Video. This firm has provided this service to NMED on numerous occasions, and is well known for their exceptional work.

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

Sincerely,



June K. Dreith
Program Manager

Enclosure

cc: Ms. Cindy Abeyta, NMED, HWB
Mr. David Cobrain, NMED, HWB
Mr. Jim Ficklin, Southwest Sound and Video
Denver Files

WORK PLAN

SECOND SPANISH TRANSLATION SERVICES SUPPORT

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. 06110.230

July, 2004

WORK TO BE PERFORMED

- (1) Provide management oversight of the project, which will include availability of the TechLaw Program Manger and TechLaw Work Assignment Manager to NMED. Conference calls, project tracking, and monthly reports are included in this task.
- (2) LANL Permit – Provide Spanish translation and Spanish interpretative services for the LANL permit. Translation services will include several public documents including the fact sheet, public notice, informational letter and public announcements. It is estimated that approximately 30 pages will need to be translated. The interpretation services are estimated to require two individuals (an interpreter and technician) and equipment for a week services, and the travel cost associated with the service.
- (3) LANL Corrective Action Order – Provide Spanish translation and Spanish interpretation services for the LANL Corrective Action Order. Translation services will include several public documents including a fact sheet, public notice, informational letter, summary of the order, and public announcements. It is estimated that approximately 30 pages will need to be translated. TechLaw is assuming at this point that the order itself will not require translation. Since this order is well over 200 pages and is very technical in nature, if NMED determines that the order must be translated then notification must be provided as soon as possible. Interpretation services are estimated to be three days and require two individuals (the interpreter and technician), field equipment and travel.
- (4) NASA Permit – Provide Spanish translation and Spanish interpretative services for the NASA permit. Translation services will include several public documents including the fact sheet, public notice, informational letter and public announcements. It is estimated that approximately 30 pages will need to be translated. The interpretation services are estimated to require two individuals (an interpreter and technician) and equipment for three days of services, and the travel cost associated with the service.
- (5) White Sands Missile Range - Provide Spanish translation and Spanish interpretative services for the White Sands Missile Range permit. Translation services will include several public documents including the fact sheet, public notice, informational letter and public announcements. It is estimated that approximately 30 pages will need to be translated. The interpretation services are estimated to require two individuals (an interpreter and technician) and equipment for three days of services, and the travel cost associated with the service.

- (6) Sandia National Laboratory - Provide Spanish translation and Spanish interpretative services for the Sandia National Laboratory permit. Translation services will include several public documents including the fact sheet, public notice, informational letter and public announcements. It is estimated that approximately 30 pages will need to be translated. The interpretation services are estimated to require two individuals (an interpreter and technician) and equipment for three days of services, and the travel cost associated with the service.
- (7) Kirtland Air Force Base Order - Provide Spanish translation and Spanish interpretative services for the Kirtland Air Force Base Corrective Action Order. Translation services will include several public documents including a fact sheet, public notice, informational letter, summary of the order, and public announcements. TechLaw is assuming at this point that the order itself will not require translation. Since this order is well over 100 pages and is very technical in nature, if NMED determines that the order must be translated then notification must be provided as soon as possible. Interpretation services are estimated to be three days and require two individuals (the interpreter and technician) field equipment and the travel cost associated with the service.
- (8) Fort Wingate - Provide Spanish translation and Spanish interpretative services for the Fort Wingate permit. Translation services will include several public documents including the fact sheet, public notice, informational letter and public announcements. It is estimated that approximately 30 pages will need to be translated. The interpretation services are estimated to require two individuals (an interpreter and technician) and equipment for three days of services, and the travel cost associated with the service.

SUBCONTRACT

Southwest Sound and Video will provide all translation services, including 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, for all the facilities mentioned above.

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 providing the deliverables 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. Christi Olin – is the Administrative Assistant for the Denver office and has over 15 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 hearings 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 tasks 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 projects tasks scheduled to date is included as Attachment III. Total cost for translation services will be approximately \$78,874.74 dollars. This estimate includes an assumption that the public notice, the fact sheet, the radio announcement, the summary, and public informational pages, will be approximately 50 pages. This is an average with some facilities requiring additional volume and some facilities requiring fewer pages. 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 will be a rush.

The interpretation charges include the cost for an interpreter and a technician for a total of 24 days, at Santa Fe, New Mexico per diem rate. TechLaw used Santa Fe as an estimate for per diem, some locations will likely be less expensive. In all cases, the actual per diem cost will be used.

ATTACHMENT I

STAFF RESPONSIBILITY CHART

STAFF	ROLE	AREAS OF RESPONSIBILITY
J. Dreith	Project Manager	General program oversight, monitoring of project planning and implementation, including performance of activities. Program management including tracking financial activities.
C. Olin	Administrative Assistant	General administrative 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 information material. May include Spanish translation services at public meetings.

ATTACHMENT III

COST ESTIMATE

NAME	P-LEVEL	HOURS	COST
J. Dreith	R-4	84	\$9,834.72
C. Olin	T-1	24	1,016.64
Total Labor			\$10,851.36
Subcontractor			
Southwest Sound & Video			\$ 78,874.74
Other Direct Costs:			
Reproduction (100 Copies @ .08/each)	\$ 8.00		
Telephone (100 Minutes @ .20/each)	20.00		
Computer (108 DL hours @ 1.07/each)	115.56		
Postage/Shipping (20 Lbs. @ 3.99/pound)	79.80		
Total Other Direct Costs	\$223.36		
Travel Cost: * Part of subcontractor cost			
Total Estimated Costs Including Fee			\$89,949.46