

## LEGAL NOTICE

The Board of County Commissioners of Wayne County, Ohio, seeks Statements of Qualifications (SOQ) for Professional Consulting Services necessary to update the Airport Master Plan and Airport Layout Plan (ALP) for the Wayne County Airport (BJJ) located at 6020 Honeytown Rd, Smithville, OH 44677. SOQs will be accepted from interested individuals and entities until **2:00 PM, local time, on Tuesday, March 21, 2023** at the Board of County Commissioners' Office located at Wayne County Administration Building, 428 West Liberty Street, Wooster, Ohio 44691. Any submission received after the deadline will be disqualified.

This legal notice is posted on the Board's website and may be viewed at the following address: [www.wayneohio.org/more/commissioners/legal-notice](http://www.wayneohio.org/more/commissioners/legal-notice). Copies of the full Request for Proposals, which includes the contract terms and specifications, are available at the Board's office, located at 428 W. Liberty Street, Lower Level, Wooster, Ohio 44691 or by emailing Amanda Stock at [astock@wayneohio.org](mailto:astock@wayneohio.org). Interested firms are responsible for ensuring that emails are successfully sent and received. All questions must be submitted in writing, via email, to the individual named above. Bidders are responsible for ensuring that all emails are sent and received.

Bidders shall submit either a) one (1) original and two (2) copy of their Proposal or b) a complete copy of the Proposal on a USB in Microsoft Office (Word, Excel, or Project) 2003 or higher format and/or PDF format as appropriate. The Board takes no responsibility for damaged or unreadable USB submissions. The Board takes no responsibility for damaged or unreadable USB submissions. Submissions must be in a sealed envelope that is clearly marked with: **SOQ: Consulting Services for Development of an Airport Master Plan Study**. The outside of the sealed envelope shall also include the name and address of the bidder. If a bid proposal is submitted by mail, the sealed envelope containing the bid proposal must be enclosed in an outer envelope addressed to the Board and designated as a bid for the project. Bids submitted before the deadline will be read opened and read aloud in the Meeting Room on the Upper Level of the Wayne County Administration Building, 428 West Liberty Street, Wooster, Ohio 44691, shortly after the deadline. Due to the ongoing COVID-19 pandemic, bidders are asked to send a maximum of one (1) representative per bidder to the bid opening. The bid opening will also be available via Zoom to individuals who register at <https://www.wayneohio.org/wayne-county-commissioners-public-meeting-details>.

Responding firms will be evaluated and ranked in accordance with 2 CFR §200.320, Advisory Circular 150/5100-14, and Section 153.71 of the Ohio Revised Code, all other relevant provisions contained in Sections 153.65 to 153.73 of the Ohio Revised Code, and all relevant considerations contained in this SOQ. The Board reserves the right to reject any and all submissions, to waive any and all defects, and to enter into contract(s) with the responding firm(s) that submit(s) the Statement(s) of Qualifications deemed most beneficial to Wayne County.

By order of the Board of County Commissioners of Wayne County, Ohio  
Patrick C. Herron, County Administrator

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