



Hurst-Rosche, Inc.

James W. Roth, PE, PLS
President

February 24, 2025

SUBJECT: Cafeteria Building HVAC Replacement
Hillsboro High School
Hillsboro CUSD No. 3

re: H-R 150-0095

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 February 19, 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, March 6, 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.
- 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 8, 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 February 27, 2025.
- The last date to issue an addendum will be March 3, 2025. Addendum #1 has been started and will affect the selection of the RTU's as well as further explain the flushing and filling of the loop.
- Owner is exempt from payment of Federal and Illinois Department of Revenue's Use and Sales Tax on material entering permanently into structure.

Jeremy Connor, PE
Vice-President of Operations

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Mr. Powell
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- Background checks, no smoking on school property and other Illinois statutes related to school district work also apply.

Q- Is insulated duct work required or is it all spiral duct?

A- Ductwork for exposed installation to be spiral. However, there is one RTU and associated duct work to serve the corridor which has an ACT ceiling to be demolished and replaced.

Q- Shall the electrical conduits be painted?

A- Yes.

Q- Can the electrical conduit be ran on the exterior of the building?

A- We are exploring and will address by addenda if necessary.

Q- Are RTU units to be tied into the fire alarm system?

A- No.

Q- Can the electrical panel be mounted above the water line in the boiler room?

A- Yes.

Q- What percentage of Glycol is to be used?

A- We are exploring and will address by addenda.

Q- Is a flush of the cafeteria hydronic piping required?

A- Yes, we will further address with addenda.

Q- Can Victaulic pipe be used?

A- No.

Q- Can the nits be relocated to the center of the span of roof joists to allow ductwork runs in both directions?

A- No.

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-ROSCHKE ENGINEERS, INC.

PROJECT: _____ SHEET NO.: _____ OF: _____
 COMPUTATIONS FOR: _____ DESIGNED: _____ DATE: _____
 JOB CODE: _____ CHECKED: _____ DATE: _____

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