

SNL



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CONFIDENTIAL INFORMATION

April 12, 2005

Mr. John Kieling  
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. 06110.180; State of New Mexico Environment Department, Santa Fe, New Mexico; General Permit Support Contract; Los Alamos National Laboratories (LANL) and Sandia National Laboratories (SNL); Administrative Records; Draft Work Plan

Dear Mr. David Cobrain and Mr. John Kieling,

Enclosed please find the work plan for the above referenced work assignment. The work plan is based on a March 18, 2005 meeting between Mr. David Cobrain, Mr. John Kieling, and Ms. Pam Allen of New Mexico Environment Department (NMED), Mr. George Duba, Mr. Steve Swanson and Ms. June Dreith of TechLaw. During the meeting Ms. June Dreith and Ms. Pam Allen visited the library to determine the size of the Los Alamos National Laboratory (LANL) and Sandia National Laboratory (SNL) administrative record and to determine the magnitude of the tasks. The work plan has been drafted based on assumptions provided by NMED during the March 18, 2005 meeting. Both LANL and SNL have been priced out separately. The present work plan includes electronic bates stamping, scanning file material, coding file material, and the electronic conversion of images (optical character recognition) (OCR). Please note that for Task 1 the costing is based on the normal costing procedures under the contract. However, task 2 through task 5 cost estimate uses a per page or per box rate which is the normal cost estimating procedures for estimating scanning work.

The work plan does not include costs associated with manual bates stamping, or a "blowback" copy of the records. These were assumption made by NMED at the March 18, 2005 meeting. However, TechLaw is providing in this cover letter, an estimate of the cost in case NMED needs this information. For LANL manual bates stamping would cost approximately [REDACTED] and for SNL the cost of manual bates stamping is [REDACTED] or an additional [REDACTED]. Blowback copies are copies of documents made after the material has been scanned. The advantage of the copy would be that the electronic bates stamp is on the hard copy. A blowback copy for LANL would

cost approximately [REDACTED], and a blowback copy for SNL would cost approximately [REDACTED], or an additional [REDACTED].

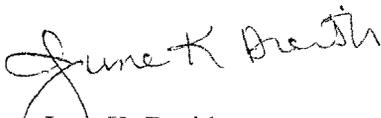
Since this work plan provides cost sensitive information which would place TechLaw at a competitive disadvantage if the work is not awarded to TechLaw, Inc., we request that the work plan be handled by NMED and other departments as business confidential. Because of the confidentiality of this work plan, distribution of the work plan has been limited. Please note that this work plan may be distributed to other parties that may be involved in payment to TechLaw for these services.

There are several major advantages of having TechLaw (TL) perform these tasks. First, beside TL's experience in handling these types of file conversions, TL also have technical knowledge of the file material, and has worked with the materials in assisting NMED in set-up the LANL and SNL file for NMED library.

This project requires the imaging, coding and Optical Character Recognition (OCR) processing of approximately 1,100,000 pages of the LANL administrative files and 450,000 for the SNL administrative files. The page numbers are based on the evaluation of the files in NMED library and an NMED driven assumption that 90% of the documents are double sided. Please note a cost summary has been provided in Attachment II.

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

Sincerely,

  
June K. Dreith  
Program Manager

cc: Mr. Steve Swanson, NMED  
Denver Files

PROPOSED WORK PLAN

Administrative Record Assistance  
Los Alamos National Laboratories (LANL) and  
Sandia National Laboratories

Submitted by:

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

Submitted to:

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

In response to:

Work Assignment No. 06110.180

April 2005

### **PRIMARY INTENDED USE**

The New Mexico Environment Department (NMED) requested assistance from TechLaw, Inc. (TechLaw) related to the Los Alamos National Laboratory (LANL) and the Sandia National Laboratories (SNL), to provide a complete administrative record of the LANL and SNL files. TechLaw will provide assistance to NMED in electronically bates stamping, scanning file materials, and coding file material, and electronically convert images (Optical Character Recognition-OCR). To maintain custody of file material, TechLaw will pickup file material, box material and transport file material from the New Mexico State Office, to Denver and back to NMED. The final Administrative Records will be fully searchable, with retrievable material. This Work Plan presents the technical approach and task descriptions, progress reports, quality control plan, staffing and management, performance schedule, and cost estimate required to perform this assignment.

### **PROJECTS AND TASKS**

TechLaw anticipates four tasks associated with both LANL and SNL records as follows:

- Task 01 Provide management oversight for the project, which will include availability of TechLaw Program Manager and TechLaw Project Manager to NMED. Conference calls, project tracking and performance evaluation, and monthly reports are included in this task. Also, includes time and travel for training Ms. Pam Allen on system operations and updating file material.
- Task 02 Transporting and packaging documents
- Task 03 Electronically bates stamping and scanning of the Administrative Records (AR)
- Task 04 Coding material
- Task 05 Optical Character Recognition (OCR) conversion of electronic images

### **WORK TO BE PERFORMED**

#### **Task 01: Management**

TechLaw will provide management oversight of the project, which will include availability of the TechLaw Program Manager and TechLaw Work Assignment Manager (WAM) to NMED. The Program Manager and/or the WAM will perform day-to-day management of the work assignment  
s, provide final review of deliverables, monitor project tracking, and develop monthly invoicing activities. Management staff will be available for conference calls as requested by NMED. Ms. June Dreith will be the Program Manager; Mr. Steve Swanson will serve as Deputy Program Manager and Mr. Jay Nikmanesh will serve as the TechLaw WAM.

Each cost estimate has been separated out for LANL and SNL. It is expected that approximately two trips (one for LANL, one for SNL) requiring both Ms. Dreith and Mr. Swanson to meet in Santa Fe with NMED, will be required.

During the March 18, 2005 meeting, NMED requested information on the amount of time it would take to complete the task during a normal 8 hour business day, and the number of days to complete the task the task if two 8-hour work shifts were utilized. The following table addresses that request.

**Days for Completion**

	8-hour Shift	16-hour shift
LANL	168	84
SNL	72	36
Total	240	120

Therefore, a normal 8-hour day/40-hour work week would take approximately 8 months to complete both administrative records. With double shifts, the time frame is approximately 4 months. If necessary the four-month time frame can be further reduced by increasing the hours and requiring individual document processors to work weekends, or increase the number of document processors. The time schedule must also take in to account the maximum 5-weeks it will take to transport the documents to and from Santa Fe to Denver. Increase the schedule to over 9 months, for the 8-hour shift and 5 months for the double shift. In the management section TechLaw has also included time to train Ms. Pam Allen and other personnel on the operations of the system, and procedures to up-date the file material. This includes travel time for the training personnel and time to assist through telephone calls.

**Task 01  
 LANL Management**

Staff	P Level	Hours	Cost			
J. Dreith	R-4	160	[REDACTED]			
S. Swanson	T-4	120	[REDACTED]			
C. Olin	T-1	60	[REDACTED]			
<b>Total Labor</b>			[REDACTED]			
<b>Other direct cost (computer)</b>			[REDACTED]			
Travel	Airfare	Hotel	Meals	Rental Car	Mileage & Parking	Total
Denver/Santa Fe (2 people, 1 trip)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Denver/Santa Fe (1 person, 1 trip/2 days)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<b>Total Travel Cost</b>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<b>Total Estimated Costs</b>						[REDACTED]

**Task 01  
 SNL Management**

Staff	P Level	Hours	Cost			
J. Dreith	R-4	80	[REDACTED]			
S. Swanson	T-4	60	[REDACTED]			
C. Olin	T-1	30	[REDACTED]			
<b>Total Labor</b>			[REDACTED]			
<b>Other direct cost (computer)</b>			[REDACTED]			
Travel	Airfare	Hotel	Meals	Rental Car	Mileage & Parking	Total
Denver/Santa Fe (2 people, 1 trip)	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<b>Total Travel Cost</b>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<b>Total Estimated Costs</b>						[REDACTED]

**Task 02: Transportation and Packaging of Documents**

During the March 18, 2005 meeting NMED clearly expressed concern about shipping the original documents and insisted the TechLaw maintain chain-of-custody for both of the administrative records. TechLaw estimates it will take five trips to New Mexico (and back) to obtain the records in "batches" as was requested by NMED. It is expected that LANL records will require three trips and SNL will require two trips. It is expected that it will take three to four days per trip and that two people will be required to load and un-load the boxes (with NMED assistance). Costs have also been included for truck rental, gas, labor cost, and travel cost (per diem, hotel, etc.). The additional 4<sup>th</sup> day may be required in cases where boxes are being unloaded which have already been scanned, and new boxes are being re-loaded to return back to Denver. Travel to Santa Fe and back is estimated to require one day, each with two individuals, with per diem for two days.

**Task 02  
 LANL Transportation**

	TechLaw Office
Rental truck for seven Denver/Santa Fe round trips + fuel ([REDACTED] per trip)	[REDACTED]
3-day round trips for two staff for seven Denver/Santa Fe trips	[REDACTED]
Per diem (for two people/42 days)	[REDACTED]
Boxes for transferring documents	[REDACTED]
<b>Total Cost</b>	[REDACTED]

**Task 02  
 SNL Transportation**

	TechLaw Office
Rental truck for three Denver/Santa Fe round trips + fuel [REDACTED] per trip)	[REDACTED]
3-day round trips for two staff for three Denver/Santa Fe trips	[REDACTED]
Per diem (for two people/18 days)	[REDACTED]
Boxes for transferring documents	[REDACTED]
<b>Total Cost</b>	[REDACTED]

**Task 03: Electronically Bates Stamping and Scanning Documents**

The purpose of Task 3 is to provide an electronic record of the LANL and SNL files. TechLaw has extensive experience in providing data and images in Adobe Acrobat (PDF) and most, if not all, non-proprietary image and data use formats. Images, coded data and OCR text will be delivered on an external drive as requested by NMED. The results of these services will be an image based document retrieval system that will enable NMED to search for, view and print images of the administrative record documents. The scanning services for LANL are based on 14,600 documents that include 1,100,000 pages. For SNL the scanning service is based on 6,200 documents including 450,000 pages.

Documents will be scanned at the Denver TechLaw office. The management section addresses the length of time needed to complete the tasks based on an 80-hour work shift and a doubles 8-hour shift. Based on this estimate, it is anticipated that scanning will be conducted in two shifts and approximately seven to eight scanners will be needed. The TechLaw Denver office is currently equipped to handle this capacity.

Electronic bates stamping will allow for a consistent and trackable reference for all parties, and provide a legal document number. The electronic bates stamping will occur at the same time the document is scanned, saving a great deal of time, labor and cost over manual bates stamping.

**Task 03  
 LANL Scanning Documents**

	TechLaw Office
Scanning 1,100,000 pages at [REDACTED] per page	[REDACTED]
Large format scan black and white (13,500 x [REDACTED] page)	[REDACTED]
Large format scan color (13,500 x [REDACTED] page)	[REDACTED]
<b>Total Cost</b>	[REDACTED]

**Task 03**  
**SNL Scanning Documents**

	TechLaw Office
Scanning 450,000 pages at [REDACTED] page	[REDACTED]
Large format scan black and white (5,600 x [REDACTED])	[REDACTED]
Large format scan color (5,600 x [REDACTED])	[REDACTED]
<b>Total Cost</b>	[REDACTED]

**Task 04: Document Coding**

Coding documents is necessary to provide a method for the retrieval of file materials, and documents. Based on a discussion with Ms. Pam Allen of NMED, on March 31, 2005 there are approximately 14,600 documents for LANL and 6,200 for SNL. Also in that conversation Ms. Allen indicated that approximately 9 entry fields would be necessary, with an additional two blank fields, to be filled in by NMED.

**Task 04**  
**LANL Coding**

	TechLaw Office
Basic bibliographic coding (includes staff)	[REDACTED]
<b>Total Cost</b>	[REDACTED]

**Task 04**  
**SNL Coding**

	TechLaw Office
Basic bibliographic coding	[REDACTED]
<b>Total Cost</b>	[REDACTED]

**Task 05: OCR Conversion of Electronic Images and Other Services**

Once the LANL and SNL files have been scanned, the electronic file will need to be crossed linked. Task 5 addresses the translation, the OCR conversion, of the scanned database into an organized and recognizable database that will allow for a direct link. TechLaw is specialized in conducting high volume OCR conversion since 1988. Intellex OCR processing software, on Calera/Copere libraries, controls the conversion of image files to ASCII text. During this

process, batch label information is automatically added to each text record, along with any image-specific notes. In addition the output text files are automatically cross-referenced to the appropriate image files. OCR processing is, of course, dependent upon the quality of the original documents. Steps can be taken to enhance poor image quality, but in some cases such enhancement are not possible.

**Task 05**  
**LANL OCR and Other Services**

Process	TechLaw Office
OCR 1,100,000 pages at [REDACTED]/page	[REDACTED]
Database Retrieval Application Development	[REDACTED]
Shipping and Image to NMED (external drive)	[REDACTED]
<b>Total Cost</b>	[REDACTED]

**Task 05**  
**SNL OCR and Other Services**

Process	TechLaw Office
OCR 450,000 pages at [REDACTED]/page	[REDACTED]
Database Retrieval Application Development	[REDACTED]
Shipping and Image to NMED (external drive)	[REDACTED]
<b>Total Cost</b>	[REDACTED]

**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, 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 Program Manager and Project Manager will review all deliverables prior to providing to the NMED to ensure product quality. In addition, each deliverable will undergo second level quality assurance/quality control (QA/QC) of the scanned documents, if requested

by NMED, so that the highest quality deliverable is provided to NMED. The Program Manager or the Project Manager will also conduct milestone checks on each task outlined in the statement of work (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 26 years professional experience, including management of permits and other projects.

Mr. Steve Swanson will serve as Deputy Program Manager. Mr. Swanson has a J.D. from the University of Denver, College of Law and has over 27 years of experience. He has managed and conducted several litigation support activities including the development and compilation of administrative records for Department of Defense (DOD) sites, various CERCLA parties, U.S. Air Force and other.

Mr. Jay Nikmanesh will serve as Project Manager. He has 20 years of experience in the design and implementation of software for litigation support and lead intensive computer base projects for private law firms and federal agencies such as Environmental Protection Agency (EPA), Department of Justice (DOJ), DOD and Department of Interior (DOI). He has over 15 years of experience managing large, complex litigation support projects. He is currently Director of Document Processing Services for TechLaw Western Operations. Mr. Nikmanesh has a Bachelor's of Science (B.S.) in Computer Science from the University of Texas.

Mr. Brent Souther has 16 years of experience in the design and implementation of software for information retrieval and has developed computer based applications for federal agencies such as the EPA, DOD, DOI and DOJ. Mr. Souther has functioned as Project Manager for numerous litigation support projects. Mr. Souther will act as Quality Control for this project. He has a B.S. in Computer Science from the University of Montana.

Mr. Todd Hunter has 16 years of experience in programming and systems analysis related to environmental and litigation support data and has been directly involved in the integration and trouble shooting of LAN systems for clients such as EPA and DOD. He has managed extensive system testing and debugging, development of reusable code modules. Mr. Hunter is the LAN operator for TechLaw West Operation and has a B.S. degree in Advanced Technical Studies from Southern Illinois University, College of Technical Careers.

Mr. Eric Fowler has five years experience in dynamic web related application. He has worked extensively with many programming languages. Mr. Fowler has a B.S. in Computer Science from the University of Colorado.

Mr. Jeremy Dory has five years experience in computer network administration involving LAN and WAM design, integration and support. Mr. Dory also has experience with the design and development of quality control and document control database systems.

Mr. Daniel Moffett has six years of experience in litigation support including document processing, coding, electronic imaging, quality control, and data input and updating. He is currently serving as the Document Coding Supervisor for TechLaw's Western Operations.

Ms. Lynette Souther has about five years of experience in litigation support including scanning, quality control, document coding, data input and updating. She currently functions as the document Scanning Supervisor for TechLaw's Western Operations.

Ms. Christi Olin is the Administrative Assistant for the Denver Office and has over 15 years of experience in project assistance and administrative and clerical responsibilities. She will be involved in the Denver office files but may be called upon to provide support in New Mexico.

### **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**

A summary of cost has been provided in Attachment II.

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
J. Dreith	Work Assignment Manager	Overall project management including day-to-day management of project progress, project tracking, liaison to State, including performance of activities. Will also be actively involved in determining documents to be placed in administrative record and the database system. Provide working support as necessary.
S. Swanson	Deputy Manager Program Manager	Assist in project management including planning and implementation, and day-to-day management.
J. Nikmanesh	Project Manager/Work Assignment Manager	Ensure that the NMED projects are provided with the necessary project level support, and managing the project overall to assure that the project team meets its contractual obligations.
B. Souther	Programmer/Production Manager	Responsible for document processing activities, quality assurance, and producing deliverables. (Provide support to NMED to set up and organize the files at NMED)
T. Hunter	Systems Analyst/LAN Administrator	Responsible for system design and development. Ensure the software/hardware is functioning properly and conduct any troubleshooting of system as needed. (Provide support to NMED to set up and organize the files at NMED)
J. Dory	LAN Administration Assistant	Ensure the software/hardware is functioning properly and conduct any troubleshooting of system as needed.
E. Fowler	Web/LAN Administration Assistant	Assist in system design and implementation. Ensure the software/hardware is functioning properly and conduct any troubleshooting of system as needed.
D. Moffett	Coding/QA/QC Supervisor	Coding supervisors, responsible for scheduling coding workflow, work time tracking, employee relations, production management, maintain quality of deliverables.
L. Souther	Scan Supervisor	Scanning supervisor and project log-in and document control coordinator. Responsible for scheduling scanning workflow, work time tracking, employee relations, production management, maintain quality

		of deliverables.
C. Olin	Clerical	General clerical assistance.

ATTACHMENT II  
COST SUMMARY

LANL Cost Summary

Management (Task 01)	[REDACTED]
Transportation of Packing (Task 02)	[REDACTED]
Electronic Bates Stamping and Scanning (Task 03)	[REDACTED]
Document Coding (Task 04)	[REDACTED]
OCR (Task 05)	[REDACTED]
LANL Subtotal	[REDACTED]

SNL Cost Summary

Management (Task 01)	[REDACTED]
Transportation of Packing (Task 02)	[REDACTED]
Electronic Bates Stamping and Scanning (Task 03)	[REDACTED]
Document Coding (Task 04)	[REDACTED]
OCR (Task 05)	[REDACTED]
SNL Subtotal	[REDACTED]

Grand Total (both LANL and SNL) [REDACTED]