

Request for Proposals

Estimating Utility Relocation Costs

Issue Date: May 14th, 2026

Submission Deadline: 13:00 ET, June 11th, 2026

A. BACKGROUND

At the planning stage of a road capital project, the potential costs of relocating dry utilities (i.e. power, gas, telecommunications) through the project lifecycle are usually not well understood. This lack of understanding can result in under- or over-estimation of utility relocation budgets, with resulting adverse impacts to the overall project schedule and cost.

B. OBJECTIVES

This project will be the first phase of a potential two-phase undertaking. Specifically, it will provide a synthesis of current industry practices for utility relocation cost estimating and scope a methodology for an online tool that can provide reliable, high-level estimates of utility relocation costs for transportation projects. Project tasks will include:

- A review of the existing literature on estimating utility costs for road capital projects
- A Canadian industry scan to identify current methods of estimating dry utility relocation costs, including the level of accuracy and variance of estimation techniques across different categories of utilities as well as across the various climates and geographies of Canada.
- Consultation with major utility agencies on approaches to estimating relocation costs throughout different stages of a project
- A recommended technical methodology to be incorporated in a utility relocation cost estimation tool
- A recommended platform for the tool, and cost estimate for the tool's development and implementation

C. DELIVERABLES

The successful consultant will provide the following key deliverables:

Main Deliverables

The primary deliverable for the project will be a report titled ***Estimating Utility Relocation Costs*** (EURC). This report will provide a thorough documentation of the literature review, survey findings, case studies into a synthesis of beneficial practices for the estimation of costs for utility relocation. Content could outline and

explain factors, approaches, and principles that go into cost estimation, issues affecting level of variance in estimates, timelines for utility relocation work, estimated term for which a relocation cost estimate is accurate, differences in estimations between types of utility and across climates and geographies, etc., to provide a foundation for the estimating relocation cost practices. In addition to the content outlined above and in Section B, the report will include the following sections: Executive Summary, Table of Contents, List of Figures, List of Tables, Introduction, Conclusion and References. 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.

The second main deliverable will be a report outlining a methodology to take the findings and incorporate them in a tool to estimate utility relocation costs, for future considerations. This report would also recommend a platform for the tool and a cost estimate for the tool's development and implementation.

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).
- 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, Construction Committee (CC), Infrastructure & Asset Management Council (IAMC), 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 EURC report 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.

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].

^[1] https://www.tac-atc.ca/wp-content/uploads/TAC-Publication-Guidelines_2025-e.pdf

^[2] <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 and varies from the following milestones only where a supporting rationale is provided:

- Contract award July 2026
- PSC & Consultant Meeting – kickoff (online) July 2026
- Submission of survey questions and list of known literature August 2026
- PSC comments due on survey questions.....September 2026
- Conduct survey and literature scan..... September-October 2026
- Submission of 50% EURC report (including full literature scan and survey results) November 2026
- PSC comments due on 50% report.....December 2026
- PSC Meeting (online)December 2026
- Submission of 100% EURC report and 100% methodology report.....March 2027
- PSC comments due on 100% EURC report and memo to TAC committees..... April 2027
- PSC Meeting (online)April 2027
- Presentation to CC and IAMC (online)..... April 2027
- Submission of final report and memo to TAC committees, graphics and slide deck..... May 2027
- PSC comments due on final report and final methodology June 2027
- Submission of revised final report and final methodology (as required)..... July 2027
- TAC webinar delivery.....Summer 2027

The PSC will include about 15 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 **\$50,000**; 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 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 Infrastructure & Asset Management 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.

^[1] https://www.tac-atc.ca/wp-content/uploads/TAC-Publication-Guidelines_2025-e.pdf

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

F. PROPOSAL REQUIREMENTS

The proposal should address the following subjects.

Project understanding – Demonstrate a clear understanding of the project’s scope and objectives, describe challenges that might be encountered in its execution, and propose measures to resolve them. Proponents should suggest and outline a prospective location that could be used as a case study.

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 high-quality deliverables, using Section D as guidance.

Resources – Identify a total cost with fees 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.

Consultant 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. The lead consultant must be a TAC member organization. The project team members should be well versed in utility relocation and a member familiar with estimating tools.

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.

Conflict of interest declaration – 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 (optional)
- 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 lead and principal(s) résumés (each not more than four pages long total)

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

^[1] https://www.tac-atc.ca/wp-content/uploads/TAC-Publication-Guidelines_2025-e.pdf

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

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 11th, 2026**.

Email any questions regarding this Request for Proposals to TAC's Project Manager **by May 22nd, 2026**. Addenda with responses will be posted to the RFP page on TAC's website as soon as possible, but no later than **May 29th, 2026**. Note that proponents are responsible to check for addenda.

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: Understanding of scope, objectives and desired deliverables	20
Methodology: Methodology for project delivery, and level of detail of each included task	35
Workplan: Adequacy of work plan and resources to ensure quality within required timeframes	15
Team: 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)
TOTAL	100

I. PROJECT ADMINISTRATION

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:

Mohammad Babaei, E.I.T., M.Sc.
Project Manager

^[1] https://www.tac-atc.ca/wp-content/uploads/TAC-Publication-Guidelines_2025-e.pdf

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

Transportation Association of Canada

401-1111 Prince of Wales Drive

Ottawa, Ontario K2C 3T2

Tel: 613-736-1350 x 226

E-mail: mbabaei@tac-atc.ca

^[1] https://www.tac-atc.ca/wp-content/uploads/TAC-Publication-Guidelines_2025-e.pdf

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