



## REQUESTS FOR PROPOSALS

### WASTEWATER PLANT ANAEROBIC DIGESTER CLEANOUTS AND RESIDUALS DISPOSAL

#### CITY OF GASTONIA

#### PUBLIC UTILITIES DEPARTMENT

### 1. Purpose

The City of Gastonia (the "City") is soliciting proposals from qualified vendors to provide professional anaerobic digester cleanout and residuals disposal services in support of two of the City's Wastewater Treatment Plants. This project is distinct from routine dewatering and requires specialized removal, processing, and disposal of accumulated heavy material including, but not limited to, grit, rags, non-organic trash, and anthracite media. The work defined in the scope of services is for all materials, labor, personnel, and equipment necessary for the removal, handling, transportation, and disposal of materials from the City's anaerobic digesters. Wastewater Treatment Division personnel will direct operations by coordinating schedules for the services between the contractor and City staff.

The objective of this contract is to provide cost effective digester cleanouts and disposal of digester material. The City anticipates the need to clean one to two (1–2) digesters per year for the next three (3) years. The City seeks a three-year contract, with options for two one-year extensions at the City's discretion. The practices used must adhere to all local, City, regional, state and federal policies and regulations related to handling, transportation, and disposal of material. It is the intent of the City that implementation of this contract will take place in May 2026.

### 2. Submission Requirements

Proposals will be received by the City up until the time stated in this document. At that point, the City will close the receipt of proposals and begin the evaluation process. Proposals must be signed with the firm name and by an officer or employee having the authority to bind the company or firm by his/her signature. Proposers must specifically identify portions, if any, of their proposal deemed confidential, proprietary, or trade secrets. Vendors must be prepared to justify which information should not be disclosed upon request.

The City requires pre-proposal site visits to ensure the contractor is familiar with the facility sites, including available space for equipment, the cone-shaped tank bottoms, and available water and electric service. A site visit is mandatory for both Long Creek WWTP and Crowders

Creek WWTP; however, this requirement is waived for a specific location if the vendor has conducted a site visit and viewed the digesters at that facility within the last year. Vendors who are familiar with one site but not the other must still schedule a visit for the unfamiliar location. To schedule a site visit for each facility, vendors must contact Stefania Marroquin at stefaniam@tworiversutilities.com.

Vendors are permitted to collect samples of the material at either facility for analysis if desired. Samples may be collected during the site visits or scheduled on another date up until the questions cutoff date/time.

Questions will be accepted until the cutoff date of 5:00 pm on April 7, 2026. Submitters are responsible for monitoring the City of Gastonia's website at <https://gastonianc.gov/doing-business/bids-rfps>. If there are further questions, please contact Stefania Marroquin at stefaniam@tworiversutilities.com.

Proposals must be submitted electronically as a single PDF to Stefania Marroquin by email to stefaniam@tworiversutilities.com with a subject line that clearly indicates a response to this RFP. If an addendum is issued, the proposal must clearly acknowledge the addendum. Proposals must be received by 5:00 pm on April 17, 2026. Any proposal missing information required in Section 7 Proposal Format, failing to include the mandatory Contractor Pre-Qualification Form, or received after the deadline will be disqualified.

### **3. Award of Contract**

The City reserves the right to reject any and all proposals. The City reserves the right to request oral interviews or request additional written information from any and all vendors.

The City reserves the right to select the bidder that best demonstrates the capability to meet the needs of the City. Negotiations may be undertaken with the vendor whose proposal demonstrates them to be the most qualified, responsible and capable of providing these services. Proposals will be evaluated in terms of qualifications, experience, capabilities, technical approach, costs and compliance with proposal requirements.

The highest ranked proposal will be recommended to the City Manager for award by the City Council.

If the City is unable to negotiate a satisfactory agreement with the highest ranked proposer, negotiations with that proposer will be terminated and the City will decide whether to open negotiations with the second ranked proposer, to reject all proposals and re-advertise, or terminate further consideration of all proposals.

### **4. Suspension and Termination**

The City reserves the right, in its best interest as determined by the City, to cancel the contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation. In the event of such termination, any services completed by the Contractor under this contract to the satisfaction of the City shall be entitled to receive equitable compensation.

## **5. Background and Limitations**

The City of Gastonia / Two Rivers Utilities (TRU) provides wastewater services to the communities of Gastonia, Cramerton, Bessemer City, High Shoals, Ranlo, Stanley and Clover, SC, along with portions of Belmont, Lowell, and Kings Mountain. There are three wastewater treatment plants (WWTPs) – Long Creek, Crowders Creek, and Eagle Rd. For clarification, Eagle Rd WWTP is not included in the scope of this request.

At the Long Creek WWTP, TRU operates an anaerobic digestion system consisting of six (6) digesters, each with a volume of approximately 450,000 gallons and two (2) additional storage lagoons each with a capacity of 3.0 million gallons. Raw Sludge from three (3) primary clarifiers and waste sludge from one (1) DAF unit is pumped to the primary digesters. After digestion, solids are transferred to storage digesters and then to the storage lagoons before being land applied.

At the Crowders Creek WWTP, TRU operates an anaerobic digestion system consisting of four (4) digesters, each with a volume of approximately 552,672 gallons. Raw sludge from the two (2) primary clarifiers and waste sludge from two (2) DAF units is pumped to the primary digester. After digestion, solids are pumped to the secondary digester and then to the holding digester before being land applied.

At the Crowders Creek facility, filtrate and/or pressate generated by mechanical dewatering cannot be discharged into the WWTP, and there is limited storage space to hold this material. Consequently, the use of centrifuges or belt filter presses is considered unrealistic for this site. Historically, City staff have removed liquid biosolids from the top of the digester tank, leaving the wet debris to be handled by a contractor. Contractors have successfully utilized a shaker table, gravity table, vibrating screen or similar method to remove debris, returning the filtered sludge to another digester. The site size is limited and must allow concurrent access for land application truck loading while the contractor completes the cleanout. Contractors must submit a site plan that avoids blocking critical access routes. Areas that must remain free of contractor activities will be reviewed during the site visit.

Long Creek WWTP has the necessary infrastructure to store and process filtrate or pressate, and the site has few special constraints, offering flexibility in dewatering options. Contractors must submit a site plan with the proposed equipment layout. Areas that must remain free of contractor activities will be reviewed during the site visit.

Both plants require diligent management of the work zone to ensure that the cleanout process does not interfere with routine activities by staff, routine biosolids handling by others, or spills from the contractor's activities.

Prior to the cleanout, City staff will attempt to remove the bulk majority of the liquid biosolids from the top of the digester tank. The primary material for removal by the contractor consists of the remaining heavy residuals, which includes significant accumulations of grit, rags, trash, and other non-organic debris that will require specialized handling and equipment. Furthermore, services performed at the Long Creek WWTP will involve the removal of anthracite media. Contractors must include the costs for screening, pumping, and disposing of these combined materials in their proposal.

The resulting Scope of Service for the proposing vendor includes the removal of the materials from the anaerobic digesters, handling, transportation, and disposal of the material at an approved landfill.

A complete Scope of Services is contained in Attachment A.

The addresses of the locations are as follows:

<b>Location</b>	<b>Address</b>
Long Creek Wastewater Treatment Plant	3000 Old Spencer Mountain Rd Dallas, NC 28034
Crowders Creek Wastewater Treatment Plant	5642 York Hwy Gastonia, NC 28052

## **6. Insurance Requirements**

The City will require the contractor to hold professional liability insurance of at least \$1,000,000 for each claim.

The certificate must also include commercial general liability insurance covering bodily injury and property damage with limits of not less than \$2,000,000 per occurrence, and at least \$2,000,000 aggregate; or the equivalents utilizing excess or umbrella coverage.

In addition, the certificate must include employer's liability insurance (worker's compensation) in accordance with statutory requirements with limits of not less than \$100,000 for each accident.

Further, projects requiring the contractor to drive onto City property or to use the contractor's vehicles on City property will require auto liability insurance, which must cover bodily injury and property damage liability on all owned, non-owned, and hired vehicles for a limit of not less than \$2,000,000 per occurrence, or the equivalent utilizing excess or umbrella coverage.

When the contractor and/or its employees have access to monies or properties of the City, the contractor will provide a fidelity bond at a limit of not less than \$50,000 (depending on where the contractor will be working).

The City must be named as additionally insured on the insurance certificate for all coverage, except professional liability.

In addition, the contractor must indemnify and save harmless the City of Gastonia, its officers, agents, and employees from any claims arising out of any work performed for the City or on City property.

## **7. Proposal Format**

### **A. Introduction**

Vendor shall submit a brief introduction of their firm. This information must address the company's experience in digester cleanouts and residuals disposal, availability of resources for this project, the location from which services would be based and key personnel to be assigned to this project. Any pending litigation that may have a material impact to the company's financial standing and/or performance on this project, any judicially determined defaults, bankruptcies, and liens in the last 10 years must also be included.

### **B. Qualifications**

Vendor shall provide a general overview of the company including:

- Brief history of the company including mission and structure
- Date established
- Ownership (public, partnership, subsidiary, etc.)
- Number of personnel, full and part-time, to be assigned to this project by function and job title.
- Vendor shall provide documentation demonstrating their capability and experience in the management of projects of similar size, volumes and scope.
- Vendor shall describe any subcontractors needed to fulfill the Scope of Services in Attachment A.
- Vendor shall describe their additional resources/capabilities that may be committed to the support the project.
- Documentation showing the vendor meets the City's insurance requirements.
- Vendor should describe their experience with ISO 14001 certified Environmental Management System (EMS) or equivalent programs.
- Vendor shall demonstrate their training program and written procedures.
- Vendor shall demonstrate their safety program and safety history.

### **C. Cleanout Method, Transport and Disposal Approach**

Vendor shall provide a detailed specific means and methods to be used for the cleanouts, handling, transportation, and disposal of material for each facility to ensure the scope can be appropriately managed. The contractor must clearly outline the operational procedures they will utilize to accomplish these projects. At the Crowders Creek facility, where mechanical dewatering is not feasible, the vendor must specifically describe how they will separate debris and manage residuals within the limited storage and discharge constraints for that site. Because the City will have already removed the

bulk of the liquid biosolids, the remaining material contains mainly of significant grit, rags, trash, and anthracite media (at Long Creek). Proposers must demonstrate how their chosen method and suggested equipment are robust enough to handle these heavy solids and non-organic debris.

#### **D. Suggested Equipment:**

Equipment such as that listed below may be needed by the vendor to provide services. It is the responsibility of the vendor to ensure they gain an understanding of the equipment needed during the mandatory site visits.

- Dewatering equipment (belt press, centrifuge, etc.)
- Shaker table, gravity table, vibrating screen or similar method to remove debris.
- Dumpster for removal of grit, trash, rags, anthracite, etc.
- Vacuum truck.
- Crane truck.
- Containment for equipment and spill kits including lime and straw.
- Polymer and dosing system. NSF approved.
- Frac tank or other storage tank.
- Cake load out containment bin or conveyor.
- Chopper pump.
- Prime sludge pump.
- Filtrate return pump.
- Filtrate flow meter.
- Operators and service pickup trucks.
- Trucks to transfer residuals to the landfill.
- Fire hose and nozzles.
- Suction and discharge hose.
- Electrical cabling.

#### **E. References**

Vendor shall provide three (3) municipal references to projects similar in scope and size. The references shall list the name of the organization, contact person's name, title, telephone number and email address.

#### **F. Pricing Information**

Vendor shall submit their proposed costs in an organized and complete manner that lists the line item and unit rate of each item needed to complete a turnkey digester cleanout and disposal event. Pricing shall include all potentially expected costs of, and not limited to, mobilization, pumping, vacuum truck and crane truck services, dewatering, transportation, disposal and/or rental equipment. All costs to be charged for completion of the project shall be presented in the proposal. No additional fees or charges are to be included in invoices that are not presented in the proposal. Invoices upon 30 days of completion of services are to be generated as defined by the pricing structure submitted.

## Attachment A

### Scope of Services

#### Wastewater Plant Anaerobic Digester Cleanouts and Residuals Disposal

##### 1. Contractor Provided Services

- 1.1. The City anticipates the need to clean one to two (1–2) digesters per year during the contract period. To facilitate planning, the City will provide an initial written notice of its intent to schedule a cleanout event. Following this notice, the City and the Contractor shall determine a mutually agreeable timeframe for the commencement of work, with the goal of mobilizing the Contractor’s personnel and equipment to the site in an efficient manner that aligns with both the City’s operational needs and the Contractor’s specialized equipment availability.
- 1.2. Contractor shall provide equipment and personnel with contact information to complete all activities needed to clean the designated digester(s) and dispose of residuals at a landfill that has been pre-approved by the City to receive the residuals. All associated landfill fees will be paid by the contractor.
- 1.3. The contractor shall be responsible for any fuel needed for operation of equipment beyond the City provided electrical and water service.
- 1.4. The Contractor is responsible for preparing the residuals for disposal using a dewatering process that will produce a product that is acceptable for hauling and also acceptable to the landfill receiving the dewatered residuals. The material shall pass a paint filter test.
- 1.5. The Contractor shall be solely responsible for all aspects of confined space entry required to complete the job. This includes providing all necessary personnel, training, and specialized equipment—such as gas monitors, tripod retrieval systems, blowers, and harnesses—required for safe entry and exit. All entries must be performed in strict accordance with OSHA regulations and the Contractor’s own written safety program.
- 1.6. The Contractor shall ensure residuals are transported in such a manner to prevent leakage/spills occurring from transport vehicles.
- 1.7. The Contractor will be responsible for adherence to any and all regulations or guidelines involving the processing, transportation and/or disposal of the residuals.
- 1.8. Contractor shall prepare all work, loading, and residuals storage areas with adequate containment needed to ensure spills and/or runoffs are properly contained. All removed materials and residuals shall be protected from precipitation to prevent the introduction of additional water and to minimize the potential for runoff. These containment and protection measures must be maintained throughout the duration of the cleanout events.
- 1.9. The Contractor shall assist the City with selection of a disposal site that ensures timely removal schedules at cost effective rates. The Contractor shall also assist as requested by the City in the certification and approval process for disposal of the residuals at the selected site. For the Long Creek WWTP, the most recent TCLP was collected on February 11, 2026, and active special waste profiles are established and valid through September 25, 2026, for both the CMS Landfill and the Caldwell County Landfill. Regarding the Crowders Creek WWTP, the most recent TCLP was collected on February 11, 2026; while no special waste profiles are currently in place for this facility, the City is prepared to provide this analytical data to the awarded contractor to facilitate the application process. The awarded contractor will be responsible for utilizing the City-provided TCLPs, typically completed annually, to establish any necessary new special waste profiles or additional alternative disposal sites.

- 1.10. The Contractor shall at all times have a competent project manager or other representative on the work site that shall have the full authority to act for the Contractor and who shall see that the work under the contract is executed in accordance with the agreement documents. All communication with the project manager shall be binding as if given to the contractor.
- 1.11. Contractor shall prepare and submit monthly invoices for their work. Invoices shall be submitted in a timely manner, within 30 days of receipt of all applicable documentation to review and approve the invoice. The contractor must include copies of all invoices submitted to them by any subcontractors, rental companies, and the landfill for work on this job.

## **2. City Facility Information**

- 2.1. No residuals management operations shall occur on legal holidays without the approval of the Wastewater Treatment Division Manager or designee. Loading, transportation and application of residuals shall only be allowed in daylight hours as coordinated with the City.
- 2.2. Dewatering will occur 4 to 5 days a week at the City's discretion.
- 2.3. The City will provide a water supply for the service.
- 2.4. The City agrees to provide an electrical power source, however, it shall be the Contractor's responsibility to provide the necessary cable etc. from the power source to the equipment.
- 2.5. Equipment owned by the City shall not be operated by the Contractor without approval and training by the City.
- 2.6. The City maintains an Environmental Management System to assure compliance with all laws and regulations, to promote pollution prevention, and to provide a means for continual improvement. The Contractor shall be aware of this program and follow all relevant procedures utilized within the program. A copy of the City's Environmental Policy will be provided to the Contractor.
- 2.7. Any fines/penalties issued to the City due to the actions of the Contractor shall be the responsibility of the Contractor, and it shall reimburse the City for the same.
- 2.8. Contractor shall remove all unused materials, tools, equipment and machinery, waste materials and /or other debris from the processing area once the event has been completed. Contractor shall see that the site is maintained in a neat and orderly condition during operation and upon leaving.

## **3. Emergency Response/Spills**

- 3.1. Any spills involved with the handling, loading, or transportation of residuals shall be deemed the responsibility of the Contractor and shall be cleaned up immediately to the satisfaction of the City, the North Carolina Department of Environmental Quality (NCDEQ), and/or any other involved agency or landowner. In the event of an occurrence, the Contractor must immediately report the incident to the following personnel, attempting contact in this specific order based on who can be reached first: Biosolids Coordinator, Assistant Division Manager-Operations, Assistant Division Manager-Compliance, or designee.

## **4. Monitoring/Recordkeeping**

- 4.1. The Contractor shall maintain comprehensive daily logs recording loading volumes, transportation activities, disposal weights (via weight tickets), and filtrate flow data. If dewatering equipment is used, filtrate flow must be measured by a metering device located at the dewatering equipment discharge point. All daily logs must be totaled and submitted to the Biosolids Coordinator. To ensure timely processing, the City must receive all original documentation and supporting logs before the associated invoice is submitted.
- 4.2. The Contractor is responsible for providing the City with electronic or physical copies of every signed manifest and weight ticket within 48 normal business hours of disposal.
- 4.3. The City or the contractor may collect representative samples of the removed materials and residuals at any time during the cleanout process to characterize the waste or to verify that it

meets landfill acceptance criteria. If samples are collected for the City, they must be placed in City-provided containers. The City will determine the frequency and type of laboratory analysis based on the nature of the material being removed at that stage of the project.

**Exhibit A  
to Section 8 of the RMP - PSM Plan**

**THE CITY OF GASTONIA UTILITIES DEPARTMENT  
CONTRACTOR PRE-QUALIFICATION FORM**

The City of Gastonia, as part of its effort to prevent catastrophic releases of extremely hazardous substances at the City of Gastonia, requires any contractor who will work with or near extremely hazardous substances to demonstrate its ability to work safely. This procedure allows the City of Gastonia to identify contractors that can perform site activities without compromising the safety or health of City personnel.

Any contractor wishing to perform work at any City of Gastonia facility at which extremely hazardous substances are present must complete this form and return it to the Division Manager with responsibility for that facility:

Wastewater Treatment Division:

Contractor Qualification  
Wastewater Treatment Division  
Attn: Division Manager  
P.O. Box 1748  
Gastonia, NC 28053  
Phone: (704) 866-6726  
Fax: (704) 922-0619

The information contained on this form will be evaluated and considered as a part of the overall selection process. Contractors who do not complete and submit this form will be considered non-responsive regarding any work proposed.

As part of this process Contractors must certify that their employees have appropriate training on the following subjects:

- The hazards of chlorine exposure,
- Basic health and safety issues,
- The Contractor's health and safety programs, and
- The methods and techniques the Contractor will use at the plant.
- Applicable provisions of the emergency response plan in Section 9 of this document,
- Procedures for contractor entrance into and exit from the area of work, and
- Notice of any unique hazards presented by the contractor's work or found as a result of the contractor's work.

Although the City of Gastonia will not ask for training documentation on each employee, it requests that this documentation be available within an hour of request.

**(Authority) CONTRACTOR PRE-QUALIFICATION FORM**

1.0 Company Name:  
Address of Principal Place of Business:  
Street:  
City, State, Zip:  
Telephone Number:  
FAX Number:

2.0 Other Company Names Used:

3.0 Name(s) and Relationships of Parent Company, Affiliates, Subsidiaries, Partners.  
Company:  
Address:  
City, State, Zip:  
Relationship:  
Company:  
Address:  
City, State, Zip:  
Relationship:

4.0 Has the ownership in your company changed within the last three years?  
Yes \_\_\_\_\_ No \_\_\_\_\_

5.0 Extent of Insurance Coverage.

5.1 Please attach certificates showing the extent of coverage, exclusions and deductibles for the following:

- General Business Liability Insurance Coverage
- Contractors Pollution Liability Insurance Coverage
- Professional Liability Insurance (limits and exclusions)
- Workers' Compensation Insurance Coverage

5.2 How long have you been covered by your current provider of Worker Compensation Insurance? \_\_\_\_\_

5.3 List Experience Modification Rate (EMR) that has applied to your company's workers' compensation insurance policy for the three most recent years.

<u>Year</u>	<u>Intrastate</u>	<u>Interstate</u>
20____	_____	_____
20____	_____	_____
20____	_____	_____

5.4 List the name, address and telephone number of an insurer or insurance broker who can verify your EMR's.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.5 If you do not have an EMR, please explain.

---



---



---

6.0 Please transfer the numbers and rates of injuries and illnesses from your firm's OSHA No. 200 Logs to the table below:

Injuries & Illnesses in Year:	20__		20__		20__	
Type of Injury Statistic	#	Rate	#	Rate	#	Rate
Lost Workday Cases						
Restricted Workday Cases						
Medical Treatment (not First Aid) Cases						
Total Illness Cases						
Total Recordable Cases						
Employee Hours Worked in Year:						

6.1 List any fatalities your company has had in the last three years. Include location, cause, and corrective action.

---



---



---

7.0 Do you require that documented safety meetings be held for:

- a. Field Supervisor? Yes \_\_\_\_\_ No \_\_\_\_\_ Frequency \_\_\_\_\_
- b. Employees? Yes \_\_\_\_\_ No \_\_\_\_\_ Frequency \_\_\_\_\_
- c. New Hires? Yes \_\_\_\_\_ No \_\_\_\_\_ Frequency \_\_\_\_\_
- d. Subcontractors? Yes \_\_\_\_\_ No \_\_\_\_\_ Frequency \_\_\_\_\_

8.0 Will a corporate representative audit safety practices on this job?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

8.1 Name \_\_\_\_\_ Title \_\_\_\_\_

8.2 How frequently will the representative visit the project? \_\_\_\_\_

8.3 Does the representative have authority to take corrective action?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

8.4 To whom does the representative report?

Name \_\_\_\_\_ Title \_\_\_\_\_

9.0 Does the company have a health and safety plan? If yes, please give details.

---

---

---

10.0 Training for Contractor employees who will work on or near containers of extremely hazardous substances

10.1 Describe the type and extent of training these employees will have.

---

---

---

10.2 What percentage of those employees will have this training? \_\_\_\_\_

11.0 Please give the name of the company's health and safety officer, if any.

---

---

---

12.0 Attach a list of any State or Federal Health and Safety citations received in the past three years.

13.0 Signature of Company Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_