

March 17, 2020

TO: JOE ADELMAN

SUBJECT: Parking Lot and Driveway Repairs at 2 Locations: Normal Community West High School and Pepper Ridge Elementary School  
A/E #24732319 and A/E #24902319  
McLean County Unit District No. 5  
12:30 p.m., March 17, 2020 at Normal Community West High School and Pepper Ridge Elementary School  
**PRE-BID MEETING MINUTES**

Following are abridged minutes for subject meeting. See attached sheet for list of persons in attendance.

1. After bidding, the contractor must provide a master cost breakdown for both jobs as indicated in Specification Section 00040: Instructions for Bidders, Paragraph 1.22.D. The addendum will add the requirement that the master cost breakdown and the pay request separate labor and material for each school. This will be in Addendum.
2. Pepper Ridge Parking Lot and Bus Lane suffered additional damage this winter. More paving work will need to be done after Summer 2020.
3. The Northeast corner of the North parking lot will have a curb and lay down gutter added by addendum. The rip rap can be deleted except at the far Northeast corner where water will drain out. This will be in Addendum.
4. On the West side of the South parking lot, the repair area along walkway will be extended from 11' to 12' and surface will be milled 3" in this area for the 148' length. Install 4" of asphalt along the walkway and install 3" of asphalt along the edge adjacent to existing. This will be in Addendum.
5. Along the South edge of Area 3, the dark line on the drawing indicates a 12" wide lay down gutter and a 6" high x 10" deep curb. Curb and gutter will be extended 30' around the corner at the Southwest side. This is described in Specification Section 32120; Paragraph 3.2.C.2. This will be in Addendum.
6. The area in Specification Section 32120; Paragraph A should be Area 1, not A. The addendum will change the areas listed in Paragraph 3.2: Area 1 = 407 sq. yds; area 3 = 910 sq. yds. This will be in Addendum.
7. The areas for Normal Community West High School are Area 1 = 1389 sq. yds.; Area 2 = 118 sq. yds.; Area 4 = 901 sq. yds.; Area 5 = 47 sq. yds.; Area 6 = 149 sq. yds. These changes will be in Addendum.

**Bids are due by 10:00 a.m. Thursday, April 2, 2020. Addendum to follow.**

The preceding minutes of this meeting are subject to corrections, as to text and contribution. These minutes serve to indicate what the Architect's office concluded from the meeting and are



1702 W. College Ave. Suite E  
Normal, IL 61761-2793  
p: 309.452.1271  
f: 309.454.8049  
www.middletonassociates.net

not offered as a complete record of the meeting. Misunderstandings, errors and additions, if any, should be brought to the attention of this office, promptly, so any problems with minutes will not carry over or compound in the future.

A handwritten signature in blue ink, reading 'Randall E. Middleton'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

RANDALL E. MIDDLETON, ARCHITECT  
MIDDLETON ASSOCIATES, INCORPORATED

REM/jlh

Attachment: Attendance Sheet

cc: Plan Holders  
Attendees  
file

**ATTENDANCE RECORD**

Project No: 24732319 and 24902319  
 Project Name: Parking Lot and Driveway Repairs at 2 Locations - Normal Community West High School and Pepper Ridge Elementary School  
 Meeting Description: Pre Bid Meeting  
 Date: Tuesday, March 17, 2020  
 Time: 12:30 PM  
 Location: Front Door

✓

	Name	Representing	Email Address	Phone	
1	Randall Middleton	Middleton Associates	rand@middletonassociates.net	309/452-1271	
2	Scott Duvall	McLean County Asphalt Co. Inc.	scott.duvall@mcleancountyasphalt.com	309/827-4811	
3	John Reilly	Rowe Construction	john.reilly@ucm.biz	309/827-0091	
4	Mark Eppel	H J Eppel and Company Inc.	mark@eppel.com	815/844-7269	✓
5	John Ott	Knapp Concrete Contractors	john@knappconcrete.com	309/965-2618	
6	Erin Mool	Stark Excavating, Inc.	emool@starkcompanies.com	309/828-5034	
7	Joe Adelman	Unit 5 - District Warehouse	adelmanj@unit5.org	309/557-4101	
8	Jay Austin	ICEI	JAustin@icivil.com	309-303-1981	✓
9	KARNE HERT	UNIT 5			
10	JOE STEWART	JOE STEWART CONT	JOESTEWART@JOESTEWART.COM	829-2964	
11	Lance Gullidy	STARK	lgullidy@starkcompanies.com	309-828-5034	
12	RANDY KAUFMAN	M'LEAN COUNTY ASPHALT CO	RANDY.KAUFMAN@MCLEANCOUNTY ASPHALT.COM	309-827-4811	
13					
14					
15					