

**Sublease Opportunity: Request for Proposals
#100-1140 West Pender Street, V6E 2S1**

Questions and Answers Document

- Last updated May 4, 2026



Space Planning

1) Q: Will there be an opportunity to view the space?

- The City is not able to arrange space viewings with interested applicants.
- Please refer to the site floorplans above, as well as the [video posted to VanApply](#) under Key Documents.

2) Q: Where can I find floorplans?

- Please navigate to page 17 of the [RFP document](#)
- It is also posted to VanApply [here](#)

3) Q: Is there private outdoor space available onsite?

- Outdoor space is currently unusable due to anticipated construction of the west-adjacent neighbouring property.
- Once that building is developed, the outdoor space will be reconfigured and available for operator's exclusive use.

4) Q: Are there fixed furnishings or is the space an empty shell?

- The space is available "as is where is", and includes fixed elements like millwork, lighting, and finishes.
- Moveable furniture, partitioning elements, AV equipment, and specialized equipment must be provided by the operator.

5) Q: Is the space restricted to office use?

- The space is primarily intended for ancillary programming and service delivery, and/or office use.
 - Proposed programming will be reviewed with the Head Landlord
- Intended ancillary programming could include services for:
 - Children and youth
 - Families
 - Seniors and older adults
 - Newcomers
 - LGBTQIA2S+
- Please review [Spaces to Thrive: Vancouver Social Infrastructure Strategy](#) for more information and align your proposal with City policy objectives.

6) Q: Can our organization renovate the space?

- Yes, the prospective subtenant may undertake renovations.
- Please note that alterations must be approved by the City (sublandlord) and the Head Landlord (BentallGreenOak Canada).
 - All required permits must be obtained from the City's Development, Building, and Licensing branch
 - No consent given by the Landlord will affect the Tenant's obligations to comply at its sole expense with all such laws and by-laws.

7) Q: What is required to operate and renovate the premises as a Social Service Centre for programming and/or office uses?

- The successful applicant should refer to the expect to submit a [Change of Use – Development Permit](#) and should review information on the City's [Development permit webpage](#).
- Development permit approval remains at the discretion of the Chief Building Official, Director of Planning and/or or City staff.
 - Please note that the proposed use (*Social Service Centre*) differs from the current, previously approved, use (*Childcare*)
- Please refer to the [Change of Use – Development Permit \(DP\) Checklist](#)
 - Review the [Development and/or Building Permit Application Form](#)
 - An [Operational Letter](#) may be requested
 - Title Search and Charge Summary may be required

8) Q: Would the organization be responsible for startup costs like new furniture or interior renovations?

- Yes – all related costs would be at the operator's expense.

9) Q: Are capital grants available for startup costs?

- Applicants may be eligible for [Capital Grants Programs](#) offered by the City.

Operating Costs

1) Q: What is the total annual costs for the space?

- Nominal \$10 base rent plus GST.
- Plus, additional responsibilities for ongoing maintenance and operations as outlined in the Service Level Agreement (SLA)
- The Subtenant will pay all costs and expenses for the operation of the Premises as set out in the Sublease including, without limitation, in respect of the operation, repairs, maintenance, preventative maintenance and capital maintenance, janitorial, security and insurance. Items included in monthly operating costs will be noted in the Draft Service Level Agreement
- For reference, the assessed amount for 2026 is approximately \$25,375 plus GST, or \$15.14/square foot/annum.
- The successful applicant will also be responsible for any tenant-initiated improvements

2) Are all operational expenses (janitorial, security, etc.) covered under the lead tenant’s responsibilities in Schedule D?

- Applicants should refer to the *Service Level Agreement (Schedule D)*.

Operator Selection Process

1) Q: Will the city consider extending the RFP deadline?

- There are no current plans to extend the RFP closing date.

VanApply Platform & Submittals

1) Q: Are there any word limits to the answers in the application?

- There are no word limits. “Word limits” in VanApply are to be interpreted as the ideal response length.

2) Q: What is a “current corporate registry search” for BC non-profits?

- It’s a document from the BC Registry showing your organization is in good standing and has submitted annual required documents. As the account holder, you will need to produce a printout of the report: <https://www.bcregistry.gov.bc.ca/en-CA/>.

Contact Information

1) Please email communityspaces@vancouver.ca with the subject line “100-1140 W Pender Sublease Opportunity”