



STAFF REPORT
12/11/2019

TO: Honorable Mayor and City Council Members

FROM: William B. Pattison, Jr., City Manager

SUBJECT: Authorize the City Manager to enter into an Agreement in an amount not to exceed \$36,288.00 with Mariel Somers to provide Simultaneous Interpreting and Translation Services

STAFF RECOMMENDATION:

Authorize the City Manager to enter into an Agreement in an amount not to exceed \$36,288.00 with Mariel Somers to provide Simultaneous Interpreting and Translation Services, for a 2-year term.

BACKGROUND:

Doris Perez Interpreting has been providing interpreting services for the City of Coachella City Council Meetings since October 2012, as well as the Parks and Recreation Commission Meetings since March 2014, at a quoted flat rate of \$350.00 per meeting. Recently, the interpreter was asked to switch from continuous to simultaneous interpreting, and translate the City Council agendas from English to Spanish at a quoted rate of \$75.00 - \$150 per agenda.

We have been asked by a member of the City Council to add Planning Commission simultaneous interpreting to the public, just like with the City Council Meetings. Additionally, we have been asked to include the Planning Commission and Parks and Recreation Commission agenda translations from English to Spanish.

With the additional scope of services and the costs being beyond the City Manager's spending authority, we are now required to seek new bids.

Interested bidders submitting 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 2 ½ - 3 hours for each meeting
 - Meetings held 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 2 ½ - 3 hours for each meeting
 - Meetings 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 held at the Corporate Yard, Upstairs Conference Room
- Translate each agenda from English to Spanish
 - Agendas are finalized on Thursday.
- Please list the certification

- City provides the headsets.

DISCUSSION/ANALYSIS:

Two of the 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 1020 words and the meetings lasted an average of 2.5 – 3 hours.

Doris Perez submitted her bid for just Parks and Recreation Commission Meetings.

The City received three bids and Mariel Somers’ quote was the lowest of the three:

Name	Quote <i>(Average 2.5 – 3 hrs)</i>	Agenda <i>(Average 1020 words)</i>	Certification	Location
Mariel Somers	\$60.00 per hour	\$0.12 per word	None	Palm Desert
Maria Cristina Mendez	\$50.00 per hour, plus \$50 travel	\$0.15 per word	Certificate of Completion received 2013	San Bernardino/ <i>(Originally from Coachella)</i>
Doris Perez	\$350.00, flat fee <i>(Parks and Recreation Commission only)</i>	\$75.00 - \$150 per agenda	California Court Certified Interpreter and Translator since 1979	Riverside

FISCAL IMPACT:

The recommendation action will not have a negative impact on the budget as the amount is allocated in the adopted Fiscal Year 2019/2020 budget.

Attachment: Proposed Agreement