Request for Proposals

Canadian Roundabout Design Guide, Second Edition

Issue Date: May 26th, 2026

Submission Deadline: 13:00 ET, June 23rd, 2026

A. INTRODUCTION

The Transportation Association of Canada (TAC) *Canadian Roundabout Design Guide* (CRDG) provides information and guidance related to the planning, design, construction, operation, maintenance and safety of roundabouts in Canada. The CRDG serves as a companion to the TAC *Geometric Design Guide for Canadian Roads* (GDG), providing direction specific to the application and design of roundabouts. The CRDG was written and compiled based on reviews of national and international best practice documents and research, while considering the experience of Canadian jurisdictions with roundabouts. It is organized into 10 chapters:

- Chapter 1 – Introduction
- Chapter 2 – Considerations in Roundabout Application
- Chapter 3 – Planning
- Chapter 4 – Operational Analysis
- Chapter 5 – Safety
- Chapter 6—Geometric Design
- Chapter 7 – Traffic Control Devices
- Chapter 8 – Illumination
- Chapter 9 – Landscaping
- Chapter 10 – Construction, Rehabilitation and Maintenance

Since the publication of the CRDG in 2017, new roundabout design guidance has been published in the United States (*Guide for Roundabouts*, NCHRP Research Report 1043, 2023) and the United Kingdom (*Geometric Design of Roundabouts*, CD 116, v2.1.0, 2023) – two jurisdictions whose experiences heavily influenced the development of the CRDG.

A 2023 survey found that 74% of TAC's Geometric Design Committee members and CRDG purchasers saw the need for updated Canadian guidance. Following, members of TAC's Joint Roundabouts Subcommittee determined that updating the CRDG with a new edition would be more effective than one or more supplements. A new edition of the guide would allow TAC to comprehensively update the guide, incorporate emerging research and international guidance, and address topics that have become increasingly important since the publication of the 2017 edition.

B. SCOPE AND APPROACH

The project will develop a **second edition of the Canadian Roundabout Design Guide (CRDG)** that reflects current research, evolving design practices, and lessons learned from implementation across Canadian jurisdictions. The new edition of the guide will expand guidance including several key areas identified through the 2023 survey, with a focus on updates to geometric design guidance based on recent research and practice, including the **accommodation of pedestrians and cyclists at roundabouts**, which respondents identified as a primary topic of interest. Additional topics of interest to be addressed include:

- Accommodation of large vehicles, including LCVs, and freight, farm, and transit vehicles
- Design considerations for steep grades and hilly terrain
- Fastest path construction and the analysis and design of the speed regime
- Turbo roundabouts and/or other innovative roundabout configurations (e.g. signalized roundabouts, and roundabouts with median rapid transit and other forms of transit priority)

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

- Developing a **literature review** of both Canadian and international roundabout design guides, practices and safety research, particularly those published since 2017, in addition to a survey of Canadian jurisdictions.
- Conduct **scoping workshop** with the Project Steering Committee (PSC) to confirm the scope, priority topics, and content of the new edition of the CRDG. The workshop will ensure the guide benefits from representation of a diverse PSC representing different jurisdictions and sectors, and that the most impactful scope items are prioritized.
- Develop the **second edition of the *Canadian Roundabout Design Guide* (CRDG)**. The second edition of the guide will reflect the findings of the literature review and jurisdictional scan/survey, input from the PSC, and current beneficial and potentially unfavourable practices in roundabout planning and design.

The review of relevant literature shall include, but not be limited to, the following available guidelines:

- *TAC Canadian Roundabout Design Guide* (CRDG), 2017
- *TAC Geometric Design Guide for Canadian Roads* (GDG), 2017
- *TAC Pedestrian Crossing Control Guide*, 2018 and B*ikeway Traffic Control Guidelines for Canada*, 2012
- *Ontario Traffic Manual* (OTM) *Book 15 (Pedestrian Crossing Treatments)* and *Book 18 (Cycling Facilities)*
- Ontario Traffic Council and City of Ottawa *Protected Intersection Guides*
- CD 116, *Geometric Design of Roundabouts*, 2023 (United Kingdom)
- *NCHRP Research Report 1043, Guide for Roundabouts*, 2023 (United States)
- Latest roundabout guidance from Massachusetts (2020), Georgia (2021) and Wisconsin (2022), among others
- Other jurisdictions as required, including City of Edmonton *Complete Streets Guide* (2023), City of Ottawa *Roundabouts for Complete Streets (RfCS) Pilot Guide* (near completion), *and* US ADA Architectural and Transportation Barriers Compliance Board *Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way* (2023), and CSA B651-18 *Accessible Design for the Built Environment*
- Other guides, as required, for active modes such as the CROW *Road Safety Manual* (2009) and the CROW *Design Manual for Bicycle Traffic* (2016)

C. DELIVERABLES

The successful consultant will provide the following key deliverables:

Literature review and survey of Canadian jurisdictions

As a first step in the literature review, the successful consultant shall compile a comprehensive list of relevant guides, practices and safety research, and recommend a prioritized subset for detailed review, subject to PSC confirmation. The detailed critical review shall consider both the Canadian context and relevant international

beneficial practice guidance relevant to Canadian conditions. The review shall identify emerging beneficial practices, planning and design innovations, and areas where the CRDG may require updates or expansion (i.e. a gap analysis).

The survey of Canadian jurisdictions shall include the development of survey questions to gather information on current roundabout policies, design criteria, recent changes in practice, and lessons learned from practical experience. The survey shall include questions related to jurisdictions with topographical constraints and examples of retrofit and non-ideal site applications. Follow-up interviews may be conducted, as needed.

A comprehensive summary of the key literature review and jurisdictional scan/survey findings, documenting design guidance, case studies, and emerging practices related to the design of roundabouts in Canada.

Scoping workshop

Planning, facilitation, and documentation of a workshop with the Project Steering Committee to confirm the scope and structure of the second edition of the guide. The intent is to update all 10 chapters of the current CRDG guidelines, as applicable, based on key tasks listed in Section B. A summary report will document focus areas for update, and key decisions arising from the workshop.

Development of the new edition of the Guide

Preparation of the second edition of the Canadian Roundabout Design Guide, including draft and final versions prepared in accordance with TAC publication guidelines. The guide will synthesize the findings of the literature review, survey findings, and scoping workshop, and newly developed content (text and graphics) to present forward- looking beneficial practices for the planning and design of roundabouts in Canada, in addition to a list of potentially unfavourable practices.

The guide will also include the development of a framework for prioritizing roundabout design elements and identifying acceptable compromises, recognizing site constraints and potential trade-offs. Additional design guidance graphics may be required.

The report will include the following sections: Executive Summary, Table of Contents, List of Figures, List of Tables, Introduction, Conclusions, Glossary and References. Where appropriate, include diagrams, flowcharts, or matrices to support practitioner decision-making. All information compiled during the project will be incorporated into the report. Appendices will contain any supplementary material that is not appropriate for inclusion in the main body.

Other Deliverables/ Requirements:

Other deliverables will include:

- 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).
- A list of recommended updates/clarifications that have been deprioritized, with approval of the PSC.
- Bimonthly progress reports progress reports, or monthly as required, 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, report contents and PSC comments requiring further clarification and discussion to be presented by the consultant team leader to each online meeting with the PSC.
- A PowerPoint deck describing the work undertaken and report contents to be presented by the consultant team leader to online meetings of the PSC, Safety, Design & Operations Council, and the

Geometric Design Committee and Joint Roundabouts Subcommittee (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 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 also 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.
- Any relevant spreadsheets in Microsoft Excel format.
- Acceptable graphic formats are Adobe Illustrator or Adobe Photoshop.
- A glossary of key terms.

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* [1] and *Guidelines for Pooled-Fund Projects*[2].

D. SCHEDULE

The consultant should propose a project schedule that enables deliverables and varies from the following milestones only where a supporting rationale is provided:

- Contract award ..... August 2026
- PSC & Consultant Meeting – kickoff (online) ..... August 2026
- Submission of jurisdictional survey questions and list of known literature..... September 2026
- PSC comments due on jurisdictional scan questions ..... October 2026

- Submission of annotated report table of contents, literature and jurisdictional scan..... November 2026
- PSC comments due on ToC, literature and jurisdictional scan results deliverables..... November 2026
- PSC Meeting – Scoping Workshop (online) ..... December 2026

- Submission of 50% report ..... March 2027
- PSC comments due on 50% report..... April 2027
- PSC Meeting (online) ..... April 2027

- Submission of 75% report and memo to TAC committees..... June 2027
- PSC comments due on 75% report..... July 2027
- PSC Meeting (online) ..... July 2027

- Submission of 100% report and memo to TAC committees..... September 2027

[1] TAC-Publication-Guidelines_2025-e.pdf
[2] pfp-guidelines.pdf

- PSC comments due on 100% report and memo to TAC committees.....October 2027
- PSC Meeting (online) ..... October 2027

- Presentation to Safety, Design and Operations Council, Geometric Design Committee, Joint Roundabout Sub-committee (TAC Fall Technical Meetings in Halifax, in-person).....November 2027
- Submission of final report and memo to TAC committees, graphics and slide deck..... January 2028
- TAC webinar delivery..... Spring 2028

The PSC will include about 19 representatives of project funding partners who will be active project participants. 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 will require 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 **$200,000**; 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.

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 Chief Engineer's Panel, 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

The following information should be included in the proposal:

Understanding – Demonstrate a clear understanding of the project's scope, objectives and specific priority issues, describe challenges that might be encountered in its execution, and propose measures to resolve them. Proponents should propose a list of the top 4 or 5 most important new content items and corrections to the existing guide, with a description of each, including photos of case study locations, preferably in Canada or the US, that clearly demonstrate the roundabout planning and design consideration(s) being discussed.

Consultant team – Identify a project leader and team members including subconsultants, describe their roles, and identify their experience on similar or otherwise relevant projects, including both experiences in roundabout planning and design and the development of technical guidelines, as well as any experience with TAC projects and processes. The lead consultant must be a TAC member organization.

Methodology – Describe major tasks, major information sources, planned analyses, and possible limitations. 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.

Schedule – Propose a project schedule that enables timely and effective project delivery, using Section D as guidance.

Resources – Identify a total cost with fees and hours broken down by task and team member, as well as travel or other expenses. Proposals stating a total cost greater than the maximum budget specified in Section E will be disqualified.

References – Identify three organizations for which senior members of the consulting team have conducted similar or otherwise relevant projects, including experience in roundabout planning and design, and developing technical guidelines. References should include 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.

Conflict of interest declaration – Disclose potential, perceivable, and/or actual 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 cover letter (not more than two pages long)
- Table of contents
- Main body (not more than 15 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 lead and principal(s) résumés (each not more than four pages long total)
- Statement disclosing whether AI tools materially contributed to substantive portions of the proposal, and confirming that the final content was reviewed for accuracy by the assigned project lead. Routine editing or grammar assistance does not require disclosure.

Any material in excess of these scope and length parameters will be deleted from proposals before evaluation.

G. PROPOSAL EVALUATION

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 June 23rd, 2026**.

Email any questions regarding this Request for Proposals to TAC's Project Manager **by June 2nd, 2026**. Addenda with responses will be posted to the RFP page on TAC's website as soon as possible, but no later than **June 8th, 2026**. Note that proponents are responsible to check for addenda.

TAC reserves the right to:

- not accept the lowest price on any proposal,
- terminate the Request for Proposal for any reason, with no liability to TAC or recourse by the proponent, at any time prior to the execution of the written contract; and
- conduct negotiations with more than one proponent simultaneously.

H. PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated by the PSC based on the criteria listed in Table 1.

When top proponents have average scores within five points of each other, the selection will be made by a vote of PSC members.

Table 1: Proposal Evaluation Criteria

Evaluation Criteria	Weight
Understanding of the project including its scope, objectives, specific priority topics, quality of proposed new content/corrections to the existing guide, and desired deliverables	30
Demonstrated qualifications, experience and competence of consultant lead and team members in areas relevant to this project	30 (15 for team lead + 15 for team members)
Methodology for project delivery with sufficient level of detail for each task	25
Adequacy of schedule and resources to ensure quality within required timeframes	15
TOTAL	**100**

I. PROJECT ADMINISTRATION

TAC is not liable for any costs and/or expenses incurred by proponents in the preparation of proposals.

A contract for consulting services must be established with the consultant before work can begin.

TAC maintains an online collaborative platform to enable documentation sharing for this project. The working language for this project is English, though the consultant will be expected to review literature and communicate with stakeholders in French, as required.

TAC's Project Manager will act as liaison between the PSC and the consultant for this project and will work with the PSC to review project deliverables and ensure objectives are met. For more information, contact:

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