



General



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July 29, 2004

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



RE: Work Assignment No. 06110.270; State of New Mexico Environment Department, Santa Fe, New Mexico; General Permit Support Contract; Los Alamos National Laboratories Corrective Action Compliance and Consent Order; Work Plan

Dear Mr. Cobrain,

Enclosed please find a new Work Plan for the assistance to the New Mexico Environment Department (NMED) Hazardous Waste Bureau (HWB) in providing Compliance Consent Order Assistance – for Los Alamos National Laboratories (LANL). The Work Plan is based on an e-mail from you on April 23, 2004. The project includes assistance with negotiating the LANL order, editing the order, reviewing technical issues in the order, evaluating the facility’s response to the order, and providing expert witness, as required by NMED.

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

Sincerely,

June K. Dreith
Program Manager

Enclosure

cc: Ms. Paige Walton, TechLaw
Mr. Jim Ashworth, TechLaw
Mr. Andy Rogers, Trinity
Denver Files

32609



WORK PLAN

**LOS ALAMOS NATIONAL LABORATORY
COMPLIANCE CONSENT ORDER ASSISTANCE**

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. 06110.270

July 2004

WORK TO BE PERFORMED

TechLaw, Inc. (TechLaw) will assist NMED with the LANL consent order by evaluating any technical documents, including Standard Operating Plans (SOPs), technical documents, ground water documents, LANLs response to comments, other documents, as well as providing the services of a specialized certified health physicist.

TechLaw intends to assign several highly qualified staff to perform the specified duties. Depending on the needs of the project, not all staff may be utilized. However, TechLaw has determined that it may be advantageous to have them specified in the Work Plan so that delays in obtaining modifications to add additional staff would not occur. All persons specified in the Work Plan have extensive professional knowledge in their given area.

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 – Specialized Support

Specialized technical support to NMED in the negotiation and editing of the LANL Corrective Action Order. The specialized expertise will include a certified health physicist.

Task 03 – General Support

Provide general support in reviewing technical documents, such as Standard Operating Plans (SOPs), technical documents, responses to the order from LANL, and other documents as requested from NMED.

Task 04 – Conference Calls and Meetings

This task is to address general conference calls or meeting, which may be required to take place between NMED and TechLaw. One trip has been scheduled for Dr. Andy Rogers, to fly to Santa Fe to assist NMED in an administrative hearing regarding LANL. Dr. Rogers is a health physicist with specialized knowledge in radiological issues. It is expected that conference calls between NMED and Dr. Rogers will also be required. These conference calls will be documented by TechLaw staff.

Task 05 – QC of Deliverables

All final deliverables will have a senior level person conduct a quality control review.

SUBCONTRACT

Trinity Inc. will provide a certified physicist with specialized expertise. The individual will be used for negotiation support. In addition, the CHP may be used as an expert witness during meetings and hearings.

PRIMARY INTENDED USE

The purpose of this work assignment is to provide specialized technical support to the NMED regarding the negotiation and editing of the LANL order, and to provide the services of a CHP.

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. 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 - will serve as the TechLaw Program Manager. Ms. Dreith is an environmental specialist with 20 years professional experience, including management of permits and other projects.

Ms. Paige Walton – will serve as Work Assignment Manager and in a technical capacity. Ms. Walton will also assist in technical tasks, such as assisting with the SOP.

Mr. Jim Ashworth – will assist in the evaluation of SOPs, ground water issues and other technical documents.

Dr. Andy Rogers CHP, PhD – will assist NMED with the negotiations of the LANL corrective action order and with any specialized expertise NMED may need with regards to radiological issues.

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.

Ms. Susan Pearson – is an Administrative Assistant in the Denver office and has over 10 years of experience in administrative and clerical responsibilities. She will be involved in the Denver 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.
P. Walton	Work Assignment/Technical Staff	Overall project management including day-to-day management of project progress, project tracking, liaison to State, including performance of activities. Ms. Walton as technical staff will also be involved in preparing deliverables and documents for this work assignment.
J. Ashworth	Technical Staff	Assist in evaluation of technical documents, SOPs, ground water documents, etc.
A. Rogers	CHP/Technical Staff	Assist in negotiation and editing of the LANL corrective action order. Provide expert witness testimony as directed by NMED.
C. Olin	Administrative Assistant	General administrative assistance.
S. Pearson	Clerical	Assist in copying and organizing files.

ATTACHMENT II

STAFFING HOURLY ALLOCATIONS

<u>Name</u>	<u>1</u>	<u>02</u>	<u>03</u>	<u>Total</u>
<u>Project Manager</u>				
J. Dreith	8	4	4	16
<u>Work Assignment Manager</u>				
P. Walton	8	10	20	38
<u>Subcontractor</u>				
A. Rogers	--	55	--	55
<u>Staff</u>				
P. Walton	--	--	60	60
J. Ashworth	--	--	60	60
<u>Clerical/Administrative Staff</u>				
S. Pearson	2	2	8	12
C. Olin	6	6	8	20
TOTAL	<u>24</u>	<u>77</u>	<u>160</u>	<u>261</u>

ATTACHMENT III

COST ESTIMATE

NAME	P-LEVEL	HOURS	COST
J. Dreith	R-4	16	\$1,873.28
P. Walton		98	9,941.12
J. Ashworth		60	7,024.80
C. Olin	T-1	20	847.20
S. Pearson	C	12	441.72
Subcontractor			
A. Rogers	R-4	55	6,439.40
Total Labor			\$26,567.52
Other Direct Costs:			
Reproduction (100 Copies @ .08/each)		\$ 8.00	
Telephone (120 Minutes @ .20/each)		24.00	
Telephone-Conference Calls (1 Call @ 150/ea.)		150.00	
Computer (261 DL hours @ 1.07/each)		279.27	
Postage/Shipping (10 Lbs. @ 3.99/pound)		39.90	
Total Other Direct Costs			\$ 501.17
Travel Cost:			
Cincinnati/Sante Fe (1 person, 3 days)			
Airfare		\$ 580.00	
Hote		230.00	
Meals		160.00	
Rental Car		167.00	
Mileage & Parking		52.00	
Total Travel Costs:			\$ 1,189.00
Total Estimated Costs Including Fee			\$28,257.69