

REQUEST FOR EXPRESSIONS OF INTEREST ("RFEOI") PS20130523

NON-PROFIT CULTURAL OFFICE, ASSEMBLY and CAFE SPACE  
WOODWARD'S - 111 WEST HASTINGS STREET

QUESTIONS AND ANSWERS NO. 1

Issued June 17, 2013

Q1	We will be submitting a response to the RFEOI but will have a preferred Option 1 and a secondary Option 2. How do we put in these 2 options in the format you request?
A1	Please submit separate packages for each option.
Q2	Room 222 is the space where W2 kept its servers. Is this space available for the same use to a new tenant? If so please let us know the square footage of that space.
A2	Yes, it is available for a new tenant(s) to use. W2 was a single tenant and it serviced the three levels of W2's space - the 2 <sup>nd</sup> floor, ground floor café, and basement studio. It is possible the three levels will be occupied by different tenants, in which case some modifications and reconfiguration would be necessary to accommodate shared use between multiple tenants. The room measures 3' x 6'4" = 19 sq ft.
Q3	A prospective cafe partner would like to see the site, could arrange for the cafe to be seen for a short viewing at 9am on Tuesday June 25th. Please confirm ASAP.
A3	As this is a RFEOI we regret that additional viewings cannot be arranged however the former Media Café is viewable from the Atrium.
Q4	The building schemata attached to the RFP are not adequate to show our sub tenant prospects the floor plans. Your colleague said that proper simple floor plans were available.
A4	As this is a RFEOI we are not providing or requesting extensive detail in the submission but an expression of interest supported by information as outlined in the RFEOI.
Q5	Peter said he would look for the drawing for us with dimensions on them. In order to divide up the space and make binding commitments we cannot move to the next steps without this information. The ones you provided to us have too much scenery on them to make out what we are looking at, and they are too small. In addition, they do not include dimensions.  We need room dimensions on them, hallways, lounge space, etc, Simple as built with dimension hard feet soft metric. Or feet would be preferable, but whatever way you can get them to us.

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A5	As this is a RFEOI we are not providing or requesting extensive detail in the submission but an expression of interest supported by information as outlined in the RFEOI.
Q6	Could you send us Peter’s complete contact information?
A6	Please direct all inquiries to Philip Lai.
Q7	In addition we were promised a list of participants and their emails, and hopefully phone numbers. Can you send those as well?
A7	These will be provided on the City’s website.
Q8	Can you tell us if there has ever been a feasibility study done of the café space at W2, and if so can we get a copy?
A8	The City of Vancouver has not conducted a feasibility study for the space.
Q9	How flexible is the 'cultural' criteria?
A9	Please be more specific.
Q10	I just learned of the RFEOI and therefore missed the information meeting. Will there be another information meeting?
A10	No.
Q11	Are applicants who did not attend the information meeting on Tuesday, June 11, 2013 still able to submit an expression of interest on the 111 West Hastings space(s)?
A11	Unfortunately applicants that were not able to attend the mandatory information session <u>will not</u> be able to submit an expression on interest.
Q12	Will separate leases be allowed?
A12	Yes.
Q13	Will COV be facilitating introductions between potential partners (like it was done for the Vancouver Technology Centre) to submit a response to this RFEOI?
A13	No, it will be the responsibility of each party to find partners.
Q14	Will COV welcome synergies amongst different groups to provide a response?
A14	COV welcomes synergies from different groups, as long as they stable collaborations and contributes back to the local artistic, social and cultural community.
Q15	What about the amenity fee?
A15	This is the common area maintenance (“CAM”) costs which relate to operating and maintenance for the common areas, systems, services and facilities for the project-wide Woodward’s development as well as Heritage Building-specific common costs. The vendors are responsible for these costs on a pro-rata basis based on their rentable area of the premises being leased.
Q16	What is the breakdown for the space?

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A16	The primary usage of the space is cultural (Council Directive)
Q17	What is the cost per square footage?
A17	The CAM charges for 2013 are estimated at approximately \$8.50/sq. ft./yr (including hydro) plus GST for the 2 <sup>nd</sup> floor space. The ground level café and basement studio are estimated at approximately \$7.00/sq. ft./yr plus GST - this does not include hydro as these spaces are separately metered and it is expected the tenant(s) will be charged directly on their own account(s) for this.
Q18	Why does the COV pay fees to Westbank?
A18	Regardless of whether a portion of the space is owned or leased by the City, there is a reciprocal agreement obligating each owner within the development to contribute their proportionate share towards maintenance of the development's common areas, systems, services and facilities.
Q19	What is the monthly rent for the café space?
A19	It is anticipated (upon City Council approval) that each lease will be for a nominal "rent", however common area costs (refer to Questions 15 & 17 above) attributable to the 1,051 sq. ft. café space are estimated for 2013 at just over \$600.00/month plus GST.
Q20	How will the evaluation committee be selected?
A20	This will depend on the submissions as there needs to be subject matter experts involved.
Q21	What is the timeline for post-closing of the RFEOI?
A21	Advisory panel will review ASAP post-closing; There may be a 2 <sup>nd</sup> round or shortlist depending on the number and types of submissions received. Council Meeting is in early October. Council will make the final decision.
Q22	The move in period is October to December 2013, how flexible is COV during that time period.
A22	COV will accommodate the move in/occupancy dates for the vendor(s), within reason.