



Hurst-Rosche, Inc.

James W. Roth, PE, PLS  
President

April 9, 2025

SUBJECT: Tennis Court Construction  
Hillsboro Junior High School  
Hillsboro CUSD No. 3

re: H-R 150-0115

Mr. David Powell  
Superintendent  
Hillsboro CUSD No. 3  
1311 Vandalia Road  
Hillsboro, Montgomery County, Illinois

Dear Mr. Powell:

A pre-bid meeting for the subject project was held at Hillsboro CUSD Unit Office on April 9, 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 Friday, April 25, 2025. 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](http://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 \$40.00 (\$50.00 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 September 5, 2025.
- The first day available for construction will be approximately June 2, 2025. However, a start date during the last week of May is possible.
- The last date to submit RFI's is April 17, 2025.
- The last date to issue an addendum will be April 22, 2025. Addendum #1 will be started soon regarding minor clarifications.
- A special board meeting will take place on Tuesday, April 29, 2025, to award the contract.
- Hurst-Rosche's engineers believe the project to have a balanced site from a cut / fill standpoint. The District has local dirt available if necessary.

Jeremy Connor, PE  
Vice-President of Operations

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[www.hurst-rosche.com](http://www.hurst-rosche.com)

Mr. Powell  
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Q- Who do the contractors have to go through regarding Background Checks?

A- David Powell, who attended the Pre-Bid meeting, has made the call not to require background checks for this project. This will be clarified with Addendum #1.

Q- Can contractors create an alternate bid regarding using a post-tension sleeve installation, acknowledging a cost-effective option and contractor experience regarding using the tennis courts as a tournament type of surface?

A- Contractors are free to submit voluntary alternate paperwork with their bid.

Q- Where is the electrical work on-site going regarding the electrical scope of work?

A- The electrical work on-site comes from a panel that is inside the Hillsboro Junior High School.

Q- What colors will be used on the tennis court surface as this can affect bid costs depending on standard or non-standard colors?

A- The district will use standard colors for tennis court surfacing.

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.



Timothy L. Downen, AIA, LEED AP  
TLD  
Enclosures

HURST-ROSCHE, INC.

ATTENDANCE RECORD

Project No.: HR 150-0115  
Project: Tennis Court Construction  
Hillsboro Junior High School  
Hillsboro CUSD No. 3 - Montgomery County

Meeting Description: Pre-Bid Meeting  
Date: April 9, 2025

Attendant

	Name	Representing	Phone	E-mail
1.	Tim Downen	Hurst-Rosche	217-532-3959	tdownen@hurst-rosche.com
2.	Nathan Wiesler	Next Level Con.	314-546-8085	NATHANW@NEXT-LEVEL.CO.COM
3.	Charlie Vanlie	Next Level Con.	314-575-0285	CHARLIE@NEXT-LEVEL.CO.COM
4.	Paul Teginkamp	Rooters Asphalt	618-830-0691	PAUL@ROUTERS ASPHALT.COM
5.	Pat Judge	All Weather Carpets	217-361-9501	Pat@AllWeatherCarpets.com
6.	Craig Lampe	Barton Electric	618-654-6626 217-710-0606	Clampe@bartonelectricinc.com
7.	Jon Durbin	3D excavating		3dexcavatinginc@gmail.com
8.	John Mandin	Mandin Electric INC		217 825 9735 JM@mandin Electric INC
9.	Clint Johannes	Shores Builders	618-237-2976	cjohannes@shoresbuilders.com
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