



REQUEST FOR PROPOSALS

CLIMATE ADAPTATION PLANNING PROJECT

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REQUEST FOR PROPOSALS

TRINIDAD RANCHERIA NATURAL RESOURCES DEPARTMENT

CLIMATE ADAPTATION PLANNING PROJECT

I. INTRODUCTION

The Cher-Ae Heights Indian Community of the Trinidad Rancheria (Trinidad Rancheria) is seeking written proposals from firms with demonstrated interdisciplinary knowledge and experience in climate adaptation planning, stakeholder engagement, and risk management, for services related to climate adaptation planning and related activities as described in [Section III: Project Scope of Work](#). The ideal firm possesses the requisite scientific and technical knowledge, cultural competency, and corporate governance to complete the work to be performed with minimal direction while adhering to the applicable requirements ^[1].

The work to be performed under this Request for Proposals (RFP) is paid for through a Tribal Climate Resiliency (TCR) grant award from the Bureau of Indian Affairs (BIA). All work performed must be in compliance with applicable BIA requirements, Tribal Natural Resources Program requirements, and all applicable Federal and Tribal statutes, mandates, guidelines, ordinances, and directives.

Proposed projects will advance the Tribe's long-term climate resilience goals, address priority climate risks, and synthesize best available science together with Indigenous Knowledge (IK) in accordance with the [Free Prior Informed Consent \(FPIC\) framework and the Climate and Traditional Knowledges Workgroup \(CTKW\) guidelines](#).

[1] It is recognized that the Consultant may utilize sub-consultants and/or approach the project as a team with other firms; however, the Tribe will contract with one (1) firm that will act as the lead for the project.

II. PROJECT PROFILE

The Cher-Ae Heights Indian Community of the Trinidad Rancheria (Trinidad Rancheria) is embarking on a strategic planning initiative in order to prepare for, recover from, and respond to the imminent impacts of climate change. The effort will address the impacts of climate change on tribal resources, infrastructure, and human health and safety through the development of a vulnerability assessment and adaptation implementation plan.

Trinidad Rancheria is uniquely vulnerable to the impacts of climate change, and uniquely positioned to fill knowledge and preparedness gaps for the Tribe and surrounding region. This initiative builds on a legacy of Tribal stewardship and expands efforts for the protection of the Tribe's cultural, economic, health, and natural resources through Environmental initiatives to uphold the mission of the Trinidad Rancheria's mission and provide for the needs of the community for generations to come.

To fulfil Tribe's mission of protecting the air, land, water, wildlife, and cultural resources for present and future generations, the Trinidad Rancheria will adapt to a changing climate by preparing for and responding to the current and future impacts of climate change. The Trinidad Rancheria Climate Adaptation Plan Project (Project) will provide the transformational change necessary to achieve that goal by providing the foundational investigations to eliminate knowledge gaps, planning activities to

support decision-making, and capacity-building efforts to enable the tribal community to prepare for, recover from, and adapt to climate impacts. The Project will follow a proven strategy based on previous tribal climate adaptation initiatives and will be informed by the Tribe's concurrent planning efforts.

The Project will integrate scientific research, technical studies, and Indigenous Knowledge (IK) gathering methodologies and frameworks through actions that support tribal efforts to protect and enhance IK and develop better approaches to scientific research to support inclusive, effective decision-making. Community participation will be facilitated through the Project Steering Team, consisting of key representatives and advisors from the community to provide guidance to Project staff. For this Project, Indigenous Knowledge will be recognized as encompassing Traditional Ecological Knowledge (TEK) while also reflecting the broader, living systems of cultural, spiritual, social, and governance knowledge held by Indigenous peoples, ensuring that research and decision-making are guided by inclusive and tribally-centered frameworks.

The Project will follow a planning framework combining comprehensive and sector-based planning approaches based on the *Tribal Climate Change Adaptation Planning Toolkit* co-developed by the Institute for Tribal Environmental Professionals (ITEP) and the Tribal Climate Adaptation Guidebook developed by the Oregon Climate Change Research Institute (OCCRI). The five-step process is as follows^[1]: 1) Center the Tribe's Adaptation Effort, 2) Identify Concerns and Gather Information, 3) Assess Vulnerability, 4) Plan for Action, and 5) Implement and Monitor Action. Steps comprised primarily of planning activities (2-4) represent the activities under the Project's Scope of Work and are covered under this proposal. The consultant should refer to the *Exposures, Impacts, and Strategies Inventory (EISI) Tool* developed by the Tribal Climate Health Project (or a comparable method) to ensure a sufficiently wide scope of data collection.

The sector-focused approach will enable tribal staff to focus limited resources on specific topics and incorporate existing plans and studies, such as Trinidad Rancheria's *Hazard Mitigation Plan*, *Marine Plan*, *Integrated Resource Management Plan*, and other relevant plans.

This project seeks to create a single, comprehensive framework that can align and synthesize the key findings and recommendations from these parallel initiatives as they progress. This comprehensive approach will address multiple climate risks affecting the community as a whole to enable tribal program managers to prioritize specific actions and alternatives, make progress on tribal strategic goals, identify implementation activities with multiple co-benefits, and incorporate climate resilience into organization-wide planning.

[1] While these steps are presented as discrete processes with defined interfaces, in practice they overlap and interact in ways that cannot be completely detailed in this request for proposals.

[2] The Tribal Transportation Climate Adaptation Plan is a parallel planning effort conducted by the Trinidad Rancheria Transportation and Land-Use Department. Due to the substantial transportation challenges facing Trinidad Rancheria, a separate adaptation planning effort exclusively focused on the transportation sector has been initiated. To avoid the unnecessary duplication of efforts, the proposed project does not include transportation planning.

TRINIDAD RANCHERIA PROFILE

The Cher-Ae Heights Indian Community of the Trinidad Rancheria is a federally-recognized Indian Tribe located in northern California in the County of Humboldt. The Trinidad Rancheria is comprised

of Federal Trust Lands with the core land holdings located on a coastal bluff west of U.S. Highway 101, just southeast of the town of Trinidad, CA, which is located approximately 25 miles north of the City of Eureka, CA. The Tribe has expanded their land holdings to include 82 acres south of the City of Trinidad, 8 acres within the community of Westhaven, 27.5 acres in the nearby town of McKinleyville, and 9.2 acres adjacent to Trinidad Bay neighboring the nearby City of Trinidad.

The people of Trinidad Rancheria have ancestral ties to the Yurok, Wiyot, Tolowa, Chetco, Karuk, and Hupa peoples; fishers, hunters, and gatherers with deep traditions of story, ceremony, and spiritual connection to the land, sky, and ocean. There are 282 tribal members, approximately 100 of whom live on tribal lands, while others fish in the Trinidad Harbor; an environmental, economic, and cultural resource that is maintained by the Trinidad Rancheria. The Tribe’s culture is inextricably tied to the land and marine resources found within the traditional homeland, a 20-mile area of interest and concern surrounding the Tribe’s lands which border the Pacific Ocean and Trinidad Bay, designated as an Area of Special Biological Significance (ASBS) and the site of the historical Yurok village of Tsurai.

The Trinidad Rancheria is vulnerable to the impacts of climate change due to their close dependence on and connection with the natural environment for their culture, health, and livelihoods. For the Trinidad Rancheria community, whose culture, identity, and traditions are inseparable from the land and environment, adaptation is essential—not only for survival, but for the preservation of their cultural legacy, sovereignty, and well-being.

PROJECT PURPOSE

The Trinidad Rancheria is vulnerable to the impacts of climate change due to their close dependence on and connection with the natural environment for their culture, health, and livelihoods. For the people of Trinidad Rancheria, who have a deep connection to the land, and whose traditions tie them intimately to the environment, whose culture and identity are inseparable from the natural world, adaptation is the *only* option to preserve their culture, sovereignty, and human health and safety.

In order to transform the Tribe’s ability to prepare for, recover from, and adapt to climate impacts, it is necessary to understand the Tribe’s vulnerabilities, develop a plan to address those vulnerabilities through climate adaptation, and build tribal capacity to implement actions identified in the climate adaptation plan.

TENATIVE SCHEDULE OF EVENTS

The anticipated project milestone and task due date schedule is as follows:

Release of RFP.....	Sep 12, 2025
Pre-bid Meeting (mandatory)	Sep 22, 2025
Proposals are Due	Oct 17, 2025
Finalist Selection.....	Oct 23, 2025
Finalist Presentations.....	Oct 30, 2025
Consultant Selection	Nov 14, 2025
Contract Execution/Notice to Proceed	Nov 26, 2025
TASK 1: Project Steering Team Meetings (STM)	
Task 1.1: STM 1 – Kick-Off.....	Dec 5, 2025
Task 1.2: STM 2 –Stakeholder Engagement Planning	Dec 17, 2025

Task 1.3: STM 3 – Review Engagement and Draft Conditions Reports	Apr 23, 2026
Task 1.4: STM 4 – Review Final Conditions Reports & Draft Vuln. Assess.....	Jul 15, 2026
Task 1.5: STM 5 – Review Final Vuln. Assess. & Set Adaptation Goals.....	Sep 16, 2026
Task 1.6: STM 6 – Select Implementation Actions	Dec 8, 2026
Task 1.7: STM 7 – Review Draft Adaptation Plan.....	Mar 16, 2027
Task 1.8: STM 8 – Review Final Adaptation Plan	Jun 3, 2027
Task 1.9: STM 9 – Close-Out	Jun 15, 2027
Task 2: Identify Concerns and Gather Information	Jul 1, 2026
Task 3: Climate Vulnerability Assessment	Sep 25, 2026
Task 4: Climate Adaptation Plan	May 20, 2027

Once the notice to proceed has been given the Consultant will complete Task 1.1: Steering Team Meeting 1 – Kick-Off milestone by December 5, 2025. All project activities must be complete by July 1, 2027. Multiple site visits will be required.

SCHEDULE OF DELIVERABLES

Deliverable	Due Date
Task 1.1: Steering Team Meeting 1 – Kick-off	12/5/2025
Task 1.1a: General Deliverables for Steering Team Meeting 1	12/5/2025
Task 1.1b: Project Communications Plan	12/10/2025
Task 1.1c: List of Priority Sectors, Services, and Resources	12/10/2025
Task 1.2: Steering Team Meeting 2 – Stakeholder Engagement Planning	12/17/2025
Task 1.2a: General Deliverables for Steering Team Meeting 2	12/17/2025
Task 1.2b: Draft Stakeholder Engagement Plan	12/10/2025
Task 1.2c: Final Stakeholder Engagement Plan	1/16/2026
Task 1.3: Steering Team Meeting 3 – Review Engagement and Draft Conditions Reports	4/23/2026
Task 1.3a: General Deliverables for Steering Team Meeting 3	4/23/2026
Task 1.4: Steering Team Meeting 4 – Review Final Conditions Reports & Draft Vuln. Assess.	7/15/2026
Task 1.4a: General Deliverables for Steering Team Meeting 4	7/15/2026
Task 1.5: Steering Team Meeting 5 – Review Final Vuln. Assess. & Set Adaptation Goals	9/16/2026
Task 1.5a: General Deliverables for Steering Team Meeting 5	9/16/2026
Task 1.6: Steering Team Meeting 6 – Select Implementation Actions	12/8/2026
Task 1.6a: General Deliverables for Steering Team Meeting 6	12/8/2026
Task 1.7: Steering Team Meeting 7 – Review Draft Adaptation Plan	3/16/2027
Task 1.7a: General Deliverables for Steering Team Meeting 7	3/16/2027
Task 1.8: Steering Team Meeting 8 – Review Final Adaptation Plan	6/3/2027
Task 1.8a: General Deliverables for Steering Team Meeting 8	6/3/2027
Task 1.9: Steering Team Meeting 9 – Close-Out	6/15/2027
Task 1.9a: General Deliverables for Steering Team Meeting 9	6/15/2027
Task 1.9b: Lessons Learned Documentation	6/15/2027
Task 1.9c: Final Project Documentation Package	6/15/2027

Task 2.1a: Documentation of IK gathering activities	4/3/2026
Task 2.1b: Data Package of Collected IK	4/3/2026
Task 2.1c: Summary of Work Performed (Gather Indigenous Knowledge)	4/3/2026
Task 2.2a: Documentation of stakeholder engagement activities	4/3/2026
Task 2.2b: Compiled stakeholder feedback and engagement outputs	4/3/2026
Task 2.2c: Summary of Work Performed (Stakeholder Engagement)	4/3/2026
Task 2.3a: Draft Past & Current Conditions Report	3/2/2026
Task 2.3b: Final Past & Current Conditions Report	7/1/2026
Task 2.3c: List of Resources Consulted (Past & Current Conditions)	7/1/2026
Task 2.3d: Summary of Work Performed (Past & Current Conditions)	7/1/2026
Task 2.4a: Draft Forecasted Future Conditions Report	3/2/2026
Task 2.4b: Final Forecasted Future Conditions Report	7/1/2026
Task 2.4c: List of Resources Consulted (Future Conditions)	7/1/2026
Task 2.4d: Summary of Work Performed (Future Conditions)	7/1/2026
Task 3.1a: List of Current and Forecasted Impacts	7/1/2026
Task 3.1b: Summary of Work Performed (Impacts)	7/1/2026
Task 3.2a: Draft Climate Vulnerability Assessment	7/1/2026
Task 3.2b: Summary of Work Performed (Draft CVA)	7/1/2026
Task 3.3a: Final Climate Vulnerability Assessment	9/2/2026
Task 3.3b: Summary of Work Performed (Final CVA)	9/2/2026
Task 4.1a: Draft Adaptation Action Evaluation Criteria	9/2/2026
Task 4.1b: Final Adaptation Action Evaluation Criteria	9/25/2026
Task 4.1c: List of Adaptation Goals & Objectives	9/25/2026
Task 4.1d: Summary of Work Performed (Identify Long-Term Goals)	9/25/2026
Task 4.2a: List of Potential Adaptation Actions by Adaptation Goals	11/17/2026
Task 4.2b: List of Potential Project Partners and Shared Goals	11/17/2026
Task 4.2c: Summary of Work Performed (Identify Implementation Actions)	11/17/2026
Task 4.3a: Final List of Approved Adaptation Actions	12/8/2026
Task 4.3b: Documentation of Evaluation Criteria, Methods, and Results	12/8/2026
Task 4.3c: Summary of Work Performed (Evaluate & Prioritize Actions)	12/8/2026
Task 4.4a: Implementation Plan Documentation for 5 Actions	2/16/2027
Task 4.4b: Summary of Work Performed (Implementation Plans)	2/16/2027
Task 4.5a: Draft Climate Adaptation Plan	3/2/2027
Task 4.5b: Final Climate Adaptation Plan	5/20/2027
Task 4.5c: Summary of Work Performed (Adaptation Plan)	5/20/2027
Task 4.6a: Documentation of community outreach activities	5/1/2027
Task 4.6b: Compiled community feedback	5/1/2027
Task 4.6c: Summary of Work Performed (Community Outreach)	5/1/2027

III. PROJECT SCOPE OF WORK

The Consultant will be required to meet the reporting and deliverable standards which the Trinidad Rancheria determines are suitable for the Tribe's long term goals. The Consultant must furnish all labor, equipment, transportation, testing, and incidentals necessary for the performance of the work specified in this Statement of Work.

All products and services produced by the Consultant shall be subject to approval by the Project Steering Team and co-signed by the Project Manager upon completion. Approval criteria shall be co-developed by the Consultant, the Project Steering Team, and the Trinidad Rancheria Project Team. All tasks shall not be considered complete until the associated products and services have been approved.

All deliverables must be in provided Microsoft word .docx, Microsoft excel .xlsx, or Adobe .pdf format, unless otherwise specified.

The Consultant will collaborate closely with Trinidad Rancheria to complete the project. The full Scope of Work is detailed below, with the particular tasks assigned to the Consultant clearly delineated.

The Consultant will be responsible for:

1. Coordinating with Trinidad Rancheria staff to ensure timely delivery of inputs, drafts, and final products.
2. Providing all materials and documentation related to their scope in a format suitable for inclusion in grant reporting.
3. Maintaining regular communication and participating in progress check-ins as requested.

TASK 1: PROJECT STEERING TEAM MEETINGS AND PROJECT PLANNING

The Consultant shall attend and support nine (9) Project Steering Team meetings between December 2025 and June 2027. The Trinidad Rancheria Project Manager will coordinate and schedule these meetings, provide an agenda, take roll, record minutes, and adjourn the meeting. The Consultant will prepare and present relevant materials, respond to feedback, and revise deliverables as directed. The Consultant will take notes to document discussions and decisions. In this task, general deliverables (see below) will be due at each meeting. Additional deliverables for project kick-off (STM 1 -Task 1.1), stakeholder engagement planning (STM 2 – Task 1.2), and project close-out (Task 1.9) will also be requested.

***GENERAL DELIVERABLES FOR EVERY PROJECT STEERING TEAM MEETING (Tasks 1.1a-1.9a):**

- Copies of presented materials
- Attendance log
- Meeting notes
- Summary of work performed since previous meeting

TASK 1.1: STEERING TEAM MEETING 1 – KICK-OFF

The Consultant shall attend an in-person kick-off meeting with the Project Steering Team to discuss project goals, objectives, deliverables, and the timeline for completion. The Trinidad Rancheria Project Manager will provide an overview of project background, relevant documents, available resources, and project constraints (cost, schedule, scope, quality, and risk). The Consultant will collect all relevant project files.

The Consultant will propose strategies to collaborate with the Project Team and its internal resources (including department staff, two part-time interns, a Technical Working Group, and a Community Working Group) and balance constraints to ensure successful project completion. The Consultant will document the preferred communications approach to engage with the Project Team throughout the project in a Project Communications Plan.

During this meeting, the Steering Team and Consultant will co-develop a list of Priority Sectors, Services, and Resources to inform Task 4: Vulnerability Assessment.

Meeting Date: Dec 5, 2025

Deliverables Schedule:

- **Task 1.1a:** General Deliverables for Steering Team Meeting 1 – due Dec 5, 2025
- **Task 1.1b:** Project Communications Plan – due Dec 10, 2025
- **Task 1.1c:** List of Priority Sectors, Services, and Resources – due Dec 10, 2025

TASK 1.2: STEERING TEAM MEETING 2 – STAKEHOLDER ENGAGEMENT PLANNING

The Consultant will document the procedures for activities to be conducted under Task 2.1 (Gather Indigenous Knowledge) and Task 2.2 (Stakeholder Engagement) in a **Stakeholder Engagement Plan** that will include, at a minimum:

1. An assessment of Tribal members' communications needs and preferences;
2. A description of engagement strategies to be employed;
3. Procedures for the collection, management, retention, and dissemination of Indigenous Knowledge (IK).

The Consultant shall not commence any knowledge-gathering activities until the Stakeholder Engagement Plan has been **signed by the Tribal Historic Preservation Officer (THPO) and approved by the Project Steering Team**.

The Consultant shall attend a hybrid/virtual meeting with the Steering Team to present the Draft Stakeholder Engagement Plan (signed by the THPO) for review and approval. During this meeting, the Consultant will provide a progress update and respond to Team feedback. The Trinidad Rancheria Project Manager will coordinate and schedule the meeting, provide an agenda, take roll, record minutes, and adjourn the meeting. Draft shall be submitted 7 days before this meeting.

Meeting Date: Dec 17, 2025

Deliverables Schedule:

- **Task 1.2a.** General Deliverables for Steering Team Meeting 2 – due Dec 17, 2025
- **Task 1.2b:** Draft Stakeholder Engagement Plan – due Dec 10, 2025 (reviewed at STM 2)
- **Task 1.2c:** Final Stakeholder Engagement Plan – due Jan 16, 2026 (reviewed by email)

TASK 1.3: STEERING TEAM MEETING 3 – REVIEW ENGAGEMENT ACTIVITIES & DRAFT CONDITIONS REPORTS

The Consultant shall attend a hybrid/virtual meeting with the Project Steering Team to review and discuss work progress and ensure work products satisfy the project requirements. The Consultant shall present a summary of Indigenous Knowledge gathering (Task 2.1) and Stakeholder Engagement (Task 2.2) activities. The Consultant shall also present a summary description of the Draft *Past and Current Conditions Report* (Task 2.3a) and the Draft *Forecasted Future Conditions Report* (Task 2.4a). The Team will review progress, confirm requirements are being met, and provide feedback for revisions. Drafts shall be submitted 10 business days before this meeting.

Meeting Date: April 23, 2026

Deliverables Schedule:

- **Task 1.3a.** General Deliverables for Steering Team Meeting 3 – due April 23, 2026

TASK 1.4: STEERING TEAM MEETING 4 – REVIEW FINAL CONDITIONS REPORTS & DRAFT VULNERABILITY ASSESSMENT

The Consultant shall attend a hybrid/virtual meeting with the Project Steering Team to review and discuss work progress and ensure work products satisfy the project requirements. The Consultant will present the *Final Past and Current Conditions Report* (Task 2.3b), and the *Final Forecasted Future Conditions Report* (Task 2.4b) for consideration and approval. The Consultant will present a summary description of the *Draft Climate Vulnerability Assessment (CVA)* (Task 3.2a).

The Steering Team will review progress, confirm that revisions to the Conditions Reports have been addressed, and provide feedback on the *Draft CVA*.

The Consultant will provide a list of Current and Forecasted Impacts (Task 3.1a). Using criteria co-developed earlier, the Steering Team will rank vulnerabilities of greatest concern and their associated climate-related impacts. The Consultant will facilitate this ranking process, document the results, and ensure they are incorporated into the Final CVA (Task 3.3a).

Meeting Date: Jul 15, 2026

Deliverables Schedule:

- **Task 1.4a.** General Deliverables for Steering Team Meeting 4 – due July 15, 2026

TASK 1.5: STEERING TEAM MEETING 5 – REVIEW FINAL VULNERABILITY ASSESSMENT & SET ADAPTATION GOALS

The Consultant shall attend a hybrid/virtual meeting with the Project Steering Team to review and discuss work progress and ensure work products satisfy the project requirements. The Consultant will present the *Final Climate Vulnerability Assessment* (Task 3.3a) for consideration and approval.

In collaboration with the Consultant, the Steering Team will then co-develop a List of Adaptation Goals and Objectives (Task 4.1) to guide the development of a list of Potential Adaptation Actions (Task 4.2a). Goals will be drafted as general statements of what the Tribe intends to accomplish in priority planning areas, following the SMART goals framework.

The Steering Team will also discuss the draft adaptation action evaluation criteria (Task 4.1a) to be used in ranking and prioritizing adaptation actions in later tasks and contribute input towards the final draft (Task 4.1b).

Meeting Date: Sept 16, 2026

Deliverables Schedule:

- **Task 1.5a.** General Deliverables for Steering Team Meeting 5 – due Sept 16, 2026

TASK 1.6: STEERING TEAM MEETING 6 – SELECT IMPLEMENTATION ACTIONS

The Consultant shall attend a hybrid/virtual meeting with the Project Steering Team to review and discuss work progress and ensure work products satisfy the project requirements. The Consultant will present a List of Potential Adaptation Actions (Task 4.2). The Team will evaluate the potential actions using the evaluation criteria and select five (5) priority actions to be developed into detailed implementation plans by the Consultant (Task 4.4a).

Meeting Date: Dec 8, 2026

Deliverables Schedule:

- **Task 1.6a.** General Deliverables for Steering Team Meeting 6 – due Dec 8, 2026

TASK 1.7: STEERING TEAM MEETING 7 – REVIEW DRAFT CLIMATE ADAPTATION PLAN

The Consultant shall attend a hybrid/virtual meeting with the Project Steering Team to review and discuss work progress and ensure work products satisfy the project requirements. The Consultant will present the Implementation Plans (Task 4.4a) and the Draft Climate Adaptation Plan (Task 4.5a). The Team will review these draft products and provide feedback for revisions. Drafts must be submitted 10 business days before this meeting.

Meeting Date: Mar 16, 2027

Deliverables Schedule:

- **Task 1.7a.** General Deliverables for Steering Team Meeting 7 – due Mar 16, 2027

TASK 1.8: STEERING TEAM MEETING 8 – REVIEW FINAL CLIMATE ADAPTATION PLAN

The Consultant shall attend a hybrid/virtual meeting with the Project Steering Team to review and discuss work progress and ensure work products satisfy the project requirements. The Consultant will present the Final Climate Adaptation Plan (Task 4.5b). The Project Steering Team will confirm revisions are complete and provide feedback on the draft close-out package.

Meeting Date: Jun 3, 2027

Deliverables Schedule:

- **Task 1.8a.** General Deliverables for Steering Team Meeting 8 – due Jun 3, 2027

TASK 1.9: STEERING TEAM MEETING 9 – PROJECT CLOSE-OUT

The Consultant shall attend an in-person Close-out Meeting to review contractual obligations, project performance, lessons learned, and project documentation. The meeting will include final acceptance of the delivered scope and confirmation that all requirements have been met. The Consultant will be provided time to present and discuss final deliverables and lessons learned with key stakeholders. The Consultant will prepare final project documentation to support close-out. This includes summarizing lessons learned, compiling approved deliverables, and providing recommendations for future work. The close-out package will serve as a record of project performance and ensure that all requirements have been met.

Meeting Date: Jun 15, 2027

Deliverables Schedule:

- **Task 1.9a.** General Deliverables for Steering Team Meeting 9 – due June 15, 2027
- **Task 1.9b:** Lessons Learned Documentation – due June 15, 2027
- **Task 1.9c:** Final Project Documentation Package – due June 15, 2027

TASK 2: IDENTIFY CONCERNS AND GATHER INFORMATION

The Consultant will collaborate with Trinidad Rancheria staff to gather Indigenous Knowledge (IK) and conduct stakeholder engagement in alignment with Free, Prior, and Informed Consent (FPIC) principles and Climate and Traditional Knowledge Workgroup (CTKW) guidelines.

Two Tribal Climate Resiliency Interns, supervised by Tribal Staff, will carry out outreach, surveys, interviews, and workshops using the strategies designed by the Consultant and approved by the Tribal Historic Preservation Officer (THPO). The Consultant will attend meetings and engagement activities as appropriate, to provide technical direction, ensure fidelity to the approved strategy, and integrate outputs into formal deliverables.

TASK 2.1: GATHER INDIGENOUS KNOWLEDGE (IK)

The Consultant will oversee IK collection activities carried out by interns under Tribal Staff guidance, using the methods defined in the approved Stakeholder Engagement Plan. Activities may include outreach, interviews, surveys, participatory mapping, and documentation of Tribal ecological knowledge.

The Consultant shall attend interviews and data-gathering activities as appropriate, to monitor implementation, ensure quality, and provide technical direction. All IK will be handled in accordance with FPIC and CTKW guidelines. The Consultant shall prepare all collected information for transmittal to Trinidad Rancheria and shall not retain materials without written THPO approval, in compliance with the Data Sovereignty Agreement.

Deliverables Schedule: All due April 3, 2026 and reviewed at STM 3

- **Task 2.1a:** Documentation of IK gathering activities (Presentation materials, lists of activities, and other documentation)
- **Task 2.1b:** Data Package of Collected IK (e.g., interviews, attendance logs, surveys)
- **Task 2.1c:** Summary description of work performed under this task and methods used

TASK 2.2: STAKEHOLDER ENGAGEMENT

The Consultant, with support from interns under Tribal staff guidance, will implement the strategies defined in the approved Stakeholder Engagement Plan. Activities will include workshops, discussions, and participatory mapping with Tribal stakeholders and community members, ensuring representation from diverse groups (youth, elders, cultural practitioners, business leaders).

The Consultant shall attend workshops and meetings as appropriate to provide technical guidance, answer questions, and ensure engagement results are accurately captured for use in subsequent deliverables (Tasks 3 and 4).

Deliverables Schedule: All due Apr 3, 2026 and reviewed at STM 3

- **Task 2.2a:** Documentation of stakeholder engagement activities (e.g. attendance logs, presentation materials, and other documentation)
- **Task 2.2b:** Compiled stakeholder feedback and engagement outputs
- **Task 2.2c:** Summary description of work performed and methods used

TASK 2.3: PAST AND CURRENT CONDITIONS REPORT

The Consultant will conduct a literature review of IK collected under Task 2, along with Tribal documents and the best available scientific information on pre-colonization, pre-industrial, and present-day climate conditions within Trinidad Rancheria lands and areas of interest. The Consultant will use the Exposures, Impacts, and Strategies Inventory (EISI) Tool (or comparable methodology) to ensure comprehensive coverage of past/current conditions and exposure.

The Consultant will prepare a report describing how conditions have changed over time, including changes in the frequency and magnitude of extreme weather events. The report will also identify current hazards and risks that may not yet be fully addressed by the community.

Deliverables Schedule:

- **Task 2.3a:** Draft Past and Current Conditions Report – due Mar 2, 2026 (reviewed at STM 3)
- **Task 2.3b:** Final Past and Current Conditions Report – due Jul 1, 2026 (reviewed at STM 4)
- **Task 2.3c:** List of resources consulted – due Jul 1, 2026
- **Task 2.3d:** Summary description of work performed and methods used – due Jul 1, 2026

TASK 2.4: FORECASTED FUTURE CONDITIONS REPORT

The Consultant will conduct a literature review of expected future conditions using scientific publications, synthesis and assessment reports, and decision-support/data visualization tools, including local and regional assessments. The Consultant will use the Exposures, Impacts, and Strategies Inventory (EISI) Tool (or comparable methodology) to ensure comprehensive coverage of past/current conditions and exposures.

The Consultant will prepare a report describing expected climate conditions under both optimistic and worst-case emissions scenarios.

Deliverables Schedule:

- **Task 2.4a:** Draft Forecasted Future Conditions Report – due Mar 2, 2026 (reviewed at STM 3)
- **Task 2.4b:** Final Forecasted Future Conditions Report – due Jul 1, 2026 (reviewed at STM 4)
- **Task 2.4c:** List of resources consulted – due Jul 1, 2026
- **Task 2.4d:** Summary description of work performed and methods used – due Jul 1, 2026

TASK 3: VULNERABILITY ASSESSMENT

The Consultant will prepare a Climate Vulnerability Assessment (CVA) based on feedback from the Steering Team and the results of the Past and Current Conditions Report (Task 2.3) and the Forecasted Future Conditions Report (Task 2.4). The CVA will:

- Link documented climate exposures to the Priority Sectors, Services, and Resources identified in Task 1.1;
- Identify vulnerabilities of greatest concern and their associated climate-related impacts;
- Assess each sector's sensitivity and adaptive capacity;
- Evaluate the probability and severity of impacts using projections, reports, Indigenous Knowledge (IK), and other resources.

TASK 3.1: IDENTIFY VULNERABILITIES

The Consultant will link exposures documented in Tasks 2.3 and 2.4 to Tribal sectors, services, and resources. This will produce an initial list of vulnerabilities for further analysis.

Deliverables Schedule:

- **Task 3.1a:** List of Current and Forecasted Impacts – due Jul 1, 2026 (reviewed at STM 4)
- **Task 3.1b:** Summary description of work performed and methods used – due Jul 1, 2026

TASK 3.2: ASSESS VULNERABILITIES

The Consultant will prepare the Draft Climate Vulnerability Assessment (CVA), analyzing exposures, sector sensitivity, and adaptive capacity. The assessment will summarize vulnerabilities by sector and describe where climate impacts present the greatest risks to Tribal health, safety, culture, economy, and natural resources.

Deliverables Schedule:

- **Task 3.2a:** Draft Climate Vulnerability Assessment – due Jul 1, 2026 (reviewed at STM 4)
- **Task 3.2b:** Summary description of work performed and methods used – due Jul 1, 2026

TASK 3.3: SELECT PRIORITY PLANNING AREAS

The Consultant will revise the Draft CVA to incorporate the vulnerability rankings and priority planning areas determined by the Steering Team in Steering Team Meeting 4. The Consultant will document these decisions, integrate them into the Final CVA, and prepare the document for review and approval.

Deliverables Schedule:

- **Task 3.3a:** Final Climate Vulnerability Assessment – due Sept 2, 2026 (reviewed at STM 5)
- **Task 3.3b:** Summary description of work performed and methods used – due Sept 2, 2026

TASK 4: CLIMATE ADAPTATION PLAN

The Consultant will prepare a Climate Adaptation Plan (CAP) that builds on the results of the Climate Vulnerability Assessment (Task 3) and Steering Team direction documented under Task 1. The CAP will include adaptation goals and objectives, prioritized actions, implementation plans, and community feedback. Draft and Final CAPs will be reviewed and approved through Steering Team Meetings 7 and 8 (Task 1.7 and Task 1.8).

TASK 4.1: IDENTIFY LONG-TERM GOALS

The Consultant will provide draft guidance on evaluation criteria for ranking adaptation actions, which may include: effectiveness, cost/benefit, technical feasibility, political feasibility, cultural value, timeframe, flexibility, or other considerations as necessary. At STM 5, the Consultant and Steering Team will finalize the criteria and co-develop a set of Adaptation Goals and Objectives to guide the CAP. Goals will be general statements of what the Tribe intends to accomplish in priority planning areas, drafted using the SMART goals framework. The Consultant will finalize a draft of those goals reflecting the conversation following the meeting.

Deliverables Schedule:

- **Task 4.1a:** Draft adaptation action evaluation criteria – due Sept 2, 2026 (review at STM 5)
- **Task 4.1b:** Final adaptation action evaluation criteria – due Sept 25, 2026
- **Task 4.1c:** List of adaptation goals and objectives – due Sept 25, 2026
- **Task 4.1d:** Summary description of work performed under this task and methods used – due Sept 25, 2026

TASK 4.2: IDENTIFY IMPLEMENTATION ACTIONS

The Consultant will compile a list of potential adaptation actions for each Adaptation Goal. This will include incorporating community-identified preferences, examples from other communities, and opportunities to collaborate with partners to address shared priorities. Each action will include a summary description and supporting references.

Deliverables Schedule: All due Nov 17, 2026

- **Task 4.2a:** List of potential adaptation actions by adaptation goal
- **Task 4.2b:** List of potential project partners and shared goals
- **Task 4.2c:** Summary description of work performed under this task and methods used

TASK 4.3: EVALUATE AND PRIORITIZE ACTIONS

Following Steering Team Meeting 6, the Consultant will finalize the Adaptation Actions List by incorporating the Steering Team's evaluation, prioritization, and selection of five (5) priority adaptation actions. The Consultant will document the evaluation methods used, the criteria applied, and the results of the prioritization process. These results will serve as the foundation for developing detailed implementation plans under Task 4.4.

Deliverables Schedule: All due Dec 8, 2026

- **Task 4.3a:** Final list of approved adaptation actions with evaluation results
- **Task 4.3b:** Documentation of evaluation criteria, methods, and results
- **Task 4.3c:** Summary description of work performed under this task and methods used

TASK 4.4: IMPLEMENTATION PLANS

The Consultant will prepare detailed implementation plans for the five (5) priority climate adaptation actions selected by the Steering Team (Task 4.3). The purpose of these plans is to advance each action toward “shovel-ready” status by:

- Defining clear project objectives and outcomes;
- Providing high-level scope, schedule, and cost estimates;
- Identifying potential funding sources;
- Outlining relevant stakeholders, Tribal entities, partners, and agencies with jurisdictional or funding interests;
- Establishing a readiness pathway for advancing each project to implementation.

Deliverables Schedule: All due Feb 16, 2027

- **Task 4.4a:** Implementation plan documentation for five (5) prioritized actions
- **Task 4.4b:** Summary description of work performed under this task and methods used

TASK 4.5: CLIMATE ADAPTATION PLAN (CAP)

The Consultant will compile the CAP, integrating goals (Task 4.1), prioritized actions (Tasks 4.2–4.3), and implementation plans (Task 4.4). The CAP will be revised based on Steering Team feedback (Task 1.7) and finalized for approval (Task 1.8).

Deliverables Schedule:

- **Task 4.5a:** Draft Climate Adaptation Plan – due Mar 2, 2027 (reviewed at STM 7)
- **Task 4.5b:** Final Climate Adaptation Plan – due May 20, 2027 (approved at STM 8)
- **Task 4.5c:** Summary description of work performed under this task and methods used – due May 20, 2027

TASK 4.6: COMMUNITY OUTREACH ON DRAFT CLIMATE ADAPTATION PLAN

The Consultant, in coordination with Tribal staff, will conduct community outreach to present the Draft CAP and gather feedback prior to Steering Team approval. At a minimum, this will include

one Tribal Council presentation (leadership) and one Community Council presentation (all-ages audience) to share key elements of the draft plan, answer questions, and document input from participants.

All feedback will be documented and provided to the Steering Team for consideration during Task 4.5.

Deliverables Schedule: All due May 1, 2027

- **Task 4.6a:** Documentation of community outreach activities (Copies of presented materials, agendas, attendance logs/participant lists)
- **Task 4.6b:** Compiled community feedback
- **Task 4.6c:** Summary description of work performed under this task and methods used

IV. PROPOSAL REQUIREMENT

Responses to this RFP must include all of the following:^[1]

1. **Introduction.** The proposal shall include a brief introduction describing the firm and principal's professional history including the firm's level of expertise in climate vulnerability and adaptation planning, work with Tribal communities, stakeholder engagement, and risk management. The introduction must include the following additional information:
 - a) Name of proposer, address, email address, telephone number of main office and any branch office that will be involved in any way with the services provided.
 - b) Size of the organization and an organization chart of the Consultant's proposed project team.
 - c) Include the name, title and address of the individual in your firm with the authority to negotiate contracts with the Trinidad Rancheria.
2. **Project Personnel.** Clearly describe the staff and proposed project team that will be providing services to the Trinidad Rancheria and include the names of the Project Manager and all lead and professional support personnel. The following information shall be furnished for each member of the proposed project team:
 - a) Education;
 - b) Professional affiliations;
 - c) Any professional licenses or certifications;
 - d) Qualifications and relevant experience with similar projects;
 - e) A description of the responsibilities the individual will assume on the project, and;
 - f) This section shall also include information about the availability of all professional staff who will be involved with the project. If the proposal involves a joint venture, subcontractors, or outside subject matter expertise identify the firm(s) and describe related experience working on a multi-firm team.

3. Experience. The proposal shall provide the following information on one or more similar projects to verify relevant experience:
 - a) Name of client;
 - b) Project title and address;
 - c) Name and telephone number of contact person of client;
 - d) Name of Project Manager;
 - e) Project description;
 - f) Amount of original contract amount, final project cost, any actual fees paid by client, and;
 - g) Actual time to complete the process (from contract award to document completion).
4. Scope of Work. The proposal shall include a statement regarding the anticipated approach for this project and a scope of work outlining and describing each task or activity and its associated product, service or result. This section must include:
 - a) A hierarchical decomposition of the total scope of work to be carried out by the project team to create the required work products. Also known as a work breakdown structure (WBS);
 - b) A brief description of the characteristics of each task or activity;
 - c) Identification of any information, materials, and/or work assistance required from the Trinidad Rancheria, for this project;
 - d) If the proposal involves a joint venture, subcontractors, or outside subject matter expertise (SMEs) identify the firm(s) and/or individuals responsible for each task or activity.
5. Project Schedule. The proposal shall include a project schedule, including the anticipated duration of each task or activity. This section must include:
 - a) A visual representation of the project schedule depicting the start and end dates of individual tasks or activities and their dependencies, commonly known as a Gantt or Bar-chart;
 - b) Anticipated completion dates of project milestones as described in the Project Scope of Work;
 - c) A description of the method(s) used as the basis of estimates;
 - d) Relevant dates of significant gaps in personnel or material resource availability^[2];
 - e) Indicate the method(s) the proposer will use to maintain timelines, and;
 - f) The firm shall demonstrate via past performance its ability to monitor and control project schedule(s).
6. Project Cost. The proposal shall include the anticipated project cost, including:
 - a) A not-to-exceed total budget amount. Also known as the Budget at Completion (BAC);
 - b) The estimated cost for each major task or activity identified in the scope of work;
 - c) The hourly rates for each person who will be involved in the work;
 - d) A brief description of the method(s) used as the basis of estimates;
 - e) Indicate the method(s) the proposer will use to monitor and control project costs, and;

- f) The firm shall demonstrate via past performance its ability to monitor and control project costs.
7. Project Risk. The proposal shall include a description of the firm's general approach to managing risk on the project, a qualitative description of anticipated project risks, and possible responses to address the project's overall risk exposure. The proposer shall demonstrate via past performance its ability to monitor and control project risk.
8. Project Quality. The proposal shall include a description of the firm's general approach to managing quality on the project. The proposer shall demonstrate via past performance its ability to monitor and control project quality.
9. Finalist Presentation. Proposers should note that shortlisted firms will be required to present to the Selection Panel on **October 30, 2025** (see Section V, Finalist Presentations). The presentation should summarize the proposal, highlight qualifications of the proposed team, and address any questions from the Selection Panel.

[1] All information provided by the proposer will be subject to verification by the Trinidad Rancheria.

[2] A gap is considered significant if the total effect on the project schedule is greater than ten (10) consecutive business days/or five percent (5%) of the project schedule baseline, whichever is lesser.

V. SUBMISSION REQUIREMENTS

PRE-BID MEETING

A mandatory pre-bid meeting will be held virtually on **September 22, 2025** at **11:00 AM PDT**. Please use this [virtual meeting link](#). Attendees are highly encouraged to RSVP by emailing the Trinidad Rancheria Climate Resiliency Program Manager at srowan@trinidadrancheria.com.

Note that any questions will be written down and answered in an addendum sent to registered bidders on **October 9, 2025** by **5:00 PM PDT**.

PROPOSALS

Proposals shall be submitted via email only to:

Selena Rowan, Climate Resiliency Program Manager srowan@trinidadrancheria.com

One copy of the proposal^[1] must be received no later than **5:00 PM PDT on October 17, 2025**.

The contact person for this project is Selena Rowan, Climate Resiliency Program Manager.

[1] All written electronic submittals shall be MS Word or .pdf format.

FINALIST PRESENTATIONS (REQUIRED)

Shortlisted proposers will be invited to present to the selection panel on **Thursday, October 30, 2025**.

- **Format & Duration:** 20–30 minute presentation followed by up to 20 minutes of Q&A.
- **Modality:** Virtual via videoconference OR in person at Trinidad Rancheria. Final details and links/location will be provided with the shortlist notice.
- **Scheduling:** Time slots will be assigned; please hold **9:00 AM- 4:00 PM PDT**
- **Participants:** Please plan for the proposed Project Manager and key task leads to attend.
- **Requirement:** Attendance is mandatory for award consideration.

Shortlist notifications will tentatively be sent on **October 23, 2025**.

QUESTIONS

Pre-proposal questions regarding this Request for Proposal will only be accepted via email. Send questions to srowan@trinidadrancheria.com. The final date for question submittal will be **5:00 PM PDT on October 6, 2025**. All questions will be responded to in a group addendum format to all registered bidders on **October 9, 2025**. Written questions must include the individual's first name, last name, the name of the firm, address of the firm, email address, and telephone number.

OTHER REQUIREMENTS:

1. The proposal shall be signed by an authorized official of your firm.
2. The proposal shall be valid for a minimum of 90 days.

VI. CONTRACTOR AWARD

PROPOSAL REVIEW

Each proposal will be reviewed to determine if it meets the proposal requirements contained in Section III. Failure to meet the requirements for the Request for Proposals may be cause for rejection of the proposal.

The Trinidad Rancheria may reject any proposal if it is conditional, incomplete, or contains inconsistencies or irregularities. The Trinidad Rancheria may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the Request for Proposals documents or excuse the proposer from full compliance with the contract requirements if the proposer is awarded the contract.

PROPOSAL EVALUATION

A Selection Panel will evaluate the submittals that meet the proposal requirements. Evaluation will be based on the criteria shown below. Each criterion shall not necessarily carry equal weight in the proposal evaluations. Consultant selection has traditionally been based on evaluation that gives primary consideration to the qualifications, experience, proposed work scope as well as budget, schedule, and cost considerations. The Panel shall deliver a recommendation to the Trinidad Rancheria Tribal Council for action.

1. Adherence to intent of RFP.
2. Responsiveness and comprehensiveness of proposal to RFP.
3. Design of proposed work program.

4. The firm's qualification and reputation in general.
5. Qualifications of staff. The firm's experience in the type of work that the project requires.
6. Related experience of the proposed project team.
7. Suitability of the project schedule.
8. Proposed project budget.
9. Past performance on related assignments
10. Current workload of Consultant and ability to complete on time.
11. Objectivity of proposal.
12. Information obtained from references.
13. Experience in dealing with public agency staff.

Shortlisted proposers will also be evaluated on the clarity, depth, and responsiveness of their **Finalist Presentation** (see Section V). The Selection Panel may adjust proposal scores following these presentations before making a final recommendation.

Contract award will be made to the qualified and responsible responder providing the lowest quote, and meeting the specifications of the solicitation in accordance with Trinidad Rancheria's Procurement Policy. The Trinidad Rancheria will award a contract at their offices in Trinidad, CA.

If a contract cannot be negotiated with the firm submitting the highest rated proposal that is in the best interest of the Trinidad Rancheria, then staff shall commence the renegotiation process with the firm submitting the second highest rated proposal.

The award will be made to the company that proposes a team with the strongest and most pertinent experience to implement the scope of work.

The contract will be between Trinidad Rancheria and Consultant. The Consultant will disclose all sub-contracts and must receive Trinidad Rancheria approval for such subcontract.

The successful bidder shall provide both a certificate of liability and a certificate of worker's compensation, each in the amount of \$1,000,000 and each naming the Trinidad Rancheria as an additional insured.

VI. NATIVE AMERICAN PREFERENCE

1. The Trinidad Rancheria shall grant preference to certified Native American owned firms, whose principal places of business are located within the lands of the Trinidad Rancheria, without regard to tribal affiliation, over certified Native American-owned firms whose principal places of business are located outside of Tribal Lands, in awarding contracts and subcontracts.
2. The Trinidad Rancheria shall grant preference to certified Native American-owned firms, without regard to the location of their respective principal places of business, over non-certified firms with some Native American ownership, in awarding contracts and subcontracts.

VII. GENERAL INFORMATION

PRE-BID MEETING

A mandatory pre-bid meeting will be held virtually on **September 22, 2025** at **11:00 AM PDT**. Please use this [virtual meeting link](#). Attendees are highly encouraged to RSVP by emailing the Trinidad Rancheria Climate Resiliency Program Manager at srowan@trinidadrancheria.com.

Note that any questions will be written down and answered in an addendum sent to registered bidders on **October 9, 2025** by **5:00 PM PDT**. Attendees are highly encouraged to RSVP by emailing the Trinidad Rancheria Climate Resiliency Program Manager at srowan@trinidadrancheria.com.

LATE SUBMITTALS

Proposals received after **5:00 PM PDT on October 17, 2025** will not be considered.

PROPOSAL SUBMITTAL

Proposals shall be submitted via email only to:

Selena Rowan, Climate Resiliency Program Manager srowan@trinidadrancheria.com

One copy of the proposal^[1] must be received no later than **5:00 PM PDT on October 17, 2025**.

The contact person for this project is Selena Rowan, Climate Resiliency Program Manager.

[1] All written electronic submittals shall be MS Word or .pdf format.

FINALIST PRESENTATION

Shortlisted proposers will be required to participate in a finalist presentation on **October 30, 2025** for a one-hour slot between **9:00 AM-4:00 PM PDT**. The presentation will be scheduled by the Trinidad Rancheria and may be held virtually or in person. Please ensure that the proposed Project Manager and key task leads are available. See Section V for full details.

MODIFICATION OR WITHDRAWALS OF PROPOSALS

Any proposal received to the date and time specified above for receipt of proposals may be withdrawn or modified by written request of the proposer. To be considered, however the modified proposal must be received by the date and time specified above.

TIME CONSTRAINTS

Time constraints are critical; therefore, prospective Consultants are advised that a rigorous schedule must be maintained. The Consultant should consider **July 1, 2027** as a firm deadline for the completion and submittal to the Project Team of all deliverables and must submit a proposal with a schedule meeting this constraint.

PROPERTY RIGHTS

Proposals received within the prescribed deadline become the property of the Trinidad Rancheria and all rights to the contents therein become those of the Trinidad Rancheria.

AMENDMENTS TO REQUEST FOR PROPOSAL

The Trinidad Rancheria reserves the right to amend the Request for Proposals by addendum prior to the final date of proposal submission.

FEE

The fee will be negotiated with the top-ranked proposer. Trinidad Rancheria reserves the right to negotiate with other proposers depending on the outcome of fee negotiations with the top-ranked proposal.

NON-COMMITMENT OF THE TRINIDAD RANCHERIA

This Request for Proposal does not commit the Trinidad Rancheria to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The Trinidad Rancheria reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or its entirety the Request for Proposals if it is in the best interest of the Trinidad Rancheria to do so.

ATTACHMENT 1: MAPS AND SITE PHOTOS

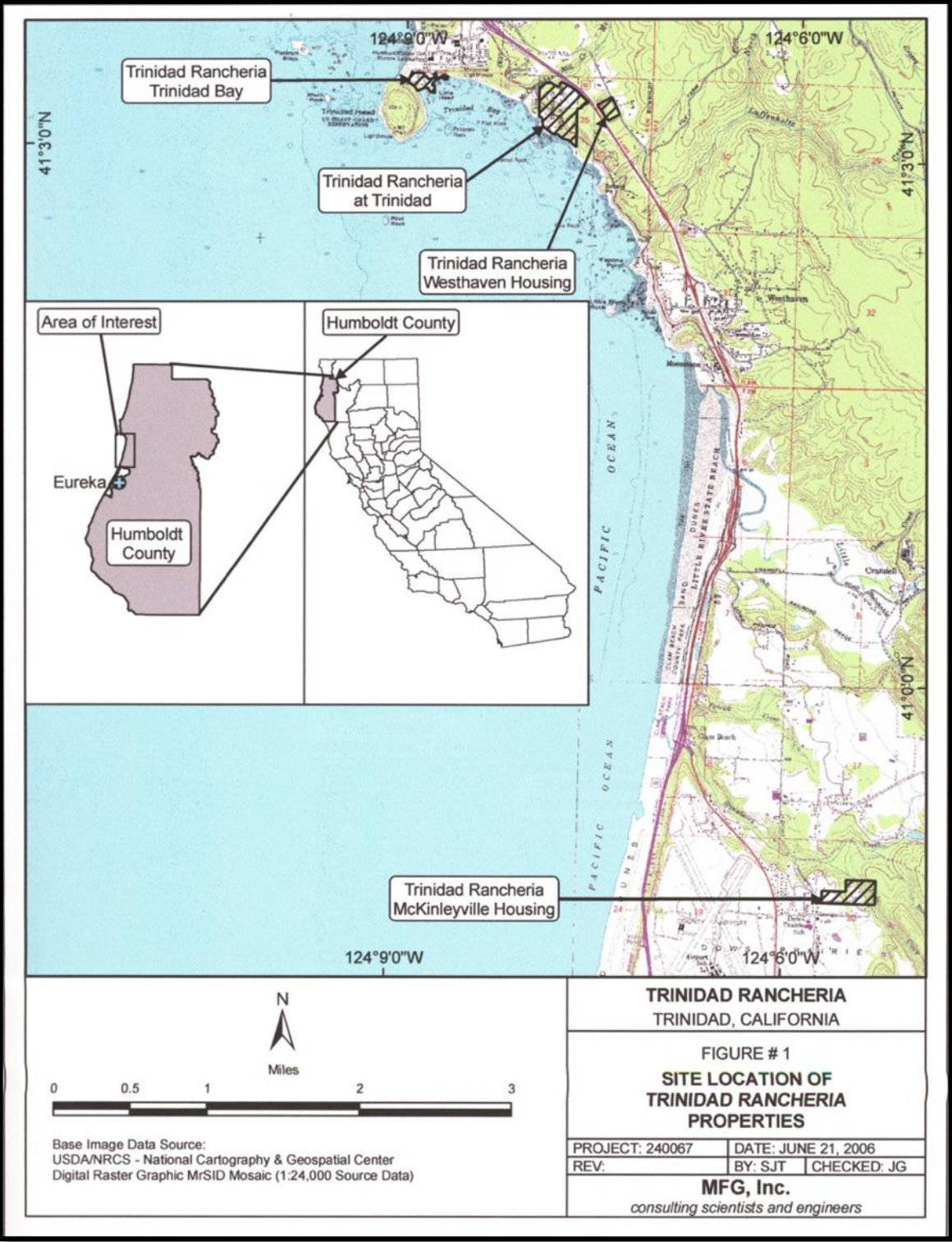


Figure 1: Trinidad Rancheria Properties