



REQUEST FOR PROPOSALS
Wastewater Flow Meter Calibration Services
CITY OF GASTONIA
Public Utilities Department

1. 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 cannot be longer than 10 pages and must address all submittal requirements stated in this document. 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.

Proposals must be submitted electronically as a single PDF to Cody Austin by email to Codya@tworiversutilities.com with a subject line that clearly indicates a response to this RFP. Proposals must be received by 5:00 pm on March 31, 2026.

2. Background

The City of Gastonia operates a publicly owned treatment works which services residential, commercial and industrial customers in Gastonia and Cramerton, along with much of the surrounding area. Water and wastewater services are provided by the City to a service area of approximately 100,000 residents of Gastonia, Bessemer City, Cramerton, Kings Mountain, Lowell, McAdenville, Ranlo and Clover, SC.

Many of the municipalities and some of the industrial customers that the City of Gastonia services have wastewater flow meters which are maintained by the City. These meters help the City to accurately bill these customers and ensure that they are in compliance in regards to inter-local agreements and wastewater discharge permits.

It is the City of Gastonia's desire to contract with a duly qualified vendor to perform the calibrations of the wastewater flow meters maintained by the City. The City's objective is to ensure all flow meters in its wastewater collection system are calibrated during the agreed upon time periods and verified to read accurately.

3. Scope

Currently, the City of Gastonia is responsible for the maintenance of 16 wastewater flow meters in the collection system. All the primary metering devices consist of flumes (i.e. Parshall, Palmer-Bowlus and Trapezoidal) with ultrasonic sensors. A wide range of secondary measuring devices are also used across the 16 locations and include control panels manufactured by ISCO and



Hydroranger. Several of these locations require the use of an off-road vehicle and walking over rough terrain to gain access to the metering point. In addition to challenges associated with accessibility (e.g. traversing small streams, muddy/wet conditions, steep hills containing loose gravel, etc.), many of the metering points are located in manholes and are confined spaces, however measurement of the wastewater stream may be obtained by use of a telescopic pole and metric device. It will not be possible to cut off flow to most, if not all, of the 16 locations, therefore flow height must be measured directly in the waste stream.

Details of the calibration event must be recorded on a City approved calibration field sheet and submitted to the City within two weeks of the calibration event. The Vendor must notify the City at least two weeks in advance of each calibration event. In addition, City staff may be onsite for each of the calibration events, therefore calibration events must be coordinated with the City.

The municipality and/or industry name, meter type, address and calibration frequency of each monitoring location can be found in the table below:

Sewer Meters for Calibration

Flow Meter Site	Meter	Flume	Location	Calibration Frequency	Meter Serial #
<u>Belmont</u>	ISCO 4210 - Ultrasonic	12" Palmer-Bowlus	380 Eastwood Drive, Belmont	January, April, July, October	206H00868
<u>Bessemer City 001</u>	ISCO 3010 - Ultrasonic	6" Parshall	1104 Oates Road, Bessemer City	January, April, July, October	200C00540
<u>Bessemer City 002</u>	ISCO Signature - Ultrasonic	6" Parshall	4039 N I 85 Hwy, Bessemer City	January, April, July, October	222K00833
<u>Clover</u>	ISCO 3010 - Ultrasonic	12" Parshall	5652 York Hwy, Gastonia	January, April, July, October	206K01661
<u>Dallas Interconnect</u>	ISCO Signature - Ultrasonic	6" Parshall	944 Robison Clemmer Rd, Dallas	July, January	221A01379
<u>Darling Ingredients</u>	ISCO Signature - Ultrasonic	3" Parshall	5533 York Hwy, Gastonia	April, October	216B01164
<u>High Shoals</u>	Hydroranger 200 - Ultrasonic	XL Trapezoidal	104 Hydro Drive, Dallas	April, October	PBD/C7240412
<u>Kings Grant</u>	ISCO 3010 - Ultrasonic	8" Palmer-Bowlus	813 King Arthur Court, Gastonia	April, October	213A01927
<u>Kings Mountain Canterbury</u>	ISCO Signature - Ultrasonic	XL Trapezoidal	723 Canterbury Road, Unit U, Kings Mtn	April, October	222K00839
<u>Kings Mountain I 85</u>	ISCO 4210 - Ultrasonic	XL Trapezoidal	4301 N I 85 Hwy, Unit U, Kings Mtn	April, October	214L00381
<u>Lowell - Fair Street</u>	ISCO 3010 - Ultrasonic	8" Palmer-Bowlus	651 Fair Street, Gastonia	April, October	212G01597
<u>McAdenville</u>	ISCO Signature - Ultrasonic	18" Palmer Bowlus	505 Lakeview Dr. Unit U, McAdenville	July, September, November, January, March, May	220C01210
<u>Ranlo</u>	ISCO 3010 - Ultrasonic	6" Parshall	2632 Hill Lane, Ranlo	January, April, July, October	202K01632
<u>Selkirk Realty (PHARR)</u>	ISCO Signature - Ultrasonic	18" Palmer Bowlus	302 Lakeview Dr. Unit U, McAdenville	April, October	219A03658
<u>Stanley 001</u>	ISCO 4210 - Ultrasonic	10" Palmer-Bowlus	110 Edison Ct, Stanley	April, October	215A00026
<u>Stanley 002</u>	ISCO Signature - Ultrasonic	12" Palmer-Bowlus	115 Rozelle Ct, Stanley	April, October	217B00067



4. Award of Contract

The City seeks to enter into a 3-year contract, with the option of two renewals of a year each. 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 submitter 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.

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.

5. 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.

6. Insurance Requirements

- A.** Commercial general liability insurance covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence, and at least \$1,000,000 aggregate; or the equivalents utilizing excess or umbrella coverage.
- B.** If the vendor has (3) or more employees, including the owner, the certificate must also include employers' liability insurance (workers' compensation) in accordance with statutory requirements with limits of not less than \$100,000 for each accident.
- C.** In addition, projects requiring employees of the vendor to drive onto City property, or transport City employees or clients, or to use its 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 at least \$1,000,000 per occurrence, or the equivalent utilizing excess or umbrella coverage.
- D.** The City of Gastonia must be named as additionally insured on the insurance certificate for all coverage, except professional liability.



- E. In addition, the vendor 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 to their firm. This information will address the company's experience in calibrating, maintaining and otherwise servicing wastewater meters. A brief description shall be included of the vendor's approach to these calibrations and equipment to be utilized. Any pending litigation that may have a material impact to the company's financial standing and/or performance on this service, any judicially determined defaults, bankruptcies, and liens in the last 10 years must also be included.

B. Qualifications

Vendor shall provide documentation for the following:

- Applicable training, certifications, or authorizations for calibration of equipment listed above.
- Ability to calibrate, troubleshoot and service a wide range of meters.
- Ability to perform confined space entry, as needed.
- Experience of relevant staff who would be performing the calibrations

C. References

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

D. Pricing Information

Invoices are to be generated as defined by the pricing structure below. Vendor shall accept purchase orders and will receive a copy of the purchase order before each audit. Compensation will occur upon receiving the invoice from Vendor. No additional fees or charges are to be included in the invoice unless prior agreement between vendor and City. Pricing shall be based on performing annual, semiannual and quarterly calibrations. Vendors shall include the following price information:

- Price per annual, semiannual and quarterly calibration event.
- Total price without NC tax
- Travel cost or any other applicable fees