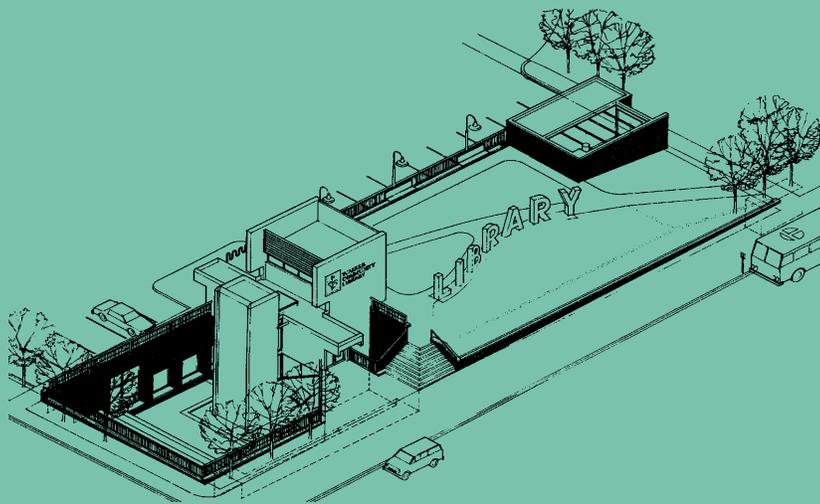




Walker Library Redevelopment Project Request for Proposals December 2004

The Minneapolis Library Board and the City of Minneapolis are seeking proposals for redevelopment of the Walker Library, 2880 Hennepin Ave. S., into a mixed-use transit-oriented facility, including a greatly enhanced Walker Library and possibly commercial and/or residential elements.



City of Minneapolis
Community Planning & Economic Development
105 Fifth Avenue South, Suite 200
Minneapolis, Minnesota 55401
www.ci.minneapolis.mn.us/cped



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All supplemental exhibits are available on the Community Planning and Economic Development (CPED) Web site at www.ci.minneapolis.mn.us/cped.

Exhibits:

- A. Minneapolis Library and City of Minneapolis Resolution
- B. Potential Library Financing Sources
- C. Walker Library Survey
- D. Walker Community Library Interior/Exterior Measurements
- E. Minneapolis City Charter, Chapter 17 Appendix 10
- F. Walker Community Library Building Program Table
- G. Walker Library Redevelopment Study
- H. Form of Consent for Release of Response Data
- I. Affordable Housing Policy
- J. Developer Fee Policy
- K. Required Pro-forma Format
- L. Walker Library Neighborhood Interest Group

Introduction/Project History

The Minneapolis Library Board has been committed to providing excellent library services to the Uptown community since 1911. The Walker Community Library is actively used as a provider of reading and resource materials to a broad range of diverse community members. Recently, discussion has occurred as to whether to make a capital improvement investment in the existing Library or maximize this investment opportunity to create a new mixed-use transit-oriented facility on the site that incorporates a library component.

In July 2004, the City of Minneapolis and the Minneapolis Library Board agreed to establish a joint task force to “evaluate the efficacy of capital improvements to the existing facility and mixed-use alternatives on the current Walker Library site that may include housing and commercial uses, and a greatly enhanced library building designed to accommodate improved services.” (Approved resolution is Exhibit A).

The Minneapolis Library Board (MPL) in cooperation with the City of Minneapolis (“City”) through its Community Planning and Economic Development department (CPED) is seeking redevelopment proposals for the Walker Library property owned by the Minneapolis Library Board located at 2880 Hennepin Ave. S. The MPL and City’s development objectives for the site include redevelopment that will result in a mixed-use transit-oriented facility, including a greatly enhanced Walker Library, of approximately 17,000 square feet, which is similar in size to the existing library. Proposals for this development may include commercial and/or residential elements. Given the highly desirable location of this site, a high caliber, aesthetic and stylistic design solution is encouraged.

Full funding for the library component has not been identified; developers are encouraged to seek and identify private financing. Referendum funding of \$440,000 may be available for the library construction, subject to Library Board approval. Library proceeds received from the sale of the air rights will be an additional resource used for the construction of the new library.

No MPL or City financial incentives are specifically allocated for the mixed-use elements of this project. However, developers may apply for available citywide resources for this project through the normal, competitive RFP funding processes established by the City.

The City of Minneapolis will also support and assist developers with applications in competitive processes for federal, state, county and metro grants and loans (Exhibit B is a preliminary list of potential library financing sources). The mayor, Council Member Goodman and Council Member Niziolek will support an amendment to the City’s existing tax abatement policy that would allow the use of this financing for this project.

Site Facts

The Walker Library is located on the southeast corner of Hennepin and Lagoon avenues, in the heart of Uptown in the East Isles neighborhood. The library site is zoned OR2-High Density Office Residence and is within the Hennepin Lake Pedestrian Oriented Overlay District, which will require a Travel Demand Management Plan to be prepared for the site prior to development. All zoning questions will be forwarded to and answered by Beth Elliott, CPED senior planner. The current lot size is 20,550 square feet, as noted on the survey of the Walker library property (Exhibit C). Adjacent to the library is a 12' parcel (former alley) that has not been vacated, which is subject to a utility easement. If a vacation were to be completed the adjacent property owners would each receive six feet of additional land. To the west of the alley is "Lagoon Terrace" a four-story, multi-building apartment complex. To the north of the library is "The Mall" owned by the Minneapolis Park Board. The construction drawings of the existing library facility are available for examination; please contact Ed Kowal, MPL at 612.630.6371 to review these documents.

Existing Library Facility

Built in 1981, the current library contains a total of 17,500 square feet, which is located on three levels; the second and third levels are underground. The street level, which is the smallest level, is the main access into the library consisting of vestibule, stairs and elevator. The second level contains a public meeting room with seating for 100, restrooms, kitchenette, and a mechanical and electrical area. The third level is the largest area, comprising the main library area, conference room, library offices, etc. (Walker Community Library Interior/Exterior Measurements, Exhibit D).

Estimated Fair Reuse Value or Asking Price

An estimated fair reuse value of the "air rights" on this site has been identified, estimating the value at \$522,000 to \$638,000 or approximately \$25.50 to \$31.50 per square foot. The Minneapolis Library Board reserves the right to revalue the site based on responses to the RFP and the specific proposals submitted. The Minneapolis Public Library may not erect improvements on land to which it does not have fee simple title, per Minneapolis City Charter, Chapter 17 Appendix 10 (Exhibit E).

Development Objectives

The development objectives for the redevelopment of the Walker Library as approved by the Walker Library Joint Task Force are as follows:

Design

- The library should be a landmark with a strong street presence and be the most prominent element of the development.
- The design of the building shall be centered on the idea that the library's form and aesthetic will dominate the building.
- The building will be consistent with current zoning, limited to four stories not exceeding 56 feet in height, which includes approximately 17,000 square feet of space for the library. Requests for setback and parking variances shall be considered.
- A first floor library is preferred; however consideration will be given to a second story library. All public service and staff support functions should be located on one level and the design should maximize operational efficiency. The new, enhanced library space will be accessible and strategically located for maximum public use and consistent with the "Walker Community Library Building Program Table" (Exhibit F).
- The developer must ensure that adequate architectural and engineering mechanisms are integrated with the construction design of the facility to mitigate water seepage, adhere to the Minnesota state fire and building code for library load limits, and incorporate a loading dock and exterior accessible book drop.
- Building design and materials should complement the traditional urban form of the area.
- The building should create well-defined and articulate public street walls that are animated with public entrances facing the street. The building should be oriented to front city streets.
- The new facility should be oriented to integrate "The Mall" green space with the site plan.

Basic Library Building Parameters

- Standard American Institute of Architects (AIA) general conditions shall apply.
- Heating, Ventilation, Air Conditioning (HVAC) system should be a Digital Direct Control system, with Baknet compliant software and compatible for seamless integration with the Central Library's Johnson Control system.
- Fire alarm and security monitoring must be compatible with the Central Library's system. Security systems should include cameras, card access, and motion detectors.
- Loading dock must accommodate 17,000 pounds gross weight and be easily accessible to the library from the street.
- Technology: Cabling must be CAT 6 running from the end device to the telecom area in order to accommodate MPL's communication network.

Development characteristics

- All types of creative mixed-use development options will be considered, including office, commercial and/or mixed-income housing, either ownership or rental. Housing proposals must comply with federal equal housing opportunity regulations.
- The development should be consistent with Transit-Oriented Development (TOD) principles.
- Public and private parking should be provided underground. Library patron and staff parking will be considered in the context of the project. Developers are encouraged to provide a minimum number of parking spaces for the library per the Minneapolis zoning code.
- The design should create appropriate separation of uses, providing clear access and entrances for the library, other uses and their respective parking facilities.

The Walker Library Joint Task Force and the adjacent neighborhood organizations will review and comment on the design. The Minneapolis Library Board will have final design approval. However, Minneapolis Library Board design approval does not override final city regulatory approval. The Walker Library Redevelopment Study (Exhibit G) provides additional supporting information. Developers are encouraged to be creative in the design of library space that would improve library operation, maximize the number of parking stalls and enhance the Hennepin Avenue frontage available for development and street access.

Hennepin Avenue is a typical commercial corridor that supports primarily commercial uses generating a high volume of traffic and pedestrian activity. Existing buildings retain a traditional urban form with a street orientation. Parking is an area that must be addressed both on- and off-street. *The Minneapolis Plan* supports strengthening commercial corridors by:

- encouraging new development along them;
- promoting alternative uses such as mixed residential, office, and institutional uses and low-impact, clean light-industrial uses;
- addressing issues of parking, traffic, transit, and circulation and;
- supporting the rehabilitation, reuse, and revitalization of older commercial buildings and districts.

Proposal Deadline

Proposal submission

Proposers must submit copies of their proposals as follows: one unbound copy, twenty bound copies and one electronic version in Microsoft compatible or PDF format on diskette or CD. Proposals must be on standard 8 ½” by 11” paper. All supporting documentation must be on paper no larger than 11” by 17”. Proposals and supporting documentation must be submitted in a sealed envelope labeled “Walker Library Redevelopment Project.” Telefaxed proposals will not be accepted. Proposers may choose to provide additional sets if and when invited to do so for presentation purposes. Submissions will not be returned.

Proposals shall be delivered to CPED on or before:

4:00 p.m. Central Standard Time, Tuesday, February 1, 2005, and delivered to:

**Contract Services
Department of CPED
105 Fifth Avenue South, Suite 200
Minneapolis, MN 55401-2534**

This deadline will not be extended.

Proposals received after the deadline will not be accepted. It is neither CPED’s responsibility nor practice to acknowledge receipt of any proposal. It is the responder’s responsibility to assure that a proposal is received in a timely manner.

RFP Inquiries

Prospective responders may only direct questions in writing to the appropriate department contact person. Specific questions and requests for information relative to the library specifications should be directed to Katherine G. Hadley, Minneapolis Library. All other questions and requests for information regarding this RFP should be directed to Cherre' Palenius, CPED:

Cherre' Palenius
Project coordinator
Department of CPED
105 Fifth Avenue South, Suite 200
Minneapolis, MN 55401-2534
Email: cherre.palenius@ci.minneapolis.mn.us
Fax: 612.673.5259

Katherine G. Hadley
Director
Minneapolis Public Library
250 Marquette Ave., Suite 400
Minneapolis, MN 55401-2188
kghadley@mplib.org
Fax: 612.630.6210

All questions are due no later than Wednesday, January 26, 2005. Questions will be answered in writing and posted on the Minneapolis Public Library and CPED Web sites (www.mplib.org and www.ci.minneapolis.mn.us/cped). The department contact cannot vary the terms of the RFP. An optional pre-proposal meeting and tour of the property is scheduled for 9 a.m. on Monday, December 20, 2004. Please contact Cherre Palenius, CPED project coordinator, in writing if your team is interested in attending this meeting and tour.

Proposal Contents

Proposals must include the following:

1. A cover page that includes the following information:
 - a. Developer's name and mailing address
 - b. Developer's current legal status: corporation, partnership, sole proprietor, etc.
 - c. Federal ID number or Social Security number
 - d. State ID number
 - e. Contact person's name, title, phone number, fax number and e-mail address
 - f. Signature of authorized corporate officer for each entity proposing as a partnership or team
2. A **description (narrative, preliminary schematic plans, site plan and elevations) of the proposed development** (e.g., size of building and square footage of specific components, nature of improvements, number of parking spaces, anticipated materials and design style, circulation patterns, loading/service provisions) to be built on the site. If the development is proposed to be phased, the narrative should clearly define the components and timing of each phase and indicate the nature of the conditions upon which construction of subsequent phases would be based. If residential development is proposed, the proposal should include information about the bedroom compositions, rents and/or sales prices and amenities/services included. If commercial development is proposed, information should be included about the anticipated type of tenants expected. Housing proposals must meet Equal Housing Opportunity requirements.
3. An **identification of the entities** that will be involved, a description of the roles they will play (e.g., developer, architect, building owner, property manager, tenant, professional consultant) and a summary of the team's past experience in working together. A description of each of the entities' experience in developing similar projects must be included, including location, type of development, proposer's role(s), cost of project, funding sources, status of project, and information about any continued financial or operating interest in each. Include specific previous relevant experience with public entities, including reference contact information. The Library Board and/or City may ask for supporting documentation substantiating claims of previous experience. Summarize any lawsuits to which the responder or any principals of the responder have been a party. Identify the principal person who will speak for the development team and any other key participants who will be involved in negotiating the project terms. Specify whether the development entity is or intends to form a corporation, a general or limited partnership, a joint venture or other type of business association to carry out the proposed development. The developer must also provide two years of financial statements, which may be submitted confidentially to the CPED director under separate cover. Design consultants on the team must be licensed in the State of Minnesota and contractors must be licensed to work in the City of Minneapolis; the submission must include a certification that identified team members meet these requirements.

4. A preliminary **capital pro forma** showing the detailed sources and uses of funds (debt, equity and other) to acquire the air rights of the parcel from the MPL and construct the development (including any tenant improvements). Information as to the status of securing those funds should be included and inclusion of a conditional financing commitment is strongly encouraged. Clearly indicate any public assistance to be requested. If the project includes multiple uses, the capital pro forma should be broken down for the component uses (commercial, housing, library, etc.).
5. For rental projects, a preliminary **operating pro forma** of at least 20 years for the building operation, including the assumptions underlying the income and expense projections. Also show the Cash-on-Cash Return and Internal Rate of Return. If the project includes multiple uses, the operating pro forma should be broken down for the component uses. Detailed pro formas (separate commercial vs. housing) in a format acceptable to CPED will be required during the negotiation of a redevelopment agreement.
6. A **market study** or other information documenting the market that the project is intending to attract and the supply and demand for the proposed mixed-use elements, including identification of developments competing for the same market(s).
7. A **description of the public benefits** that will result from the development, e.g., the number and types of housing units, the creation or retention of jobs (including the estimated number, type and wage levels), tax base enhancement, the provision of retail goods and services, etc. This should include an estimate of the taxable value upon completion and annual real estate taxes.
8. A **proposed timeframe** for the development, including identification of any conditions that must be met before the proposal can become a reality. The schedule should include the time needed to obtain financing, complete design and secure permits and approvals, prepare the site, start and complete construction, and start and complete lease-up and/or sellout.
9. An executed “Consent for Release of Response Data” form (Exhibit H). Proposals that do not include an executed “Consent for Release of Response Data” form shall be considered incomplete which will be grounds for rejection of the entire proposal.
10. Any **other information** that would help MPL and City staff understand and evaluate the concept.

The contents of the proposal and any clarification to the contents submitted by the successful proposer may become part of the contractual obligation and be incorporated by reference into the redevelopment contract between the selected developer and the Library Board.

Developers responding to this RFP are not required to provide a good faith deposit on the land with their proposals. The developer whose proposal is ultimately selected by the Minneapolis Library Board will be granted exclusive development rights for nine months to negotiate a redevelopment contract and project delivery model with the owner.

Evaluation Criteria

In reviewing potential development concepts, the following criteria are among those that will be considered:

1. The extent to which funds have been identified to pay for the library component of the development
2. The experience and the financial and organizational capacity of the developer in successfully planning and completing development projects of a similar type and scale, on time and within budget
3. The extent to which the proposed development is in compliance with the Minneapolis zoning code, comprehensive plan and other relevant planning documents for the area
4. The extent to which the proposed development accomplishes “a greatly enhanced facility designed to accommodate improved library services,” per the resolution
5. The extent to which the proposal incorporates strong concepts of Transit-Oriented Development (TOD)
6. The extent to which the proposal presents creative development concepts in terms of relationship of the Walker Community Library to Uptown and the relationship of the public realm to the private realm
7. The proposal creates a strong relationship between uses within the building and uses in the surrounding blocks
8. The quality of aesthetic design solutions through which functional design considerations have been met
9. The proposal is consistent with the development objectives/guidelines.
10. The market and financial feasibility of the project
11. The anticipated ability of the project to secure necessary public and private funds
12. The public benefits that would be provided by the project, including the proposed land price and affordable housing units
13. Overall quality of the submission

The MPL and the City may, in its sole discretion, expand or reduce the criteria upon which it bases its final decisions regarding selection of the developer for this parcel.

Citizen Participation

The City of Minneapolis has established a citizen participation process for development projects impacting neighborhoods and values advice/input from the public obtained through this process. The neighborhood group officially designated to provide input on responses to this RFP is East Isles Residents Association. Under the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13, public disclosure of RFP response data prior to execution of a contract is restricted. In order to meet the City's citizen participation goals, the City requires each proposer to execute and submit a "Consent for Release of Response Data" form as attached to this RFP as Exhibit H. Failure to submit the "Consent for Release of Response Data" will be grounds for rejection of the entire proposal as unresponsive. Notwithstanding the foregoing, if proposers are being asked to provide financial statements as part of the RFP response, proposers may submit such financial statements confidentially under separate cover pursuant to the Minnesota Government Data Practices Act. The Minneapolis Public Library will also solicit citizen input accordingly.

Review/Selection Process

The Walker Library Joint Task Force with assistance from CPED and MPL staff will review proposals received by the due date. This task force includes the mayor and representatives from the Minneapolis Public Library, the Minneapolis City Council and the neighborhood. Input will also be sought from the adjacent neighborhood organization(s). Some or all of the proposers may be requested to present their proposals to the task force and/or neighborhood organizations. This review process will be completed by February 28, 2005. The task force will then make a recommendation as to the developer that best meets the evaluation criteria. This recommendation will be considered by the Minneapolis Library director and CPED director and then forwarded to the Library Board and City Council for approval and appropriate action.

If the Library Board and City Council selects a development proposal that does not entail any additional public investment, staff will proceed to negotiate with the selected developer the terms of the project delivery model, redevelopment contract and proposed land sale. If the selected proposal requests additional public investment, staff will determine what types of further analysis, underwriting and/or other processes are required. Unless further analysis indicates that the selected proposal is infeasible, staff will negotiate the terms of the proposed transaction during this period.

If redevelopment contract terms can be mutually agreed upon and any further analysis completed, staff will return to the Library Board and City Council as appropriate.

The Library Board and the City reserve the right to reject any or all proposals or parts of proposals, to negotiate modifications of proposals submitted, and to negotiate specific work elements with a proposer into a project of lesser or greater magnitude than described in this RFP or the proposer's reply. Housing proposals must meet Equal Housing Opportunity requirements.

Timing

It is the Library Board's and the City's intention that an exclusive development rights agreement be executed with the selected proposer by April 2005 and that construction of the project would begin by 2006.

Following is the anticipated timeline:

Optional pre-proposal meeting and tour:	December 20, 2004
Submission deadline for proposals:	February 1, 2005
Review and evaluation of proposals (by the Walker Library Joint Task Force and neighborhood review) and recommendation to the Library Board and City Council:	By February 28, 2005
Discussion and final action on exclusive development rights by Minneapolis Library Board and City Council:	By March 31, 2005

City Contracting Requirements

The selected developer will be initially granted exclusive development rights with the Library Board and begin to negotiate a redevelopment contract, project delivery model and comply with any applicable City requirements. These requirements vary depending upon the type of development and the source and amount of public investment, if any, and may include, without limitation, the payment of prevailing wages for construction, the preparation of affirmative action plans, competitive bidding, compliance with the Small and Underutilized Business Enterprise program or equivalent federal program, and Business Subsidy Act/Living Wage Policy, and reporting requirements for those programs. Some of the standard requirements are further discussed below, but the following list is not exhaustive. Proposers unfamiliar with these standard requirements are urged to seek further information.

1. **Equal opportunity (nondiscrimination and affirmative action)** The selected developer and contractor will be required to submit a written affirmative action plan for the development project and to comply and cause its contractors to comply with applicable provisions of Chapters 139 and 141 (Title 7, Civil Rights), Minneapolis Code of Ordinances, nondiscrimination provisions contained in Chapter 181, Minnesota Statutes, the Americans with Disabilities Act of 1990 (as amended), Section 109 of the Housing and Community Development Act of 1974 (as amended), the Age Discrimination Act of 1975 (as amended) and Executive Order 11246, as amended by Executive Order 12086.

(continued) The selected developer will be required to agree not to discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability or other handicap, age (40 – 70), marital status, or status with regard to public assistance. The selected developer also will be required to take affirmative action to ensure that all employment practices are free of such discrimination. These employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The developer will post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City setting forth the provisions of this non-discrimination clause. The selected developer also will be required to, in all solicitations or advertisements for employees placed by or on behalf of the developer, state that it is an equal opportunity or affirmative action employer. CPED will require compliance in demolition, construction and marketing of development projects.

2. The **Job Linkage Program** links economic development with employment. The purpose of the program is to insure increased employment opportunities for Minneapolis residents. All commercial/industrial development projects whose primary purpose is job creation or retention, that receive non-City public development assistance, are required by contract to identify positions that are reserved for Minneapolis residents.
3. The City of Minneapolis **Living Wage Policy** established certain wage and hiring requirements applicable to the owner and tenants of development projects where the primary objective of the project is job creation or retention.
4. In accordance with the City's **Prevailing Wage Policy**, the selected developer covenants and agrees that it will cause its general contractor to comply with the wage and hour standards issued by the United States Secretary of Labor pursuant to the Davis Bacon Act, 40 U.S.C. Sections 276a to 276a-5, as amended, and the Contract Work Hours and Safety Standards Act 40 U.S.C. Sections 327-333. The developer shall maintain appropriate payroll documentation for a three-year period after completion of the project.
5. All development projects that receive any type of public financial assistance in excess of \$100,000 must establish contract goals for the utilization of **Small and Underutilized Businesses**.
6. The developer's contractor will be subject to the City's **Apprenticeship Training Policy** for development projects where public financial assistance is provided to the developer/owner.
7. Depending upon the level and purpose of public assistance that may be received, provisions of the Minnesota **Business Subsidy Act** may also apply to the project. Should these requirements apply, they will be incorporated into the development agreement.
8. The development must be in conformance with the Uniform Federal **Accessibility Standards** as published on April 1, 1988. Developers must describe the accessibility design for people with disabilities of each of the code-required handicapped-accessible units, any proposed housing development (e.g. roll-in showers), the mix of accessible units in the project and where they are located, and any appropriate safety features for vision- and hearing-impaired people.

9. The City's **Affordable Housing Policy** applies to any residential development (rental or ownership) with 10 units or more, or a project with a residential component of 10 or more units, that receives any public financial assistance. Public financial assistance includes the receipt of City resources through the normal, competitive RFP funding processes established by the City, or the receipt of non-City resources that are either passed through the City or requires the City to be a co-applicant (see Affordable Housing Policy, Exhibit I).

Under the Affordable Housing Policy, three options are available:

- 20 percent of the units in the development must be affordable, or
- A comparable number of affordable units must be legally committed by the developer to be built elsewhere in the City, or
- A payment equal to the number of required affordable housing units times \$80,000 must be made into the City's Affordable Housing Fund.

Units are considered affordable if the rent (and/or the combined PITI with association fees) is no more than 30 percent of 50 percent of the Twin Cities Standard Metropolitan Statistical Area monthly household income, by family size. Affordable units must be occupied by households with incomes less than 50 percent of the Metropolitan Medium Income(MMI). Units must be affordable for a minimum of 15 years after completion.

10. **Soil Conditions:** The property will be sold "as-is" and it will be the developer's responsibility to correct and pay for all costs associated with soil problems. Any environmental reports in CPED's possession regarding the property may be reviewed during normal business hours at CPED offices by making arrangements with the department contact person. Any potential proposer may also reasonably conduct its own environmental testing of the property by contacting the department contact person, entering into a Right of Entry Agreement with the City and providing the requisite insurance coverage.
11. **Rezoning Responsibility:** It is the selected developer's responsibility to undertake and finance any rezoning, variance and use permits necessary for approval of the proposed development.
12. **Utilities:** It is the selected developer's responsibility to identify the locations of and provide for the installation of electricity, gas, water, sewer service and other utilities servicing the site from the public mains to the individual units.
13. **Construction Standards:** Development must meet FHA minimum property standards and all Minnesota state fire and building codes, and projects will be reviewed for energy efficiency.
14. **Residential Sale and Commercial Sale/Lease:** The completed units must be advertised and offered publicly and must be sold to the general public.
15. **Hold Harmless:** The Respondent shall agree to defend, indemnify and hold CPED harmless from any and all claims or lawsuits that may arise from the Candidate's activities under the provisions of the development agreement, that are attributable to the acts or omissions, including breach of specific contractual duties of the Respondent or the Respondent's independent contractors, agents, employees or officers.
16. **Developer Fee Policy:** The CPED Developer Fee Policy, which is included as Exhibit J, applies to all housing projects that receive public assistance, as defined in the City Affordable Housing Policy.