



STAFF REPORT
12/8/2021

TO: Honorable Mayor and City Council Members

FROM: Gabriel D. Martin, PhD, City Manager

SUBJECT: Authorize the City Manager to enter into an Agreement in an amount not to exceed \$31,000.00 with Reliable Translations, Inc. to provide Simultaneous Interpreting and Translation Services

STAFF RECOMMENDATION:

Authorize the City Manager to enter into an Agreement in an amount not to exceed \$31,000.00 to provide Simultaneous Interpreting and Translation Services, for a 1-year term.

BACKGROUND:

Mariel Somers has been providing agenda translation and simultaneous interpreting services for the City of Coachella City Council and Parks and Recreation Commission Meetings since January 2020. Due to additions to her family since she started work with the City, she has declined to continue these services on a regular basis.

Prior to that, Doris Perez Interpreting provided interpreting services for the City of Coachella City Council Meetings from October 2012 to December 2019. The interpreter was asked to switch from continuous to simultaneous interpreting (continuously speaking), and translate the City Council agendas from English to Spanish. When her contract expired, Ms. Perez declined to continue these services on a regular basis.

Simultaneous interpreting is a mode of interpreting in which the speaker makes a speech and the interpreter reformulates the speech into a language his audience understands at the same time (or simultaneously).

Because there are no long pauses for the interpreter to stop and think through the speech during simultaneous interpretation, this type of interpretation allows for a smooth experience for the listeners, as they don't need to wait to understand the message. Simultaneous interpreters have to do their best in a very limited time to keep the tone and the choice of words of the speaker.

Typically, simultaneous interpreting requires a second interpreter after a certain timeframe due to the continuous speaking.

In 2022, we will see the addition Planning, Cultural and Arts, and the Youth Commissions for translation and simultaneous interpreting.

The outreach to submit proposals for interpreters/translators for our agendas and five agency meetings included five. Of those, only two submitted proposals.

Interested bidders submitted a quote to perform simultaneous interpretation from English to Spanish at our meetings, here is the breakdown:

- Two (2) Council Meetings each month
 - 2nd and 4th Wednesday of each month
 - Meetings start at 6:00 p.m. and can last, on average, about 3 ½ hours for each meeting
 - Meetings are held either virtually, or in-person at City Hall, Council Chamber
- Two (2) Planning Commission Meetings each month
 - 1st and 3rd Wednesday of each month
 - Meetings start at 6:00 p.m. and can last, on average, about 1 ½ hour for each meeting
 - Currently, meetings are held virtually. Pre-pandemic, meetings were held at the Civic Center (formerly known as the Permit Center), Hearing Room
- One (1) Parks and Recreation Commission Meeting each month
 - 3rd Tuesday of each month
 - Meetings start at 4:30 p.m. and can last, on average, about 1 ½ hour for each meeting
 - Currently, meetings are held virtually. Pre-pandemic, meetings were held at the Civic Center (formerly known as the Permit Center), Hearing Room
- One (1) Cultural and Arts Commission Meeting each month
 - Regular meeting days, times and average timeframe have not been established.
- One (1) Parks and Recreation Commission Meeting each month
 - Regular meeting days, times and average timeframe have not been established.
- Translate each agenda from English to Spanish
 - Agendas are finalized on Thursday.

DISCUSSION/ANALYSIS:

The proposal were evaluated based upon the following criteria:

- Pricing
- Experience – similar and relevant
- Qualifications
- Completeness of Proposal

The two bids based their quote on hourly rates for the meeting attendance, and per word for agendas. Over the past year, the City Council meeting agendas averaged 1115 words and the meetings lasted an average of 3 ½ hours.

References for Reliable Translations, Inc. from two neighboring cities came back positive. They have interpreters across the USA, and are capable of providing an interpreter as close as possible to Coachella.

Additionally, Reliable Translations, Inc. is the lowest, responsive, responsible bidder:

Name	Main Location	Agenda Price Per Word	Remote/Zoom Attendance Fee	Onsite Fee	Extras/Cancellation Requirements
Reliable Translation	Glendale, CA	\$0.16 per word	\$98 per hour <ul style="list-style-type: none"> • 1.5 hours/\$147 minimum • <i>for 2.5+ hours 2 interpreters</i> 	\$98 per hour <ul style="list-style-type: none"> • 2 hours/\$196 minimum • <i>for 2.5+ hours= 2 interpreters</i> 	<ul style="list-style-type: none"> • 24 hour cancellation notice • IRS Mileage >25 miles round trip onsite meetings
Hanna Interpreting Services	Spring Valley, CA	\$0.15 per word <ul style="list-style-type: none"> • 500 word/\$75 minimum 	\$100 per hour <ul style="list-style-type: none"> • 3 hours/\$300 minimum • Billed in 3 hour increments 	\$150 per hour <ul style="list-style-type: none"> • 3 hours/\$450 minimum • Billed in 3 hour increments 	<ul style="list-style-type: none"> • 48 hour cancellation notice during 8am-5pm

FISCAL IMPACT:

The recommendation action will not have a negative impact on the budget as the amount is allocated in the adopted Fiscal Year 2021/2022 budget.

Attachment: Proposed Agreement