



Hurst-Rosche, Inc.

James W. Roth, PE, PLS
President

May 28, 2026

SUBJECT: Sidewalk Construction
Hillsboro High School & Junior High School
Hillsboro CUSD No. 3 re: H-R 150-0656

Ms. Hope McBrain
Superintendent
Hillsboro CUSD No. 3
1311 Vandalia Road
Hillsboro, Montgomery County, Illinois

Dear Ms. McBrain

A pre-bid meeting for the subject project was held at Hillsboro CUSD Unit Office on May 28, at 2:00 PM. The attendance sheet is attached.

Mr. Downen reviewed the scope of work and reminded the contractors of the following:

- Bids will be received until 2:00 PM local prevailing time on Thursday, June 4, 2026. Ensure Hurst-Rosche or District personnel time stamp your bid upon arrival.
- Plans are available for free view at our Hillsboro office at 1400 E. Tremont Street, at several plan houses, and on our website at www.hurst-rosche.com.
- Bidders may request a hard copy of the drawings and specifications from Hurst-Rosche, Inc. for a non-refundable deposit of \$30.00 (\$40.00 if mailed), or at a minimum, bidders must obtain clean copies of bid forms from Hurst-Rosche, Inc. by paying a non-refundable deposit of \$10.00 to submit a bid for their project.
- Contractor should submit two copies of their bid and bid should include list of subcontractors as provided in project manual.
- Bidders will be required to provide bid security of a sum no less than 10% of the bid sum.
- Bids will be required to be submitted on a condition of irrevocability for a period of 45 days.
- The Owner requires that the project is to be substantially complete by August 7, 2026 due to concurrent parking lot re-paving job at the adjacent high school lot.
- The last date to submit RFI's is Friday, May 29, 2026.

Jeremy Connor, PE
Vice-President of Operations

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- The last date to issue an addendum will be April 22, 2025. Addendum #1 will be created to suggest the phasing of the project discusses as emphasis on the high school site being completed before the junior high school site.
- If the project is to be awarded, it will occur at the regularly scheduled board meeting on the evening of Tuesday, June 9.
- Construction shall commence immediately after the execution of performance bond, payment bond and certificate of insurance.
- The District will work with a contractor to provide and install a pedestrian bridge across the creek after the work of this job is completed.
- The District has already engaged a contractor to complete re-surfacing of the high school student parking lot directly adjacent to the new sidewalk. This parking lot contractor will be responsible for patching small areas of disturbance on both sides of the new sidewalk at the high school site. However, the contractor of this job shall exercise control, use caution and will be held responsible for any negligence or over disturbance.
- The first day of the next school year is scheduled for Monday, August 17. There must be adequate time after completion of this job and the start of the school year for the District's parking lot contractor to make the final tie-ins between the existing parking lot and new sidewalk and between the new sidewalk and the existing roadway at the high school site ONLY. The contractor of this job will be responsible for all work at the junior high school portion of the work.

The meeting was adjourned, all interested attended a walk-through of the site.

If there are any additions or corrections to the minutes, please notify our office in writing.

Sincerely,
HURST-ROSCHE, INC.

A handwritten signature in blue ink, appearing to read 'T. Downen', with a long horizontal flourish extending to the right.

Timothy L. Downen, AIA, LEED AP
TLD
Enclosures

HURST-ROSCHE, INC.

ATTENDANCE RECORD

Project No.: HR 150-0656
Project: HHS / HJHS Sidewalk
Hillsboro CUSD No. 3

Meeting Description: Pre-Bid Meeting
Date: May 28, 2026

Attendant

	Name	Representing	Phone	E-mail
1.	Tim Downen	Hurst-Rosche	217 532 3959	tdownen@hurst-rosche.com
2.	Clint Johannes	Shores Builders	618-237-2976	cjohannes@shoresbuilders.com
3.	Hope McBrain	Hillsboro CUSD		
4.	Fred Butler	Hillsboro CUSD		
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