

February 19, 2026

Kurt Ristow  
Public Works Superintendent  
City of Grand Ledge  
310 Greenwood Street  
Grand Ledge, MI 48837

## Proposal for Iron Removal Plant Operation and Maintenance Manual

Fishbeck appreciates the opportunity to propose engineering services to help the City of Grand Ledge (City) develop an Operation and Maintenance (O&M) Manual for the City's new Iron Removal Plant (IRP). Fishbeck is well positioned to provide a detailed and thorough O&M Manual, as we designed and provided engineering administration services for the construction of the IRP.

Fishbeck has worked with the City on past projects, including many water planning studies and designs. We value our relationship with the City and look forward to working with you on this project.

## Statement of Understanding

The O&M manual is intended to provide a guide for day-to-day operations and maintenance of the IRP as well as acting as a reference manual for equipment within the plant. Operators would use this manual as a primary reference for plant operation. The manual is intended to serve as a living document that will change with the facility over time.

The O&M manual will include the following general sections:

- I. Process O&M General Information
  - a. Basis of Design
  - b. Standard Operating Procedures
- II. Process Treatment Equipment
  - a. Plant Capacity Expansion (Future)
  - b. Softening Addition (Future)
- III. Chemical Storage and Handling Equipment
- IV. Instrumentation and Control Systems
- V. Mechanical and Major HVAC Equipment
- VI. Minor HVAC Equipment
- VII. Plumbing Systems
- VIII. Electrical Systems
- IX. Building and Architectural Systems
- X. Security and Access Control Systems (Provided by Security Contractor)
- XI. Site and Miscellaneous Systems

Information will be summarized in the manual and supplemented with operations and maintenance manuals provided by manufacturers of equipment in the IRP.

## Approach, Objectives, and Goals

### Task 1: Gather Data and Kickoff

We believe that developing the O&M manual should be a collaborative endeavor to provide the City with a usable document that aligns with facility operations and procedures in place at the plant as developed by plant staff to date.

We will conduct a project kickoff meeting to confirm the overall project goals and objectives, confirm the work plan and schedule for developing the O&M manual, and gain input from key City personnel, including IRP operations and maintenance staff. Fishbeck will develop a preliminary outline for the O&M manual for discussion during the kickoff meeting. During the meeting, we will brainstorm with the City to develop a list of current gaps in information.

Following the meeting, Fishbeck will update the O&M manual outline based on City feedback and will develop a task list for the City and Fishbeck with deliverable dates to help keep the project on schedule. This information will be provided along with the meeting minutes.

**Deliverables: O&M Manual Outline and Kickoff Meeting Agenda and Minutes**

### Task 2: Develop Draft O&M Manual

#### **Overview**

We will next develop a draft O&M manual. The draft manual will involve compiling supporting documents and developing content to meet the City's requirements. Our approach for each major section is detailed below.

#### **Introduction**

Fishbeck will provide a brief description of the facility, including a treatment process overview, operation and managerial responsibilities, and treatment objectives as determined by the City and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) requirements. Fishbeck will work with the IRP staff to define the responsibilities of operations and managerial staff.

Fishbeck will provide a description of the treatment objectives, including reference to relevant regulations. A flow diagram will be included as an appendix to the manual.

#### **Treatment Objectives/Water Quality Standards**

The treatment objectives and water quality standards for the IRP will be defined. The relevant regulations as defined by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) will be included in the appendices.

#### **Description, Operation, and Control of Treatment Facilities**

Fishbeck will describe each current treatment process including the aeration, filtration, chemical feed, and plant water systems. Fishbeck understands that the City is in need of Standard Operating Procedures (SOPs) for plant operation. SOPs for each operation unit will be developed and in the O&M manual. For each unit operation, we will provide:

- A description of the unit operation.
- The function of the unit operation.
- A description of the flow routing and design efficiency.
- A list of major components and mechanical equipment with their design capacities (when applicable).
- A description of how the unit operation may impact other unit operations.

- A simple control description for the unit operation.
- Startup and shutdown procedures for the unit operation.
- A description of normal operation (i.e. valve positions, sludge depth, etc.).
- A description of alternate operation modes (when applicable), including emergency operations and failure-safe features.
- A description of future expansion of the plant and any potential impacts on operations. Of note, while space is available for a future addition of softening, no decision on the technology to be used has been made, and thus, the impact on operations is unknown at this time.

### **Laboratory Testing**

EGLE provides a basic outline for laboratory testing required for compliance with regulations. Fishbeck will work with the operations staff to develop an outline and codify a sampling and testing program. We will briefly describe the importance of the testing parameter and the expected ranges for normal operation. We will provide a list of laboratory reference materials, including guides used provided by EGLE.

### **Records**

Maintaining accurate and complete records is important for compliance and troubleshooting potential operational issues. For example, periodic high water demands may indicate routine maintenance at an industrial facility in the water system, which may go unnoticed without careful examination of record data. Fishbeck will provide a description of record-keeping activities for plant operations.

### **Maintenance**

We will work with the City to provide a general description of the preventative maintenance plan. In collaboration with the City, we will identify currently stocked spare parts, special tools, and consumables (oil, grease, etc.) and identify additional items that should be kept in stock. We will work with maintenance staff to understand and briefly describe the equipment lubrication schedule. Additionally, we will identify chemical suppliers and suppliers for other consumable operations materials.

Fishbeck will reference major equipment O&M manuals for maintenance procedures and warranty provisions.

Maintenance personnel staffing requirements will generally be described in the Personnel section of the O&M manual. Additionally, we will identify outside contract maintenance firms that have performed tasks for the City or are expected to be used in the future.

The City develops an annual operations and maintenance budget. Fishbeck will briefly describe this system for cost accounting and budgeting.

### **Emergency Operation Plan**

Fishbeck will provide a list, including contact information, for local emergency service providers, including police, fire, and first aid. We will work with the City staff to compile existing vulnerability analysis information for the facility to identify high-risk activities and will compile existing emergency operating plans for situations including power outage, water main breaks, flood conditions, fire, and storm events.

### **Safety**

Fishbeck will work with the City on maintaining a safety program. Fishbeck will identify potential safety hazards with the understanding that a formal safety program will be maintained by the City. Hazards could include:

- Mechanical equipment hazards
- Health hazards (cold and heat)
- Oxygen deficiency or Hazardous Gases

- Process chemicals
- Electrical hazards
- Explosion & fire hazards
- Chlorine hazards
- Laboratory hazards

### **Utilities**

Fishbeck will work with the City to summarize the contact information for utility providers at the IRP, including natural gas, electrical, internet, etc.

### **Electrical Systems**

Fishbeck has a good understanding of the IRP electrical system, including the standby power system. For the O&M manual, we will describe the electrical system down to the motor control centers (MCC). We will provide a written description of procedures for removing and returning major electrical gear from service.

### ***Draft O&M Manual Review***

Fishbeck will provide the City with an electronic draft O&M manual for review and input. We will schedule a review meeting with key stakeholders from the City, including the IRP supervisor, operators, and maintenance staff. During the review meeting, we will seek input on remaining information gaps and feedback on developed content.

**Deliverables: Draft O&M Manual, Review Meeting Agenda and Minutes.**

## **Task 3: Develop Final O&M Manual**

Fishbeck will incorporate applicable City comments on the draft O&M manual. Fishbeck will provide one original (marked “original”) and one bound paper copy in a three-ring binder, along with an electronic copy on a flash drive. The electronic copy will be formatted with tabs for easy navigation and will allow for full alphanumeric recognition of printed characters to allow searching through the document.

**Deliverables: Final Review Meeting Agenda and Minutes, Final O&M Manual (Original, One Hard Copy, One Flash Drive Copy).**

## **Assumptions**

Fishbeck used the following assumptions while developing this proposal:

- The City will provide requested information, as available, and assist in filling in any gaps in information that we discover, through email, phone calls, and site visits when appropriate. We are assuming that personnel from the City, including administration, operations, maintenance, and laboratory will provide input during the review steps through the development of the O&M manual. We understand that additional review time may be required by the City, and we may need to adjust the schedule based on actual required review time.
- The kickoff meeting, Draft O&M Review Meeting and Final O&M Review Meeting will be conducted in person at the IRP. Other progress discussion will be conducted virtually.
- The safety information provided will be limited to the topics noted. This information should not be considered to cover every potential safety hazard in the plant and will not represent a formal Health and Safety Plan as may be required by OSHA. It is recommended that the City review this information with your Risk Manager to verify compliance with OSHA requirements.

- The Security and Access Control system was provided by the City’s Security and Access Subconsultant. Fishbeck can provide a description of the facilities to which the Security and Access Control is provided but does not have detailed information on those systems.
- Draft O&M manuals will be provided in digital format to the City for review. Hard copy will only be provided for the final O&M manual after City comments are incorporated.
- Fishbeck will complete all work without the assistance of subcontractors.

## Schedule

After receiving authorization, Fishbeck is available to begin performing services for this project immediately. We propose the following schedule:

**Table 1 – Proposed Schedule**

Item	Time to Complete (weeks)	Cumulative Time till Complete (weeks)
Draft O&M Manual Outline	4	4
Draft O&M Manual	10	14
City Review of Manual	2	16
Finalization of O&M Manual	5	21

## Professional Services Fee

Fishbeck proposes to complete the described scope of services for a lump sum fee of Twenty-Three Thousand Six Hundred Dollars (\$23,600). We understand the project scope and appreciate the opportunity to continue providing services to the City.

## Authorization

Attached is our Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed agreement to Darcy McWilliams ([dmcwilliams@fishbeck.com](mailto:dmcwilliams@fishbeck.com)). This proposal is made subject to the attached Terms and Conditions for Professional Services. Invoices will be submitted monthly, and payment is due upon receipt.

We look forward to working with you and your staff on this project. If you have any questions or require additional information, please get in touch with me at 616.464.3825 or [cmccorkle@fishbeck.com](mailto:cmccorkle@fishbeck.com).

Sincerely,



**Colin G. McCorkle, PE**

Senior Water and Wastewater Engineer

# Professional Services Agreement

**PROJECT NAME:** City of Grand Ledge Iron Removal Plant Operation and Maintenance Manual  
**FISHBECK CONTACT:** Colin G. McCorkle, PE  
**CLIENT CONTACT:** Kurt Ristow  
**CLIENT:** City of Grand Ledge, 310 Greenwood Street, Grand Ledge, MI 48837

Client hereby requests and authorizes Fishbeck to perform the following:

**SCOPE OF SERVICES:** Provide professional services in accordance with Fishbeck letter proposal dated February 19, 2026.

**AGREEMENT.** The Agreement consists of this page and the documents that are checked:

- Terms and Conditions for Professional Services
- Proposal Dated: February 19, 2026
- Other:

**METHOD OF COMPENSATION:**

- Lump Sum for Defined Scope of Services
- Hourly Billing Rates Plus Reimbursable Expenses with an Administrative Fee of \_\_\_%
- Other:

**Budget for Above Scope of Services:** Fishbeck proposes to complete the described scope of services for a lump sum fee of Twenty-Three Thousand Six Hundred Dollars (\$23,600).

**ADDITIONAL PROVISIONS (IF ANY):** None

**APPROVED FOR:**

City of Grand Ledge

**SIGNATURE:** Adam Smith (Feb 25, 2026 15:32:09 EST)

**NAME:** Adam Smith

**TITLE:** City Manager

**DATE:** 02/25/2026

**ACCEPTED FOR:**

Fishbeck

**SIGNATURE:** David J. Baar

**NAME:** David J. Baar, PE

**TITLE:** Vice President

**DATE:** February 19, 2026

1. **METHOD OF AUTHORIZATION.** Client may authorize Fishbeck to proceed with work either by signing a Professional Services Agreement or by issuance of an acknowledgment, confirmation, purchase order, or other communication. Regardless of the method of authorization, these Terms and Conditions shall prevail as the basis of Client's Agreement with Fishbeck. Any Client document or communication in addition to or in conflict with these Terms and Conditions is rejected.
2. **CLIENT RESPONSIBILITIES.** Client shall provide all requirements, criteria, data, and information for the Project and designate in writing a person with authority to act on Client's behalf on all matters concerning the Project. If Fishbeck's services under this Agreement do not include construction observation or review of Contractor's performance, Client shall assume responsibility for interpretation of contract documents and for construction observation, and shall waive all claims against Fishbeck that may be in any way connected thereto.
3. **HOURLY BILLING RATES.** Unless stipulated otherwise, Client shall compensate Fishbeck at hourly billing rates in effect when services are provided by Fishbeck employees of various classifications.
4. **REIMBURSABLE EXPENSES.** Client shall reimburse Fishbeck for costs incurred on or directly for Client's Project. Reimbursements shall be at Fishbeck's current rate for mileage for vehicles and automobiles, special equipment, and copying, printing, and binding. Reimbursement for commercial transportation, meals, lodging, special fees, licenses, permits, insurances, etc., and outside technical or professional services shall be on the basis of actual charges plus the administrative fee.
5. **OPINIONS OF COST.** Any opinions or estimates provided by Fishbeck as to probable construction costs or total project costs will be based on Fishbeck's experience, judgment, qualifications, and general familiarity with the construction industry. Because Fishbeck has no control over market conditions or bidding procedures, Fishbeck does not warrant that actual bids, construction costs, or total project costs will not vary from Fishbeck's opinions or estimates.
6. **PROFESSIONAL STANDARDS.** The standard of care for services performed or furnished by Fishbeck will be the care and skill ordinarily used by members of the subject professional discipline practicing under similar circumstances at the same time and in the same locality. Fishbeck may use or rely upon design elements and information customarily provided by others. Fishbeck makes no warranties, express or implied, under this Agreement or otherwise, in connection with Fishbeck's services.
7. **TERMINATION.** Either Client or Fishbeck may terminate this Agreement by giving ten days' written notice to the other party. In such event, Client shall pay Fishbeck in full for all work performed prior to the effective date of termination, plus (at the discretion of Fishbeck) a reasonable termination charge for services and costs attributable to termination and costs necessary to bring ongoing work to a logical conclusion. Such charge shall not exceed 30 percent of all charges previously incurred. Upon receipt of such payment, Fishbeck will return to Client all documents and information which are the property of Client.
8. **SUBCONTRACTORS.** Fishbeck may engage subcontractors on behalf of Client to perform any portion of the services to be provided by Fishbeck hereunder.
9. **PAYMENT TO FISHBECK.** Invoices will be issued monthly, and will be due and payable upon receipt, unless otherwise agreed. Amounts not paid within 28 days from date of invoice shall accrue interest at a rate of 1 percent per 4-week period. Payments made thereafter will be applied first to accrued interest, and then to unpaid principal. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by Client.

Client agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on Fishbeck by any governmental entity.

If Client directs Fishbeck to invoice another, Fishbeck will do so, but Client agrees to be ultimately responsible for Fishbeck's compensation until Client provides Fishbeck with that third party's written acceptance of all terms of this Agreement and until Fishbeck agrees to the substitution.

In addition to any other remedies Fishbeck may have, Fishbeck shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.

10. **HAZARDOUS WASTE.** Fishbeck has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. Fishbeck shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of services hereunder does not imply risk-sharing on the part of Fishbeck.
11. **LIMITATION OF LIABILITY.** To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims based upon professional liability errors or omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the greater of \$250,000 or the amount of the fee earned under this Agreement.

To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims for which Fishbeck is covered by insurance other than professional liability errors and omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the total insurance proceeds paid on behalf of or to Fishbeck by Fishbeck's insurers in settlement or satisfaction of Client's claims under the terms and conditions of Fishbeck's insurance policies applicable thereto.

Higher limits of liability may be considered upon Client's written request, prior to commencement of services, and agreement to pay an additional fee.

12. **DELEGATED DESIGN.** Client recognizes and holds Fishbeck harmless for the performance of certain components of the Project which are traditionally specified to be designed by the Contractor.
13. **INSURANCE.** Client shall cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds on all commercial general liability and property insurance policies carried by Client which are applicable to the Project. Client shall also provide workers' compensation insurance for Client's employees. Client agrees to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

Upon request, Client and Fishbeck shall each deliver to the other certificates of insurance evidencing their coverages.

Client shall require Contractor to purchase and maintain commercial general liability and other insurance as specified in the contract documents and to cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for the Project. Contractor must agree to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

14. **INDEMNIFICATION.** Fishbeck will indemnify and hold Client harmless from any third party claim, damage, or liability for injury or loss sustained by any third party, for which Client is legally obligated to pay, to the extent caused by Fishbeck's negligence. Client will defend, indemnify, and hold Fishbeck harmless from any claim, damage, liability, or defense cost arising from this Agreement for injury or loss sustained by any third party except to the extent caused by the negligence of Fishbeck. These indemnities are subject to specific limitations provided for in this Agreement.
15. **CONSEQUENTIAL DAMAGES.** To the fullest extent permitted by law, Client and Fishbeck waive special, incidental, indirect, and consequential damages for claims arising out of, resulting from, or in any way relating to this Agreement or the Project, including, but not limited to, loss of business, use, income, profit, financing, productivity, and reputation.
16. **LEGAL EXPENSES.** If either Client or Fishbeck makes a claim against the other as to issues arising out of the performance of this Agreement, the prevailing party will be entitled to recover its reasonable expenses of litigation, including reasonable attorney's fees. If Fishbeck brings a lawsuit against Client to collect invoiced fees and expenses, Client agrees to pay Fishbeck's reasonable collection expenses including attorney's fees.

17. OWNERSHIP OF WORK PRODUCT. Fishbeck shall remain the owner of all drawings, reports, and other material provided to Client, whether in hard copy or electronic media form. Client shall be authorized to use the copies provided by Fishbeck only in connection with the Project. Any other use or reuse by Client or others for any purpose whatsoever shall be at Client's risk and full legal responsibility, without liability to Fishbeck, and Client shall defend, indemnify, and hold Fishbeck harmless from all claims, damages, losses, and expenses, including attorney's fees arising out of or resulting therefrom.
18. ELECTRONIC MEDIA. Data, reports, drawings, specifications, and other material and deliverables will be transmitted to Client in either hard copy, digital, or both formats. If a discrepancy or conflict with the transmitted version occurs, the version of the material or document residing on Fishbeck's computer network shall govern. Fishbeck cannot guarantee the longevity of any material transmitted electronically nor can Fishbeck guarantee the ability of the Client to open and use the digital versions of the documents in the future.
19. GENERAL CONSIDERATIONS. Client and Fishbeck each are hereby bound, and the partners, successors, executors, administrators, and legal representatives of Client and Fishbeck are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Neither Client nor Fishbeck may assign this Agreement without the written consent of the other.

Neither Client nor Fishbeck will have any liability for nonperformance caused in whole or in part by causes beyond Fishbeck's reasonable control. Such causes include, but are not limited to, Acts of God, civil unrest and war, labor unrest and strikes, acts of authorities, and events that could not be reasonably anticipated.

This Agreement shall be governed exclusively by the laws of the State of Michigan, and any action arising out of or in connection with Agreement shall occur in the state or federal courts located in Grand Rapids, Michigan.

This Agreement constitutes the entire agreement between Client and Fishbeck and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

End of Terms and Conditions for Professional Services