December 16th, 2025

ITB # 2025-05
Town of Damascus Creekside Park Site Preparation

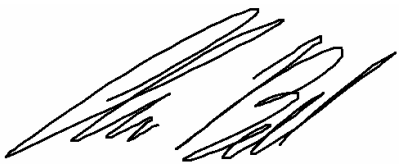
To Whom It May Concern:

The Town of Damascus is accepting bids from qualified vendors for the site preparation of Creekside Park along Beaver Dam Avenue in Damascus, VA.

Bids must be received no later than 5:00 pm, January 23rd, 2026, and must be clearly identified on the outside of the envelope. "Damascus ITB #2025-05". Bids received after that time, postmarks notwithstanding, shall be rejected. The Town of Damascus (Town) reserves the right to reject any or all bids.

The Proposal packet, containing instructions and specifications, is attached for your use. If further information is required, please contact me at (276) 475-3831, ext 4.

Sincerely,



Chris Bell
Town Manager

Attachments:

- A: Work Write-Up
- B: Bid Form
- C: Specifications
- D: Soil Profile Rebuilding Technique

TOWN OF DAMASCUS
Invitation to Bid # 2025-05
Town of Damascus Creekside Park Site Preparation

Notice is hereby given that the Town of Damascus, VA will be accepting proposals from qualified contractors for the site preparation of Creekside Park along Beaver Dam Ave in Damascus, VA. Bids with qualifications will be received until **EOD (5:00 PM) on January 23rd, 2026**, at the **Damascus Town Hall**, Attn: Mr. Chris Bell, 208 W Laurel Ave, Damascus, VA 24236 in person or by mail at P.O. Box 576, Damascus, VA, 24236. *Proposals received after 5:00 PM will not be considered*. Submittal information can be obtained online at the Damascus Government website (damascus.org) or in the Office of the Clerk.

Contact/Questions: Inquiries about this request for proposals must be in writing and directed to:

> **Town of Damascus**
> **Attn: Chris Bell, Town Manager**
> **208 W Laurel Ave.**
> **Damascus, VA 24236**
>
> **Townmanager@damascus.org**
>
> **Re: Town of Damascus – Creekside Park Site Preparation** (Please note this on the outside lower left corner of the submittal envelope)

*Note: In order to receive addenda or changes to the ITB, prospective offerors must contact Chris Bell by email or telephone (townmanager@damascus.org or 276-475-3831) to indicate that they will be offering a qualifications package and request to be placed on the distribution list. No other contact with any Town of Damascus employee or elected official is allowed during this process without first submitting the written question/inquiry to Chris Bell (townmanager@damascus.org).

Project Description:

This project encompasses the comprehensive site preparation of Creekside Park along Beaver Dam Ave in Damascus, VA. Creekside Park is a flood-impacted public area alongside Beaver Dam Creek, impacted by severe erosion and scouring of the topsoil leaving the rocky substrate exposed. The primary goal of this project is to implement subsoil conditioning and amendment strategies to prepare the site for a critical tree planting project scheduled for March 2026. The methodology must align with best practices for topsoil replenishment and soil health in disturbed environments, similar to guidance from institutions like the Southern Research & Extension Center (SRES) at Virginia Tech. Potential bidders must adhere to the following crucial criteria:

- Project Completion Timeline: All work must be completed by March 15th, 2026, to ensure all site preparation needs are met prior to the March 15th tree planting project.
- Proper Soil Preparation and Amending: Following best practices, bidders must properly restore the ground soil for future planting and site remediation.
- Site Protection and Sensitive Areas: All work must adhere to environmental constraints of the site area and must not impact protected areas specified in the Write-Up.

More detailed specifications may be found in the attached Write-Up and Site Layout.

Bid Schedule:

Schedule of Events	Date/Time
RFP Release	12/16/2025 3:00 pm
Deadline for Questions	1/16/2026 5:00 pm
Proposals Due to Town of Damascus	1/23/2026 5:00 pm

Qualifications:

The intent of this ITB is to enable the Town of Damascus to evaluate contractor qualifications and pricing for services related to the site preparation of Creekside Park. The desired qualifications are outlined below. Responders are required to submit proof of compliance with each of the listed items below. Failure to properly respond and to address these qualification requirements are grounds for rejection of the proposal.

The selected Bidder should provide proof of:

- License to conduct business within the Town of Damascus.
- Public Liability Insurance in an amount not less than $1,000,000 for any occurrence involving bodily injury, and not less than $1,000,000 for any occurrence involving property damage. This coverage shall include contractual liability, broad form property damage, independent contractors, and personal injury, *OR* General Liability Insurance in an amount not less than $1,000,000.
- Worker's Compensation Insurance in compliance with the Contractor's home state, *OR* including coverage not less than the following amounts:
    - Bodily injury by accident, $100,000 for each accident;
    - Bodily injury by disease, $500,000 policy limit;
    - Bodily injury by disease, $100,000 for each employee.

Bids should be submitted on the enclosed Bid Form.

Prior to the final selection, bidders may be required to submit additional information that the Town of Damascus deems necessary to further evaluate the bidder's qualifications.

Non-Discrimination Policy

It is the policy of the Town of Damascus government not to discriminate based on race, color, religion sex, gender identity, sexual orientation, age, national origin, disability, status as a service-disabled veteran, pregnancy or related medical condition, or any other status prohibited by state law. The Town of Damascus government encourages the consideration of DBE's (Disadvantaged Business Enterprises) and Small, Women-owned, and Minority-owned (SWaM) Businesses.

Governing Law

The laws of the Commonwealth of Virginia and any and all applicable local and federal laws shall govern the contractual agreement with the Bidder awarded the contract.

General Terms and Conditions:

A. Ethics in Public Contracting

By submitting their Bid, the Bidder certifies that their bid is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or sub-contractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit or money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

B. Payment

1. Invoices for work completed under this ITB shall be submitted by the Bidder directly to the Town Clerk, 786 N Beaver Dam Ave, Damascus, VA 24236 (clerk@damascus.org). All invoices shall show the Bidder's federal employer identification number.

2. Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after the invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than thirty (30) days, however.

C. Changes to the Contract

Changes can be made to the Contract in any one of the following ways:

1. Town may order changes within the general scope of the contract at any time by written notice to the Bidder. Changes within the scope of the contract include, but are not limited to, things such as material selections, hardware, outlets, paint and finish selections. The Bidder shall comply with the notice upon receipt thereof. The Bidder shall be compensated for any additional costs incurred as the result of such change order and shall give the Town a credit for any savings.

2. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

D. Default

In case of failure to deliver services in accordance with the contract terms and conditions, Town, after due oral or written notice, may procure them from other source(s) and hold Bidder responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Town may utilize.

E. Award

In accordance with Va. Code Section 2.2-4302.2, proposals will be evaluated and awarded to the Bidder who is deemed by the Town to be best able to provide the services stated herein, and whose bid is deemed to be in the best interests of the Town, and responsive in all respects to the requirements of this Invitation to Bid. The Town reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete scope items prior to making an award.

F. Negotiation with the Lowest Bidder

Unless all bids are canceled or rejected, the Town reserves the right granted by Section 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible Bidder to obtain a contract price within the funds available to the Town whenever such low bid exceeds the Town's available funds. For determining when such negotiations may take place, the terms "available funds" shall mean those funds that were budgeted by the Town for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low Bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. Town shall initiate such negotiations by written notice to the lowest responsive, responsible Bidder that its bid exceeds the available funds and that the Town wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the Town and the lowest responsive, responsible Bidder.

G. Work Site Damages

Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Town's satisfaction at the awarded Bidder's expense.

H. Inspection of Job Site

Signature on the attached Bid Form constitutes certification that Bidder has inspected the job sites and is aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Town.

I. Insurance

The following insurance coverages and limits are required to be maintained to the levels and values specified below:

- Public Liability Insurance in an amount not less than $1,000,000 for any occurrence involving bodily injury, and not less than $1,000,000 for any occurrence involving property damage. This coverage shall include contractual liability, broad form property damage, independent contractors, and personal injury; *OR* General Liability Insurance in an amount not less than $1,000,000.
- Worker's Compensation Insurance in compliance with the Contractor's home state, *OR* including coverage not less than the following amounts:
    - Bodily injury by accident, $100,000 for each accident;
    - Bodily injury by disease, $500,000 policy limit;
    - Bodily injury by disease, $100,000 for each employee.

J. Final Inspection

At the conclusion of the work, the awarded Bidder shall demonstrate to the Town Manager that the work is fully completed and in compliance with contract specifications and applicable local, state, and federal codes. Any deficiencies shall be promptly and permanently corrected by the awarded Bidder at the awarded Bidder's sole expense prior to final acceptance of the work.

K. Renewal

The Town may retain the awarded Bidder for a period of up to two (2) years following contract execution. Such retainage shall be subject to any renegotiations of scope or costs related to services requested which fall into the general scope of interior renovation and modifications.

METHOD OF PAYMENT:

Upon proof of completion of the work described, the Bidder will be paid the contract amount. Please reference the General Terms and Conditions section for approved payment procedures.

ATTACHMENT A: Work Write-Up

ITB # 2025-05
Town of Damascus Creekside Park Site Preparation

Work Description:

The Town of Damascus issues this Invitation to Bid (ITB) to solicit proposals from qualified and experienced contractors for the execution of specialized site preparation services. This critical undertaking targets the remediation of Creekside Park, a designated public area exhibiting severe erosion and scouring of the topsoil leaving the rocky substrate exposed. Creekside Park, located alongside Beaver Dam Creek, was severely damaged from flooding during Hurricane Helene.

The primary objective of this project is to implement deep subsoil conditioning and strategic soil amendment techniques to prepare the site for a large-scale tree planting initiative scheduled for March 2026. All proposed methodologies must align with best practices for topsoil replenishment and the establishment of long-term soil health within disturbed ecosystems, reflecting accepted guidance from institutions such as the Southern Research & Extension Center (SRES) at Virginia Tech (Attachment D).

Project Scope and Technical Specifications:

The selected contractor shall perform all necessary work to achieve the following:

Site Preparation Timing

Work Period: The work must be executed and completed between **February 3rd, 2026, and March 15th, 2026**, immediately prior to the scheduled tree planting project. All potential contractors should outline their timeline in the Methodology section and briefly describe their approach to potential delays.

Soil & Substrate

Substrate Leveling & Grading: Focus on achieving a stable, plantable finish layer that protects the newly conditioned subsoil, while strictly adhering to the exclusions listed below and environmental protection standards listed below. The primary goal of this is surface smoothing and preparation of the loosened substrate for planting, while preserving the deep, fracture-based decompaction and the strategic placement of compost veins.

The Contractor shall remove any surface debris (large rock fragments, flood debris, non-native materials) that would hinder the subsoiling process. This removal must be done carefully to protect all Protected Assets. Perform minimal initial leveling to ensure the soil/compost application equipment can operate safely and efficiently across the designated areas. This involves smoothing out major inconsistencies but not establishing the final grade.

Following the critical creation of compost veins, the leveling process must minimize or entirely avoid re-compacting the newly loosened soil profile. Low-ground pressure or specialized track equipment must be used for all subsequent tasks.

Final grading must establish a relatively smooth, workable surface that is level to the adjacent existing grade (or to the grade established at the mandatory pre-bid meeting). This surface must be suitable for the upcoming tree planting project. This process ensures the existing topsoil/substrate, after being loosened and amended, is gently graded to prevent pooling or erosion without losing the benefits of the compost veins created below.

The final grade must be consistent with the existing positive surface drainage patterns to prevent ponding and minimize runoff into the creek.

Depth Requirement: Distribute additional materials to restore the soil profile, as needed. Using a minimal amount of topsoil, in accordance with applicable SRES guidelines in Attachment D, deposit and mix compost and biochar to reestablish appropriate soil depth.

Methodology: The contractor shall propose and utilize a method appropriate for rocky ground that effectively grades and repairs soil layers without inverting the soil profile or damaging existing root systems of remaining trees.

Soil Amendment (Compost Application): The source of the required high-quality, coarse-textured compost will be at the contractor's leisure. The contractor must coordinate the delivery and staging of this material. While the application technique does not require homogenization (fully mixing) of compost with native soil, the goal is to create vertical or near-vertical veins, pockets, or slots of compost within the loosened soil profile to facilitate drainage, root growth, and nutrient migration.

Site Protection and Sensitive Areas

The contractor is responsible for minimizing impact on and protecting all designated sensitive areas and existing infrastructure within and surrounding the work zone.

Virginia Creeper Trail Management

Impact Minimization: All work activities must be planned and executed to minimize any impact on the surface or use of the Virginia Creeper Trail. The contractor is expected to develop and manage a traffic control plan (including signage, spotters, and temporary barriers) as needed to safely manage trail traffic (pedestrians, cyclists, horses, etc.) during active work hours, while not inhibiting use of the recreation trail. This plan must be submitted with the bid.

Protected Assets

"Don't Touch": The contractor is strictly prohibited from disturbing, modifying, or damaging the following assets within or immediately adjacent to the work area:

- Existing trees located within the site map

- Large tree roots exposed by scouring
- Park bench(es)
- Monument & plaque
- History tour sign

Environmental Constraints

Creek Setbacks: Work must not occur within 10 ft from the creek's edge. The contractor must confirm adherence and detail the measures used to protect the creek form sedimentation and runoff (Erosion and Sediment Control BMPs are mandatory).

Floodway Consideration: The contractor must confirm their proposed subsoiling methods do not require or involve floodway benching or other permanent changes to the creek's flood conveyance capacity. If the methodology impacts the floodway, the contractor must detail how compliance with local and federal flood regulations will be ensured.

ATTACHMENT B: Bid Form

Town of Damascus Creekside Park Site Preparation
ITB # 2025-05

BID FORM

Bidder hereby certifies attendance at the mandatory pre-bid walkthrough held on _____.

Bid Sheet Cost Proposal -- Town of Damascus Creekside Park Site Preparation [ITB # 2025-05]:

Labor	$_____
Materials	$_____
Equipment & Fuel	$_____
Permitting & Planning	$_____
Total	**$_____**

Bid Sheet Technical Proposal -- Town of Damascus Creekside Park Site Preparation [ITB # 2025-05]:

A detailed, brief written plan outlining the specific methodology the contractor will use to achieve the 24-inch depth and the creation of non-homogenized compost veins, with specific attention to ensuring compatibility with top-soil replenishment goals.

A specific, brief written plan for ensuring the safety and continuous controlled use of the Virginia Creeper Trail during site work.

Bid Sheet Experience Summary -- Town of Damascus Creekside Park Site Preparation [ITB # 2025-05]:

A list of at least one (1) comparable project completed within the last five (5) years.

In submitting a bid, the bidder represents that he/she has familiarized him/herself with the nature and extent of work, site, locality conditions, building codes, laws, and regulations that may affect the cost, progress, performance, or furnishing of work.

Name, Address, email address, and Telephone Number of Bidder:

_____

_____

_____

Telephone _____

Email _____

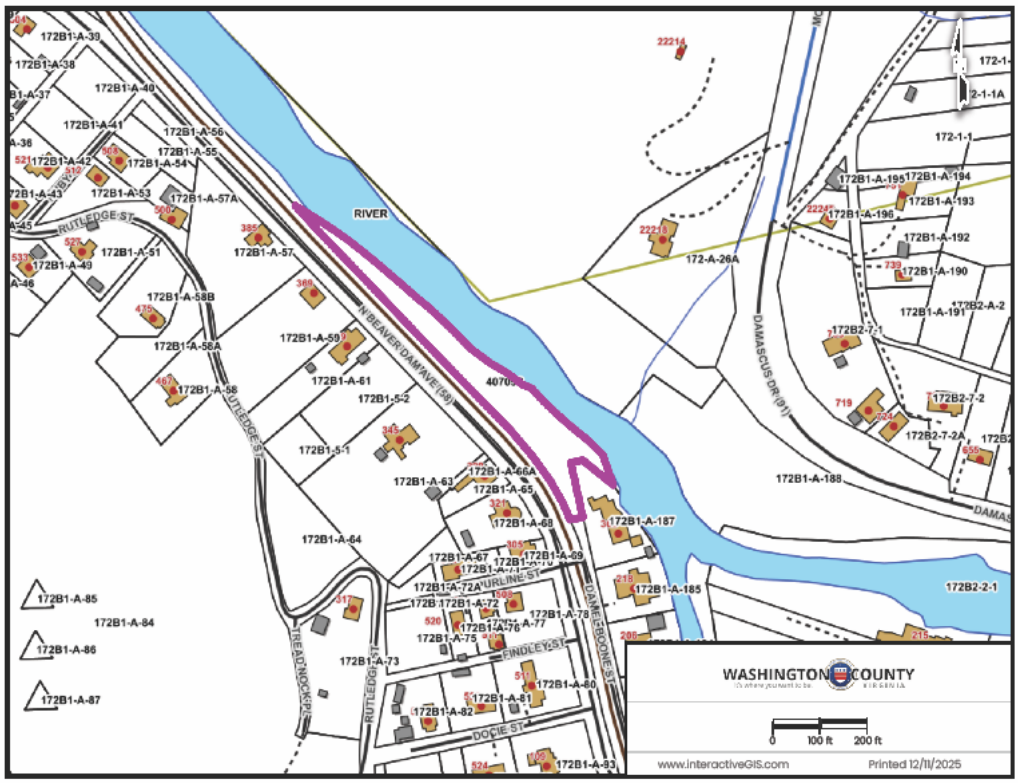
_____ _____

Signature of Bidder Date

All Bids are due back by **January 23rd**, **2026 5:00PM**

ATTACHMENT C: Site Layouts

The pink highlighted area represents the boundary of Creekside Park.



ATTACHMENT D: Soil Profile Rebuilding Technique
Note: Reference to, and application of, certain portions of this guide and its techniques is dependent upon the methodology required by this ITB. Not all sections of this guide will apply to this contract opportunity. Specifically, subsoiling, decompaction, tilling, and planting, are not relevant to this contract. This attachment is only provided as a resource and has not been edited to exclude information that is irrelevant to this contract.

Soil Profile Rebuilding

Specification for Restoration of Graded and Compacted Soils that will be Vegetated
CSI Div 2
CSICode-02910-Plant Preparation-Soil Preparation

CONTENTS

1. PURPOSE AND DESCRIPTION
2. PROCEDURE
3. DEFINITIONS
4. SUBMITTALS

REFERENCES & PERMISSIONS

1. PURPOSE AND DESCRIPTION

1.1 Purpose

Soil Profile Rebuilding is an appropriate soil restoration technique for sites where topsoil has been completely or partially removed and subsoil layers have been compacted (graded and/or trafficked by equipment). It may also be used with some modifications if topsoil is present. This is not an appropriate technique in sites with surface compaction only (6 inches or less), although this situation is rare on construction sites. This technique is not appropriate within the root zones of trees that are to be protected. Soil Profile Rebuilding can improve physical and biological characteristics of soil to allow for revegetation. Soil chemical problems, soil contamination from heavy metals, pathogens, or excessive debris or gravel shall be addressed separately.

1.2 Description of Procedure

The procedure includes a subsoiling procedure, addition of organic matter in the form of compost, replacement or addition of topsoil, and subsequent planting with woody plants. The soil preparation portion of Soil Profile Rebuilding puts the components in place for restoration to characteristics similar to undisturbed soils, however, the complete restoration process requires root activity and occurs over many years. This technique may be appropriate for restoration of disturbed soils as defined by SITES™.

1.3 Expected Outcomes

Soil Profile Rebuilding may improve vegetation establishment, increase tree growth rates, increase soil permeability, enhance formation of aggregates in the subsoil, and enhance long-term soil carbon storage.

2. PROCEDURE

2.1 Location

Profile Rebuilding shall occur on all soil areas that are to be vegetated that have been disturbed by trafficking or grading during construction or prior to construction. Soil areas that are not to be treated should be protected by permanent fencing during the construction period and all access to these areas prohibited. A soil map delineating protected areas and areas to be treated shall be approved by the owner, arborist, or landscape architect before grading or construction begins.

2.2 Sequencing
Profile Rebuilding shall occur after site disturbance is complete, including all vehicle and equipment trafficking, but before replacement of topsoil. Once profile rebuilding is complete, all traffic and equipment or materials storage on treated areas is prohibited with the exception of foot traffic for the purposes of planting or mulching.

If topsoil is already present and is 4 inches or greater in depth, use the “modifications for preexisting topsoil.”

2.3 Remove foreign materials
Remove all foreign materials resulting from construction operations, including oil drippings, stone, gravel, and other construction materials from the existing soil surface.

2.4 Application of Compost
Spread mature, stable compost (see Section 3. Definitions for definition of compost) to a 4 inch depth over compacted subsoil.

2.5 Subsoiling
Subsoiling may be performed when soil is neither wet nor dry. If a shovel cannot be forced into the soil, it is too dry. If the surface is sticky or muddy, it is too wet. Use a backhoe rearbucket or similar equipment with a tined bucket to break up the compacted soil and incorporate the compost. Work backwards away from excavated soils so that treated soil is not trafficked by the equipment. Insert the bucket through the compost layer and into the subsoil to a depth of 24 inches and raise a bucket of soil at least 24 inches above the soil surface. Tip the bucket and allow soil to fall. Repeat this procedure until no clumps of compacted soil larger than 12 inches in diameter remain. The tines of the bucket can be used to break apart larger clumps if necessary. 50% of the soil shall be in clumps 6 inches or smaller. No clumps shall be greater than 18” in diameter. The subsoiling is not intended to homogenize the compost and soil, but rather loosen the soil to a 24-inch depth and create veins of compost down to that depth as well. To ensure that subsoiling reached the appropriate depth, a push tube soil sampler shall be used to verify compost is present at 24 inch depth.

2.6 Replacement of topsoil

2.6.1 Standard procedure
Stockpiled topsoil, or additional topsoil if none is available from the site, shall be returned to the site to a 4 inch minimum depth (see Section 3.3 Definitions for definition of topsoil). If soil was severely disturbed (see definitions), a 6-8 inch minimum shall be replaced.

2.6.2 Modification if significant topsoil is already present before Profile Rebuilding is initiated

Case 1:
At least four inches of topsoil is present on the site after construction activities are completed AND soil **is not** severely disturbed (see Section 3.3 Definitions for description of severely disturbed).

Case 2:

Less than 4 inches of topsoil is present on site after construction activities were completed but before Profile Rebuilding is initiated, OR soil is severely disturbed (see Section 3.3 Definitions for description of severely disturbed).

For Case 1: A minimum of 3 inches additional topsoil shall be placed over the subsoiled layer before tilling.

For Case 2: Follow Section 2.6.1 Standard procedure, as if no topsoil had been present.

2.7 Tilling

Rototill topsoil to a depth of 6-8 inches when soil is neither dry nor very moist. Rototilling depth should cross the interface with the subsoiled layer by a minimum of 1 inch and can be verified with a random sampling with a push tube soil sampler.

2.8 Planting

Plant the site with woody plants, trees or shrubs, at a density that insure a minimum of 50% of the site will be occupied with roots within 10 years. Planting of at least one large stature tree (e.g., one that will mature at approximately 60-70 feet in height) or 20 medium stature shrubs per 5,000 sq. ft. shall be considered to achieve this.

3. DEFINITIONS

3.1 Topsoil

Soil can be considered topsoil if it originates from an A horizon of a natural soil or is a mineral soil with 3% or greater organic matter content and a NRCS textural class similar to pre-development A horizon soils for the site or as specified by the owner, arborist, or landscape architect. Blended soils shall not be used unless specified by the owner, arborist, or landscape architect. In addition topsoil shall:

1. Be friable and well drained
2. have a pH between 5.2 and 7.5 (a narrower range may be specified for particular plant material)
3. have an organic matter content not less than 3%
4. have low salinity as indicated by an electrical conductivity of less than 4.0 mmhos/cm
5. be free of debris, stones, gravel, trash, large sticks, heavy metals, and other deleterious contaminants, (if screening is used to remove debris, screen size must be ¾ inch or larger).
6. have a nutrient profile such that it is able to support plant growth
7. be free of noxious weed seeds

3.2 Compost

Compost feedstock shall be leaves, yardwaste, or foodwaste. Biosolid-based composts shall not be used. A compost sample with analysis shall be submitted for approval to the client before application.

Stability refers to the rate of biological breakdown, measured by carbon dioxide release. Maturity refers to completeness of the aerobic composting process and suitability (lack of plant toxicity) as a plant growth media, often measured by ammonia release and by plant growth tests. Compost manufacturers that subscribe to the US Composting Council's testing program may document stability as compost testing 7 or below in accordance with TMECC 05.08-B, "Carbon Dioxide Evolution Rate". Maturity (suitability for plant growth) may be documented as compost testing greater than 80% in accordance with TMECC 05.05-A, "Germination and Vigor". Compost is considered mature and stable if it tests at 6.0 or higher on the Solvita Compost Maturity Index Rating, which is a combination of Carbon Dioxide and Ammonia Maturity Tests (test information and equipment available at www.solvita.com).

Compost shall also:

1. Free of weed seeds
2. Free of heavy metals or other deleterious contaminants

3. Have an EC of less than 4.0 mmhos/cm

3.3 Severely Disturbed Soil

Soil shall be considered *severely disturbed* if grade was lowered more than 14 inches OR soil was compacted in lifts regardless of the final grade.

4. SUBMITTALS

4.1 Soil Map

A soil map indicating soil areas to be protected and those to be restored via Soil Profile Rebuilding shall be submitted by the contractor for approval by the owner, arborist, or landscape architect before construction begins.

4.2 Compost

A compost sample with analysis certifying it is stable, mature, from acceptable feedstocks and free of contaminants and weed seeds shall be submitted for approval to the landscape architect or owner before compost is applied to the soil.

4.3 Topsoil

A topsoil sample with analysis from a certified testing laboratory and verification of source shall be submitted for approval to the landscape architect or owner before application. Separate documentation is required for each 100 cubic yards of topsoil unless otherwise approved by the landscape architect or owner.

REFERENCES & PERMISSIONS

Use of this specification has been documented to increase tree canopy and soil carbon stores compared with typical practices. See www.urbanforestry.frec.vt.edu/SRES for more information.