

Hamilton County, Tennessee

Redevelopment Opportunity



HAMILTON COUNTY BUSINESS DEVELOPMENT CENTER
100 Cherokee Boulevard
Chattanooga, Tennessee, 37405

Accepting Proposals for Purchase
Required Minimum Offer - \$6,500,000.00

Offered by:
Hamilton County, Tennessee



REQUEST FOR PROPOSAL
HAMILTON COUNTY BUSINESS DEVELOPMENT CENTER
PURCHASE & REDEVELOPMENT

On behalf of Hamilton County Government, NAI Charter is accepting sealed proposals for the purchase of the property described herein. Respondents shall submit proposals in a sealed envelope delivered to:

Jeff Jennings
Vice President, NAI Charter
520 Lookout Street
Chattanooga, Tennessee 37403

The lower left corner of the envelope shall clearly display the respondent's company name, the RFP solicitation number, and the proposal opening date and time. Proposers must submit one (1) marked **“Original”** proposal, five (5) marked **“Copies”**, and one (1) electronic version on a USB flash drive in **unlocked PDF format**. All required materials shall be submitted together within a single sealed envelope.

Proposals must be received by NAI Charter prior to the designated opening time. Proposals received after the stated deadline will be deemed late, will not be opened, and shall be considered **Non-Responsive**.

SOLICITATION NUMBER & TITLE	RFP 82026 – BDC
CONTACT	Jeff Jennings, CCIM Vice President, NAI Charter 520 Lookout Street, Chattanooga, TN 37403
PHONE	(423) 255-8555
EMAIL	JB@CHARTERRE.COM
OPENING/DUE DATE & TIME	Monday, November 23, 2026 - 4:00 p.m.

PURPOSE

Hamilton County Government seeks qualified, experienced, and professional respondents for the purchase and redevelopment of the property located at 100 Cherokee Boulevard Chattanooga, Tennessee, commonly known as the Hamilton County Business Development Center.

Hamilton County has determined the property to be surplus and desires to facilitate its transfer to a respondent who will reimagine the building for sustainable, long-term functional use while preserving its inherent character.

It shall be the sole responsibility of the proposer to read all information provided herein. All questions pertaining to this solicitation must be submitted electronically to **JB@CHARTERRE.COM** with NAI Charter no later than **8 calendar days** prior to the **Opening/Due date** designated herein. Failure to submit a question in the timeframe indicated may result in the question going unanswered at the discretion of Hamilton County.

THE PROPERTY

Location: 100 Cherokee Boulevard, Chattanooga, Tennessee. The site is located at the intersection of Manufacturers Road and Cherokee Boulevard, within the heart of North Chattanooga, across the river from downtown Chattanooga, Tennessee.

State Tax Map Number: 135F-F-008.01

Zoning: E-IX-4 (Urban Edge Industrial Mixed-Use Zone). Zoning verification and other zoning-related questions can be addressed by contacting the Regional Planning Agency at (423) 643-5900.

Building and Property Parameters: 111,813 square feet, solid brick building, offering three floors of mixed office, manufacturing and meeting space, on a 2.31-acre tract. Accessible open parking lot with a total of 89 spaces to accommodate daily occupants and visitors.

Current Context: Following a comprehensive building inventory assessment, Hamilton County determined the property no longer aligns with long-term operational needs and has designated it as surplus for disposition. The building is in generally good condition and offers a compelling opportunity for adaptive reuse and strategic redevelopment.

The property is subject to multiple existing lease agreements. The facility remains occupied by INCubator small business tenants and Hamilton County Economic and Community Development staff, providing continued economic activity and occupancy stability. As a condition of sale, the selected respondent shall assume all current leases in their entirety upon transfer of title, including all rights, obligations, and remaining terms therein, unless otherwise approved in writing by Hamilton County. Copies of current leases will be made available to qualified proposers during the due diligence period, and proposers shall acknowledge review and incorporate associated obligations into their redevelopment plans and financial submissions. Upon transfer of ownership, the purchaser shall assume the role of landlord unless otherwise approved by Hamilton County. It is Hamilton County's intent to provide

appropriate lease space offsite to any remaining tenants by May 5, 2027, subject to availability and the terms of any applicable lease arrangements.

Environmental and Geotechnical: Hamilton County is not aware of any active environmental concerns associated with the property. No recent environmental site assessments or geotechnical studies have been conducted. Any environmental due diligence, including Phase I or Phase II assessments, geotechnical investigations, or related analyses, shall be the responsibility of the purchaser.

Utilities and Storm Water: It shall be the responsibility of the proposer and/or purchaser/developer to determine whether any and all appropriate utilities are available to the site. It shall be the responsibility of the proposer and/or the purchaser/developer to ascertain any City of Chattanooga regulations relative to storm water for any redevelopment of this site.

PROPERTY HISTORY

The building was constructed circa 1926 as a furniture warehouse and later adapted for industrial use by the American Lava Corporation and The Minnesota Mining and Manufacturing Company (3M), which specialized in the manufacturing of ceramic components and electrical insulation parts designed to withstand extreme heat and high electrical voltage, used to safely route power and shield fragile components inside household goods until the early 1980's. The property was ultimately donated to Hamilton County in 1984 by The Minnesota Mining and Manufacturing Company. Resolution 1184-5 was adopted on November 7, 1984, to accept the gift of donation and conveyed by deed of record (Book 3039, Page 242) in the Register's Office of Hamilton County, Tennessee.

Recognizing its potential, the County partnered with the City of Chattanooga, the Chattanooga Chamber of Commerce, and Partners for Economic Progress in 1987 to transform the facility into a business incubator. Since that time, the building has played a meaningful role in supporting entrepreneurship by providing affordable, flexible space for startups and small businesses to grow and succeed. Under the long-standing oversight of the Chattanooga Chamber, the INCubator program has helped launch hundreds of businesses and remains an important part of the region's economic development efforts. Today, the property continues to operate as an active incubator, housing a diverse mix of tenants under existing lease agreements alongside Hamilton County Economic and Community Development staff.

In 2012, the U.S. Green Building Council awarded the BDC building LEED Silver Certification.

DISPOSAL & PURCHASE CONDITION

Hamilton County Government must follow legal guidelines as to the disposition of surplus real property. The sale of the property will be offered through the Request for Proposal process as outlined herein.

The property will be sold "As Is". Transfer of ownership will be coordinated through a Purchase Agreement and conveyed by deed. It is the responsibility of the respondent to determine the condition

of the property, including, but not limited to, all mechanical, electrical, plumbing systems and structural conditions of the building and the suitability of the property for any proposed new development.

Any development of the property must conform to all building requirements and/or ordinances by the applicable governmental entity, including, but not limited to the Chattanooga-Regional Planning Agency, the City of Chattanooga, Air Pollution Control Bureau, and the current adopted Building Code(s).

REAL ESTATE PURCHASE AGREEMENT

A real estate purchase agreement, or other legally binding contractual instrument containing specific negotiated terms and conditions, will be executed with the selected respondent. Speculative purchases or assignments intended solely for resale of the property without redevelopment are not permitted.

Timely redevelopment of the property is a material objective of this solicitation. Accordingly, transfer of title shall not occur until the selected respondent has demonstrated, to the satisfaction of Hamilton County, that necessary project financing has been secured and that required permitting approvals and construction contracts are in place or otherwise substantially finalized.

Any proposed sale and all final transaction documents shall be subject to approval by the Hamilton County Board of Commissioners. No agreement shall be deemed final or binding until such approval has been obtained.

REAL ESTATE COMMISSION

Hamilton County has engaged NAI Charter to provide real estate brokerage and marketing services in connection with the sale of the property. Any commission or brokerage fee payable by Hamilton County shall be governed by its separate agreement with NAI Charter. A prospective purchaser represented by a broker or agent shall disclose such representation in its proposal and shall be solely responsible for any additional commission, fee, or compensation owed to its broker or agent unless otherwise agreed to in writing by Hamilton County. Any purchaser related brokerage fees shall be in addition to, and shall not reduce or otherwise be deducted from, the purchase price offered to Hamilton County.

SITE VISITS

NAI Charter will coordinate and conduct site visits of the property for prospective proposers during the RFP submission period. Please contact the NAI Broker listed to schedule an appointment.

DUE DILIGENCE

Proposers wishing to conduct additional due diligence, including surveys, engineering evaluations, environmental assessments, soil borings, or similar investigations, must submit a written request in advance and receive approval from Hamilton County. All due diligence shall be performed at the proposer's sole cost, risk, and expense, and the proposer shall be responsible for repairing any damage resulting from its activities and restoring the property to substantially its prior condition. To the fullest

extent permitted by law, the proposer shall indemnify, defend, and hold harmless Hamilton County, its officers, employees, and agents from claims, damages, losses, liabilities, or expenses arising from access to the property or due diligence activities. Site visits are intended solely for inspection and due diligence and shall not serve as question and answer sessions. All questions regarding the solicitation must be submitted through the process established elsewhere in this RFP, and any statements made during a site visit shall be considered informational and nonbinding unless formally issued in writing by NAI Charter with authorization from Hamilton County.

GENERAL MISC. TERMS AND CONDITIONS

The Seller does not discriminate on the basis of race, color, or national origin and complies with the requirements of Title VI of the Civil Rights Act of 1964. All proposers, vendors, and respondents shall be afforded equal opportunity in accordance with these federal and applicable state laws.

It is expressly understood that the receipt of any response to this Request for Proposals does not obligate the Seller to sell the property. Any sale or award is contingent upon formal approval by the Hamilton County Board of Commissioners.

Once a proposal has been determined to comply with the requirements of this RFP, the Seller may engage in discussions with proposers to identify the proposal most advantageous to the Seller, based on the evaluation criteria and objectives outlined herein.

The Seller reserves the right to reject any or all proposals, waive informalities or irregularities, and negotiate with proposers in the manner deemed in their sole discretion to serve the best interests of Hamilton County.

The Proposer shall indemnify, defend, save, and hold harmless Hamilton County, its administration, agents, and employees (the "Indemnitee") from and against any and all claims, suits, actions, damages, liabilities, losses, or expenses of any kind, including attorney's fees, arising out of, resulting from, or related to the Proposer's performance under this agreement. This obligation applies regardless of any allegations of fault and includes work performed by any subcontractors engaged by the Proposer.

All proposals must be submitted and time/date-stamped by the date and time specified in this RFP to be considered, regardless of the method of delivery. Proposers are solely responsible for ensuring timely delivery. Late proposals will not be accepted, opened, or returned. NAI nor Hamilton County are responsible for any technical difficulties experienced by proposers during submission.

Prospective proposers are solely responsible for all costs and expenses associated with preparing and submitting their proposal, as well as any costs incurred in subsequent negotiations with NAI or Hamilton County, if applicable.

The respondent hereby states that he, his company, or any of its employees, agents, or officers have not violated or participated in a violation of, been convicted, or pled "nolo contendere" to any act involving an unlawful restraint of trade such as, but not limited to violations of the Sherman Act (15 U.S.C. § 1-2), the Racketeer Influenced and Corrupt Organizations Act (18 U.S.C. 1961-1968), the Hobbs Act (18

U.S.C. §1961), the mail or wire fraud statutes (18 U.S.C. §1341,1343), the false statements statute (18 U.S.C. §1001), the Tennessee Anti-Trust Act (T.C.A. § 47-25-101) or similar state or federal law. Respondent further states that he, his company or any of its officers, agents, or employees have not been debarred by any governmental agency (Federal, state, or local).

After the date and time established for receipt of proposals herein, any contact initiated by a proposer with any Hamilton County representative is strictly prohibited. Any unauthorized contact may result in the disqualification of the proposer from consideration in this procurement process.

Subject to the requirements of the Tennessee Open Records Act, information relating to the award of a particular contract shall be open to the public only after evaluation of that proposal has been completed. All public records pertaining to this procurement process shall be available for inspection during normal business hours, provided that the inspection is scheduled in advance with Hamilton County as applicable.

The Agreement shall be governed by the laws of the State of Tennessee. Any action brought in law or in equity to enforce any provision of the entire Agreement shall be filed in the appropriate state court in Hamilton County, Tennessee. In any action to enforce this Agreement, the prevailing party shall be entitled to recover its costs and expenses, including reasonable attorney's fees. By submission of a proposal and acceptance of an agreement, Respondent hereby agrees to adhere to Governing Law/Jurisdiction requirements as described herein.

SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA

PROPOSAL SUBMITTAL INSTRUCTIONS

Interested proposers shall include the information requested in this solicitation in their submittal responses. Proposals should follow the format and sequence outlined below to ensure consistency and to allow full and fair evaluation of all submissions.

Formatting Requirements

- Use **8½ x 11-inch sheets** only.
- Minimum font size: **10 points**.
- Include **tabs or section dividers** for each section as defined herein. Multiple sections may appear on a single page unless otherwise specified.
- Place **page numbers** at the bottom of each page, excluding divider pages.
- Do **not** include external hyperlinks; links will not be reviewed for evaluation purposes.
- Submittals should **not exceed 20 pages** (single-sided). Page limit excludes required forms, resumes, and dividers.

Note: Any information submitted outside the prescribed format should be included at the rear of the package. Tabbed sections/dividers are strongly requested to facilitate evaluation and comparison among proposals.

SUBMISSION REQUIREMENTS

- Submit **one (1) original hard copy** clearly marked as such.
- Submit **five (5) hard copies** of the proposal.
- Submit **one (1) electronic version** on a USB flash drive in **unlocked PDF format**.

Sellers may request specific files in a specialty format (e.g., project timeline in Excel). Proposers must comply with such requests. Failure to provide requested files in the specified format or quantity may result in a proposal being deemed Non-Responsive and ineligible for award.

In the event of any discrepancy among the original, copy, and electronic versions, the original hard copy shall govern for evaluation purposes.

EVALUATION PROCESS

Proposals will be evaluated by designated staff of Hamilton County in a structure as the Seller deems appropriate. At the discretion of Hamilton County, outside consultants, experts, or community stakeholders may participate on the evaluation committee.

Proposals that meet all submission requirements may be requested to participate in an oral presentation, during which key aspects of the proposal will be discussed and questions may be addressed. Additional evaluation may occur following such presentations.

Hamilton County reserves the right to implement a Best and Final Offer (BAFO) process for proposers deemed qualified by the evaluation committee.

It is the responsibility of each proposer to submit a proposal that best meets the requirements of this RFP. Hamilton County intends to enter into a Purchase Agreement as a result of this solicitation; however, Hamilton County reserves the right to reject any or all proposals. Hamilton County may negotiate with proposer(s) where deemed in its best interest and at its sole discretion.

Any proposal containing substantially unreliable information, in the sole opinion of the evaluation committee or Hamilton County, may be rejected.

COVER PAGE: Introduction

- RFP Number & Project Name
- Company Name & Address
- Contact Person (Phone, Email, Fax)
- Years in Business under Current Name
- Former Company Names (if applicable)

**Cover Page: Introduction does NOT count towards page restriction requested herein. **

TAB 1: Qualifications of Company

- Provide a detailed description of your company, including:
 - Company philosophy and approach to adaptive reuse

- Abilities, capacity, and strengths relevant to large-scale redevelopment projects
- Office locations and team structure
- MBE, WBE, DBE, VBE, or similar status
- Recent, current, and projected workload

TAB 2: Company Relevant Experience & Reference

- Provide details of up to three (3) comparable projects or clients, including:
 - Project Name & Address
 - Customer Name & Contact Info (Phone, Email)
 - Brief Description of Work
 - Project Timeline (Start to Finish)
- Include a statement acknowledging the Sellers right to evaluate past performance or prior dealings that our firm may have had with either seller.

TAB 3: Plan of Approach

- Detail your project vision and methodology, including:
 - Proposed redevelopment concept and use plan
 - Site plan and conceptual drawings, where feasible
 - Potential tenants or residential/commercial mix
 - Projected development budget and financing plan
 - Proposed development schedule, including milestone dates
- Include:
 - Approach to project redevelopment, including materials, adaptive reuse strategies, and integration with the surrounding community
 - Financial components to support the ability to secure financing for purchase and future redevelopment

TAB 4: Personnel / Development Team

- Provide information on all key team members, including:
 - Roles and responsibilities for the project
 - Relevant experience in similar redevelopment
 - Resumes, licenses, and certifications
 - Sub-consultants (architects, engineers, contractors) and their responsibilities
- Include demonstration of experience in urban redevelopment and project management capacity.

****Resumes, Licensure, and Certifications are not included within page restrictions. ****

****Companies are encouraged to submit valid copies of Licenses, MBE, WBE, DBE, VBE or similar certifications for adequate committee consideration. "***

TAB 5: Price / Purchase Offer:

- Proposers shall provide their purchase price and any associated financial terms on their company letterhead. The submission must clearly identify the submitting company, contact information, and date of submission.
- All offers must meet or exceed the **minimum purchase price** stated in this RFP. Offers below the stated minimum may be deemed **non-responsive** at the sole discretion of the sellers.
- Include financial references or information that shall demonstrate the ability to secure any applicable financing for purchase and future redevelopment.
- Proposers shall provide their estimated inspection period/due diligence and closing timeline.
- The focus of this tab is strictly on the **highest and best purchase price**. Detailed redevelopment costs or budgets should **not** be included here; such information is part of TAB 3.

SCORING CRITERIA

CRITERIA / TAB	CRITERIA DESCRIPTION
1	QUALIFICATIONS OF COMPANY
2	COMPANY RELEVANT EXPERIENCE & REFERENCE
3	PLAN OF APPROACH
4	PERSONNEL / DEVELOPMENT TEAM
5	PRICING/ PURCHASE OFFER
Additional details and documents found within submittal package, although not located within tabs as listed above, may be reviewed and considered by the evaluation committee when scoring Proposers.	

PROPERTY PHOTOS

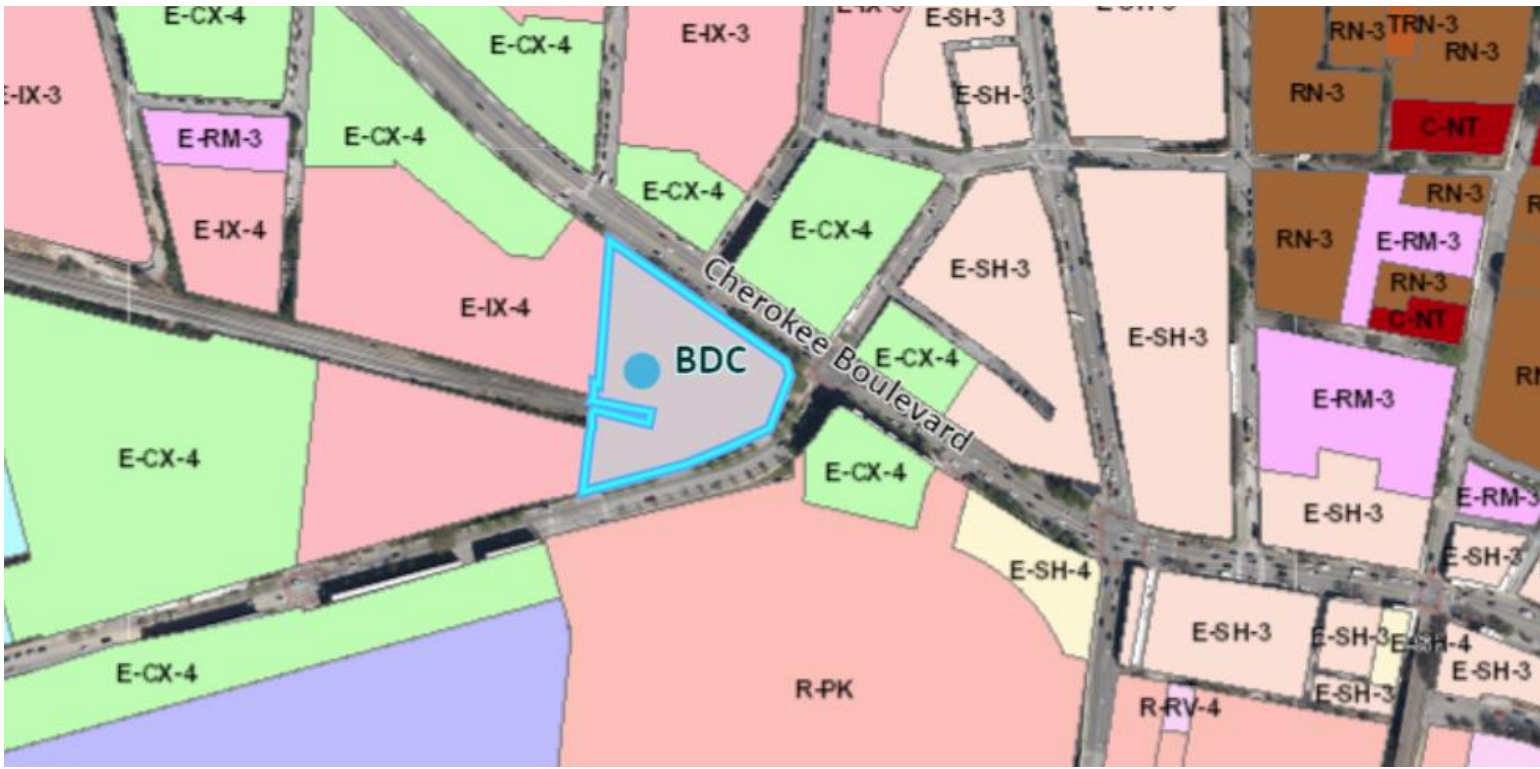
The property photos provided herein are for convenience and informational purposes only. They are intended to give proposers a general sense of the property and its features.

The current condition of the property may differ from what is depicted in the photos. Proposers are responsible for conducting all necessary inspections and due diligence to verify property condition, suitability, and any other relevant factors prior to submitting a proposal.

The Sellers make no representations or warranties, express or implied, regarding the accuracy, completeness, or condition of the property as shown in these photos.



GIS MAP OVERVIEW



ZONING (E-IX-4)



FRONT ENTRANCE



BDC CAMPUS



BREAK ROOM



REAR ENTRANCE



MEETING ROOM



PARKING / LOADING AREA



LOBBY ENTRANCE

Sealed Label

Cut along the outer border and affix this label to your sealed solicitation envelope to identify it as a “Sealed Submission/Proposal”.

PROPOSAL DOCUMENTS • DO NOT OPEN	
SOLICITATION TITLE:	BUSINESS DEVELOPMENT CENTER PURCHASE & REDEVELOPMENT
OPENING/DUE DATE:	Monday, November 23, 2026
TIME DUE:	Prior to 4:00 PM
SUBMITTED BY:	
	(Name of Company)
E-mail address	Telephone
DELIVER TO:	Jeff Jennings, CCIM Vice President, NAI Charter 520 Lookout Street Chattanooga, Tennessee 37403

PLEASE PRINT CLEARLY