

## ***Request for Proposals***

# **Best Practices for Assessing and Mitigating Transportation Noise and Vibration**

*Issued: August 13, 2025*

*Deadline for proposals: September 10, 2025, 13:00 ET*

### **A. INTRODUCTION**

There are many approaches to assessing and mitigating noise and vibration effects from the construction and operation of roads, highways, bridges and light rail infrastructure. Assessment and mitigation measures focus on sensitive receptors such as residents, hospitals, schools, daycares, research facilities, and wildlife including birds, bats and fish. Noise and vibration assessments conducted in Canada rely on standards developed in other jurisdictions that are not necessarily appropriate for domestic conditions.

### **B. SCOPE AND APPROACH**

This project will synthesize and document the experiences of Canadian organizations so they may be shared with others who are studying, planning, implementing or managing transportation projects that necessitate the assessment and mitigation of the effects of noise and vibration.

The major objectives of this project are to:

- Conduct a thorough review of relevant literature for the practice of assessing and mitigating transportation noise and vibration in the context of roads, highways, bridges, light rail and impacted sensitive receptors from their use.
- Complete a jurisdictional scan of practices, including the regulations, policies and guidelines currently in use across all Canadian provinces.
- Review costing tools, models and decision-making criteria for planning, design and maintenance of mitigation options. This is to include, not only options for the present day vehicle-traffic mix, but include considerations for a projected change in the vehicle-traffic mix to accommodate national EV targets.
- Review current performance criteria, implementation approaches and practices for planning and mitigation. This includes, but is not limited to, the use of innovative materials, noise barriers, setbacks, modified landscaping and pavement that support both retrofit and new build contexts.
- Develop a compendium of beneficial practices for Canadian noise and vibration assessment methods, thresholds and provide an array of mitigation approaches that are commonly applied across the country.

The successful consultant will accomplish the above through key tasks that include:

- A detailed literature review
- Surveys of organizational staff, stakeholder groups and noise and vibration specialists
- An analysis of findings

## C. DELIVERABLES

The main project deliverable will be a comprehensive but focused final report that synthesizes Canadian practice and experience in transportation noise and vibration assessment and mitigation. The final report will include an executive summary, table of contents, list of figures, list of tables, introduction, and references. All information compiled during the project will be included, with appendices containing any content that is inappropriate for the main body.

Other deliverables will include:

- Technical memoranda documenting findings from the literature review and survey of Canadian organizations.
- A table summarizing comments received during Project Steering Committee (PSC) review of deliverables, tracking who submitted each comment and specifying how the comment was addressed, to be updated after each commenting period (see Section D for anticipated PSC meetings).
- Bimonthly progress reports on task/schedule status and any perceived challenges, to be circulated to PSC members and presented at project meetings.
- A PowerPoint deck describing the work undertaken and report contents to be presented by the consultant team leader to online meetings of the PSC, Environmental Issues Committee and Environment & Climate Change council during TAC's 2026 Technical Meetings (with the deck circulated in advance to the PSC, inclusive of the presenter's notes).
- A PowerPoint deck suitable for a 60-minute TAC webinar (i.e. 30-minute presentation followed by 30 minutes of questions) to be delivered by the consultant after the project is completed, providing a high-level overview of the project and its deliverables to a multidisciplinary audience.

The consultant will provide:

- Microsoft Word/PowerPoint and PDF versions of the deliverables.
- All figures that contain text as separate files, with text accessible and editable by TAC for translation purposes; exceptions include where original-source French-language graphics are also provided, or where TAC agrees that the technical content should remain in English.
- Credits for images drawn from other sources, with evidence that written permission to reproduce them has been received.

Deliverables must be submitted in English. TAC will provide an electronic Word template with pre-set report headings and styles to which consultants must adhere, with any variations subject to TAC approval. In addition, the selected proponent must adhere to TAC's *Publication Guidelines*<sup>[1]</sup> and *Guidelines for Pooled-Fund Projects*<sup>[2]</sup>. French translation will be the responsibility of TAC.

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<sup>[1]</sup> Can be provided by TAC upon request.

<sup>[2]</sup> <https://www.tac-atc.ca/wp-content/uploads/pfp-guidelines.pdf>

## D. SCHEDULE

The consultant should propose a project schedule that enables high-quality deliverables, ideally adhering to the following milestones (with divergence permitted if a supporting rationale is provided):

- Contract award .....October 2025
- PSC Meeting #1 (online) – project kickoff, discussion of proposed work plan and schedule .....October 2025
- Submission of 20% draft report (annotated outline) plus draft memoranda on literature review and jurisdictional survey ..... December 2025
- PSC Meeting #2 (online) – discuss 20% draft report and memoranda..... Dec/Jan 2025
- Submission of 50% draft report and memorandum on in-depth stakeholder interviews ..... March 2026
- PSC Meeting #3 (online) – discuss 50% report and memorandum ..... May 2026
- Submission of 100% draft report and summary deck.....August 2026
- PSC Meeting #5 (online) – discuss 100% draft report and deck ..... September 2026
- Presentations to Environmental Issues Committee and Environment and Climate Change Council (online) .....October 2026
- Submission of final report and summary deck .....November 2026
- TAC webinar delivery ..... TBD

The PSC will include about eight representatives of project funding partners, and will be an active project participant. Members will review draft deliverables and require at least 15 working days to submit comments. The consultant will respond to all comments, questions and suggestions, and requires at least 5 working days to review PSC comments and develop an initial response before meeting with the PSC. The consultant team leader is required to attend PSC meetings and presentations. Note that some number of online working meetings in addition to those listed above may be required, and would not constitute an increase in the scope of work.

## E. BUDGET

This project’s maximum budget is **\$100,000**; this amount includes all fees and expenses, but excludes applicable taxes. Only fixed-price proposals will be accepted, and price is not a factor in their evaluation. Proposals exceeding the maximum budget will be disqualified. TAC will not accept invoices for cost overruns (fees or expenses) associated with the original scope of work. Note that the lead consultant must be a TAC member organization, and that no more than 20% of the budget may be assigned to subconsultants that are not TAC member organizations (non-member firms may submit proposals, with the understanding that they would become a member if selected to conduct the project).

A detailed cost breakdown is requested as part of the proposal; invoices must link billing amounts to the percentage of completion of major tasks. TAC will retain a 10% holdback at the end of the project until the final deliverables have been approved by the Environment & Climate Change Council and accepted by TAC. All work conducted in the 12 months leading up to March 31 of each year must be invoiced by that date.

## F. PROPOSAL REQUIREMENTS

Proposals should provide the following information:

- *Project understanding.* Demonstrate a clear understanding of the project’s scope and objectives, describe challenges that might be encountered in its execution and proposed measures to overcome them, and

suggest a list of topics relevant to the Canadian experience (with brief rationale) that may inform the development of and/or emerge from the surveys.

- *Consulting team.* Identify a project leader and team members including subconsultants, describe their roles, and identify their experience on similar or otherwise relevant projects as well as any experience with TAC projects and processes. Although the working language for this project is English, the consultant will be expected to review literature and communicate with stakeholders in French as required; French-speaking consulting team members should be identified.
- *Methodology.* Describe major tasks, resources to be applied, key information sources, planned analyses, and possible limitations. Special attention should be paid to the examining of practices in a variety of jurisdictions that represent the national context.
- *Schedule and resources.* Show the proposed person-hours for each team member by task, total fees broken down by task and team member, any expenses, and a schedule with key milestones and project deliverables.
- *References.* Identify three organizations for which senior members of the consulting team have conducted similar or otherwise relevant projects, including the organization's address and the name and telephone number of an individual familiar with the proponent's work. TAC reserves the right to request additional references.
- *Conflicts of interest.* Disclose possible financial or organizational conflicts of interest in conducting the project; for example, the proponent's ownership, relationships or proprietary rights and interests could be perceived as jeopardizing its objectivity. Identify mitigating strategies for any such circumstances.

Proposals should include:

- A covering letter (not more than two pages long)
- Table of contents
- Main body (not more than 10 pages long, with 12-point single-spaced text and one-inch margins)
- Additional pages for:
  - Project cost breakdown (one page)
  - Project schedule (one page)
  - Project team organization chart (one page)
  - References
  - Conflict of interest declaration
- Team member résumés (each not more than four pages long)

Note that any material exceeding these scope and length parameters will be deleted from proposals before evaluation.

## G. PROPOSAL SUBMISSION

TAC's Project Manager (see Section I, below) must receive a PDF version of the proposal by email **no later than 13:00 ET on September 10, 2025**

Email any questions regarding this Request for Proposals to TAC's Project Manager (see Section I, below) **by August 27, 2025**. Addenda with responses will be posted to the RFP page on TAC's website as soon as possible, but **not later than September 3, 2025**. Note that proponents are responsible to check for addenda.

## H. PROPOSAL EVALUATION

Proposals will be evaluated using the criteria in the following table. TAC reserves the right to conduct telephone or online interviews of proponents.

Evaluation Criteria	Weight
Understanding of the project including its scope, objectives, expected priority topics, and desired deliverables	30
Demonstrated qualifications, experience and competence of the project leader and team members	25
General approach and methodology, including a preliminary list of Canadian organizations to be interviewed	25
Adequacy of work plan, schedule and resources to ensure quality and timeliness of deliverables	15
Team member experience with TAC projects and processes	5
<b>TOTAL &gt; 100</b>	

## I. PROJECT ADMINISTRATION

A contract for consulting services will be established before work can begin. TAC's Project Manager will be the liaison between the consultant and Project Steering Committee for this project and will work with the Project Steering Committee to review project deliverables and ensure objectives are met.

The working language for this project is English. TAC will be responsible for recording and distributing meeting minutes and maintains a secure online collaborative platform for sharing documents.

For more information, contact:

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