



Infrastructure Services Staff Report

Report Number: IS10-2025
 Report Title: Engineering Services for the Victoria Street North Sanitary Pumping Station Upgrades – RFP 2025-01
 Author: Darryl Schwartzentruber, Engineering Project Supervisor
 Meeting Type: Council Meeting
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 Consent Item: No
 Final Version: Yes
 Reviewed By: Jared Puppe, Director of Infrastructure Services
 Final Review: Senior Management Team

Recommendation:

That the Council of the Township of Woolwich, considering Report IS10-2025 respecting Engineering Services for the Victoria Street North Sanitary Pumping Station Upgrades – RFP 2025-01, award the contract for Project Initiation, Design, and Tendering to Tatham Engineering Limited at a total cost of \$241,420.51 after H.S.T. rebate.

Background:

The Victoria Street North Sanitary Pumping Station (VSNSPS) is owned and operated by the City of Kitchener and is located at 2500 Shirley Drive, which is situated at the northeast quadrant of the intersection of Victoria Street North and Shirley Drive in Kitchener, Ontario. The VSNSPS is comprised of essentially two separate sanitary pumping stations; the Shirley Drive Pumping Station and the Breslau Wet Well (BWW). The BWW receives sanitary flows from Breslau and pumps them into the wet well of the Shirley Drive Pumping Station. The flows are then pumped from the Shirley Drive Pumping Station wet well via a forcemain to gravity sewers in Kitchener, for eventual treatment at the Kitchener Wastewater Treatment Plant. The incoming sewer depth from Breslau is quite a bit deeper than the incoming sewer from Kitchener, so the decision was made to construct the station as essentially two separate facilities. A location map of the subject site is provided in Appendix A.

The Township of Woolwich and the City of Kitchener originally entered into a Cross Border Service Agreement (CBSA) for sewage collection in January 2003 which allotted 25% (approximately 95 litres per second) of the VSNSPS sanitary flow capacity to Woolwich. The station was subsequently constructed in 2004. In 2017, a new CBSA was entered into which allots Woolwich 50% of the station's sanitary flow capacity (approximately 189 litres/second). The current configuration of the VSNSPS provides the Township with a peak flow of 95 litres/second; for the Township to utilize the additional capacity identified in the 2017 CBSA, upgrades are required at the VSNSPS, specifically the Breslau Wet Well.

Upgrades to the facility will be designed to allow Woolwich to realize the 189 litres/second flow identified in the 2017 CBSA. In addition, upgrades will include the design of 1 hour emergency storage, likely in the form of a large tank, to comply with current pumping station standards. The inclusion of emergency storage will reduce the risk of damage (e.g. sewage backup) that may be occur should the VSNSPS experience failure.

Comments:

On May 1st, 2025, the Township issued a "Request for Proposal for Engineering Services" (RFP 2025-01) for the Victoria Street North Sanitary Pumping Station upgrades. Upon closing on May 27th, the following three (3) engineering firms submitted detailed proposals:

- ConceptDash Inc.
- GEI Consultants Canada Ltd.
- Tatham Engineering Limited

The proposals from the engineering firms were reviewed by a team consisting of two Engineering Project Supervisor's from the Township of Woolwich, and a Utilities Engineering Technologist from the City of Kitchener. The Woolwich Financial Services department administered the bidding opportunity, and confirmed compliance of the opportunity with the Township's Purchasing By-law.

The review team evaluated the proposals using the Township's Council approved evaluation model, which awarded points based on the following criteria:

1. Project Understanding – 30 points
The engineering firms provided a detailed description of the methodology and project management approaches to be used for each of the services proposed.
2. Company Experience and References – 30 points
The engineering firms provided three (3) references, within the last 5 years, of their company's relevant experiences as they pertain to the Township's requirements listed in Section 2.0 Project Scope and Requirements of the RFP document.

3. Project Manager and Project Team – 30 points

The engineering firms provided organizational charts and resumes of all project participants.

4. Proposal Cost – 10 points

The Township uses a two-phase system for the submission of proposals, which includes one separate submission for cost information which is opened and evaluated subsequent to completing the evaluation of the technical portions. The engineering firms provided their hourly rates, estimate of expenses, and a total upset price, including HST.

Based on the evaluation model, Tatham Engineering Limited (Tatham) achieved the highest overall evaluation. Township Staff have experience with Tatham's bridge personnel, but have not worked with their Wastewater personnel before. Township Staff contacted Tatham's references and determined they were satisfactory.

The Request for Proposal opportunity included design phase and construction phase scope that each Proponent was to consider. The proposals submitted and subsequent evaluation included both design and construction phase scope. Similar to other Infrastructure Services projects, this report is focused on only the design phase of the project. Once a design has been completed, and a tender for construction work has been offered, Infrastructure Services staff will bring another report to Council identifying construction costs (e.g. contractor costs, contract administration and inspection, IS staff costs, etc.) associated with the project.

The construction phase of this project is anticipated to begin in 2026, and be complete in 2027.

Interdepartmental Impacts:

None.

Financial Impacts:

2025 Capital Budget – Breslau Wet Well Engineering

\$250,000.00

Tatham Engineering Ltd. Cost Proposal

RFP 2025-01 - Design Phase (Project Initiation, Design, and Tendering)	\$237,245.00
Plus H.S.T.	\$30,841.85
Sub total	\$268,086.85
Less H.S.T. rebate	\$26,666.34
Total	\$241,420.51

Total

\$241,420.51

Anticipated Other Costs

Permitting	\$5,000.00
Geotechnical Investigation	\$30,000.00
Utility Daylighting	\$10,000.00
Environmental Assessment Consultation & Advertisements	\$2,500.00
Woolwich Staff	\$20,000.00
Total	\$67,500.00

Total

\$67,500.00

Grand Total

\$308,920.51

Budget Deficit

(\$58,920.51)

As a growth-related sanitary capital project, funding should be through the Wastewater Development Charge Reserve Fund. However, the balance of this reserve fund at 2024 year end was in a deficit of \$2.3 million. As mentioned in the 2024 DC Treasurer's, there is a combined shortfall of the water, wastewater, and bylaw DC reserves of approximately 4.2 million. This is currently being funded by the Public Works (Roads) reserve fund which has a balance of \$6.6 million before the \$4.2 million of interfund borrowing.

The estimated budget for this project of \$308,920.51 would be a further draw on the Roads DC reserve fund, leaving an estimated balance of approximately \$2.18 million. Continued borrowing from this reserve fund will reduce the funding available for future growth related to public works or roads related development projects. Additionally, the Wastewater DC Reserve Fund will accrue interest costs if it remains in a deficit position.

Due to the timing of this award recommendation report and the actual time required to complete the assignment, Staff do not anticipate the costs identified above to be fully utilized in 2025; some of the costs will be incurred in the first quarter of 2026. Further, upon completion of the engineer's construction cost estimate, additional funding will be requested in the 2026 Capital Budget for the construction phase of this project.

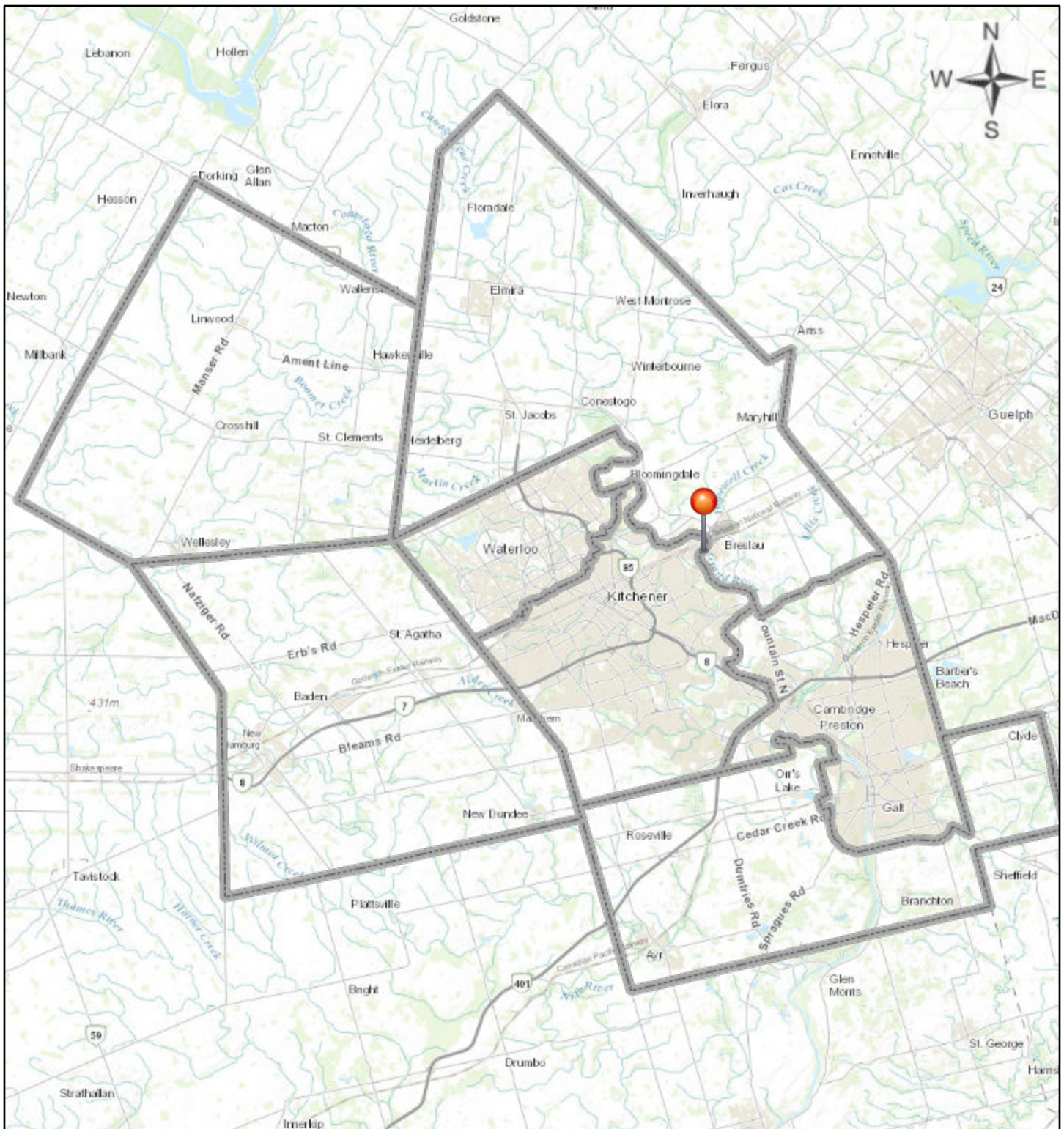
Conclusion:

Upgrades to the Victoria Street North Sanitary Pumping Station are required to allow Woolwich to realize its sanitary flows allotment as per the 2017 Cross Border Services Agreement with the City of Kitchener. Staff recommend Tatham Engineering Limited be retained to provide engineering services associated with the project as outlined in RFP 2025-01.

Attachments:

1. Appendix A – Location Map

RFP 2025-01 - Appendix A - Location Map

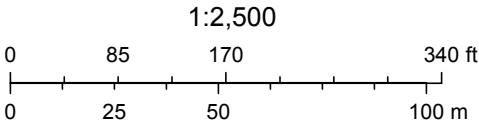


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University of Waterloo, City of Kitchener, City of Waterloo, Township of Woolwich, Region of Waterloo, Ontario Base Map, Province of Ontario, Ontario MNR, Esri Canada, Esri, © OpenStreetMap contributors, HERE, Garmin, USGS, NGA, EPA, USDA, NPS, AAFC, NRCan

ArcGIS Web AppBuilder

RFP 2025-01 - Appendix A - Location Map



City of Kitchener, Township of Woolwich, Region of Waterloo, Province of Ontario, Ontario MNR, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA, AAFC, NRCan, First Base Solutions