

1316 COUNTY-CITY BUILDING
227 W. JEFFERSON BOULEVARD
SOUTH BEND, INDIANA 46601-1830



PHONE 574/235-9251
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CITY OF SOUTH BEND JAMES MUELLER, MAYOR
BOARD OF PUBLIC WORKS

October 14, 2025

Mr. Christopher Hartz
Alliance Architects
929 Lincoln Way East, Suite 200
South Bend, IN 46601
chartz@alliarch.com

RE: Professional Services Agreement

Dear Mr. Hartz:

At its October 14, 2025 meeting, the Board of Public Works approved the above referenced agreement for the design services for refinishing the main exhibit hall at the Century Center, Project No. 125-068 in the amount of Not to Exceed \$10,000 (Hourly).

Enclosed please find a copy of the agreement 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

October 14, 2025



October 1, 2025

Mr. Patrick Sherman
Director of Project Management
Division of Engineering
227 West Jefferson Boulevard, Suite 1316
South Bend, IN 46601

VIA E-MAIL

RE: Design Services Proposal
Flooring Replacement at the Century Center

Dear Patrick:

Thank you for the opportunity to provide a design services proposal for this unique and important space within South Bend's Century Center.

It is our understanding that the project includes replacement of flooring within the Convention Hall space and the adjacent multipurpose/storage room. Further, we understand the project budget to be in the range of \$125,000 to \$150,000 and construction to take place in the fall of 2026. We have prepared our design services proposal based on the following scope:

Construction Documents (CD):

1. Meet with Owner to review project requirements and expectations.
2. Document existing flooring and subflooring conditions.
3. Provide flooring replacement recommendations based on existing conditions and Owner requirements.
4. Prepare front end documents, product specifications and detailed drawings for Owner's use in soliciting contractor bids. It is anticipated that these documents will also be used for construction.

Quote Solicitation:

1. Quote solicitation is expected to occur by early spring 2026.
2. Assist the Owner in creating a list of invited contractors (three minimum) to provide bids and distribute documents to said contractors.
3. Participate in one site visit for a pre-bid meeting on site with contractors.
4. Prepare and issue addenda as required.
5. Respond to RFI's as required through the bidding period.
6. Evaluate bids and make recommendation to the Owner.
7. Assist with the preparation of the agreement between Owner and selected contractor.

Construction Administration (CA):

1. Construction Administration is expected to occur during September and October 2026, corresponding to free times in the Convention Hall's schedule.
2. Participate in site visits for pre-construction, construction, and close-out (punch list) meetings on site with Contractor.
3. Review of contractor submittals.
4. Respond to RFI's as needed during construction.
5. Review and approve Contractor pay applications.

Mr. Patrick Sherman
RE: Design Services Proposal
Flooring Replacement at the Century Center

-2-

October 1, 2025

Alliance Architects proposes to provide these Design Services at an **hourly rate, not-to-exceed Ten Thousand Dollars (\$10,000.00)**. Hourly rates shall be as follows:

Principal	\$250/Hour
Project Manager	\$185/Hour
Interior Designer	\$125/Hour
Administrative Support	\$80/Hour

Progress Payments will be made monthly based upon the percentage of Services completed and shall be due to ALLIANCE ARCHITECTS 30 days after receipt of invoice.

Additional Services not specifically identified in the Scope of Design Services shall only be performed with authorization from the Owner. The fee for these services shall be computed on an hourly rate.

Reimbursable Expenses: In addition to professional fees, certain reimbursable expenses will be incurred in the interest of the project. These expenses may include Local and State Design Review Fees, document printing, and shall be invoiced at the rate of 1.10 multiplied times the direct expense incurred.

We appreciate the opportunity to provide you with this proposal. If you find this proposal acceptable, please sign below and return it to us. Alliance Architects looks forward to working with you on this project.

Sincerely,
ALLIANCE ARCHITECTS



Christopher Hartz, AIA, LEED AP

Accepted By: **Division of Engineering | City of South Bend**

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS



Elizabeth A. Maradik, President



Gary A. Gilot, Member



Murray L. Miller, Member



Joseph R. Molnar, Vice President



Breana Micou, Member



Attest: Hillary R. Horvath, Clerk

Date: October 14, 2025

**BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM**

Date: 10/09/2025
Name: **Patrick Sherman** Department of Public Works – Engineering Division
BPW Date: 10/14/2025 Phone Extension: 5601

Required Prior to Submittal to Board

BPW Attorney ☒ Attorney Name _____
Dept. Attorney ☐ Attorney Name **Michael Schmidt**
Purchasing ☐ _____

Check the Appropriate Item Type – Required for All Submissions

<input checked="" type="checkbox"/> Professional Services Agreement	<input type="checkbox"/> Contract	<input type="checkbox"/> Proposal
<input type="checkbox"/> Open Market Contract	<input type="checkbox"/> Amendment/Addendum	<input type="checkbox"/> Special Purchase, QPA
<input type="checkbox"/> Bid Opening	<input type="checkbox"/> Bid Award	<input type="checkbox"/> Req. to Advertise <input type="checkbox"/> Title Sheet
<input type="checkbox"/> Quote Opening	<input type="checkbox"/> Quote Award	<input type="checkbox"/> Reject Bids/Quotes
<input type="checkbox"/> Proposal Opening	<input type="checkbox"/> C/O & PCA No. _____	<input type="checkbox"/> PCA
<input type="checkbox"/> Chg. Order, No. _____	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Resolution
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Ease./Encroach

Required Information

Company or Vendor Name	<u>Alliance Architects</u>
New Vendor	<input type="checkbox"/> Yes <input type="checkbox"/> If Yes, Approved by Purchasing
	<input checked="" type="checkbox"/> No
MBE/WBE Contractor	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <u>Completed E-Verify Form Attached</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
Project Name	<u>Century Center Main Hall Refinish</u>
Project Number	<u>125-068</u>
Funding Source	<u>Fund 671</u>
Account No.	<u>PR-00043649</u>
Amount	<u>\$10,000.00</u>
Terms of Contract	<u>Hourly NTE</u>
Special Contract Provisions	<u>N/A</u>
Purpose/Description	<u>Design services for quoting out the refinishing of the main exhibit hall at the Century Center.</u>

For Change Orders Only

Amount of <input type="checkbox"/>	Increase	\$ _____
<input type="checkbox"/>	Decrease	(\$ _____)
Previous Amount		\$ _____
	Increase	_____ %
Current Percent of Change:	Decrease	(_____ %)
New Amount		\$ _____
	Increase	_____ %
Total Percent of Change:	Decrease	(_____ %)
Time Extension Amount:		_____
New Completion Date:		_____