



# CITY OF SOUTH BEND

## BOARD OF PUBLIC WORKS

February 24, 2026

Mr. Cash Canfield  
American Structurepoint, Inc.  
9025 River Rd. Suite 200  
Indianapolis, IN 46240  
ccanfield@structurepoint.com

RE: Amendment No. 2 To Professional- Services Agreement

Dear Mr. Canfield:

At its February 24, 2026 meeting, the Board of Public Works approved the above reference Amendment for the next stage of design for the Leighton Building in the amount of \$207,310.

Enclosed please find a copy of the amendment for your records.

If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Hillary Horvath

Hillary Horvath, Clerk

Enclosures  
HH/cb

This is **EXHIBIT K**, consisting of 1 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated May 28, 2024.

**AMENDMENT NO. 2 TO OWNER-ENGINEER AGREEMENT**

1. Background Data:

- a. Effective Date of Owner-Engineer Agreement: May 28, 2024
- b. Owner: Board of Public Works, City of South Bend, Indiana
- c. Engineer: American Structurepoint, Inc.
- d. Project: 111 W. Jefferson Boulevard, South Bend, Indiana 46601 – Leighton Building

2. Nature of Amendment

- Additional Services to be performed by Engineer
- Modifications to Payment to Engineer

3. Description of Modifications

Attachment 1, "Modifications"  
Attachment 2, Engineer's proposal dated February 13, 2026

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is the date of the latest required signature.

**OWNER:**

CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS

Elizabeth A. Maradik, President

Murray L. Miller, Member

Abigail E. Magas, Member

Joseph R. Molnar, Vice President

Breana N. Micou, Member

Attest: Hillary R. Horvath, Clerk

Date: February 24, 2026

**ENGINEER:**

DocuSigned by:

F19A20CCE23A42D...

By: Cash E. Canfield

Title: President

Date Signed: 2/16/2026

This is **Attachment 1**, consisting of 1 page, to Amendment No. 2.

**Modifications**

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1. Section A1.01 *Scope* is modified as follows:

1.01 Scope

A. Engineer shall provide, or cause to be provided, the services set forth herein-in Exhibit A, ~~and in Engineer’s proposal dated July 17, 2025,~~ **and in Engineer’s proposal dated February 13, 2026**

2. Section C2.01. of Exhibit C is modified to read as follows:

A. Owner shall pay Engineer for Basic Services set forth in Exhibit A as follows:

1. A Lump Sum amount of ~~\$202,025~~ **\$409,335** based on the following estimated distribution of compensation:

a. Architectural & Interior Design Services

Conceptual Design and Programming \$32,500

Building Assessment \$6,200

Schematic Design and Programming \$57,250

**Project Management, Design Development,  
Construction Documents, Bidding & Permitting  
and Construction Administration \$146,300**

b. Structural Engineering Consultation \$22,200

c. M/P/FP/E \$18,000 **\$40,000**

d. Pool Assessment \$31,675

e. 3D Scanning and Modelling \$26,100 **\$40,300**

f. **Low Voltage** \$3,500 **\$21,500**

g. **Cost Estimating** \$4,600 **\$11,410**



AMERICAN  
**STRUCTUREPOINT**  
INC.

9025 RIVER ROAD, SUITE 200  
INDIANAPOLIS, INDIANA 46240  
**TEL** 317.547.5580  
**FAX** 317.543.0270

February 13, 2026

Mr. Jitin Kain, AICP  
Deputy Director – Department of Public Works  
City of South Bend  
227 W. Jefferson Boulevard, Suite 1316  
South Bend, Indiana 46601

Re: Design Development through Construction Administration services related to partial first and second floor renovation of the Leighton Building  
111 W. Jefferson Boulevard, South Bend, Indiana 46601  
Proposal No.: 2022.00343.0002

Dear Jitin,

Thank you for contacting American Structurepoint, Inc., for your upcoming project. We look forward to continuing our relationship and have prepared a comprehensive proposal for this project. We sincerely appreciate your trust in our team to deliver high-quality service and design solutions that align with your goals and values.

A second-floor demolition package and conceptual design have been completed for the Leighton Building to consolidate additional City offices by American Structurepoint and Advanced Engineering Consultants – Mechanical Electrical (AEC-ME).

Schematic Design efforts are anticipated to restart in February 2026 as part of previously executed amendment dated September 23, 2025. The design process described within this proposal will begin with design development, as a continuation from schematic design, and include construction documents, bidding and permitting, and construction administration.

#### **PROJECT UNDERSTANDING**

This project will entail professional design services for the renovation of the existing building located at 111 W. Jefferson Boulevard in South Bend, Indiana. American Structurepoint has included architecture, interior design, and structural engineering services within this proposal. We have also included trusted design consultants to provide mechanical/plumbing, electrical, fire suppression design, technology, 3D scanning, and cost estimation.

Mr. Jitin Kain, AICP  
February 13, 2026  
Page 2

A brief synopsis of our project understanding follows:

### BUILDING

The building is currently owned by the City of South Bend and was previously owned by the Beacon Health Network. Beacon Health currently occupies the first floor. The 5-story facility is comprised of therapy and rehabilitation services in a medical office suite on the first floor, a vacant former children's museum on the second floor (demolition is scheduled to begin February 2026), and a fitness center on the third and fourth floors that is currently operated by the YMCA. The fifth floor is comprised of the double-height fitness center basketball court, a mechanical mezzanine, and the flat roof where the primary HVAC systems for the building are located. The building is approximately 90,000 SF in area. A series of recessed pools and jet spas are located on the third floor within the fitness center. The building's structural concrete and steel frame is assumed to be in good condition except as previously noted in Pool Assessment Report dated November 30, 2023. Recommended remediations to the exterior envelope were noted in the previous PCA but have not been included in this proposal. These remediations can be included if requested by the Client.

It is our understanding that the YMCA intends to locate a daycare on the first floor of the building. Any renovation scope related to that daycare on the 1<sup>st</sup> floor is not included in this proposal. The scope of services listed below indicates work on the second floor and approximately 750 square-foot area on the first floor for a new building entrance at the southwest corner. No other area of the building has been included at this time but can be requested by the Client as an additional service.

### SITE

The building is constructed over a below-grade parking garage that is used by building occupants. A second City-owned garage is connected to the building on the east side. Design services for new first floor exterior entrance vestibule and new second floor parking garage connection are included in this proposal.

### **SCOPE OF SERVICES**

#### **I. ARCHITECTURAL / INTERIOR DESIGN**

**Schematic Design Phase** (included in executed amendment dated September 23, 2025)

#### **Design Development/Construction Documents Phase**

- A. Attend biweekly virtual coordination meetings with the City and design team.
- B. Attend a final design development review meeting in-person with City staff.
- C. One (1) rendered exterior image of the southwest corner for approval by the City.
- D. One (1) rendering of three (3) key interior spaces
- E. Review Indiana Energy Code for building envelope and energy performance
- F. Research specific products/material to be incorporated into the project design
- G. Prepare and progress drawings to a design development level, provide a 100% Design Development milestone, and then finalize drawings for construction
- H. Prepare technical specifications for portions of the work for which American Structurepoint is responsible
- I. Submit documents for review and approval prior to proceeding with the next phase
  1. To be submitted at end of Design Development stage (schedule outlined below)

Mr. Jitin Kain, AICP  
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J. Authority Review Submittals:

1. Submit documents to the Indiana Department of Homeland Security for the Construction Design Release.
2. Submit documents to the City of South Bend for site and building plan review process.

**Pricing/Bidding Phase**

- A. Provide answers to contractor questions and make any necessary clarifications and changes to construction documents via written addenda
- B. Attend Pre-Bid/Pre-Construction meetings as necessary to support bidding and awarding processes.

**Construction Administration Phase**

- A. Meetings/site visits at regular intervals on behalf of the Owner to observe and become generally familiar with the quality and the progress of the construction work relative to elements designed and specified by American Structurepoint and its consultants. We anticipate at least one site visit per month. The exact quantity of visits will be enumerated in the AIA Standard Form of Agreement between Owner and American Structurepoint.
- B. Prepare documentation regarding clarifications, additional instructions, and changes to the work as construction progresses
- C. Review shop drawings and material selections submittals for the portion of work designed and specified by American Structurepoint and its consultants. Review of submittals will be for general conformance with the information given and design concept expressed in the contract documents.
- D. Create a punch list of defective work and review the final construction for determination of substantial completion
- E. American Structurepoint will provide electronic files of Record Drawings prepared from the Contractor's redline markups.

**III. MECHANICAL/PLUMBING AND ELECTRICAL**

- A. American Structurepoint has engaged Advanced Engineering Consulting Mechanical Electrical (AEC-ME) as the MEP design engineer based upon the attached proposal (Exhibit B).

**IV. LOW VOLTAGE**

- A. American Structurepoint has engaged Korda Engineering as the low voltage design engineer based upon the attached proposal (Exhibit C).

**V. SCAN-TO-BIM**

- A. American Structurepoint has engaged Survey and Mapping, LLC (SAM) as the Scan-to-BIM services based upon the attached proposal (Exhibit D). Laser scanning will occur post-demolition of second floor elements.

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**VI. COST ESTIMATING**

- A. American Structurepoint will engage Blundall Associates, Inc. to provide an Opinion of Probable Cost at the conclusion of Design Development based upon the attached proposal (Exhibit E). Demolition Package and Schematic Design estimating services were included in previously executed amendment dated September 23, 2025.

**VII. STRUCTURAL**

- A. Structural scope of work is not included in this proposal and will be added via amendment when scope is further defined.

**VIII. PROJECT SCHEDULE**

See attachment Exhibit 'F' for overall project schedule.

**VIII. CLARIFICATIONS, ASSUMPTIONS, AND CLIENT PROVIDED ITEMS**

For this proposal, we have assumed the following:

- A. No variances or annexations will be required for the project.
- B. The owner will make all presentations for public hearings. We will provide technical assistance as noted in the scope of services above.
- C. Any title work that may be required will be provided by the client.
- D. We shall have no responsibility for oversight or supervision of the contractors or their employees, for the means and methods of construction, or for the safety of persons on or off the job site. We shall have no responsibility to inspect for, or remove, hazardous materials.
- E. The project is to be executed using the design-bid-build delivery method.
- F. Building Information Modeling ("BIM" using Autodesk Revit software), if used, will be utilized only during the design phase for project coordination and production of permit and construction documents. The final deliverable will be printed (paper) plans and details.
- G. Amenities such as site lighting, signage, dumpster enclosures, mechanical enclosures, monuments, or significant features will be designed by others. American Structurepoint can assist in coordinating these items or provide additional design services to complete them.
- H. American Structurepoint is not responsible for any fees related to permitting or utility services, including permit fees, application fees, tap fees, inspection fees, usage fees, interceptor fees, etc., unless specifically noted herein. If requested, American Structurepoint may prepare fee estimates based on the available information and our experience. However, the owner acknowledges that these fees are estimates and the municipality or utility company will prepare the actual fees. The owner will be responsible for all permitting and utility fees that may be required.
- I. The site has no environmental issues, and no wetland/stream permitting is required.
- J. Water, sanitary, storm sewer, and other utilities are available at the property, and thus no off-site utility extensions will be required.
- K. For the purposes of this proposal, we have assumed cast-in-place concrete construction with limited elements of structural steel.
- L. Existing foundations are to remain.

Mr. Jitin Kain, AICP  
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**IX. ADDITIONAL SERVICES**

- A. Should it be determined the services provided by American Structurepoint will increase beyond the described scope of services due to influences beyond our control, notification will be provided. American Structurepoint will issue a formal request for adjustment, which will provide the basis for the request and the impact on the project schedule. This will be based upon our standard billing rate schedule. We will continue services on all other aspects of the project. We will proceed with the services as outlined on the additional service request after resolution of the issue in question.

Additional Services, when approved by South Bend, will be tracked separately. We will invoice monthly for Additional Services as incurred.

We shall have no responsibility for oversight or supervision of the contractors or their employees, for the means and methods of construction, or for the safety of persons on or off the job site. We shall have no responsibility to inspect for, or remove, hazardous materials.

We will perform these services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

American Structurepoint is not responsible for any fees related to permitting or utility services, including permit fees, application fees, tap fees, inspection fees, usage fees, interceptor fees, etc., unless specifically noted herein. If requested, American Structurepoint may prepare fee estimates based on the available information and our experience; however, the client acknowledges that these fees are estimates and the municipality or utility company will prepare the actual fees. The client will be responsible for all permitting and utility fees that may be required.

**COMPENSATION**

Compensation for the professional services described in our scope is outlined below. The fees shown are lump sum and will be invoiced on a monthly basis for services as they are performed. Full payment of invoices is due within 30 days from invoice date. If payment is not made within 30 days of the date when the payment is due, we may, at our option, and effective upon the delivery of written notice of our intention to do so, terminate the contract or suspend further performance of our services under the contract, and we shall have no liability for delay or damage that results from the termination of the contract or suspension of services.

If the assumptions made in the scope of services relative to extent of work are found to change, you will be notified in writing and a new (extra or reduced) fee will be presented. However, we recognize it may not always be possible to provide written changes, in as much as you may need to request immediate change or additional services, and the administrative delays could be detrimental and costly to the project. In such case, requests for additional services will be invoiced on a time and materials basis.

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**Architectural & Interior Design**

Project Management.....	\$15,000
Design Development.....	\$45,750
Construction Documents .....	\$50,800
Bidding and Permitting.....	\$7,350
Construction Administration.....	\$27,400
<b>Subtotal of Architectural &amp; Interior Design Services .....</b>	<b>\$146,300</b>

Mr. Jitin Kain, AICP  
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Mechanical, Plumbing, Fire Suppression, & Electrical Services – Advanced Engineering Consultants

**Subtotal of M/P/FP/E Services.....\$22,000**

Low Voltage Design Services – Korda Engineering

**Subtotal of Low Voltage Services .....\$18,000**

3D Scanning – SAM

**Subtotal of 3D Scanning Services.....\$14,200**

Cost Estimating Services – Blundall Associates

**Subtotal of Cost Estimating Services.....\$6,810**

**Total Design Services (American Structurepoint + Consultants)..... \$207,310**

**REIMBURSABLE EXPENSES**

A. The following expenses are included in our fee:

1. Reproduction services for plans and specifications for normal in-house coordination
2. Overnight postage, certified mail, and delivery services for normal coordination of the project
3. Travel expenses for the quantity of meetings and site visits defined above

B. The following expenses are not included in our fee and will be invoiced to the client at 1.1 times their actual cost:

1. Travel expenses, including flights, meals, mileage, rental cars, and overnight accommodations for meetings, site visits, and other travel in excess of the amount specified above. Mileage will be invoiced at the federal standard rate per mile at the time of the occurrence during the project.
2. Expenses for excessive amounts of document preparation, printing, plotting, copying, and shipping beyond the amount necessary to produce the project
3. Expenses of additional insurance coverage in excess of that normally carried by the architect/engineer
4. Permit application fees, permit fees, and plan review fees

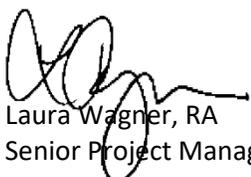
C. Reimbursable expenses will be invoiced monthly as soon as practical after they occur.

Jitin, we thank you for this opportunity and look forward to continuing to work with you on this project. If the terms of this proposal are agreeable, we will prepare an agreement for approval. We will consider receipt of an executed agreement our notice to proceed.

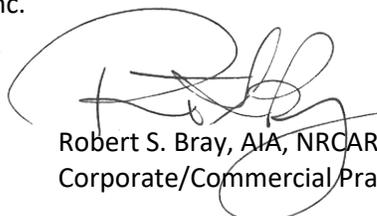
If you have any questions about this proposal, please feel free to email me or contact us at (317) 547-5580.

Very truly yours,

American Structurepoint, Inc.



Laura Wagner, RA  
Senior Project Manager



Robert S. Bray, AIA, NRCARB, LEED AP BD+C  
Corporate/Commercial Practice Leader

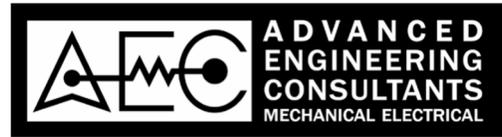


Cash E. Canfield, PE  
President

Mr. Jitin Kain, AICP  
February 13, 2026  
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Attachments: Exhibit A, Conceptual Second Floor Plan  
Exhibit B, AEC-ME proposal dated January 16, 2026  
Exhibit C, Korda proposal dated January 23, 2026  
Exhibit D, SAM proposal dated November 25, 2025  
Exhibit E, Blundall Associates proposal dated January 3, 2026  
Exhibit F, Project Schedule dated January 26, 2026





January 16, 2026

**Laura Wagner, RA**  
**Senior Project Manager**  
**American Structurepoint, Inc.**  
9025 River Road, Suite 200  
Indianapolis, IN 46240  
309.582.4678  
[lwagner@structurepoint.com](mailto:lwagner@structurepoint.com)

**Re: South Bend – Leighton Building 2<sup>nd</sup> Floor Renovation  
MEP Engineering Design**  
111 Jefferson Blvd  
South Bend, IN

Advanced Engineering Consultants – Mechanical Electrical (AEC-ME) is pleased to submit this proposal to provide professional engineering design services for the above-referenced project.

**Design Services:**

AEC-ME will provide engineering services necessary for the scope of work. Our design services will include design, documentation, and coordination with the owner. Construction documents will be prepared reflecting the requirements of the project, design calculations, and applicable code research.

**Base Scope of Work:**

AEC-ME's scope of work for this project includes the design of mechanical, electrical, plumbing, and fire protection systems associated with renovating the 2<sup>nd</sup> floor of the Leighton Building. Our scope of work will be limited related to modifying systems within the 10-11,000 SF Tenant Improvement (TI) space. Additionally, we understand a new entrance will be added at the SW corner of the 1<sup>st</sup> floor. We anticipate reworking the ductwork, adding a unit heater, lighting, etc. Based on discussions with South Bend, we understand the following are outside our scope: Base building systems like upgrading AHUs, temperature controls, chilled & hot water systems, main electrical, fire alarm headend equipment, domestic water heaters/softeners, et al. This scope of work is based on a construction budget of roughly \$2.0-2.5M.

We understand our design efforts are anticipated to continue the demolition project that is currently underway. The design is anticipated to start Q1 of 2026 and be completed Q2 of 2026. Construction is anticipated to start this year and be completed before end of Q1 of 2027. Our proposed services and fees are valid for 90 days from the date of this proposal.

- **HVAC:** We anticipate reworking ductwork & reusing, relocating, or potentially adding duct reheat coils to enhance zoning as the large space may be partitioned into smaller spaces. We anticipate Havel Brothers (who is upgrading the base building controls) will extend controls to these new reheat coils and new temperature sensors. No AHU work is anticipated. The design will meet the requirements of ASHRAE 90.1, which will be validated using ComCheck.



- **Electrical:** Design will include reworking power distribution and replacing interior lighting within the TI space. No elevator, emergency power, solar, or electric vehicle charging is anticipated. Compliance with the energy code will be validated using ComCheck.
- **Fire Alarm:** The design will indicate the minimum annunciation coverage, detection devices, and head end equipment required per code. The final design documents will be provided by the Fire Alarm contractor. Our design is based on extending the existing system.
- **Technology Systems:** AEC-ME's design services are anticipated to include conduit and back-boxes for the following services along with the required power and grounding. We anticipate the design of these systems is to be completed by others (aka the owner or owner's representative) outside of our proposal. AEC-ME will need fully developed technology drawings and details a minimum of (2) weeks before CDs for us to understand scope. See assumption below regarding design expectations.
  - Technology Systems (voice/data): We will furnish power, grounding, conduit, required raceways, and wall jacks. All equipment is assumed to be provided by others outside this contract (routers, UPS units, servers, racks, hubs, etc.). We can include notes for horizontal cabling and rack (if requested by Owner) to include in the electrical contractor's scope of work.
  - A/V Systems: We will furnish power and raceway as coordinated with provider.
  - Security Systems and / or Access Control: We will furnish power and raceway as coordinated with provider. We can locate these devices on our plans to help with coordination, if requested.
  - Raceways: We anticipate raceways for services into the building are existing to remain.
- **Fire Protection:** The fire protection design will include location of mains, shutoff valves, fire department connections and area hazard classifications. The final sprinkler layout will be provided by the selected Fire Protection contractor. We anticipate reworking existing system within TI space.
- **Plumbing Systems:** The plumbing system design is anticipated to be minimal. Plan is to rework and extend the existing base building systems. We can add a small domestic water heater if needed. No base building utility work is anticipated as part of this TI renovation.
- **Construction Administration (CA):** CA services will include assistance answering RFI's, shop drawing reviews, and site visits during construction.

#### Review Meetings and Site Visits:

AEC-ME's engineering services will include participation in meetings and anticipated site visits listed below. Additional site visits can be provided for an additional fee.

1. Kickoff Meeting: (1) Virtual Meeting is anticipated.
2. Site investigation: We anticipate up to (1) site visit to review the existing systems may be needed after demolition work is completed.
3. Design Meetings: We anticipate up to (6) design meetings, (6) of which we anticipate being virtual.
4. Construction Administration / Site Visits: We anticipate attending (6) months of bi-weekly virtual OAC meetings. We understand up to (5) construction OAC site meetings / visits.
5. Punch List Visits: We anticipate (1) final site visit to review contractor's punch list. **Contractor punch list and TAB report to be completed & provided prior to final visit.**

#### Deliverables:

Drawings will be prepared using Revit and delivered in a PDF format. The contractor will be responsible for coordination amongst trades and for preparing their own coordination drawings. AEC-ME's Revit model



will be shared with the design team **but not the Contracting team without approval by AEC-ME.** It is understood the model is not intended to be an exact and complete three-dimensional representation of how the Contractor will route and locate utilities and equipment. Modeling of existing conditions will be limited to the extent required to produce 2D contract documents.

Specifications will be prepared using Microsoft Word or **via specification on drawings for this renovation.**

1. Schematic Package
  - a. AEC-ME will provide a Schematic Narrative
2. Design Development Package
  - a. AEC-ME will provide a progress set of drawings & Spec on drawings
3. 90% Construction Document Review Documents
  - a. 90% CD Drawings & Spec on drawings
4. Bid/Construction Documents
  - a. Signed and Sealed Drawings & Specifications

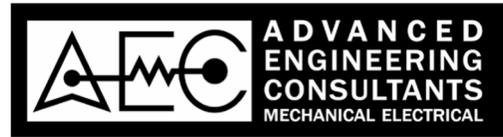
#### **Additional Services:**

The following services can be offered as additional services:

1. Pursuit of USGBC LEED certification, Energy Star or other sustainability certifications.
2. Design to meet FM Global or other insurance carrier requirements.
3. Value Engineering after owner approval of deliverables as noted above and changes that require re-design.
4. Printing and plotting of drawings except for our own use.
5. Preparation of record documents from as-built mark-ups or files provided by contractors or verifying the accuracy and completeness of same may be furnished as an additional service.
6. Energy modeling.
7. Creation and submission of code variances.
8. Renewable Energy Design.
9. Electrical Vehicle (EV) design, coordination, and owner collaboration.
10. Arc flash and electrical power systems coordination study.
11. Existing equipment inventory.
12. Additional meetings.
13. Addition submissions.

#### **Assumptions:**

1. Floor plans will not have significant changes beyond schematic design phase. If significant changes are made, AEC-ME will have a minimum of (3) weeks to adjust their drawings to ensure they are fully coordinated as well as an additional fee if significant redesign is required.
2. This fee proposal is based on a construction budget as noted above. If the construction budget is increased this will likely have an impact on the effort required by AEC-ME and result in additional services.
3. The life safety plans (including occupancy separations, fire assemblies, fire/smoke separations and path of egress) and coordinated RCP will be determined by the Architect and provided to AEC-ME *at, or prior to, completion of Design Development phase.*
4. Permits and application fees will be by others.
5. Project will be Bid in a single phase and one package.
6. Cost estimating will be completed by others outside this contract. Review of budgets or cost estimates associated with the design are not included in this fee.
7. Floor plans and occupancy information will be made available for our use.
8. If air or water flow and temperature information is required, it will be provided by the owner or services will be procured by a 3<sup>rd</sup> party. We have not included any fee for this.
9. Design of a commercial kitchen is not anticipated.



10. We will perform our services consistent with the professional skill and care ordinarily provided by engineers practicing in the same or similar locality under the same or similar circumstances. We will perform as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. Our agreement makes no warranties, either expressed or implied, with respect to services provided under this Agreement.
11. Our Limits of Liability (LOL): Except for acts amounting to willful or intentional wrongs, neither the Engineer, Engineer’s consultants, nor their agents or employees shall be jointly, severally or individually liable to the Owner in excess of the compensation to be paid pursuant to this Agreement or Dollars (\$50,000.00), whichever is greater.
12. A complete list of Owner-furnished equipment will be provided to AEC-ME, along with utility connection locations, utility loads, heat dissipated to the space, disconnect requirement, start-stop controls, and other contractor coordination issues, prior to 25% completion of construction documents. Information on occupancy, loading, and associated personal/office equipment for each space will be provided to AEC-ME prior to completion of the Design Development phase.
13. Documents prepared by the Engineer will be prepared based upon reasonable assumptions derived from existing information provided by the Owner and from limited observation of accessible and visible existing conditions by the Engineer without the benefit of extensive field measurements and investigation prohibited by expense and inconvenience to the Owner. It is understood and agreed that unforeseen conditions uncovered during the progress of the project may require changes in the project. If the Engineer is required to make changes to our Instruments of Service, the Owner shall compensate the Engineer for such services as an Additional Service.
14. Coordination with technology utility service providers and any service options and or plans, their requirements, deliverables, and schedule is anticipated to be by others.
15. We anticipate REVIT model will be hosted on Autodesk’s BIM 360 cloud to aid in efficient loading and coordination of working model.

**Compensation:**

In consideration of the Design Services and the Project Scope, AEC-ME shall be compensated the following lump-sum amount.

**Engineering Services**

**Proposed Invoicing Schedule:**

Phase	Base MEP Design
<b>Schematic Design</b>	\$ 2,500.00
<b>Design Development</b>	\$ 7,000.00
<b>Construction Documents</b>	\$ 7,000.00
<b>Comecheck/CDR/Bidding</b>	\$ 500.00
<b>Construction Administration</b>	\$ 7,500.00
<b>Total</b>	<b>\$24,500.00</b>

*Invoices outstanding for over 30 days are subject to a 1.5% per month late payment penalty.*

**Additional Services:**

If additional services are required beyond the defined scope above, the time will be charged at the following rates.

**AEC-ME’s 2026 Hourly Rates:**



Principal	\$200	RCDD	\$160
Senior Engineer	\$190	Senior CADD / Designer	\$140
Project Manager	\$190	CADD Operator	\$85
Engineer	\$160	Clerical Staff	\$80

**Reimbursable Expenses:**

To complete the work, we anticipate reimbursable expenses. We will invoice for expenses plus 15%.

**Reimbursable expenses are anticipated not-to-exceed \$1,500.00.**

We appreciate the opportunity you have given us to submit this proposal, and we look forward to working with you on this project.

Sincerely,  
 Advanced Engineering Consultants – Mechanical  
 Electrical (EIN 46-0719829)

Michael J. Billig, P.E.  
 Principal  
 C: (317) 509-7960  
 E: [MBillig@aecme.com](mailto:MBillig@aecme.com)

**Re: South Bend – Leighton Building  
 2<sup>nd</sup> Floor Renovation  
 MEP Engineering Design**

<p><b>Client</b>                  Please sign and date this proposal to indicate acceptance.</p> <hr/> <p>Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <hr/> <p>Client PO or Project Number &amp; Billing Email</p>
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*Note:  
 If appropriate, at time of acceptance, please provide  
 your project number or PO number so we can reference  
 it for invoicing.*



January 23, 2026

Mr. Rob Bray  
Commercial / Corporate Practice Leader  
American Structurepoint, Inc.  
9025 River Road, Suite 200  
Indianapolis, IN 46240

RE: South Bend Memorial Leighton Office Renovation – DD Through CA Phases - Technology  
Korda File: 2025-0529

Dear Rob:

This is our proposal for professional services on this project. If this proposal is acceptable to you, it will become our Agreement.

The project, as we understand it, is a partial renovation to the existing building at 111 W. Jefferson Blvd, South Bend, IN 46601 for the City of South Bend. The building is four (4) stories with a fifth floor mezzanine and each floor is approximately 19,500 gross square feet. The renovation of about 13,000 gross square feet is limited to a partial renovation of the second floor (a vacated children's museum), as well as limited security modifications to entry points on the first and second floors. In making this proposal, we considered the documents you provided us, namely, the Memorial Leighton Healthplex existing drawings from 1998 and the Conceptual Space Plan (Option 2), dated September 16, 2026.

We propose to provide engineering design services for the following disciplines:

- Technology engineering services are based on the following systems:
  - Voice/data structured cabling, including racks, faceplates, and testing specifications,
  - Audio Systems, including conference room sound and intercoms,
  - Video Systems, including projectors, video monitors, digital signage, and controls,
  - Security Systems, including security camera CCTV system, door card access control system, and intrusion detection/duress alarm system,
  - Wireless data system, and
  - Device layout and conduit/pathway specifications for the technology systems listed above.

**This proposal is only for the DD and CD phases of design, as well as construction administration. The SD phase is on a separate proposal.** We anticipate one (1) man-trip to the site by us during the design phase for site verification of existing conditions.

Our deliverables to you will include electronic files (PDF) of drawings, specifications, and various other materials related to our engineering disciplines. For our projects designed in Revit, we will develop the model to a Level of Design (LOD) equal to LOD 200.

This proposal specifically excludes the following. Any of these services can be provided as an Additional Service:

- Multiple design packages such as an MEPT pre-purchase package for long-lead equipment,
- Permit fees (building, etc.),
- Telephone system,
- In-building cellular distributed antenna systems,
- Wide area network equipment,
- Network electronics,
- Ethernet switches, and
- All other services not specifically included herein.

Our Scope of Services are as described in the Standard Form of Agreement between Architect and Consultant (AIA Document C401-2017), Articles 3 and 4, except as specifically modified by this proposal. Note that Paragraph 3.1.1 of C401 describes site visits during the Construction Phase. For the purposes of this proposal, we estimate that two (2) man-trips to the site by us will be required to render the services described in C401. This is not intended to establish a precise number of included trips or hours, but rather to describe what we see as an appropriate amount of our service during the Construction Phase. If this differs from your intent, please advise.

For these Services, we propose that our compensation be a stipulated sum, invoiced monthly in proportion to services performed and per the following schedule:

Building Technology Engineering Services (DD through CA)		\$18,000
Design Development	40%	
Construction Documents	40%	
Bidding or Negotiation	5%	
Construction Administration	15%	

Changes in Service are as described in C401-2017, Article 4. They will be invoiced at our standard hourly rates, as described below. Please note that the following, among others, are considered Changes in Service:

- Services required for Change Orders,
- Evaluating substitutions,
- Preparing Record Drawings,

Our standard hourly rate for principals is \$250/hour. Rates for all other employees are currently 2.1 times direct personnel expense (DPE). DPE means the direct wages at the time the service is rendered, plus 48% for the company's cost of statutory or customary fringe benefits. DPE and other overhead costs vary over time and are adjusted periodically.

Our fees for services, as proposed above, include our ordinary project expenses (computers, in-house printing, phone, postage, etc.). However, extraordinary expenses are not included. If any are required, they will be Reimbursable Expenses, billed to you at our actual cost plus 10%. Examples include:

- Transportation and subsistence for authorized out-of-town travel,
- Fees paid for securing approval of authorities having jurisdiction, or
- Printing of document sets for Owner review, permits, or bidding.

If the services described above have not been completed within twenty-four (24) months of the date of this proposal, the rates of compensation will be equitably adjusted.

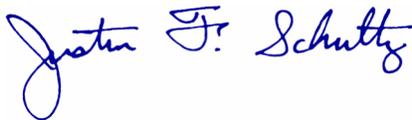
Authorization by the Client to proceed, whether oral or written, constitutes acceptance of all terms and conditions of this Proposal/Agreement, without modification, addition, or deletion. Note that the attached Standard Terms & Conditions are an integral part of this Proposal/Agreement. No waiver or modification of the terms and conditions set forth herein shall be binding upon Korda/Nemeth Engineering unless made in writing and signed by an officer of Korda/Nemeth Engineering.

We assume that the description of services in this proposal is consistent with that in your proposal to the Owner. If there are differences which will affect the services required of us, please advise us so that we might adjust our proposal accordingly.

Thank you for the opportunity to make this proposal. To accept this offer, and to convert it to your Agreement, please sign and return one (1) copy for our files. Please note an additional signature is requested on the attached *Standard Terms and Conditions for Consulting Services to Korda/Nemeth Engineering, Inc.* which is an integral part of this Agreement, and signature acceptance of this Agreement signifies acceptance with said Standard Terms and Conditions.

Sincerely,

KORDA/NEMETH ENGINEERING, INC.  
Consulting Engineers



Justin Schultz PE, RCDD, CTS, LEED AP  
Partner

Accepted By: \_\_\_\_\_

For: American Structurepoint, Inc. - Rob Bray

Date: \_\_\_\_\_

JFS/ams  
Attachment(s)



**Delivery Method via Email**

lwagner@structurepoint.com

November 25, 2025

Laura Wagner  
American Structurepoint  
9025 River Road, Suite 200  
Indianapolis, IN 46240

**RE: Leighton South Bend IN P23276  
111 W. Jefferson Blvd. South Bend, IN 46601  
SAM Project Number: 1025102915**

Dear Laura,

Surveying and Mapping, LLC (SAM) is pleased to provide you with this proposal for professional Scan-to-BIM services in connection with the above-referenced project. Based upon the request for proposal and the information provided to SAM and upon our previous experience providing surveying services for 2500+ projects, we have prepared the attached proposed Scope of Services, Fee Estimate and Schedule.

After you have reviewed the attached proposed Scope of Services, associated fees and schedule, please do not hesitate to call (463-269-9687) or email ([drew.seward@sam.biz](mailto:drew.seward@sam.biz)) if you have any questions or comments. Again, thank you for the opportunity to provide this proposal. We are looking forward to collaborating with you on this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Drew Seward', is written over a light blue horizontal line.

Name: Drew Seward  
Title: Department Manager

Cc: Craig Baker | Business Development Manager | [craig.baker@sam.biz](mailto:craig.baker@sam.biz)

**SAM**  
12 Municipal Drive, Suite 340  
Fishers, IN 46038  
(317) 660-8620

**sam.biz**



## Leighton South Bend IN P23276

### PROJECT OVERVIEW

SAM proposes to provide the following Scan-to-BIM services to American Structurepoint (Client) to aid the development of the design of the Leighton South Bend IN P23276 project located in South Bend, IN as further illustrated in the attached Exhibit A.

- The project consists of a portion of a single floor in a high-rise building that measures approximately 20,600 SF over one single level.
  - Areas **included** in scope: interior of the building, and interstitial/above ceiling space.
  - Areas **excluded** from scope: exterior of the building, roof of the building from grade, roof tops of the building, and/or surrounding topography of the building.
- SAM will provide LiDAR scanning services to accurately capture existing conditions and deliver high-quality spatial data for the project in the form of a point cloud.
- SAM will provide Building Information Modeling (BIM) services to create a LOD200 3D as-built model in Revit.
  - Components to be included in Revit model: architectural, structural, mechanical, electrical, and plumbing.

### ASSUMPTIONS

The following assumptions were made regarding the preparation of this Scope of Services. If these assumptions do not prove correct, a modification to the scope and budget for this project may be required.

- All contractual items are subject to the terms and conditions outlined in “Exhibit C”, which will be used for contract execution.
- Deliverable timelines are based on the initial scope provided. The Project Manager will confirm final delivery dates during project kick-off, pending any changes to the scope.
- Client will provide the appropriate aerial work platform (ladder or lift) to allow access to the subject area(s) in the scope.
- SAM’s field technicians will complete any required site-specific training to ensure compliance with project or facility standards. Time spent on training will be billed on a time and materials basis at \$150 per hour.
- It is assumed that the Project Site is safe for occupation and habitable. No PPE is required to be on-site. SAM’s field personnel comply with all CDC Guidelines pertaining to COVID-19.
- ICRA or HEPA tents, gowns or bunny suits, ladders, and other miscellaneous equipment will be provided by others.
- It is anticipated that free parking will be provided on-site. If free parking is not provided, the expense for parking will be submitted as a reimbursable expense.
- Material types and finishes will not be included or represented in the Revit model unless explicitly specified in the project scope.
- Walls and slabs will not include internal components, such as studs or construction details, unless explicitly specified in the project scope.
- Below-grade site elements will not be included in the model unless explicitly specified in the project scope.
- Modeling efforts will be performed within SAM’s BIM360 environment unless otherwise specified or directed by the client.
- Generic Revit families and elements will be utilized unless client-specific libraries and families are provided prior to commencement of modeling activities.



- Models will be aligned to an assumed orthogonal coordinate system by default unless otherwise specified in the project scope.
- SAM will not extract or produce contract documents from the model.

## SCOPE OF SERVICES

### Scope Item 1

SAM will provide the following services: **LiDAR Laser Scanning (Main Area)**

- SAM will utilize laser scanning equipment to document the scope area and create a colored point cloud in RCP format.
- The Main Area measures approximately 14,400 SF; outlined in Green in Exhibit A
  - Point cloud deliverables will be aligned to an assumed orthogonal coordinate system.
  - Due to limited lighting conditions, data captured within interstitial and plenum spaces will be delivered in grayscale only, as colored point clouds cannot be reliably produced in these areas.

### Scope Item 2

SAM will provide the following services: **3D Revit Model (Main Area)**

- SAM will create a 3D model in Revit from the point cloud information collected on site.
- The Main Area measures approximately 14,400 SF; outlined in Green in Exhibit A
  - Revit version will be discussed and agreed upon by Client at time of project kick-off.
  - Revit deliverables will be aligned to an assumed orthogonal coordinate system.
- Components to be included in Revit model: architectural, structural, mechanical, electrical, and plumbing.

### Scope Item 3

SAM will provide the following services: **LiDAR Laser Scanning (Secondary Area)**

- SAM will utilize laser scanning equipment to document the scope area and create a colored point cloud in RCP format.
- The Secondary Area measures approximately 6,200 SF; outlined in Red in Exhibit A
  - Point cloud deliverables will be aligned to an assumed orthogonal coordinate system.
  - Due to limited lighting conditions, data captured within interstitial and plenum spaces will be delivered in grayscale only, as colored point clouds cannot be reliably produced in these areas.

### Scope Item 4

SAM will provide the following services: **3D Revit Model (Secondary Area)**

- SAM will create a 3D model in Revit from the point cloud information collected on site.
- The Secondary Area measures approximately 6,200 SF; outlined in Red in Exhibit A
  - Revit version will be discussed and agreed upon by Client at time of project kick-off.
  - Revit deliverables will be aligned to an assumed orthogonal coordinate system.
- Components to be included in Revit model: architectural, structural, mechanical, electrical, and plumbing.

## PROJECT DELIVERABLES

SAM will provide the following project deliverable(s):

- Point Cloud in RCP Format
- 3D Revit Model



**PROJECT SCHEDULE**

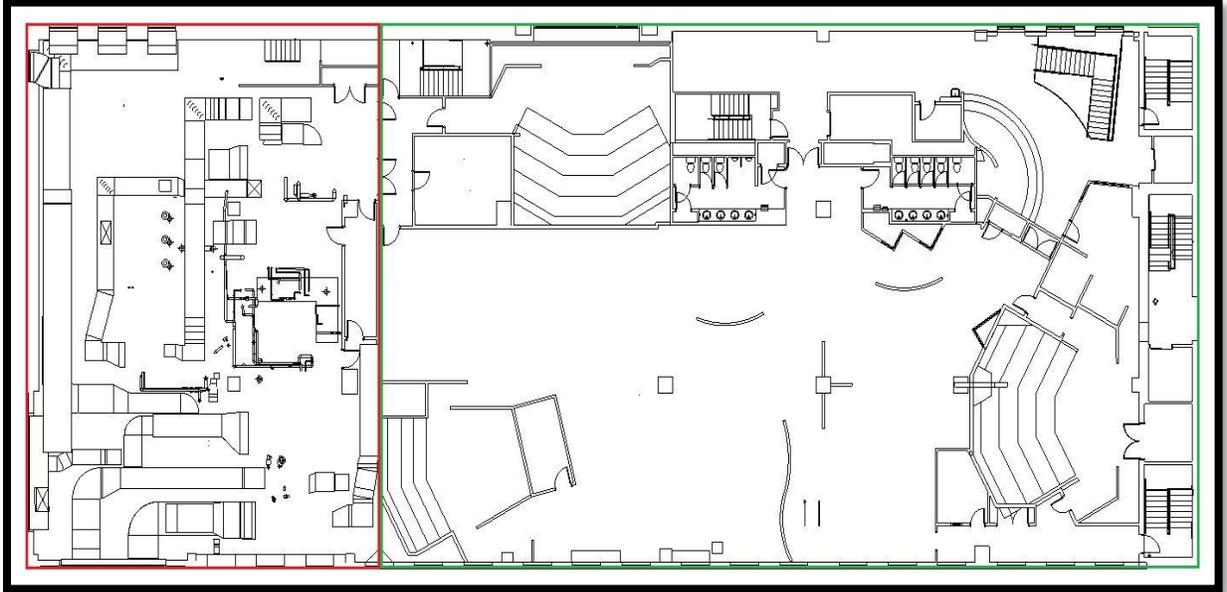
Based on a written agreement and notice to proceed, we will mobilize within 7-10 days and complete the LiDAR Laser Scanning work in a safe and efficient manner working 7:00 a.m. to 5:30 p.m. Monday–Friday pending no weather delays or conditions beyond our control. SAM will submit the deliverable drawings and CAD file within 21 days upon the final collection of field data. Weather conditions that are conducive to conducting the field work will be paramount to the successful completion of any field services and changing weather conditions may lengthen the schedule. SAM’s Project Manager will keep the client updated on the progress and any delays that occur.

**FEES**

Leighton South Bend IN P23276 v2			
Task	Task Name	Fee Type	Fee
Scope Item 1	LiDAR Laser Scanning (Main Area)	Lump Sum	\$4,500
Scope Item 2	3D Revit Model (Main Area)	Lump Sum	\$4,600
Scope Item 3	LiDAR Laser Scanning (Secondary Area)	Lump Sum	\$2,800.00
Scope Item 4	3D Revit Model (Secondary Area)	Lump Sum	\$2,300.00
<b>Total Fee:</b>			<b>\$14,200.00</b>



## EXHIBIT A – Project Limits



# Blundall Associates, Inc.

*Construction Cost Consultants  
Quantity Surveyors  
Project Managers*

December 22, 2025

Laura Wagner, RA  
Senior Project Manager  
American Structurepoint  
9025 River Road, Suite 200  
Indianapolis, IN 46240  
Sent via Email to Wagner, Laura <lwagner@structurepoint.com>

Dear Laura Wagner:

Re: Leighton Building – Selective Demolition and Office Renovation  
City of South Bend, Indiana

The following is our proposal to provide construction cost consulting services for the above-referenced project for work as generally outlined in your email to Bryan Smedberg of November 25, 2025, and the 100% CD documents for the selective demolition received on December 5, 2025.

## A. SERVICES

1. For the Selective Demolition portion of the project, we will provide a detailed construction document phase estimate of construction costs prepared by way of measuring all major components of the work and pricing at unit rates applicable to a competitively bid project in northern Indiana. The estimate will comprise a summary sheet and appropriate details for all applicable architectural, structural, mechanical, electrical and site development trades.
2. For the Office Renovation (Tenant Improvement) portion of the project, we will provide a “detailed” schematic design phase estimate of construction costs prepared by way of measuring all major components of the work and pricing at unit rates applicable to a competitively bid project in northern Indiana. The estimate will comprise a summary sheet and appropriate “details” for all applicable architectural, structural, mechanical, electrical and site development trades.

Laura Wagner, RA  
Page 2  
December 22, 2025

3. ESTIMATES AT EACH DESIGN PHASE WILL BE SUBMITTED IN DRAFT FORM FOR SCOPE REVIEW BY THE DESIGN TEAM. AFTER RECEIPT BY BLUNDALL ASSOCIATES, INC., OF DESIGN TEAM REVIEW COMMENTS AND/OR PARTICIPATION IN AN ESTIMATE REVIEW CONFERENCE, EACH ESTIMATE WILL BE REVISED ONCE TO INCORPORATE THE REVIEW COMMENTS AND A FINAL DOCUMENT WILL BE SUBMITTED TO THE CLIENT. ADDITIONAL REVISIONS TO EACH ESTIMATE WILL BE CHARGED ON AN HOURLY BASIS AS ADDITIONAL SERVICES.

B. FEES

1. For the Selective Demolition portion of the project, our fee for preparing the construction document phase estimate will be the sum of \$860.00 (Eight Hundred Sixty Dollars).

2. For the Office Renovation (Tenant Improvement) portion of the project, our fee for preparing the schematic design phase estimate will be the sum of \$4,730.00 (Four Thousand Seven Hundred Thirty Dollars).

3. We have not included time or travel expenses to attend meetings away from our home office location. It is assumed that all transfer of information can be done electronically by way of telephone conferences and/or by way of video conferencing.

4. THE ABOVE-ENUMERATED FEES DO NOT INCLUDE TIME FOR PREPARING VALUE ENGINEERING STUDIES AND/OR EXTENSIVE SCHEDULES OF ALTERNATES OR OUR PARTICIPATION IN ESTIMATE RECONCILIATION MEETINGS WITH A CONSTRUCTION MANAGER OR OTHER THIRD-PARTY ESTIMATE PROVIDER. IF THESE ADDITIONAL SERVICES ARE REQUESTED, THEY WILL BE BILLED AT OUR HOURLY RATES AS LISTED BELOW.

<u>Position</u>	<u>Rate</u>
Principal	\$ 190.00
Project Manager/Estimator	170.00
Senior Estimator	120.00
Estimator – Level 1	95.00
Estimator – Level 2	78.50
Entry Level/Intern	60.00

Laura Wagner, RA  
Page 3  
December 22, 2025

Thank you for this opportunity to be of service to you. If you have questions concerning the proposal, please call Bryan Smedberg.

Yours very truly,

BLUNDALL ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Martyn R. Blundall". The signature is written in a cursive style with a long, sweeping underline.

Martyn R. Blundall  
President

