



**REQUEST FOR INFORMATION ON THE
DISPOSITION OF HISTORIC
PROPERTIES AT STEELE CREEK
PRESBYTERIAN CHURCH**

Date: August 17, 2020

Steele Creek Presbyterian Church RFI

Subject: Request for information regarding the following property:

Tax identification number 14121101

This letter extends an invitation for the submission of information and ideas regarding the Charlotte Douglas International Airport property indicated above. Responses to this RFI will be received via email addressed to economicaffairs@cltairport.com until **3:00 PM on Wednesday, September 30, 2020**.

CLT seeks to partner with the private sector to preserve, redevelop, and/or reuse the historic Steele Creek Presbyterian Church property located on a parcel with tax identification number **14121101**. This is a unique opportunity for the private sector to have a voice in determining the future of a historic structure in an area that is primed for development activity.

CLT acquired the church facility and adjacent property in 2019. The sanctuary is considered historic by the State Historic Preservation Organization; however, the office/support building, day care facility, gym, and chapel are not considered historic. Proposers seeking to lease the property from CLT must ensure that the church remains intact; proposers seeking a Purchase Sale Agreement with CLT can determine the final disposition of all buildings on the property. As an airport, it is not CLT's core business to maintain historic structures. The Airport does not have the expertise nor the resources to properly maintain the sanctuary long term. CLT seeks ideas to honor the history of the building while creating some community benefit or financial benefit for the owner of the building.

A non-mandatory pre-response conference to review the RFI and answer questions regarding the project, will be held on **Wednesday, September 2, 2020 at 3PM**, via Webex. You are encouraged to attend and to have a copy of the RFI accessible at that time.

Any changes to the terms, conditions or specifications stated in this Request for Information will be documented in a written addendum, issued by the Charlotte Douglas International Airport. These addenda will be posted on the Internet and may be accessed at www.cltairport.com/scpc.

Questions should be directed to Jennifer Thompson at Jennifer.thompson@cltairport.com. Thank you in advance for your interest in doing business with the Charlotte Douglas International Airport. We look forward to your participation!

Sincerely,

Stuart Hair
Economic & Community Affairs Director

Checklist for submitting a Response:

Response Copies - Please provide the specified number for each format

- 1 electronic original

Response Format - Responses should be formatted as follows:

- Form 1, Response Submission Form
- Form 2, Addenda Acknowledgement
- Form 3, RFI Response

SECTION 1: GENERAL INSTRUCTIONS

A. INTRODUCTION

Pursuant to this Request for Information (“RFI”), Charlotte Douglas International Airport (“CLT” or “Airport”), which is owned and operated by the City of Charlotte, North Carolina (“City”), is seeking responses from entities (individually or collectively, the “Respondent”) with ideas on the use of or interest in purchasing or leasing the property with tax identification number 14121101 (the “Property”). Details of the Property are attached hereto as **Exhibit A**. The RFI consists of the following components:

Section 1: General instructions and special conditions that apply to this RFI process.

Section 2: The forms that a Respondent is required to complete and return as its Response (called the “Response Forms”)

Section 3: The property specification and opportunity (**Exhibit A**), the deed restrictions for the properties (**Exhibit B**), a map of the height restrictions (**Exhibit C**) the zoned uses approved by City Planning (**Exhibit D**), a November 2018 appraisal of the properties (i.e. one professional opinion of the fair market value of the properties) (**Exhibit E**), a map of available properties (**Exhibit F**), a map of one possible new recombination of available properties (**Exhibit G**), photos of the historic physical structures on the properties (**Exhibit H**), and photos of the non-historic physical structures on the properties (**Exhibit I**).

Each reference to this RFI includes all components listed above as well as any addenda provided by the Airport. Please review each section carefully, including all attachments and exhibits. Respondents will be held accountable for having full knowledge of the contents of this RFI and for performing any due diligence that may be necessary to submit a response. Failure to comply with the terms, conditions and requirements of this RFI may result in disqualification of the Respondent in the sole discretion of CLT.

B. SCHEDULE

DATE	ACTIVITY (All times are EST)
8/17/2020	Issue RFI
8/26/2020	Submission of written questions prior to pre-response conference
9/2/2020	Non-mandatory pre-response conference at 3:00 pm
9/9/2020	Submission of written questions after pre-response conference
9/16/2020	Answers to written questions posted as an addendum on the RFI webpage
9/30/2020	Responses are due, 3:00 pm (i.e. Response Opening)

CLT reserves the right to modify the deadlines set forth in the above table in its sole discretion. Any such modifications will be stated in an addendum as described below.

C. DEFINITIONS

- (1) Airport shall mean Charlotte Douglas International Airport aka "CLT"
- (2) Response shall mean the response to this RFI completed on the Response Forms.
- (3) Response Forms shall mean the forms attached hereto in Section 2 and submitted as the response to this RFI.
- (4) Respondent shall mean an individual or entity submitting a Response to this RFI.
- (5) City shall mean the City of Charlotte.
- (6) Company shall mean the successful Respondent.
- (7) RFI Project Manager shall mean the Airport employee identified in Section 1.6 and who is responsible for the facilitation of this solicitation process.
- (8) Project Manager shall mean the Airport or Company employee who is the point of contact under the Contract.
- (9) Specifications shall mean the scope and details of the Properties for which the Company will provide ideas in this RFI.
- (10) Properties shall mean the land or properties represented in this RFI.

D. INSTRUCTIONS TO RESPONDENTS

1. Point of Contact

The point of contact for all submissions and correspondence regarding this RFI is Jennifer Thompson ("RFI Project Manager") Jennifer.thompson@cltairport.com.

2. Non-Mandatory Pre-Response Conference

A Pre-Response Conference will be conducted on the date and at the time stated in the RFI Schedule above via Webex. If planning to attend the conference, please email the following information to the RFI Project Manager at the address listed above including any special accommodation(s) required. You will receive instructions on how to join the Webex meeting via email.

Company Representative Name	Title	Phone Number	Email Address

3. Questions and Addenda

The Airport is committed to providing all prospective Respondents with accurate and consistent information in order to ensure that no Respondent obtains an unfair competitive advantage. To this end, from the date of this RFI until the time of the

Response opening, no interpretation or clarification of the meaning of any part of this RFI will be made orally to any prospective Respondent with the exception of questions answered at the pre-response conference.

Requests for interpretation or clarification must be submitted electronically to the RFI Project Manager. All questions must be submitted no later than the date and time stated in the RFI Schedule as the deadline for submission of questions. Any questions received after that time may not be addressed prior to the response due date. When submitting a request for interpretation or clarification, Respondents are encouraged to utilize the following format:

Item #	Page #	Section #	Section Title	Question, Clarification or Modification

Interpretations, clarifications, supplemental instructions and/or changes to the terms, conditions or requirements of this RFI will be documented in written addendum and posted to the CLT website at: www.cltairport.com/scpc.

Only the written interpretations, clarifications or supplemental instructions set forth in the posted addenda shall be binding, and Respondents are warned that no other source is authorized to give information concerning, explaining or interpreting this RFI. The receipt of each addendum must be acknowledged using the space provided on **Form 2** in **Section 2**. The Airport may not consider any Response that fails to acknowledge receipt of each issued addendum.

4. RFI Acknowledgement

Respondents shall thoroughly examine and become familiar with this RFI, including forms, attachments, exhibits and any addenda that may be issued. The failure or the neglect of a Respondent to receive or examine any RFI document shall in no way relieve it from any obligation with respect to its response. No claim based upon a lack of knowledge or understanding of any document or its contents shall be allowed.

5. Response Format

(A) Responses shall consist of all forms included in this RFI ("Forms") as provided in **Section 2**. All responses must be submitted solely on these forms.

(B) Responses must be electronically submitted, signed by the Respondent or the Respondent's authorized representative. All erasures or corrections must be initialed and dated by the authorized representative who signs the Response forms on behalf of the Respondent.

Failure to comply with the format requirements set forth herein may result in rejection of the Response.

6. Submission Requirements

(A) Respondents may submit more than one Response; however, each distinct Response (i.e. unique idea) for the properties must be submitted in a distinct Response packet, as provided in Section 2. Any multiple or alternative responses must be brought to the Airport's attention either during the pre-response conference or submitted in writing at least five (5) days prior to the Response opening.

(B) Respondents must submit one electronic copy, signed by a company official authorized to respond to this RFI no later than the date and time set forth in the RFI Schedule above, according to CLT's clock. Any Response not submitted per the requirements of this Section will be considered non-responsive and will not be considered.

(C) Respondents must submit their Response via email to economicaffairs@cltairport.com.

7. Award of Contract

The City shall have no obligations under this RFI to issue a Contract. Additionally, as further described in Sections 15 and 17, the City may take any Response(s) to create a Request for Proposal, or other solicitations. The Respondent acknowledges the possibility that the City may base an RFP from its Response and not be awarded with the contract arising from the RFP.

8. Accuracy of RFI and Related Documents

CLT assumes no responsibility for conclusions or interpretations derived from the information presented in this RFI, or otherwise distributed or made available during this selection process. In addition, CLT will not be bound by or be responsible for any explanation, interpretation or conclusions of this RFI or any documents other than those provided by CLT through the issuance of addenda. In no event may a Respondent rely on any oral statement in relation to this RFI.

Should a Respondent find discrepancies or omissions in this RFI or any other documents provided by CLT, the Respondent should immediately notify CLT of such discrepancy or omission in writing, and a written addendum may be issued if CLT determines clarification is necessary. Each Respondent requesting a clarification or interpretation will be responsible for delivering such requests to CLT as directed in this RFI.

The information contained in these RFI forms, exhibits and attachments, hereto, and any addendum that may be issued, has been obtained from sources thought to be reliable, but the City and its elected officials, officers, employees, agents and contractors, are not liable for the accuracy of the information or its use by prospective respondents.

9. Respondent's Cost of Response Preparation

Respondents are responsible for all costs associated with the response process including, but not limited to, the creation of the response and any interviews (if applicable). CLT

will not accept any promotional items as part of the response process and any such items included will either be discarded or, if so requested, returned to the Respondent at Respondent's cost.

10. Attempts to Influence the Selection Process

Except for clarifying written questions sent to the RFI Project Manager, all Respondents, including all persons acting on their behalf, are strictly prohibited from contacting City staff on or regarding any matter relating to this RFI from the time the RFI is issued until 30 days following opening of Responses. **CLT reserves the right to disqualify any Respondent who contacts a City staff concerning this RFI other than in accordance with this RFI.**

11. RFI Not an Offer

This RFI does not constitute an offer by CLT. No recommendations or conclusions from this RFI process shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of North Carolina. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of CLT unless CLT and the Respondent execute a Contract following award of such agreement.

12. Withdrawal of Response; Correction of Errors

Withdrawal of the response may occur at any time prior to the submission deadline as set forth in the RFI Schedule above, by written request, sent by email to the RFI Project Manager. An request to withdraw will not be effective until CLT has confirmed, in writing, the receipt of such request. A request to withdraw a Response by telephone or facsimile shall not be considered a valid request. Withdrawal of one response will not preclude the submission of another timely response but no withdrawal will be allowed after the submission deadline.

If Respondent desires to amend a submitted Response before the Response Due Date, Respondent must follow the withdrawal procedures described in this Section and resubmit the amended Response on or before the Response Due Date in a manner consistent with the Submission Requirements. The Respondent further agrees that in the event of any obvious errors, CLT reserves the right to waive such errors in its sole discretion.

13. Disqualification of Response

Without in any way limiting CLT's right to reject any or all Responses, Respondents are advised that any of the following may be considered as sufficient cause for the disqualification of a Respondent and the rejection of a Response: (i) failure to meet the eligibility requirements set forth in the Specifications or RFI; (ii) submission of more than one response by an individual, firm, partnership or corporation under the same or different names, including the names it does business under unless disclosed at least five business days prior to the Response Due Date; (iii) evidence of collusion among

Respondents; or (iv) improper communication as described above. Responses will be considered irregular and may be rejected for omission, alterations of form, additions not called for, conditions, limitation, unauthorized alternate Response or other irregularities of any kind. All the foregoing notwithstanding, CLT reserves the right to waive any such irregularities.

14. No Collusion or Conflict of Interest

By responding to this RFI, the Respondent shall be deemed to have represented and warranted that the Response is not made in connection with any other Respondent submitting a separate response to this RFI, and is in all respects fair and without collusion.

15. CLT's Rights and Options

CLT reserves the following rights, which may be exercised at CLT's sole discretion:

- i. To supplement, amend, substitute, withdraw or otherwise modify this RFI at any time;
- ii. To issue additional requests for information;
- iii. To require a Respondent to supplement, clarify or provide additional information for CLT to evaluate its Response;
- iv. To conduct investigations with respect to the qualifications of each Respondent;
- v. To waive any defect or irregularity in any Response received;
- vi. To share the Response with City and/or CLT employees and contractors as deemed necessary;
- vii. To enter into any agreement deemed by CLT to be in the best interest of CLT;
- viii. To reject any or all Responses submitted;
- ix. To re-advertise for Responses using this RFI or a different RFI or solicitation, including using the Response for future solicitations or contracts associated with Property; and
- x. To at any time privately negotiate a sale of any of the properties represented in this RFI when it is determined that the sale will advance or further any Charlotte City Council-adopted economic development, transportation, or land use plan or policy.

16. Representation by Broker

The City will not be responsible for any fees, expenses or commissions for brokers or their agents. Communications by or between employees of or contractors to the City and any potential or actual respondent broker or agent are not to be construed as an agreement to pay, nor will the City pay any such fees, expenses or commissions. By submitting its response, respondent agrees to hold the City harmless from any claims, demands, actions or judgments in connection with such broker fees, expenses or commissions.

17. Ownership and Public Records Law

All Responses and supplementary material provided as part of this process will become the property of the City and the Respondent will in no way be compensated for the City's ownership of the Response. The City may use the Response for any purpose, including, but not limited to, using the Response for a future Request for Proposal (RFP) solicitation.

Respondents are advised that all information included in the material provided is public record except for information that falls under one or more of the statutory exceptions set forth in Chapter 132 and 66-152 *et seq.* of the North Carolina General Statutes.

Respondent may only designate information confidential that it, in good faith, considers a trade secret or confidential under North Carolina public records and trade secret law. However, CLT reserves the right to review and make any final determination on if any material submitted is in fact protected by an exception to North Carolina's public record law. In submitting a response, each Respondent agrees that CLT may reveal any trade secrets or confidential information to CLT staff, consultants or third parties assisting with this RFI. Where information is marked Trade Secret or confidential, Respondent agrees to indemnify, defend and hold harmless the City and each of its officers, employees and agents from all costs, damages and expenses incurred relating to the City choosing to withhold any material based on Respondent's designation of said material as a trade secret or confidential.

18. Title VI Solicitation Notice.

The City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit a Response in response to this RFI and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

19. NC Prohibitions on Contracts with Companies that Invest in Iran or Boycott Israel.

Where applicable, the successful Respondent must certify that it meets the NC Prohibitions on Contracts with Companies that Invest in Iran or Boycott Israel as set forth in the sample Contract below.

SECTION 2: RESPONSE FORMS

FORM 1
RESPONSE SUBMISSION FORM

This Response is submitted by:

Company Name: _____

Representative (printed): _____

Address: _____

City/State/Zip: _____

Telephone: _____

E-Mail Address: _____

State of Incorporation: _____

Business Type:

Corporation

Partnership

Sole Proprietorship

Joint Venture

Limited Liability Corporation

Other (Specify)

It is understood by the Respondent that the Airport reserves the right to reject any and all Responses, to make awards on all items or on any items according to the best interest of the Airport, to waive formalities, technicalities, to rescind and re-issue this RFI. Responses are valid for ninety (90) calendar days from Response opening.

Company Name

Date

Authorized Signature

Please type or print name

FORM 2
ADDENDA ACKNOWLEDGEMENT

Confirm by placing a check mark in the space provided that as the Respondent the information listed below has been reviewed and compiled within the submission of a response to this RFI.

(A) ___ Addenda acknowledgement. Please contact the RFI Project Manager to verify the number of addenda issued via email at jennifer.thompson@cltairport.com.

Addenda Receipt: The following confirms receipt of all addenda issued for this RFI:

Addendum #	Date Issued
_____	_____
_____	_____
_____	_____

(B) ___ Response document has been signed by authorized Respondent official.

(C) ___ Response package has been properly labeled per the instructions. (See Section 1.D)

(D) ___ Response Package Forms

1. Response Submission – Form 1
2. Addenda Acknowledgement - Form 2
3. RFI Response – Form 3

The signature below certifies the Response complies with the requirements of this RFI and that the above items A through D have been verified as complete.

Company Name

Date

Authorized Signature

Please type or print name

SECTION 2 FORM 3
RFI RESPONSE

To be completed by Respondent

SECTION 3
EXHIBIT A: SITE SPECIFICATIONS AND OPPORTUNITY

CLT seeks to partner with the private sector to preserve, redevelop, and/or reuse the historic Steele Creek Presbyterian Church property located on a parcel with tax identification number **14121101**. This is a unique opportunity for the private sector to have a voice in determining the future of a historic structure in an area that is primed for development activity.

CLT acquired the church facility and adjacent property in 2019. The sanctuary is considered historic by the State Historic Preservation Organization; however, the office/support building, day care facility, gym, and chapel are not considered historic. Proposers seeking to lease the property from CLT must ensure that the church remains intact; proposers seeking a Purchase Sale Agreement with CLT can determine the final disposition of the historic building. As an airport, it is not CLT's core business to maintain historic structures. The Airport does not have the expertise nor the resources to properly maintain the sanctuary long term. CLT seeks ideas to honor the history of the building while creating some community benefit or financial benefit for the owner of the building.



At present, the historic sanctuary sits on an +/-11.208 acre site (labeled parcel 1 in Exhibit F). CLT is open to a subdivision of that parcel which separates the sanctuary or any of the buildings from the rest of the parcel. CLT is also open to considering recombining the +/-11.208 acre parcel with CLT-owned adjacent properties to create a more profitable development tract (all properties considered available for this RFI are depicted in Exhibit F). Possible recombinations of parcels could include the subdivisions represented in Exhibit G.

There has been no environmental documentation, including Phase I, conducted on any of the properties represented in Exhibit F. This project is not subject to federal grant funding, and it will not be necessary for the Airport to conduct environmental documentation in order to convey or begin development of the property.

Responses on Form 3 of Section 2 of this RFI should include

- How many of the available acres would be developed
- The contract type that CLT should enter into (i.e. land lease, fee simple deed transaction, or building lease)
- The specific outcome for the historic sanctuary
- The outcome for the other buildings located on the property

If a respondent has a proposed use for the land that does not include the preservation of the historic sanctuary, Form 3 of Section 2 should include

- How much of the available acres would be developed
- The contract type that CLT should enter into i.e. land lease or fee simple deed transaction)
- The proposed use for the developed acreage

Respondents may submit multiple responses to this RFI, this includes submitting responses for both of the scenarios above, provided they follow the submission requirements detailed in Section 1.D.6.

While CLT is under no obligation to accept any of the responses, the Airport's intent is to issue an RFP based on the best idea(s) generated from this RFI. Responses to the RFI will be assessed based on the following

- Favorable disposition of the historic sanctuary
- Profitability of the proposed development
- Net positive impact on adjacent properties and communities

CLT reserves the right, at any time, to privately negotiate a sale of any of the properties represented in Exhibit F when it is determined that the sale will advance or further any Charlotte City Council-adopted economic development, transportation, or land use plan or policy.

CLT will be offering potential respondents access to the buildings on the property the following dates and times. Respondents seeking to view the buildings should contact the RFI Project Manager with at least five business days' notice of intent to access the site. Groups will be

capped at ten total participants; and as this is a CLT-owned property, face coverings will be required while on the property.

- Wednesday, September 9 at 10 am
- Friday, September 11 at 10am
- Monday, September 14 at 10am
- Tuesday, September 15 at 10am