



**To:** COUNCIL  
**Meeting Date:** 9/23/2025  
**Subject:** **Witmer Sanitary Pumping Station Upgrade – Engineering Design Services**  
**Submitted By:** Sheena Pawliwec, CPA, CGA, Chief Financial Officer  
**Prepared By:** Knick Dawe, Procurement Coordinator  
**Report No.:** 25-001-CFS  
**File No.:** Q25-66  
**Wards Affected:** All Wards

**RECOMMENDATION(S):**

THAT Report 25-001-CFS Witmer Sanitary Pumping Station Upgrade – Engineering Design Services be received;

AND THAT Request for Quotation # Q25-66 – Witmer Sanitary Pumping Station Upgrade – Engineering Design Services be awarded to MTE Consultants Inc. in the amount of \$286,860 excluding applicable taxes;

AND FURTHER THAT the budget in capital project A/00962-30 be increased by a total of \$41,909 funded from the Wastewater Capital Reserve Fund.

**EXECUTIVE SUMMARY:**

**Purpose**

This report provides information to Council on the Procurement process in relation to Witmer Sanitary Pumping Station Upgrade – Engineering Design Services.

**Key Findings**

The City undertook an open competitive process for qualified consultants in order to complete the required work.

**Financial Implications**

City Staff are recommending that Q25-66 – Witmer Sanitary Pumping Station Upgrade – Engineering Design Services be awarded to MTE Consultants Inc. in the amount of

\$286,860 excluding applicable taxes. Additional funding of \$41,909 is required to award this project, to be drawn from the Wastewater Capital Reserve Fund.

**STRATEGIC ALIGNMENT:**

Strategic Action

**Objective(s):** Not Applicable

**Strategic Action:** Not Applicable

**OR**

Core Service

**Program:** Procurement

**Core Service:** Procurement

**BACKGROUND:**

The City undertook an open competitive Request for Quotation (High-Score) process to procure professional engineering design services from a qualified consultant to carry out Witmer Sanitary Pumping Station upgrades.

The current condition of the facility requires numerous upgrades to enhance the health and safety, accessibility and functionality. The Witmer Pumping Station was originally built in 2001 and services 140 hectares within the western area of Cambridge.

Numerous components of Witmer Pumping Station are beyond their useful life and require upgrading. Areas that require upgrades or additions include but are not limited to: the driveway surrounding the property, process piping, valves, pipe supports, flow meter and chamber containing flow meter, all electrical infrastructure, standby generator and automatic transfer switch.

The proposed project addresses these needs by providing facility upgrades and improvements.

The procurement process results in an overall project budget deficit of \$41,909 as outlined in the Financial Impact section of this report below.

It is recommended that the quotation is approved for award and additional funding be drawn from the Wastewater Capital Reserve Fund.

**ANALYSIS:**

On June 10<sup>th</sup>, 2025 the City issued a Request for Quotation on the City’s e-bidding website.

Two (2) submissions were received at the time of the submission deadline, with MTE Consultants Inc. the top ranked respondent. Bid amounts are listed as follows, in order from lowest to highest.

<b>Supplier</b>	<b>Pricing</b>
MTE Consultants Inc.	\$286,860.15
Algal Engineering Ltd.	\$579,900.00

**EXISTING POLICY / BY-LAW(S):**

Under Procurement By-Law 19-187, the Manager of Procurement or their designate, who is under the general direction of the Chief Financial Officer, is delegated the authority to approve the award of Tenders and Proposals when all of the following conditions have been satisfied:

- a) When there is sufficient funding, as approved by Council through the budget process and verified by the Finance Division by the Departmental Recommendation to Award Report.
- b) When all procedures in accordance with this By-Law, have been followed; and
- c) When the lowest compliant Tender bid or highest scored Proposal is accepted and recommended.

This award requires approval from Council as additional funding is required.

**FINANCIAL IMPACT:**

The capital project A/00962-30 - Witmer Pumping Station Facility Upgrades and Improvements has an approved budget of \$250,000 funded from the Wastewater Capital Reserve Fund. The City is facing budgetary pressures due to the numerous components of Witmer Pumping Station which are beyond their useful life and require upgrading. This Request for Quotation totals \$291,909 including non-refundable taxes resulting in a funding deficit of 17 per cent. It is recommended that Council approve a transfer of \$41,909 from the Wastewater Capital Reserve Fund to fund the design for upgrades and improvements for A/00962-30.

Item of Expense	Reserve Fund	Approved Budget	Quotation Q25-66 (net of HST rebate) *	YTD Actuals	Total Costs	Other Commitments	Savings / (Deficit)
A/00962-30 Witmer Pumping Station Upgrade - Design	Wastewater Capital Reserve Fund	\$250,000	\$291,909	N/A	\$291,909	N/A	(\$41,909)

\*The Quotation amount is net of the applicable HST rebate.

**PUBLIC VALUE:**

The public bidding process ensures the City maintains an open and transparent public process that provides accountability on the utilization of financial resources.

**ADVISORY COMMITTEE INPUT:**

Not Applicable

**PUBLIC INPUT:**

Request for Quotations (High-Score) Q25-66 – Witmer Sanitary Pumping Station Upgrade was issued on June 10<sup>th</sup>, 2025 and closed on July 10<sup>th</sup>, 2025.

**INTERNAL / EXTERNAL CONSULTATION:**

Request for Quotation documents were compiled by Procurement; however, previous reports and specifications contained within the documents were prepared by various consultants in 2013 and 2022 and submitted to Procurement by Environmental Services.

**CONCLUSION:**

City staff are recommending that Q25-66 – Witmer Sanitary Pumping Station Upgrade be awarded to MTE Consultants Inc. in the amount of \$286,860.15 excluding applicable taxes.

**REPORT IMPACTS:**

Agreement: **No**

By-law: **No**

Budget Amendment: **Yes**

Policy: **No**

**APPROVALS:**

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

**Director**

**General Manager**

**Chief Financial Officer**

**City Solicitor**

**City Manager**

**ATTACHMENTS:**

Not Applicable.