

General



560 Golden Ridge Road, Suite 300
Golden, CO 80401
(303) 763-7188
(303) 763-8889 FAX
www.techlawinc.com

June 21, 2006

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



RE: Work Assignment No. 06280.140; State of New Mexico Environment Department, Santa Fe, New Mexico; General Permit Support Contract; Fee Agreement Support - LANL

Dear Mr. Cobrain,

Enclosed please find the new Work Plan under the new contract to assist to the New Mexico Environment Department (NMED) Hazardous Waste Bureau (HWB) in providing Fee Agreement support for Los Alamos National Laboratories (LANL). The Fee Support work plan for LANL is to track the number of contract hours specific to LANL which have been expended, by TechLaw for the new contract, and other fee type issues as directed by NMED.

If you have any questions, please feel free to contact me at (303) 464-6525.

Sincerely,

June K. Dreith
Program Manager

Enclosure

cc: TechLaw Files
Dallas Files
John Kieling, NMED, HWB

32528



WORK PLAN

**FEE AGREEMENT SUPPORT
LOS ALAMOS NATIONAL LABORATORIES (LANL)**

Submitted by:

**TechLaw, Inc.
3920 W. 98th Place
Westminster, CO 80030**

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. 06280.140

June, 2006

INTRODUCTION

The New Mexico Environment Department Hazardous Waste Bureau (NMED HWB) requested assistance from TechLaw, Inc. (TechLaw) in providing continual tracking of the work performed by TechLaw with regards to LANL. This Work Plan presents the technical approach, task descriptions, progress reports, quality control, staffing and management, subcontracting, performance evaluation criteria, and cost estimate.

TECHNICAL APPROACH

TechLaw will on a monthly basis track all individuals who worked on LANL projects, and compile the individual, project number, number of hours, and dates that the hours were charged. This information will be submitted to NMED with the monthly progress report.

PROJECTS AND TASKS

Task 01 – Project Management

Provide management oversight of the project, which will include availability of the TechLaw Program Manager and TechLaw Work Assignment to NMED. Conference calls, project tracking, and monthly reports are included in this task.

Task 02 – Fee Tracking

Continue to track the number of contract hours which have been charged to LANL projects, including the individuals charging the hours the task performed, the dates, and the number of hours charged. These hours will be tracked on a monthly basis and provided to NMED as part of the monthly report.

SUBCONTRACT

No subcontractors are associated with this project.

PROGRESS 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 Program Manager will review all deliverables prior to providing the deliverables to the NMED. The Program 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. For this task, Ms. Dreith will provide documentation of projects, hours and individuals involved in LANL project.

Ms. Christi Olin is the Administrative Assistant for the Denver office and is experienced in project assistance and administrative and clerical responsibilities. She will be involved in providing clerical assistance, and maintain office files.

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.

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. Overall project management including day-to-day management of project progress, project tracking, liaison to State, including performance of activities. Prepare fee support information.
C. Olin	Administrative Assistant	General administrative assistance.

ATTACHMENT II

STAFFING HOURLY ALLOCATIONS

<u>Name</u>	<u>01</u>	<u>02</u>	<u>Total</u>
<u>Project Manager</u>			
J. Dreith	4	--	4
<u>Staff</u>			
J. Dreith	--	80	80
<u>Administrative Assistant</u>			
C. Olin	2	--	2
TOTAL	<u>6</u>	<u>80</u>	<u>86</u>

ATTACHMENT III

COST ESTIMATE

NAME	P-LEVEL	HOURS	COST
J. Dreith	R-4	84	\$10,201.80
C. Olin	T-1	2	\$110.10
Total Labor		46	\$10,311.90
Other Direct Costs:			
Reproduction (200 Copies @ .08/each)		\$ 16.00	
Telephone (120 Minutes @ .20/each)		\$24.00	
Computer (86 DL hours @ 1.07/each)		\$92.02	
Postage/Shipping (7 Lbs. @ 3.99/pound)		\$3.99	
Total Other Direct Costs			\$ 159.95
Total Estimated Costs Including Fee			\$10,471.85