



Cher-Ae Heights Indian Community of the Trinidad Rancheria

REQUEST FOR PROPOSALS

Trinidad Rancheria Tribal Transportation Climate Adaptation Plan

Professional Climate Adaptation Planning Services for the Development of a Community-Based Tribal Transportation Climate Adaptation Plan

Date Released: October 1st, 2026

**Cher-Ae Heights Indian Community of the Trinidad Rancheria
1 Cher-Ae Lane
PO Box 630
Trinidad, California 95570**

Proposals are due prior to 5:00 P.M. PST, Nov 3rd, 2026

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Introduction

The Cher-Ae Heights Indian Community of the Trinidad Rancheria (Trinidad Rancheria) is requesting proposals (RFP) from qualified consulting firms to provide professional climate adaptation planning services for the development of the Trinidad Rancheria Tribal Transportation Climate Adaptation Plan (TRTTCAP) (the “Project”).

The Project is funded through the California Department of Transportation (Caltrans) Climate Adaptation Planning Grant Program and is being implemented pursuant to a Restricted Grant Agreement (RGA) between the State of California, acting by and through its Department of Transportation (CALTRANS), pursuant to Budget Act Line Item 2660-102-0042. It is anticipated that compensation under any contract resulting from this Request for Proposals (RFP) will be on a cost plus fee basis with a not-to-exceed amount. Negotiations to establish the contract amount shall take place after the consultant selection process is completed, with a contract performance period of eighteen months from the date approved by Trinidad Rancheria Tribal Council.

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this project. The Consultant’s proposal will be evaluated and ranked according to the criteria provided in Section C, “Proposal Evaluation,” of this RFP.

Addenda to this RFP, if issued, will be sent to all prospective Consultants that have provided Trinidad Rancheria with a Letter of Interest; and posted on Humboldt Builders Exchange as well as on the Trinidad Rancheria website at:

<http://www.humbx.com>

<http://www.trinidad-rancheria.org>

It shall be the Consultant’s responsibility to check Humboldt Builders Exchange and/or the Trinidad Rancheria website to obtain any addenda that may be issued. It is the proposer’s sole responsibility to monitor the websites for possible addenda to this RFP. Failure of proposer to retrieve addenda from the site shall not relieve him/her of the requirements contained therein. Additionally, failure of proposer to return a signed addendum, when required, may be cause for rejection of proposal.

This RFP does not commit the Trinidad Rancheria to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. 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 Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the Trinidad Rancheria to do so. Furthermore, a contract award may not be made based solely on price.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the Trinidad Rancheria.

Pre-proposal questions regarding this RFP will only be accepted via email. All pre-proposal questions shall be submitted in writing to the attention of Leslie Sanders via email at lsanders@trinidadrancheria.com. Questions shall be submitted before 5:00 PM, PST, on **October 21st, 2026**. All questions will be responded to in a group addendum format to all prospective consultants on **October 28th, 2026**. Written questions should include the individual's name, the name of the firm, address, telephone number and email.

No oral question or inquiry about this RFP/RFQ shall be accepted.

Project Description

The Cher-Ae Heights Indian Community of the Trinidad Rancheria is a federally recognized Indian tribe. The land for the Trinidad Rancheria was acquired pursuant to the Indian Appropriation Act of June 21, 1906 (34 Stat. 333) authorizing the Secretary of the Interior to expend certain funds "to purchase for the use of the Indians in California". The Rancheria is located in rural/remote Northern California, with core land holdings west of U.S. Highway 101 along the Pacific Coast, just southeast of the town of Trinidad, California, and approximately 25 miles north of the City of Eureka, California.

The TRTTCAP is intended to assess the vulnerabilities and resiliencies of Trinidad Rancheria tribal lands, tribal transportation facilities, and critical transportation infrastructure and to identify actions and implementation strategies that will allow Trinidad Rancheria lifeways, culture, and health to adapt to changing climate conditions. The Project will build upon and complement the Tribe's previous Climate Adaptation Study addressing the natural environment by focusing specifically on transportation systems, infrastructure, mobility, emergency access, and related community needs. The Final TRTTCAP is intended to be incorporated as an appendix or complementary element of the previous Climate Adaptation Study, creating a more comprehensive framework for addressing climate adaptation across both the natural environment and the Tribal transportation system. The Project will produce a community-based plan that includes performance measures, adaptation strategies, and conceptual designs and implementation plans for three or more priority transportation-related implementation projects.

Currently, Trinidad Rancheria is comprised of 106.52 acres dispersed between four separate areas of tribal trust lands and one fee parcel. All of these fragmented land holdings contain assets vital to the Tribe's social, economic and cultural continuity and are of importance to the surrounding communities. The Tribe has expanded its main 55.26 acres of land holdings along the coast where its Tribal offices and some of its businesses and housing are located, to include 13 acres in the adjacent community of Westhaven east of Highway 101, 28.38 acres in the nearby town of McKinleyville to the south and the 9.3-acre Trinidad Pier and Harbor District adjacent to Trinidad Bay.

Trinidad Rancheria is a highly disadvantaged community. The Project is therefore intended to place equity at the center of climate adaptation planning and to ensure that traditionally underserved voices, including low-income and rural community members, people with disabilities, and other underrepresented voices, are incorporated into decision-making.

Climate change poses significant risks to the Tribe's built environment, transportation system, and community infrastructure. The Project will evaluate climate-related hazards and stressors, including sea level rise, coastal erosion, extreme weather events, landslides, wildfire, and other changing conditions that may affect transportation facilities, critical infrastructure, emergency access and evacuation routes, community assets, and the Tribe's ability to maintain safe and reliable transportation services. The assessment will consider both current and projected future conditions and will identify vulnerabilities and adaptation strategies to improve the resilience of the Tribe's built environment and transportation system.

The enduring challenges faced by Tribal communities require the development of innovative and community-informed strategies that respond to existing vulnerabilities while preparing for changing climate conditions. The Trinidad Rancheria seeks to strengthen the resilience of its community, infrastructure, and transportation system while contributing to the resilience and well-being of the wider community. The Trinidad Rancheria Tribal Transportation Climate Adaptation Plan (TRTTCAP) is intended to identify climate-related vulnerabilities affecting the Tribe's built environment and transportation system and develop community-informed adaptation strategies to improve the safety, reliability, sustainability, and resilience of transportation facilities and critical infrastructure for all users.

This effort is particularly important as the Tribe's planned community improvements, transportation needs, and existing infrastructure must be considered in the context of current and projected climate conditions. The planning process will provide opportunities for meaningful discussion and input from Tribal members, residents, transportation users, community stakeholders, and partner agencies regarding climate vulnerabilities, adaptation priorities, and strategies for improving community resilience. The fragmented nature of the Tribe's lands across multiple jurisdictions further increases the complexity of climate adaptation planning and reinforces the need for coordinated, innovative, and community-driven approaches to addressing vulnerabilities within the Tribe's built environment and transportation system.

The Project will use a whole-community approach to identify climate-related vulnerabilities and develop adaptation strategies for the Tribe's built environment and transportation system. The Consultant will work collaboratively with the Tribe, the Adaptation Planning Advisory Workgroup (APAW), Tribal members, non-member residents, resident workers, surrounding jurisdictions, Caltrans, the Humboldt County Association of Governments (HCAOG), the City of Trinidad, Humboldt County, and other identified stakeholders. The planning process will provide meaningful opportunities for community members and partner agencies to contribute local knowledge, identify climate vulnerabilities, and help establish adaptation priorities and strategies. The Project will incorporate traditional ecological knowledge (TEK), Tribal

knowledge, and practices reflecting Tribal cultural values, where appropriate, throughout the planning, assessment, and development of adaptation strategies.

The purpose of the TRTTCAP is to increase equity for the disadvantaged Tribal community and provide a safe and sustainable Tribal transportation system for all users by identifying community-informed climate adaptation vulnerabilities and transportation climate adaptation strategies. The Project will focus on identifying current and future climate vulnerabilities affecting the Tribe's built environment, including transportation facilities, infrastructure, community assets, land use, economic development, traffic demand, public safety, and access to essential services. The assessment will consider the potential effects of climate-related hazards on the Tribe's transportation system and associated built infrastructure, as well as implications for human health, community resilience, and cultural resources. Where appropriate, the Project may reference and build upon climate adaptation strategies, findings, and recommendations identified through the Tribe's existing Climate Adaptation Study addressing the natural environment. The TRTTCAP will complement that study by focusing on climate vulnerabilities and adaptation strategies specific to the Tribe's built environment and transportation system.

The vulnerability assessment will provide a high-level, systematic assessment of climate change risks at the asset level. The work will include an assessment of transportation systems, critical infrastructure, emergency services, evacuation routes, and community resources; identification of a subset of assets at risk for more detailed consideration; and prioritization of vulnerable assets for adaptation responses.

The Project will culminate in a community-based Trinidad Rancheria Tribal Transportation Climate Adaptation Plan that includes the Final Vulnerability Assessment, performance measures, prioritized adaptation strategies, conceptual designs for three or more priority implementation projects, and an implementation plan for each priority project.

The Consultant should be experienced in climate vulnerability and adaptation planning affecting rural transportation systems, multimodal and multijurisdictional transportation planning, GIS and spatial analysis, public engagement, and development of practical adaptation strategies. Experience working with Tribal governments and incorporating TEK and culturally appropriate engagement approaches is strongly preferred. The Consultant shall recognize that this is a planning project. The Scope of Work does not authorize environmental review, complex design, engineering, or other activities identified as ineligible under the applicable grant guidance unless separately authorized through an approved amendment.

Project Objectives

The Project goal is to increase equity and climate resilience for the disadvantaged Tribal community by identifying current and future climate vulnerabilities affecting the Tribe's built environment and transportation system and developing community-informed adaptation strategies to address those vulnerabilities. The Project will support a safe, sustainable, integrated, and

resilient Tribal transportation system for all users by identifying adaptation priorities and strategies that respond to community needs, including access to employment, education, health services, and other essential community resources. The Project will consider the potential effects of climate change on transportation infrastructure, land use, economic development, traffic demand, public safety, health, and social needs, among other community considerations. Where appropriate, the Project may reference and build upon climate adaptation strategies, findings, and recommendations identified through the Tribe's existing Climate Adaptation Study addressing the natural environment. The overall Project objectives are:

1. Develop a comprehensive tribal transportation vulnerability assessment, including existing conditions, climate-related hazards and risks to critical infrastructure, emergency evacuation routes, and community resources, and identify adaptation strategies to address identified hazards.
2. Incorporate the voices of underserved communities through a comprehensive public involvement process that maintains open, culturally relevant and consistent communication, promotes social equity, incorporates traditional ecological knowledge and practices, and promotes community resilience.
3. Identify adaptation strategies and performance measures that will allow Trinidad Rancheria lifeways, culture and health to adapt to changing climate conditions using the best available science, and develop an adaptation implementation plan including conceptual designs and implementation plans for three or more priority implementation projects.
4. Present the Final Transportation Climate Adaptation Plan to the Cher-Ae Heights Indian Community of the Trinidad Rancheria Community Council for approval and to the Trinidad Rancheria Tribal Council for adoption

Consultant Responsibilities

1. Provide qualified personnel and subconsultants necessary to complete the Project within the negotiated schedule and budget.
2. Coordinate technical work with Trinidad Rancheria staff and APAW and participate in meetings reasonably necessary to complete the Scope of Work.
3. Use appropriate and defensible climate, GIS, transportation and vulnerability assessment methods and clearly document data sources, assumptions, limitations and analytical methods.
4. Protect confidential, sensitive, cultural and Tribal information and follow Trinidad Rancheria direction regarding information that is not appropriate for public disclosure.
5. Prepare all materials, data, maps, and other project deliverables in formats that are compatible, to the extent practicable, with the formats identified and utilized through the Tribe's existing Climate Adaptation Study addressing the natural environment, and that can be maintained, updated, and used by Trinidad Rancheria following completion of the Project.

Scope of Work

The following Scope of Work reflects the submitted and approved Scope of Work for the Trinidad Rancheria Tribal Transportation Climate Adaptation Plan (TRTTCAP) and establishes the services and deliverables to be performed under this RFP. Proposers shall respond to each task and deliverable identified herein. Any proposed refinements or modifications shall be clearly identified in the proposal and must maintain the intent and requirements of the approved Scope of Work.

Task 1 – Existing Conditions

The Consultant shall develop a comprehensive understanding of existing transportation facilities, assets, routes, community resources and site context relevant to climate vulnerability. Because the Trinidad Rancheria transportation system is multijurisdictional, coordination with Tribal, Federal, State, County and City agencies will be important

Task 1 Required Activities

- a. Inventory and evaluate existing transportation facilities and assets according to their function within the transportation network, location, site sensitivities and hazards, applicable policies and regulations, and responsible stakeholders and agencies.
- b. Gather baseline data on climate-related impacts and climate stressors affecting transportation infra-structure, community resources and evacuation routes on Trinidad Rancheria Trust Lands and surrounding lands owned by or of interest to the Tribe.
- c. Review and utilize existing GIS, maps, National Tribal Transportation Facility Inventory (NTTFI) information, technical and feasibility studies, Tribal reports and plans, stakeholder interviews, publicly accessible climate and GIS data, anecdotal information and other relevant sources.
- d. Identify past maintenance and repairs that may have been directly or indirectly related to climate impacts and identify maintenance needs associated with vulnerabilities and long-term resilience.
- e. Incorporate traditional knowledge and protect confidential or sensitive information as directed by Trinidad Rancheria.
- f. Prepare a draft Existing Conditions Report, present findings to APAW, incorporate APAW and community input, and prepare a final Existing Conditions Report.

Task 1 Deliverables

- a. Maps and background data.
- b. Inventory of Trinidad Rancheria transportation facilities and assets.
- c. Schedule or summary of maintenance activities by relevant stakeholders within the study area.
- d. Climate stressor information.
- e. Draft Existing Conditions Summary/Report.
- f. Final Existing Conditions Report.

Task 2 – Analysis and Vulnerability Assessment

The Consultant shall identify and evaluate the severity and likelihood of climate exposure and risks to transportation-related assets and community resources on Trinidad Rancheria Trust Lands, fee parcels, and surrounding lands owned by or of interest to the Tribe.

Task 2 Required Activities

- a. Conduct a comprehensive inventory of existing and future transportation assets, facilities, routes, locations of interest and relevant metrics sufficient to support the vulnerability assessment.
- b. Include, as applicable, bridges, stormwater facilities, rest areas, wayfinding systems, traffic signals, road and weather information systems, call boxes and similar assets.
- c. Include emergency access and evacuation routes, emergency services, and facilities, locations and resources of economic, strategic or cultural significance identified through public engagement and consultation.
- d. Integrate final inventory results into a GIS data product and complementary report.
- e. In consultation with APAW, and Tribal Leadership select appropriate timescales, models and analyses for multiple emissions scenarios, including best- and worst-case scenarios as appropriate.
- f. Select methods consistent with and mutually supportive of regional transportation planning efforts, including Caltrans, HCAOG and the City of Trinidad, to the greatest extent practicable.
- g. Assess potential changes to travel patterns, emergency services, evacuation routes, traffic volumes and potential hazards.
- h. Prepare a Draft Vulnerability Assessment for APAW and Tribal Leadership review, including cost estimates for repairing or replacing affected assets, probability of impacts, and estimates of analytical precision and accuracy as appropriate.
- i. Prepare a Final Vulnerability Assessment documenting data, methods, results, limitations, community outreach results, maps, data, statistical tools and other materials developed during the analysis.
- j. Develop measurable, understandable and meaningful system-wide performance measures addressing operational, management and maintenance goals and climate resilience.
- k. Ensure performance measures address environmental-condition surveillance, climate-related vulnerabilities and adaptive capacity, emergency transportation preparedness and evacuation routes, and multijurisdictional partnerships.
- l. Present adaptation strategies to Tribal Leadership for selection and prioritization using criteria such as technical and political feasibility, cost-benefit, efficacy, flexibility, sustainability, consistency with regional efforts and cultural relevance.

- m. Develop the draft Climate Adaptation Plan containing the Final Vulnerability Assessment, performance measures, conceptual designs for three or more priority implementation projects selected by Tribal Leadership, and an implementation plan for each.

Task 2 Deliverables

- a. Comprehensive Inventory, including data sources, data gathering summary, final GIS data product and complementary report.
- b. Selected models, methods and timescales suggested by APAW and approved by Tribal Leadership.
- c. Draft Vulnerability Assessment and Tribal Leadership presentation.
- d. Final Vulnerability Assessment, constituent data, methods, models and tools, maps and analytical materials.
- e. Draft and final performance measures.
- f. Tribal Leadership presentation and selection/prioritization criteria for adaptation strategies.
- g. Draft Climate Adaptation Plan with performance measures and conceptual designs and implementation plans for three or more priority projects.

Task 3 – Public Outreach

The Consultant shall support a public involvement process that maintains open, culturally relevant and continual communication among the Tribal and wider community stakeholders. Outreach shall promote social equity and provide meaningful opportunities to understand climate vulnerabilities, climate stressors, adaptation opportunities and potential strategies.

Task 3 Required Activities

- a. Develop outreach approaches that are accessible to Tribal members, non-member residents, resident workers, surrounding communities, partner agencies and other stakeholders.
- b. Support development and use of a Climate Impact webpage and project information materials as directed by Trinidad Rancheria.
- c. Develop and administer electronic and hard-copy surveys addressing climate vulnerabilities affecting the transportation system and location-specific community concerns.
- d. Develop and maintain a web-based StoryMap showing transportation assets, existing conditions, climate stressors, projected changes and opportunities for public input.
- e. Use public comments and survey responses to inform adaptive strategies and performance measures.
- f. Develop, conduct and evaluate four community workshops, including a Tribal scoping workshop, a wider-community/interagency workshop, a draft-plan charrette with Tribal focus groups, and a final workshop presenting the Final Draft Plan.
- g. Use mapping exercises, roundtable discussions, presentations, question-and-answer periods and other effective engagement techniques.

- h. Support a one-day charrette using trusted facilitators and appropriate technology, modeling tools and maps.
- i. Document meeting notices, outreach materials, agendas, presentations, sign-in sheets, comments, questionnaires, photos and workshop summaries.

Task 3 Deliverables

- a. Survey form, completed surveys, survey analysis and findings.
- b. Workshop 1 through Workshop 4 schedules, agendas, feedback questionnaires, outreach materials, presentations, vision maps, summaries, sign-in sheets, comments, completed questionnaires and photos.
- c. StoryMap/interactive platform content and public input summary.
- d. Summary of public engagement findings incorporated into the planning process.

Task 4 – Adaptation Planning Advisory Workgroup (APAW) Meetings

The Consultant shall participate in bi-monthly APAW meetings throughout the Project. The APAW will include at least one Tribal Council member, a representative from each of the Four Rancheria parcels, and representatives from Tribal departments including Member Services, Natural Resources, Housing, Transportation and Land Use, Maintenance and Harbor Businesses, as identified in the approved Scope of Work.

Task 4 Required Activities

- a. Prepare for and participate in bi-monthly APAW meetings.
- b. Present work products and technical findings for APAW review and direction.
- c. Incorporate APAW guidance into subsequent work products.
- d. Invite or coordinate with community stakeholders such as Caltrans, HCAOG, the City of Trinidad and Humboldt County staff as directed by Trinidad Rancheria.
- e. Participate in monthly project team coordination meetings as requested by Trinidad Rancheria to maintain schedule, communication and budget awareness.
- f. Prepare concise meeting summaries, action items and follow-up materials.

Task 4 Deliverables

- a. Meeting agendas and presentation materials.
- b. Meeting notes and summaries.
- c. Attendance records.
- d. Action-item tracking and follow-up materials.

Task 5 Draft and Final Climate Adaptation Plan

The Consultant shall prepare and present a Draft Trinidad Rancheria Tribal Transportation Climate Adaptation Plan to APAW, Tribal Leadership, the Tribal community and the community at large for final questions, comments and concerns. The Consultant shall incorporate comments received through APAW, public engagement, Community Council review and Tribal Council review, as applicable.

Task 5 Required Activities

- a. Prepare the Draft Climate Adaptation Plan in a clear, accessible format suitable for Tribal and public review.
- b. Include the Final Vulnerability Assessment, performance measures, prioritized adaptation strategies, conceptual designs for three or more priority implementation projects, and an implementation plan for each.
- c. Provide an opportunity for public review and comment and document comments received and responses.
- d. Prepare the Final Climate Adaptation Plan incorporating appropriate comments and required amendments.
- e. Include appropriate acknowledgement of Caltrans funding on the cover or title page as required.
- f. Submit the Final Plan to Caltrans in an ADA-accessible electronic format and provide electronic source files and GIS/data products to Trinidad Rancheria.

Task 5 Deliverables

- a. Draft Climate Adaptation Plan.
- b. Public review/comment invitation and outreach documentation.
- c. Comment log and responses.
- d. Summary of public engagement.
- e. Final Climate Adaptation Plan in ADA-accessible electronic format.
- f. Final supporting data, GIS files, maps, models, tools and source materials.

Task 6 – Community Council Review and Tribal Council Adoption

The Consultant shall present the Final Trinidad Rancheria Tribal Transportation Climate Adaptation Plan to the Cher-Ae Heights Indian Community of the Trinidad Rancheria Community Council for approval and to the Trinidad Rancheria Tribal Council for adoption by resolution.

Task 6 Required Activities

- a. Prepare presentation materials and attend the Community Council review.
- b. Respond to questions and make revisions directed through the approved review process.
- c. Prepare materials for Tribal Council consideration and adoption.
- d. Incorporate any final amendments required through the Tribal Council review and adoption process.

Task 6 Deliverables

- a. Community Council presentation materials and meeting documentation.
- b. Tribal Council agenda/presentation materials and meeting documentation.
- c. Final adopted Trinidad Rancheria Tribal Transportation Climate Adaptation Plan.

- d. Tribal Council resolution adopting the Plan, when provided by Trinidad Rancheria.

Proposal and Selection Process

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

A. Letter of Interest

A single page letter of interest on Consultant letterhead shall be transmitted via email to lsanders@trinidadrancheria.com no later than 5:00 pm (PST) **October 16th, 2026**. The letter shall state the Consultant's intent to submit a proposal for the project and willingness to attend a proposal presentation.

B. Proposal Requirements

Interested Consultants shall submit their proposal for Professional Climate Adaptation Planning Services for the Trinidad Rancheria Tribal Transportation Climate Adaptation Plan no later than 5:00 P.M. Pacific Time on **November 3rd, 2026** via email to lsanders@trinidadrancheria.com. Proposals shall be concise but sufficiently detailed to demonstrate the Consultant's understanding of the Project, qualifications, approach, staffing and ability to complete the Scope of Work.

1. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

Leslie Sanders, Transportation and Land Use Director
Trinidad Rancheria
PO Box 630
Trinidad, CA. 95570

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

The letter shall be signed in blue by the individual authorized to bind the Consultant to the proposal. (maximum 2 pages)

2. Consultant Information, Qualifications and Experience

- i. Provide a summary of the Consultant Team, including an organizational chart identifying subconsultants and key project team members. (Maximum five pages).

- ii. Provide detailed examples of at least three similar projects that are current or were completed within the last five years. Projects should demonstrate experience with climate adaptation planning, transportation vulnerability assessment, rural or Tribal transportation systems, GIS/spatial analysis, public engagement, or related work. Each example shall identify the project name, contracting agency, contracting project manager, funding source, contract date, end date/current status and Consultant project manager. (Maximum ten pages).
- iii. Describe the firm's experience incorporating climate science, climate stressors, vulnerability assessment methods, adaptation strategies and implementation planning.
- iv. Describe experience working with Tribal governments, Tribal communities, culturally sensitive information and/or traditional ecological knowledge, if applicable.
- v. Provide brief relevant information regarding key project personnel, including qualifications, role, availability and relevant project experience.(Maximum five pages).
- vi. Identify all proposed subconsultants and describe their roles.

3. Project Understanding and Approach

Provide a clear description of the Consultant's understanding of the TRTTCAP, its climate adaptation purpose, the multijurisdictional transportation context and the relationship among vulnerability assessment, public engagement, APAW direction, adaptation strategies, performance measures and implementation planning.

- i. Describe the proposed technical approach for existing conditions, asset inventory and vulnerability assessment.
- ii. Describe proposed climate data, models, scenarios, analytical methods and how limitations will be documented.
- iii. Describe the proposed approach for prioritizing adaptation strategies and selecting three or more priority implementation projects.
- iv. Describe the proposed approach to developing conceptual designs and implementation plans within the planning scope and grant eligibility limitations.
- v. Describe the public engagement approach, including Tribal and wider-community engagement, StoryMap/interactive mapping, surveys, workshops and focus groups.
- vi. Describe how TEK and Tribal cultural values will be respected and incorporated.
- vii. Describe the approach to GIS/data delivery, accessibility, documentation and long-term usability by Trinidad Rancheria.

4. Conflict of Interest Statement

The proposing Consultant shall disclose (on behalf of their firm or employees) any personal, financial, business, or other relationship with the Trinidad Rancheria that may have an impact upon the outcome of selection of this project. The Consultant shall also list current clients who may have a financial interest in the outcome of this project.

5. Litigation

Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

6. Contract Agreement

Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement included as Attachment A.

The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

7. Insurance Coverage

The prospective Consultant shall provide a summary of the firm's insurance coverage for commercial/general liability, professional liability, automobile liability and workers' compensation, including the limits of coverage for each policy. Trinidad Rancheria requires a minimum of \$1 million in general liability coverage during the contract period. The selected Consultant shall provide certificates of insurance and any other documentation required by the executed contract prior to commencing work.

Proposal Format

- i. Submit one electronic PDF proposal unless otherwise directed by addendum.
- ii. Clearly identify the firm's primary point of contact.
- iii. Use section headings corresponding to the requirements in this RFP.
- iv. Identify assumptions, exclusions and proposed deviations from the Scope of Work.
- v. Include a proposed schedule showing major milestones and deliverables.
- vi. Provide a proposed fee and fee schedule consistent with the Scope of Work. The final contract amount and fee structure will be negotiated with the selected Consultant.

C. General RFP Provisions

Addenda to this RFP, if issued, will be provided to prospective Consultants that have submitted a Letter of Interest and may be posted on the Trinidad Rancheria website and/or Humboldt Builders Exchange. It is the Consultant's responsibility to obtain and acknowledge all addenda. Failure to acknowledge an addendum when required may be cause for rejection of a proposal.

This RFP does not commit Trinidad Rancheria to award a contract, pay costs incurred in preparation of a proposal, or procure or contract for the requested services. Trinidad Rancheria

reserves the right to accept or reject any or all proposals, negotiate with any qualified Consultant, modify or cancel the RFP in whole or in part, or waive minor informalities when in the best interests of Trinidad Rancheria. A contract award may not be made solely on price.

The prospective Consultant is advised that any recommendation for award is subject to approval by the Trinidad Rancheria Tribal Council. No contract will be in force until it has been approved and fully executed by Trinidad Rancheria.

Pre-proposal questions regarding this RFP shall only be accepted in writing by email to Leslie Sanders at lsanders@trinidadrancheria.com. Questions must be submitted before 5:00 P.M. Pacific Time on **October 21st, 2026**. Questions and responses may be issued in a written addendum to all prospective Consultants. No oral questions or inquiries regarding this RFP will be accepted.

D. Proposal Evaluation

All qualifications for Professional Engineering Services shall be reviewed by the Trinidad Rancheria Selection Panel (Panel). The Panel shall short-list three (3) Consultants that are deemed most qualified to complete the project. A representative from the Panel will contact each Consultant in writing to inform the Consultant if they are on the short-list.

The scoring system used to short-list the three consultants shall be based on the following:

Evaluation Criteria	Weight
Completeness of Response	Pass/Fail
Introductory Letter	10
Consultant Team Organization	25
Similar Projects	40
Project Personnel	25
Conflict of Interest Statement	Pass/Fail
Total:	100

Each of the short-listed consultants shall be prepared to present to the Panel if deemed necessary on **November 17th-18th, 2026** at a time to later be determined. The presentation from each consultant shall last no more than 60 minutes and include at a minimum the following:

- Consultant Team Overview and Project Organization
- Understanding of the TRTTCAP and Project Risks
- Technical approach to climate vulnerability assessment and adaptation planning
- Public/Community Outreach and Involvement
- Coordination with Tribal, State, County, City and Federal partners
- Approach to APAW participation and decision-making
- Project schedule and major milestones
- Open Discussion including Q&A from Panel

Following completion of interviews/presentations, the Selection Panel will rank the Consultants. Trinidad Rancheria will negotiate the final scope, schedule and fee with the highest-ranked Consultant. If negotiations cannot be successfully completed with the highest-ranked Consultant, Trinidad Rancheria may negotiate with the next highest-ranked Consultant.

E. Anticipated Procurement Schedule

Milestone	Date
RFP Released	October 1 st , 2026
Letter of Interest Due	October 16 th , 2026
Deadline for Written Questions	October 21 st , 2026
Addendum/Responses Issued, if applicable	October 28 th , 2026
Proposals Due	November 3 rd , 2026
Shortlist/Interviews, if applicable	November 17 th – 18 th , 2026
Selection Recommendation	November 19 th , 2026
Contract Negotiation	November 23 rd , 2026
Tribal Council Approval / Contract Execution	November 30 th , 2026
Notice to Proceed	December 7 th 2026

F. Contract and Compensation

It is anticipated that compensation under any contract resulting from this RFP will be negotiated after selection of the Consultant and will be established as a not-to-exceed amount consistent with the approved Project budget and Scope of Work. Proposers shall provide sufficient fee information to demonstrate that the proposed work can be completed within the available funding.

The Consultant shall submit monthly invoices by the 10th day of each month for work performed during the preceding month. Invoices shall identify the applicable task, labor or other direct cost, and progress toward deliverables. Payment will be processed for accepted work in accordance with the executed contract and Trinidad Rancheria fiscal procedures.

The Consultant shall comply with applicable requirements of Trinidad Rancheria, the executed grant agreement with Caltrans as applicable to the services being performed. The Consultant shall not undertake a material change to the approved Scope of Work without prior written authorization from Trinidad Rancheria and, when required, the funding agency.

APPENDIX A – Sample Contract for Services Agreement

CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT IS BETWEEN:

Trinidad Rancheria
P.O. Box 630
Trinidad, CA 95570
707-677-0211

Consultant
Address
City, State, Zip
xxx-xxx-xxxx
EIN#

FOR THE TRINIDAD RANCHERIA TRIBAL COUNCIL

Department: Transportation and Land Use

Contact Person: Jacque Hostler, CEO and/or
Leslie Sanders, Transportation & Land Use

Phone Number: 707-677-0211

Brief Description of Contract:

The proposed contract provides professional Consulting Services for Comprehensive Trinidad Rancheria Transportation Climate Adaption Plan ("Project"), See Fee Schedule (Exhibit A) and Scope of Work (Exhibit B) for complete Proposal

2026-xxx-xx
Contract Number

Fiscal Department

Date

Reviewed By These Departments:

CEO: _____
dated: _____

FISCAL: _____
dated: _____

Independent Consultant Agreement

CONTRACT FOR SERVICES

This Agreement, made this day, _____, 2026 between _____, hereinafter called Consultant, and the Trinidad Rancheria, hereinafter called the Tribe, witnesseth:

- 1. Effective Dates.** This Agreement shall become effective as of the date of execution by Tribe, and shall continue until December 31, 2028, unless amended or terminated in accordance with the provisions in Articles 18, 19, 20 or 21 of this agreement.
- 2. Independent Consultant.** It is the express intent of the parties that Consultant is an independent Consultant and not any employee, agent, joint venturer or partner of the Tribe. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between Tribe and Consultant or any employee or agent of Consultant. All work product developed by Consultant shall be deemed owned and assigned to Tribe. This Agreement is not authority for Consultant to act for Tribe as its agent or make commitments for Tribe. Consultant retains the discretion in performing the tasks assigned within the scope of work specified. Both parties acknowledge that Consultant is not an employee for state or federal tax purposes. Consultant shall retain the right to perform services for others during the term of this Agreement so long as the performance of these services does not interfere or conflict with the completion of the Project.
- 3. Taxpayer Identification Number.** Prior to commencing the Project, Consultant must provide Tribe with a valid Employer Identification Number (EIN) from the IRS. If Consultant does not have a valid EIN, Consultant must complete and submit a duly executed Form W-9 to the IRS and obtain an EIN before payment can be made.
- 4. Tax Reporting and Filing.** Consultant acknowledges and agrees that he/she shall be responsible (as a self-employed individual) for filing all tax returns, tax declarations, and tax schedules, and for the payment of all taxes required, when due, with respect to any and all compensation earned by Consultant under this Agreement. Tribe will not withhold any employment taxes from compensation it pays Consultant. Rather, Tribe will report the amount it pays Consultant on IRS Forms 1099, to the extent required to do so under applicable Internal Revenue Code provisions and state or local law. Consultant is not the Tribe's employee, and Consultant is responsible for paying all required state and federal taxes.
- 5. No Benefits.** None of the benefits, if any, which are provided by the Tribe to its employees, shall be available to Consultant (or his employees, or sub-Consultants, if any, which for purposes of this paragraph shall be included in the term "Consultant").

Consultant's exclusion from benefit programs maintained by Tribe is a material term of the terms of compensation negotiated by the Parties, and is not premised on Consultant's status as a non-employee with respect to Tribe. To the extent that Consultant may become eligible for any benefit programs maintained by Tribe (regardless of the timing of or reason for eligibility). Consultant hereby waives the right to participate in these programs. Consultant's waiver is not conditioned on any representation or assumption concerning Consultant's status under the common law test. Consultant agrees that, consistent with an independent Consultant status, Consultant will not apply for any government-sponsored benefits that are intended to apply to employees, including, but not limited to, unemployment benefits.

- 6. Project Covered.** The Tribe hereby engages Consultant to provide the following services hereinafter called the Project for the agreed upon lump sum of _____Dollars (\$)

The Consultant hereby agrees to do all work, attend all meetings, produce all reports and carry out all activities necessary to completion of the services described in Exhibit "A". This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract. Total Contract amount shall not exceed _____ Dollars (\$) without proper approval. See Consultant Professional Services Fee: Exhibit A; and Exhibit B: Scope of Work for complete Fee Schedule and Scope of Work.

- 7. Method of Performing Services.** Consultant will determine the method, details and means of performing the above-described services in compliance with the terms of this contract. The Consultant shall provide all services in accordance with applicable, local, tribal, state, federal laws, and the terms and conditions of this agreement.
- 8. No Training or Instructions.** Tribe enters into this Agreement based on Consultant's demonstrated ability to perform the type of services that it believes, and that Consultant has represented, are needed to accomplish the Project. Consequently, the Tribe does not contemplate providing Consultant with any training or instructions with respect to the Project.
- 9. Employment of Assistants.** Consultant may, at Consultant's own expense, employ such assistants, as Consultant deems necessary to perform the services required of Consultant by this Agreement. The Tribe may not control, direct, or supervise Consultant's assistants or employees in the performance of those services. Consultant assumes full and sole responsibility for the payment of all compensation and expenses of unemployment insurance, Social Security, disability insurance and other applicable withholdings. Consultant agrees to provide proof of workers' compensation insurance for assistants he/she engages. Consultant is responsible for acts or omissions of employees, sub-Consultants and other persons

performing portions of work under the contract for the Consultant. Consultant agrees to hold Tribe harmless against any and all liabilities attributable to the obligations imposed on Consultant under this Paragraph.

10. Compensation. In consideration for the services to be performed by Consultant, Tribe agrees to pay Consultant monthly for the actual fees, costs and expenses for all time and materials required and expended, but in no event shall total compensation exceed _____Dollars (\$) without Trinidad Rancheria prior written approval.

See Consultant Fee Schedule: Exhibit A

11. Payment. Payment for work rendered by Consultant shall be made payable to
Account Number:

xxx-xxxx-xxxx

Method of Payment. Consultant shall invoice the Tribe monthly during the contract period; Consultant shall furnish Tribe with invoices for all expenses as well as for all materials authorized by this Contract. The invoices shall be submitted with the monthly billings. If Consultant's performance is not in conformity with the Schedule of Performance, payments may be delayed or denied, unless the Consultant's failure to perform in conformity with the Schedule of Performance is a documented result of the Tribes failure to conform with the Schedule of Performance, or if the Schedule of Performance is extended pursuant to Article 21.

12. Consultant's Business Activities

- (a) Consultant is an independent Consultant and may engage in other business activities at the same time service is provided to Tribe
- (b) Consultant shall not during the term of this Agreement solicit Tribe's employees or accounts on behalf of Consultant or another entity.
- (c) Consultant shall devote such time, attention, and energy to the business and affairs of Tribe as requested by Tribe, and in any event no less that the amount of time required to do a satisfactory completion of the required Project.

14. Confidential Information. Consultant shall not disclose, publish or authorize others to publish design data, trade secrets, drawings, specifications, reports or other information pertaining to the work assigned to Consultant by Tribe. Consultant agrees to refrain from disclosing, during the term of this agreement, or at any timethereafter, any of the information to any third person or persons, or business organizations without the prior written consent of the Tribe.

15. Representations and Warranties. Consultant represents and warrants

- (a) that Consultant has no obligations, legal or otherwise, inconsistent with the terms of this Agreement or with Consultant's undertaking this relationship with Tribe
- (b) that the performance of the services called for by this Agreement do not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party,
- (c) that Consultant has not entered into or will enter into any agreement (whether oral

or written) in conflict with this Agreement.

- 16. Assignment.** The rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party.
- 17. Cooperation of Tribe.** Tribe agrees to comply with all reasonable requests of Consultant (and provide access to all documents) reasonably necessary to the performance of Consultant's duties under this Agreement.
- 18. Termination.** Either party may terminate this Agreement upon ten (10) days written notice to the address of the other party contained in this Agreement.
- 19. Termination by Default or Material Breach.** In the case of default or material breach of this Agreement by one Party, the other Party shall have the right to terminate this Agreement with no advance notice, only after providing the breaching Party with notice of the breach and the breaching Party fails to cure breach within ten (10) days after receipt of the notice of breach. For the purposes of this Article, a material breach of this Agreement shall include, but not be limited to the following; failure to provide services as specified, failure to complete project within the time specified in Article 1
- 20. Termination for Failure to Make Agreed-Upon Payments.** Should Tribe fail to pay all or any part of the compensation set forth in Article 6 of this Agreement as specified, Consultant may terminate this Agreement if Tribe does not remedy such failure within thirty (30) days of receipt of written notice from Consultant of the breach.
- 21. Amendments, Changes or Modification.** Amendments, changes or modification in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.
- 22. Notices.** Any notice provided for or concerning this Agreement shall be in writing and be deemed sufficiently given when sent by certified or registered mail to the respective address as set forth in this Article:

If to Consultant: Company.
Attn: Address
 City, State, Zip
 Phone:

If to Tribe: Trinidad Rancheria
Attn: Garth Sundberg
 PO Box 630
 Trinidad, CA 95570
 Phone: 707-677-0211

- 23. Indemnification Agreement.** To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, hold harmless and indemnify Trinidad Rancheria and its elected

officials, officers, employees, successors, assigns (collectively Indemnitees”), from and against any and all damages, costs, expenses, liabilities, expenses, judgments, penalties, liens, and losses of any nature whatsoever, (collectively “Liabilities”), in law or equity, but only to the extent such claims arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement except for Liabilities arising from the negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties. Consultant has no obligation to pay for any of the indemnitees' defense related cost prior to a determination of fault or to pay any cost of defense amount that exceeds Consultant's determined percentage of fault based upon the comparative fault of Consultant.

24. Entire Agreement of the Parties. This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to the rendering of services by Consultant for Tribe and contains all the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein.

25. Sovereign Immunity Not Waived. Nothing in this Agreement shall be deemed or construed to be a waiver of the sovereign immunity of the Trinidad Rancheria, its officials, its entities, or employees acting within their official or individual capacities.

26. Termination for Convenience of the Tribe. The Chairman of the Tribe, by written notice, may terminate this contract subject to Article 18, in whole, or in part, when it is in the Tribe's interest. If this contract is terminated, the Tribe shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

27. Waivers. The failure of either party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and condition, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

28. Modification of Agreement. Any modification of this Agreement or additional obligation by either party in connection with this Agreement shall be binding only if placed in writing and signed by each party or an authorized representative of each party.

29. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws and ordinances of the State of California. The parties hereto agree that all actions and proceedings relating directly or indirectly hereto shall be litigated in the Humboldt County Superior, and the parties expressly consent to the jurisdiction of the Humboldt County Superior Court and to venue therein and consent to service of process in any such action or proceeding by certified registered mail of the summons and complaint therein directed to the parties at their respective addresses set forth in this Agreement. By

agreeing to this venue, the Tribe does not waive its sovereign immunity, or its right to raise sovereign immunity as a defense.

30. Headings. The titles to the paragraphs of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

31. Independent Counsel. Consultant acknowledges that they have had the opportunity to consult legal counsel in regard to this Agreement. Consultant has read and understands this Agreement and is fully aware of its legal effect and that Consultant has entered into it freely and voluntarily and based on Consultant's own judgment, and not on any representations or promises other than those contained in this Agreement.

32. Standard of Care. For peer review, the Consultant shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.

33. Estimates. Any estimate of construction costs prepared by the Consultant represents his judgment as a design professional and is supplied for the general guidance of the Trinidad Rancheria. Since the Consultant has no control over the cost of labor and material, or over competitive bidding or market conditions, the Consultant does not guarantee the accuracy of such estimates as compared to actual costs.

34. Delay. The Trinidad Rancheria agrees that the Consultant is not responsible for damages arising directly or indirectly from any delays caused, due to the activities of construction Consultants, Trinidad Rancheria, or other third parties.

Parties have duly executed this Agreement as of the date written above

Trinidad Rancheria, Project Owner

Company

By: _____
Garth Sundberg, Chairmen

By: _____
Name, Title

Date: _____

Date: _____