



Hurst-Rosche, Inc.  
James W. Roth, PE, PLS  
President

March 27, 2020

SUBJECT: Drainage Improvements  
Northwestern CUSD No. 2  
Macoupin County, Illinois

re: H-R 150-0430

Dr. Kevin Bowman  
Superintendent  
Northwestern CUSD No. 2  
30953 Route 111  
Palmyra, IL 62674

Dear Dr. Bowman,

A pre-bid meeting for the above project was held at the Northwestern CUSD campus on March 26, 2020 at 10:00am. The following were in attendance:

Northwestern CUSD	Kevin Bowman
Northwestern CUSD	Brian Thibadeau
Hurst-Rosche, Inc	Justin Goodwin
Excavating Partners, Inc.	Mark Thursby
Maul Excavating, Inc.	Mac McCormick

Mr. Goodwin reviewed portions of the Project Manual pertaining to the Invitation to Bid and the Instruction to Bidders. The group then walked the limits of the project. The following items were discussed during the meeting.

- The contractor will need to adhere to the Districts policies for working on site including prevailing wage, smoking, and background checks.
- What is the background check procedure? The District uses a 3<sup>rd</sup> party agency to conduct background checks. They would like to keep the process consistent. The District will put the contractor in contact with them after selection
- The last day for contractors to submit a request for interpretation is April 2. The last day for the A/E to submit an addenda is April 3.
- The bid opening location is currently slated to be at 2:00 PM, Thursday, April 9<sup>th</sup> at the District Office in the Elementary School. This may be conducted outside the entry doors to the office, depending on the quarantine conditions.
- Drawing / Specification sets are available for \$25 OR clean bid forms are available for \$10 and will include 2 clean copies.

Scott Hunt, PE  
Office Manager

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- It was asked if to clarify if the \$5000 contingency mentioned in the specifications was for each location or the entire project. The three areas of improvement are all considered one project, but it does not appear that the contingency item was intended. It will be reviewed and clarified by addendum as necessary.
- What should be used to secure the downspout boots to the masonry? Tapcon or similar concrete anchor will be acceptable.
- There are a couple of locations near the HS-JH main entrance where the downspout is recessed or there is a conduit in conflict. The plans note to modify the boot as need to accommodate these situations.
- What should be done with the spoils from the tile excavation? There will be some earth fill material needed at the Elementary between the sidewalk and building. Any surplus the District would like to keep on hand for future use. Stock pile location should be coordinated with the District.
- Where should the discharge be located? Coordinates for the discharge locations will be provided by addendum.
- Do the pipe junctions and cleanout need to meet at one point? No, assembly of the fittings should be the best common practice and satisfy the design intent of the tiling at that point..
- It was asked about the availability of 8" and 10" flared end sections. It was believed they are available but potential manufacturers would be reviewed. After review, J&J Drainage Products and Fratco are manufactures that have FES for these pipe sizes.
- How should the 4" round cast iron pipe sections be handled for the downspouts that are being routed on the west side of the building? After discussion, it was determined that the pipe sections should be removed and existing downspouts extended in-kind to tie into the downspout boots. This will be clarified by addendum.
- The clean out specification indicates a cast iron throat on the light duty cleanouts. This will be clarified by addendum.
- There are bent metal shields covering a portion of the 4 downspouts at the elementary. The shield will need to be trimmed back to connect the downspout boot. This will be clarified by addendum.
- The District would like to include 1 additional section of sidewalk replacement at the elementary school. This will be clarified by addendum.

If you have any questions or require additional information, please contact our office.

Sincerely,

HURST-ROSCHE, INC.

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

Timothy L. Downen, AIA

TLD:af