



Hurst-Rosche, Inc.

James W. Roth, PE, PLS  
President

August 16, 2023

SUBJECT: Additions to Hillsboro High School  
Building Bid Package  
Hillsboro C.U.S.D. No. 3  
Hillsboro, Montgomery County, Illinois re: H-R 150-3202

Mr. David Powell  
Superintendent  
Hillsboro C.U.S.D. No. 3  
1311 Vandalia Road  
Hillsboro, Illinois 62049

Dear Mr. Powell:

A pre-bid meeting for the subject project was held at Hillsboro C.U.S.D. No. 3 Unit Office on August 15, 2023 at 10:00 AM. The following were in attendance:

Tim Downen	Hurst-Rosche, Inc.
Mark Ritter	WRF Engineers
David Powell	Hillsboro C.U.S.D. No. 3

See attached attendance sheet for others in attendance.

Mr. Downen reviewed the scope of work for the Base Bid and Alternate Bids and reminded the contractors of the following:

- Bids will be received until 2:00 PM local prevailing time on Thursday, September 7, 2023 at the Unit Office at 1311 Vandalia Road, Hillsboro IL. Ensure Hurst-Rosche or District personnel time stamp your bid upon arrival.
- Contractors to be aware they are responsible for all layout, construction testing and special inspections, including for the storm shelter portion of the building.
- 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 \$200.00 (\$225.00 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; in the form of cashier's check, certified check, bank money order or bid bond.
- Bids will be required to be submitted on a condition of irrevocability for a period of 30 days.

Jeremy Connor, PE  
Vice-President of Operations

1400 E. Tremont St.  
Hillsboro, IL 62049  
(t) 217.532.3959  
(f) 217-532-3212

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

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- The Owner requires the new building construction, access to new building construction and interior renovation work to be substantially complete by April 11, 2025. The Owner requires the demolition of the existing Main Building and final site work to be substantially complete by September 26, 2025. See Drawings, specifically X-101 and D-101 for other suggested phasing information.
- A site visit will be held after the meeting. If you, or any sub-contractors need to return to the site, please contact the District prior to the visit. They will make arrangements for visits anytime during school or normal business hours.
- Construction can begin after the execution of contract paperwork, even while school is still in session.
- The last date to submit RFI's is August 24, 2023. Please use the form supplied in the project manual and e-mail to [tdownen@hurst-rosche.com](mailto:tdownen@hurst-rosche.com).
- The last date to issue an addendum will be August 31, 2023.
- The District will hold a board meeting on the evening of September 12 to consider bids.
- Each bidder submitting a bid shall use the bid form to designate one person who shall serve as the bidder's contact person.
- All costs associated with the preparation and submission of bid are the sole responsibility of the bidder.
- Simultaneous with the delivery of the executed contract, the successful bidder shall furnish surety in the form of a performance and labor and material payment bond in the amount of 100% of the contract amount.
- If you cannot hand deliver your bid and attend the bid opening, please send bids to 1311 Vandalia Road, Hillsboro IL. Be aware that you are responsible for the timing of the delivery of your bid.
- All bids shall be in a sealed opaque envelope labelled for this project and with, "SEALED BID ENCLOSED".
- Successful bidder shall enter into a Project Labor Agreement with the Southwestern Illinois Building Trades Council. Paperwork is included in the project manual.
- A geotechnical investigation report, topographic survey are available upon written request.
- Owner is exempt from payment of Federal and Illinois Department of Revenue's Use and Sales Tax on material entering permanently into structure.
- Background checks, no smoking on school property and other Illinois statutes related to school district work also apply.
- There are 3 unit prices required with your bid; unsuitable soil removal and replacement, asphalt and aggregate base Type B.

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Q- Does the District use a specific company for background checks?

A- Yes, the District uses Bushue Background Screening and will arrange for them to visit the unit office for a day to complete screenings.

Q- When is the start date?

A- As soon as possible. The District is prepared for work to begin this school year and will make every accommodation possible for work to occur. See X-101 drawing for suggested sequence of construction, potential construction fencing locations, etc. The standard scheduled board meeting is September 12, only 5 days after the bid opening. Potential award will occur at that meeting and construction activities can begin as soon as bonds and certificate of insurance are received and contract is finalized.

Q- Where should RFI's be sent?

A- To Tim Downen at [tdownen@hurst-rosche.com](mailto:tdownen@hurst-rosche.com) or 1400 E Tremont Street, Hillsboro IL.

Q- Are there any as-builts of the Main Building to be demolished?

A- Unfortunately there are not – it was constructed in 1920. However, we do have floor plan drawings of the building and can share those upon written request.

Q- What will new boiler plant serve?

A- The new boilers will serve the existing gym building (limited existing heating units remain) and the new additions. There is no boiler load in the existing Ag Building. While the boilers are sized to serve the existing Cafeteria Building, the actual connection will be performed by the District after the construction is complete.

Q- Will the asbestos abatement for the Main Building include the removal of light fixtures and ballasts.

A- We will investigate.

Q- What work is to occur to the existing fire alarm in the existing buildings?

A- Please check the electrical drawings. They cover the scope of work for the existing fire alarm panels. Other than the limited areas of renovation, existing fire alarm devices are to remain.

Q- The HVAC scope of work is for stand alone mechanical equipment with an alternate bid for a controls system?

A- Correct.

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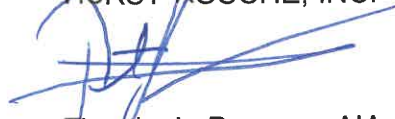
Q- Has the District pre-ordered electrical main distribution panels?

A- Yes, the District is in the process of finalizing a contract with Camp Electrical to provide, deliver and unload the MDP. While shop drawings are not currently available, they will be shared upon request, once available. It is our current understanding that Eaton is the brand.

The meeting was adjourned and all interested attended a walk-through of the project 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:bz

Enclosures

# HURST-ROSCHE, INC.

## ATTENDANCE RECORD

Project No.: HR 150-3202  
Project: Additions to Hillsboro High School  
Hillsboro CUSD No. 3  
Building Bid Package

Meeting Description: Pre-Bid Meeting  
Date: August 15, 2023

### Attendatant

	Name	Representing	Phone	E-mail
1.	Tim Downen	Hurst Rosche	217-532-3959	tdownen@hurst-rosche.com
2.	Mike Hemann	Poettker Const.	618-526-3362	mhemann@poettkerconstruction.com
3.	Tommy Harper	Lipe Const.	217-556-3395	tommyharper@gmail.com
4.	Bill O'Brien	MID ILLINOIS COMPANIES	309-222-0510	WOBRIEN@MIC123.COM
5.	Kric Stub	Stub Fire Protection Services	217-971-6511	estub@stubfireprotectionservices.com
6.	BRETT HUNSCHKE	HUNSCHKE EXC INC	618-654-4014	bhunschex@hometel.com
7.	Brett Seward	Seward Masonry	217-532-3213	brette.sewardmasonryinc.com
8.	Robert Sommers	Lowry	618-410-9135	rsommers@grpwegman.com
9.	Darin Brokering	Lowry	618-818-8315	dbrokering@lowryelect.com
10.	Justin Wiltman	Loellke Plumbing Inc.	618-498-5185	justin@loellkeplumbinginc.com
11.	Arson Green	E.L. Pruitt Co.	217-789-0966	agreen@elpruitt.com
12.	Jonathan Buell	Premier Demolition	314-645-5566	jonathan@premierdemolition.com
13.	Mark Brock	Henson Robinson	217-544-8451	m.brock@henson-robinson.com
14.	Mitchell Heuerman	Grunloh Construction	217-821-0527	mheuerman@grunloh.com
15.	JONATHAN WOLFF	CAMP ELECTRIC	618-792-5533	jwolff@campelectricinc.com
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Meeting Description: Pre-Bid Meeting  
Date: August 15, 2023

Attendant

	Name	Representing	Phone	E-mail
1.	Greg Kutz	S.M. Wilson & Co.	314-941-9913	greg.kutz@smwilson.com
2.	MARK SIMPSON	PLOCHER	618 654 9408	MSIMPSON@PLOCHECO.COM
3.	Jared Lamb	NEC	815 3703771	JARED.LAMB@NADLERELECTRIC.COM
4.	Nate Frederick	Anderson Electric	217 259 8019	Nathan V @ anderson-electric.com
5.	Paul Mormino	Pyramid	618-789-2958	pmormino@pyramidelectrical.com
6.	DAVID BYRNE	JEN MECH.	618-406-1625	DBYRNE@JENMECHANICAL.COM
7.	Patrick Dillon	J.C. Dillon, Inc.	309-713-6787	patrick@jedilloninc.com
8.	REG GABRIEL	GE PAINTING	217-622-6081	GEPAINING217@GMAIL.COM
9.	JUSTIN SCHAEFER	O'SHEA	217-306-6408	JSCHAEFER@OSHEABUILDERS
10.	Dominic Caradott	Henson Robinson	217-544-8451	dcaradott@henson-robinson.com
11.	ROB CURRENT	BARCOM SECURITY	309-826-4364	RCURRENT@BARCOMSECURITY.COM
12.	Ed Legg	Henson Robinson	217-544-8451	elegg@henson-robinson.com
13.	Nick Howell	Camp Electric	618-946-3834	nhowell@CampElectricinc
14.	Garrett Blankenship	Blankenship Const. Co.	618-704-5166	garrett@bcc1968.com
15.	Tim Simon	KAMADZSKI EXL.	314-630-8467	tim@kamadzski.com
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