

LEGAL NOTICE

The Stark County Park District (“Park District”) seeks Statements of Qualifications for professional legal firms interested in contracting to perform services within the scope of practice of professional legal services. The Park District may use the Statements of Qualifications to engage a professional legal firm or to select multiple firms to perform various services.

Interested firms may obtain a Request for Qualifications form free of charge via the Stark Parks website, www.starkparks.com, navigate to “About Us” and select “Public Notices and Bids” or use the direct link:

www.starkparks.com/about_us/public_notices_and_bids.php

Interested firms must submit Statements of Qualifications in accordance with all requirements contained in the RFQ. Each responding firm is responsible for ensuring that its submission is received on time by the Park District. All submissions must be received by **2:00 PM, local time, on September 4, 2026**

The Park District reserves the right to reject any and all submissions, to waive any and all defects, to enter into multiple contracts as a result of this RFQ, and to enter into contract(s) with the responding firm(s) that submit(s) the Statement(s) of Qualifications deemed most beneficial to the Park District. This Reservation of Rights shall remain in effect until any contract(s) resulting from the RFQ is/are fully executed by all parties and all other contracting requirements are met.

Stark County Park District Board of Park Commissioners
Daniel J. Moeglin, Executive Director

ADVERTISE: August 14, 2026

Request for Qualifications

Stark County Park District

5300 Tyner Street NW
Canton, Ohio 44708

Professional Legal Services

Services Required

Friday, September 4, 2026, at 2:00 PM, Local Time

Statement of Qualifications Submittal Deadline

Statement of Qualifications Submitted By:

Firm Name

Street Address

City

State

Zip

Contact Person

Phone No.

Email Address

Acknowledgment of Addenda (List All Issued): _____

I. Overview

The Stark County Park District (“Park District”) seeks Statements of Qualifications for professional legal firms interested in contracting to perform services within the scope of practice of professional legal services. The Park District may use the Statements of Qualifications to engage a professional legal firm or to select multiple firms to perform various services.

II. General Description of Projects and Specific Professional Legal Services Required

Specific projects and project locations will be identified by the Park District at a later date. The following is a nonexclusive list of specific professional legal services the Park District may require:

- Prepare, review and provide guidance on general legal documents
- Prepare, review and provide guidance on labor and employment related matters
- Prepare, review and make recommendations for public bidding and other purchasing documents
- Prepare, review, and make recommendations for modifying contracts and agreements
- Prepare, review and provide guidance on Park policy matters and Park ordinances
- Advise Park District on public records requests and compliance with open meetings laws
- Research, review and make recommendations pertaining to property acquisitions, title work, legal descriptions, easements and leases, mineral and oil & gas rights, property disposals, public rights-of-way, zoning etc
- Research and provide interpretation of laws, court decisions, and other legal opinions to properly advise and counsel the Park District
- Advise Park District on matters of risk management
- Advise Park District on regulatory and compliance matters for local, state and federal grants
- Provide routine legal advice via electronic communication, telephone, and consultations with Stark Parks Board of Commissioners, Executive Director, and other key staff members
- Represent Stark Parks in legal proceedings if necessary, including trials and appeals

III. Description of Required Qualifications

As projects are identified by the Park District, responding firms will be evaluated and ranked in accordance with 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 provisions contained in this RFQ, including the factors described in the following categories:

- **Firm Background (15 Points)**
 - This category will include an assessment of the firm’s history, the types of services offered by the firm, and the technical training, education, and experience of the firm's personnel.
- **Legal Team (25 Points)**
 - This category will include an assessment of the technical training, education, and experience of the employees within the firm who would be assigned to perform the required professional legal services.
- **Workload and Availability (10 Points)**
 - This category will also include an assessment of the ability of the firm in terms of its workload and the availability of qualified personnel, equipment, and facilities to perform the required professional legal services competently and expeditiously.

- **Past Performance (25 Points)**
 - This category will include an assessment of the 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 as reflected by an evaluation of previous professional legal services performed for the Park District.
- **Project Experience (20 Points)**
 - This category will include an assessment of the similarity between the projects before the Park District and the previous projects undertaken and successfully completed by the firm.
- **General Quality of Submission (5 Points)**
 - This category will include a general evaluation of the overall quality and appearance of the firm's submission.

IV. Short-listing, Additional Information, and Presentations by Firms

The Park District may short-list responding firms based on any combination of the factors described above, as needed and/or on a project-by-project basis. The Park District may also require responding firms to provide additional information and/or prepare and deliver presentations during the evaluation and ranking process for any project. Said presentations shall further explore the firm's Statement of Qualifications, the scope and nature of the services the firm would provide, and the various technical approaches the firm may take toward the project.

V. Contract Negotiations

After the evaluation and ranking process for any project is complete, the Park District will begin contract negotiations, in accordance with Section 153.69 of the Ohio Revised Code. Contract terms, including, but not limited to, the scope of the professional legal services required and the fee for those services, will be established during negotiations.

VI. Form and Contents of Statements of Qualifications

All Statements of Qualifications must meet the following requirements:

- The submission must include a completed version of the Cover Page to this RFQ.
- The submission must indicate professional legal service(s) the responding firm can provide to the Park District.
- The submission must not exceed thirty (30) pages. The completed version of the Cover Page to RFQ will not count towards the page count, but all other pages will.
- The submission must be typed in a font style and size that is easily readable (12-point sizing or larger is preferred).
- The submission must also include contact information (i.e. name, phone number, email address, etc.) for at least three (3) references. Reference statements containing information relevant to the evaluation and ranking of the responding firm are optional.
- The submission must include all information necessary to evaluate and rank the responding firm including the following:
 - Name of individual(s), with resumes
 - Length of employment with firm
 - Specialization
 - Legal training
 - Scholastic honors and professional affiliations

- Date of admittance to the Ohio Bar
- Years of practice
- Municipal or other local public sector experience
- Years of experience as a director of law or similar position, with Park Districts represented and references for each
- Knowledge of, and experience with Ohio Revised Code; Ohio Constitution; federal laws applicable to municipalities (e.g., ADA; FHAA; 42 U.S.C. §1983)
- Litigation experience and track record
- Whether the partner/principal or likely associates have ever been successfully sued

VII. Submittal Procedure and Deadline

Responding firms shall submit an electronic copy in PDF format, with the subject line of:

Statement of Qualifications: Professional Legal Services

Each responding firm is responsible for ensuring that its submission is received on time by the Park District. All submissions must be received by **2:00 PM, local time, on Friday, September 4, 2026**, by the following email address:

Sbuell@starkparks.com

SUBMISSIONS RECEIVED AFTER THE ABOVE DEADLINE MAY BE DISQUALIFIED.

VIII. Questions and Addenda

All questions regarding this RFQ must be submitted via email to Sarah Buell, Capital Projects and Planning Manager, at Sbuell@starkparks.com by **2:00 PM, local time, on Friday, August 28th, 2026**. Responses to any questions, as well as any modifications to this RFQ, will only be issued if deemed necessary by the Park District. Responses and/or modifications will only be issued via email. Interested firms are responsible for ensuring that all emails are successfully sent and received. All addenda shall become a component of this RFQ and must be acknowledged as received and reviewed on the completed version of the Cover Page to this RFQ. Failure to acknowledge any addenda may result in your submission being disqualified. All questions received after the above deadline will not be answered or otherwise addressed. Oral instructions or responses, unless confirmed via email, will not be considered valid, legal, or binding.

IX. Reservation of Rights

The Park District reserves the right to reject any and all submissions, to waive any and all defects, to enter into multiple contracts as a result of this RFQ, and to enter into contract(s) with the responding firm(s) that submit(s) the Statement(s) of Qualifications deemed most beneficial to the Park District. This Reservation of Rights shall remain in effect until any contract(s) resulting from this RFQ is/are fully executed by all parties and all other contracting requirements are met.

**Stark County Park District Board of Park Commissioners
Daniel J. Moeglin, Executive Director**

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