PUBLIC ANNOUNCEMENT

The Jackson Township Board of Trustees may contract for Professional Surveying, Engineering or Architectural Design Services for the Jackson Township Public Works or other Departments. Firms interested in being considered to provide the requested services should reply with a statement of qualifications no later than December 30, 2026 at 4:00 p.m. We are requesting that statements of qualifications be updated each year.

Please obtain and comply with the provisions of our policy for the selection of professional design and construction management services. Statements of qualifications should also include information regarding the firm's history, the technical training, education, and experience of the firm's personnel, especially the technical training, education, and experience of the employees within the firm who will be assigned to perform the services, ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the requested professional design services, past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, and meeting of deadlines and any previous work performed for the Jackson Township Board of Trustees. Statements of Qualifications are **REQUIRED TO BE IN WRITING (5 COPIES).**

The Township's selection policy can be obtained from Mary Smith, Legal Assistant, via email at msmith@jacksontwp.com and statements of qualifications shall be submitted by December 30, 2026 at 4:00 p.m. to the Jackson Township Board of Trustees, Attention: Mary Smith, Legal Assistant, 5735 Wales Avenue NW, Massillon, Ohio 44646.

This advertisement is posted on the Township News portion of the Jackson Township web site (www.jacksontwp.com), the Jackson Township Facebook page (www.facebook.com/JacksonTownshipBoardofTrustees), and on BidExpress. To access this RFQ through the electronic bidding service, you must first register at https://bidexpress.com by clicking on the "REGISTER" button and following the instructions. In order to submit electronically, you must create and enable a digital ID within the service. This process requires the submission of notarized paperwork and may take up to seven business days to complete. There are no fees to register, create and enable a digital ID, or to view the RFQ documents.

BY THE ORDER OF THE BOARD OF JACKSON TOWNSHIP TRUSTEES
STARK COUNTY, OHIO

	Selection Policy for Professional Consulting and Engineering Services and Construction Management Firms and Public Announcement Form	Adopted: 4/2/96 Amended: 4/7/98 10/23/00 4/26/16
	Policy Number 96-5	

A. QUALIFICATION STATEMENT

The Board of Jackson Township Trustees will periodically request qualification statements and bids when requested from any interested professional architects or landscape architects registered under ORC Chapter 4703 or professional engineers and surveyors registered under ORC Chapter 4733 to provide professional design services and/or construction management services. The request will be posted on the Township News portion of the Jackson Township web site (www.jacksontwp.com), posted at the front entrance of the Jackson Township Hall, and the Jackson Township Facebook page (www.facebook.com/JacksonTownshipBoardofTrustees).

As other firms may become aware of this policy, qualification statements will be accepted at any time from any firm. In addition, the Board of Jackson Township Trustees will send out an annual request allowing firms to update the information contained in their qualification statement on file.

The qualifications statements will contain all information contained in Appendix A - Qualifications Based Selection Statement Criteria. Any statement that does not include all requested information will be reason to deem a firm unqualified.

B. SELECTION PROCESS FOR A PARTICULAR PROJECT:

When a need arises for the Board of Jackson Township Trustees to employ the above described architectural, engineering or surveying professional service firm or construction management firm for a specific project, the Board of Trustees shall publicly request qualification statements from qualified firms. This selection policy does not apply if the total estimated cost to provide such service is less than $50,000 and ORC Section 153.71 is complied with.

The announcement will include a general description of the project, a statement of the specific services required, and a general description of the qualifications required for the specific project. The announcement will request qualification statements from firms. The announcement will be made public by three (3) methods. The announcement shall be posted on the Township News portion of the Jackson Township web site (www.jacksontwp.com) and the Jackson Township Facebook page (www.facebook.com/JacksonTownshipBoardofTrustees), and posted at the front entrance of the Jackson Township Hall. The attached announcement form is incorporated herein. An interested firm shall supply all of the requested information concerning the project by the date specified in the announcement or request.

After the receipt of qualification statements and proposals, the affected department head shall review all qualification statements on file and decide which firms appear to be qualified for the particular project. The affected department head shall use the attached selection ranking form for each project and will determine a list of at least three firms that appear to be the most qualified for the particular project. On simpler projects the top ranking firm on the short list of three firms will be used to open

negotiations concerning fee. On more complex projects, the three firms may be interviewed and asked to provide a detailed technical proposal for the particular project.

The affected department head shall provide the Board of Trustees with their recommendation of who are the qualified firms and their respective preliminary ranking. The Board of Trustees shall make the ultimate determination of which firms are qualified and their respective ranking. If more than one firm is determined to be equally most qualified, the Board of Trustees will obtain price proposals based on a determined scope of services. The firm submitting the lowest fee proposal shall be determined to be most qualified.

If no two or more firms are determined to be equally qualified, the Board of Trustees and the most qualified firm will agree upon a scope of work and form on the Contract for the particular project. The Board of Trustees and the firm shall then enter into negotiations concerning fee using the agreed upon scope of work.

If negotiations with the most qualified firm result in no agreement upon the fee, the Board of Trustees shall notify the most qualified firm in writing that the negotiations process has been completed. After such notice, the Board of Trustees may begin negotiating with the second most qualified firm, including but not limited to scope of work, form of contract and fee.

If negotiations with the second ranked firm result in no agreement upon the fee, the Board of Trustees shall move down the qualification list until a qualified firm is found to agree with a negotiated fee.

Upon the agreement of fee, the Board of Trustees shall enter into a Contract with the selected firm. The firm shall execute three original copies of the Contract. The Board of Trustees shall consider the adoption and signing of the Contract upon receipt of the executed Contract and required insurance certificates.

Appendix A - Qualifications Based Selection Statement Criteria

Statements of qualifications should include information regarding the firm's history, technical training, education, experience of the firm's personnel, with special consideration to the technical training, education, and experience of the employees within the firm who will be assigned to perform the services along with the ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the requested professional design services. Past performance of the firm as reflected by the evaluations of previous clients with respect to such factors as control of costs, quality of work, meeting of deadlines, and any previous work performed for the Jackson Township Board of Trustees should be included.

Please submit five WRITTEN (5) copies of your firm's Statements of Qualifications to:

Mary Smith, Legal Assistant
Jackson Township Board of Trustees
5735 Wales Avenue NW
Massillon, OH 44646
msmith@jacksontwp.com