

PROFESSIONAL SERVICES AGREEMENT

City Manager's Office
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620



Agreement #: 3284
AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND THE COMMUNICATION BRIDGE (in the amount \$5,000 or less)
THIS AGREEMENT made and entered into at Menlo Park, California, this <u>9/28/2021</u> , by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and THE COMMUNICATION BRIDGE, hereinafter referred to as "FIRST PARTY."
It is agreed between the CITY and FIRST PARTY as follows:
1. SERVICES TO BE PERFORMED BY FIRST PARTY
In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the services for the City of Menlo Park as set forth in Exhibit "A," Scope of Services, attached hereto.
2. AGREEMENT TERM
The term of this agreement shall be from August 14, 2021 to June 30, 2022 unless mutually agreed upon by CITY and FIRST PARTY in writing.
3. COMPENSATION AND PAYMENT
In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A," CITY shall make payment to FIRST PARTY in the manner specified herein and in Exhibit "A." This compensation shall be based on the rates described in Exhibit "A." Payments shall be monthly for the invoice amount or such other amount as approved by CITY. City shall have the discretion to approve the invoice and the work completed statement. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of the FIRST PARTY's relevant records pertaining to the charges. In the event that the CITY makes any advance payments, FIRST PARTY agrees to refund any amounts in excess of the amount owed by the CITY at the time of agreement termination. CITY reserves the right to withhold payment if the CITY determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for all services under this agreement exceed \$5,000 unless mutually agreed upon in writing by the CITY and FIRST PARTY.
4. RELATIONSHIP OF THE PARTIES
FIRST PARTY agrees and understands that the work/services performed under this agreement are performed as an Independent Contractor and not as an employee of the City of Menlo Park and that FIRST PARTY acquires none of the rights, privileges, powers or advantages of City employees.

5. INSURANCE AND INDEMNITY

1. General liability insurance:

FIRST PARTY, at its own expense, shall provide and keep in force, commercial general liability insurance insuring against liability for bodily injury and property damage arising out of its work in an amount of not less than one million dollars (\$1,000,000) for injury to, or death of one person in any one accident or occurrence, and in an amount of not less than one million dollars (\$1,000,000) for injury to, or death of more than one person in any one accident or occurrence, and in the amount of not less than one million dollars (\$1,000,000) per occurrence in respect to damage to property. CITY shall be named as an additional insured on Contractor's commercial general liability insurance policy FIRST PARTY shall provide CITY with a certificate of insurance coverage evidencing said coverage, including a copy of all declarations of exclusions, before commencing work.

2. Automobile liability insurance:

The FIRST PARTY shall maintain automobile liability Insurance pursuant to this agreement in an amount of not less than one million dollars (\$1,000,000) for each occurrence combined single limit or not less than one million dollars (\$1,000,000) for any one (1) person, and one million dollars (\$1,000,000) for any one (1) accident, and three hundred thousand dollars, (\$300,000) property damage. To the full extent permitted by law FIRST PARTY agrees to defend, indemnify and hold CITY, its employees, agents, officials, and officers, harmless from any and all claims, liability for damages caused by contractor's negligent performance of services under this agreement.

3. Professional liability insurance:

FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this agreement, in the amount of not less than one million dollars (\$1,000,000) per claim and in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.

4. Indemnity:

The FIRST PARTY shall defend, indemnify and hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants from all claims, suits or actions that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the FIRST PARTY brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work required by this agreement by FIRST PARTY, its officers, agents, employees and servants. Nothing herein shall be construed to require the FIRST PARTY to defend, indemnify or hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants against any responsibility to liability in contravention of Section 2782.8 of the California Civil Code.

6. NON-ASSIGNABILITY

FIRST PARTY shall not assign this agreement or any portion thereof to a third party without the prior written consent of CITY, and any attempted assignment without such prior written consent in violation of this Section shall automatically terminate this agreement.

7. TERMINATION OF AGREEMENT

The CITY may, at any time, terminate this agreement, in whole or in part, for the convenience of CITY, by giving written notice specifying the effective date and scope of such termination. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereinafter referred to as materials) prepared by FIRST PARTY under this agreement shall become the property of the CITY upon FIRST PARTY'S receipt of final payment and shall be promptly delivered to the CITY. Upon termination, the FIRST PARTY may make and retain a copy of such materials. FIRST PARTY shall be entitled to receive payment for work/services provided before termination of the agreement. Such payment shall be that portion of the full payment, which is determined by comparing the work/services completed to the work/services required by the agreement.

8. WORKERS' COMPENSATION INSURANCE

FIRST PARTY agrees and understands that the CITY does not provide workers' compensation Insurance to, or on behalf of, the FIRST PARTY for the work/services performed, but that said insurance is the sole responsibility of the undersigned.

9. PAYMENT OF PERMITS/LICENSES

FIRST PARTY shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, before commencement of said work/services or forfeit any right to compensation under this agreement.

10. NON-DISCRIMINATION

No person shall illegally be excluded from participation in, denied the benefits of, or be subjected to discrimination under this agreement on account of their race, sex, color, national origin, religion, age, or disability. FIRST PARTY shall ensure full equal employment opportunity for all employees under this agreement.

11. RETENTION OF RECORDS

FIRST PARTY shall maintain all required records for three years after the CITY makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the CITY, a federal agency, and the State of California.

12. MERGER CLAUSE

This agreement, including Exhibit "A" attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the CITY. In the event of a conflict between the terms, conditions, or specifications set forth herein and those in Exhibit "A" attached hereto, the terms, conditions, or specifications set forth herein shall prevail.

SIGNATURE PAGE TO FOLLOW

This agreement is not valid until signed by both parties.

FOR FIRST PARTY:

DocuSigned by:
Julie Burns
F46E0B081C67401...

Signature

9/22/2021

Date

Julie Burns

Printed name

Consultant

Title

Tax ID#

APPROVED AS TO FORM:

DocuSigned by:
Nira Doherty
44FFE23C0E6D458...

Nira F. Doherty, City Attorney

9/27/2021

Date

FOR CITY OF MENLO PARK:

DocuSigned by:
Deanna Chow
99F0FBED3BBA496...

Deanna Chow, Assistant Community Development
Director

9/28/2021

Date

ATTEST:

DocuSigned by:
Judi A. Herren
39280A20D0BE491...

Judi A. Herren, City Clerk

9/28/2021

Date



Translation, Interpretation & related services rates, effective January 2021

Service	Rates	Notes
Document translation	\$.20/word	Includes proofreading by 2 nd certified translator & 5-step QA process to ensure accuracy
Rush document translation	\$.25/word	For large same day or Monday deadlines requiring work over the weekend
Document translation w/ extensive formatting requirements (PDF posters, Power Point presentations, etc.)	\$.30/word	Includes proofreading by 2 nd certified translator & 5-step QA process to ensure accuracy
Proofreading/editing	\$.05 - .10/word or \$100/hr	Depending on extent of editing & proofreading required
Remote or in-person simultaneous or consecutive interpretation	\$125/hr**, 2 hr minimum \$150/hr after 8 pm	Require 2nd interpreter for simultaneous assignments over 1hr ***
Copy editing (English & Spanish)	\$.10/word or \$100/hr	Depending on extent of copyediting required
Video/audio transcription	\$100/hr	Audio/video file format specifications
Voice over video production	\$150/hr	Spanish voice over interpretation of English videos
Language access consultation	\$125/hr	Best practices, policies & procedures

* Research shows simultaneous interpretation accuracy significantly declines after 30-40 minutes due to interpreter mental fatigue caused by the heavy cognitive load of simultaneous interpreting. A team of 2 interpreters is highly recommended and best practice so interpreters can relieve each other every 20-30 minutes and the non-active interpreter can provide terminology support to the active interpreter and communicate any technical issues to the host.

To help ensure the highest quality of translation, interpretation and related services, please provide the following for each assignment:

Document translation:

- Purpose of the translation
- Target audience/literacy level
- Contact person in case of content questions
- Any existing glossary of terms
- Special considerations
- Style guide if applicable

Oral interpretation (Zoom meetings ,etc.)

- Agenda, including names of all speakers, titles & affiliations
- Any supporting documents that will be shared or referenced (Power Point presentations, articles, etc.)

All work will be invoiced weekly, payment terms are net 30 days.

Julie Burns, M.Ed.

State of California Workers Comp. Certified Medical Interpreter English/Spanish
 American Translators Association-Certified Translator Spanish into English, CCHI Certified Healthcare Interpreter™
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julie@julieburns.net • www.thecommunicationbridge.net