

December 21, 2007

Dear Sir or Madam:

**RE: Historical and Cultural Review - Powell Street (Japantown):
Request for Proposal**

The City of Vancouver requests consultants to submit proposals to work on a study of the historical and cultural context for the Powell Street area commonly known as Japantown in the Downtown Eastside Oppenheimer District (DEOD).

Products are to consist of a historic context statement, a set of themes, a list of priority places and a high-level overview of approaches and strategies as outlined below. The draft products and the response to input from working groups will be integrated into the products by the consultants and submitted as a final report. The work is to run from January to March 2008.

BACKGROUND

Powell Street (Japantown) is part of a historic working class neighbourhood located in Vancouver's Downtown Eastside, known as Oppenheimer. Its most notable early association is with the social, economic and cultural activities of the Japanese-Canadian community, and was historically known as Japantown. In more recent times it has been a focus of cultural activities for the residents of the working-class Downtown Eastside, including a First Nations community.

The objective of the consultancy is to achieve a greater understanding of the area's historical and cultural components as background to upcoming planning work for the DEOD. This is to be achieved by articulating the overall context, developing themes, core values, priority places, with critical outreach to a stakeholder group, and to conduct a high-level review of approaches and strategies, including planning tools, that may assist in celebrating, recognizing and managing the historical and cultural components of the area.

SCOPE OF WORK

The study of the Powell Street area's historical and cultural significance is divided into two distinct but related components:

1. Context Review: A study of the area and development of a historical context statement, set of themes, values and identification of priority places to understand the cultural and historical importance of the community.
2. Tools Review: A high-level review of approaches and strategies applicable to the area based in part on the context review that will help to celebrate, recognize and manage the cultural and historical aspects of the community.

The consultant will be either members of an existing consulting group, a consulting group with individuals added, or several independent consultants assembled as a team. Both the Context Review and the Tools Review are to be completed under one contract by the same group or assembled team. Public input will be an integral piece of work to develop both components.

The City will form an Advisory Group which will be the basis of the public outreach component, consisting of a variety of stakeholders. The City will organize the workshops that are integral to the process. The consultant will actively participate in and facilitate this component. The objective is to generate community awareness, solicit and share information and receive input from the Advisory Group, and to build upon processes already underway or recently completed.

As a secondary means of obtaining public input, city staff are presently developing a website which will have an interactive component to collect information, stories and ideas from the public as part of the community outreach. It is the City's role and responsibility to manage and maintain this for the duration of the consultancy, and pass along relevant information to the consultant. It may also continue on in some form after completion of the work. The consultant's role will be to review and assimilate the information - where it is relevant - into the product deliverables.

The Terms of Reference is attached.

CONSULTANCY SELECTION & PROJECT TIMING

Eligible consultancy teams need to be capable of: a) understanding an area's core context and, from this, developing themes that articulate a site's core heritage values and character defining elements having particular regard for its primary relevance to both historical and cultural significance, and b) participating in and leading a public outreach component that establishes and maintains a strong connection to the local community whereby stories, ideas and feedback can be conveyed throughout the duration of the process; and possessing skills in the following areas:

Historical Review

- social/cultural history (local to international contexts, as applicable);
- architecture/aesthetic history (local to international contexts, as applicable);
- landscape architecture/history (horticultural elements to cultural landscapes, as applicable) for sites with landscape components;

Public Outreach

- communicating/liaising with the public;
- event planning/public outreach and community participation;
- ability to extract heritage values out of stories or other information received from the public;

Graphic/Presentation Skills

- photography;
- graphic support for displays and materials;

Extraction of Key Elements

- critical/analytical writing;
- writing concise statements dealing with community context and, from this, the development of one or more themes as appropriate;
- ability to assess a comprehensive set of buildings, sites and other features and identify parameters which determines the importance of each within the community;

Strategic Planning

- project management/scoping/facilitation;
- familiarity with regulatory tools, incentives or other management strategies applicable to historic areas - both those with aesthetic significance and those with historical and cultural significance;
- familiarity with non-regulatory approaches applied to neighbourhoods with predominantly historical or cultural importance;
- strategies for elements found within the public realm.

Responses to the Request for Proposal should include:

Background

- letter of introduction;
- bid on both components of the proposal;

Previous Relevant Experience

- listing of relevant projects with brief description and references;
- approach to public consultation and articulating community heritage values;
- approach to research and policy analysis;
- description of prior experience in a public outreach component

Key Components of Work

- description of how the work will be approached, how it will be assigned to the various participants, and how it will be managed;
- sample context statement and themes;
- sample photographic and graphic documentation;
- breakdown of responsibilities amongst team members;
- breakdown of time contribution by each member;

Budget and Timing

- demonstration of the ability to complete the work within the allocated budget;
- organizational work strategy;

General Qualifications

- background of firm(s), including relevant areas of expertise;
- for a team assembled of individuals or a consultant with one or more members brought in to assist, a summary of how each contributes to the collective work;
- resumes for each consultancy team member involved with the work.

Upon selection it will be necessary for the consultant to confirm with City staff proof of a valid City business licence, WCB coverage, and proof of status as a registered company within the B.C. Register of Companies.

The consultancy selection will be based on a combination of the applicable expertise and the responses to this RFP as noted above. Work on the Context Review and Tools Review is to be completed by the spring of 2008.

The timing for the consultancy selection process is as follows:

- December 21, 2007 City of Vancouver issues request for proposals (bids)
- January 10, 2008 (noon) Submission deadline for request for proposals (bids)
- January 11, 2008 City decision on contracts
- January 18, 2008 Sign contract

Submissions must be received by 12:00 p.m. (noon) on Thursday, January 10, 2008. Please submit three (3) copies and an electronic copy to the attention of:

City of Vancouver
Central Area Planning Group
Fourth Floor, 515 West 10th Avenue
Vancouver, BC V5Z 4A8
Email: hugh.mclean@vancouver.ca

Applicants submitting expressions of interest consent to the City of Vancouver verifying the information provided. The City of Vancouver reserves the right to select a limited number or no submissions from those applying, or not to proceed with the work. The City of Vancouver also reserves the right to add more names to the shortlist and to request additional information from a respondent prior to adding the firm's name to a shortlist.

If you have any questions or require further information, please call me at 604.873.7043.

Yours truly,

Hugh McLean, MCIP
Planner, Central Area Planning

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Phone: 604.873.7043
Fax: 604.873.7045*

HM/hm

TERMS OF REFERENCE

HISTORICAL AND CULTURAL REVIEW - POWELL STREET (JAPANTOWN)

1.0 BACKGROUND

1.1 PURPOSE, OBJECTIVE AND GOALS

The review consists of a study of the historical and cultural components of the Powell Street (Japantown) area along with a high level review of both regulatory provisions and non-regulatory approaches used locally and for historical/cultural areas outside Vancouver that may assist in the celebration, recognition and management of the resources identified to have importance in the local community.

The objective of this historical and cultural review is to achieve a greater understanding of the historical and cultural components of the area, what the community values, and some possible approaches to consider as background to a comprehensive area planning strategy. The work will serve as an advisory piece to future planning processes undertaken by the City in the DEOD, either for this specific localized area or the broader DEOD area.

The goals of the Context Review are to engage with the diverse community interests within the community that will define the historic and cultural values, develop a context statement and themes, and from this, derive an area value statement and identify priority places.

The goals of the Tools Review are to examine options for approaches to celebrate, recognize and manage the area's historical and cultural components that include regulatory and non-regulatory measures, including planning tools and management strategies. This is one of various background pieces that will serve to inform future planning work in DEOD.

1.2 STUDY AREA

The study area focuses on the 300 and 400 blocks of Powell Street and Oppenheimer Park, and includes adjacent sections of Alexander Street, Gore, Dunlevy and Jackson Avenue and East Cordova Street, shown in Appendix A.

1.3 HISTORIC RESOURCES AND CULTURAL IMPORTANCE

There are 53 buildings and one site (Oppenheimer Park) within the study area identified as worthy of further evaluation: 21 are on the Vancouver Heritage Register, and seven are legally protected (Appendix B). Within this there are several distinct areas: the Powell Street commercial corridor, the religious, cultural and institutional uses along Cordova Street and remnants of original housing around the perimeter. There are also resources within the public realm (Appendix C).

A list of buildings and sites, dates of construction and status is provided in Appendix D.

The two most significant cultural groups are the Japanese-Canadian community that settled here in the 1890s and whose businesses thrived in the early 1900s, and First Nations communities that have called this home for a number of decades. It remains a distinctly working-class neighbourhood, with a strong immigrant component.

The review of the area's historical and cultural significance is based on this context.

2.0 PRODUCTS AND DELIVERABLES

There are two aspects to the work: a community context component to develop a Context Statement, Themes, an area Value Statement and priority places (“Context Review”), and a high level review of both regulatory and non-regulatory tools, approaches and strategies (“Tools Review”).

Products and Deliverables for the Context Review are:

- Context Statement for the Powell Street area
- Set of Themes and Sub-Themes under any one of the Themes (if applicable)
- Value Statement derived from Context Statement and Themes
- List of Priority Places
- Final Report documenting each of these components including the outcome of input from the Advisory Group

Products and Deliverables for the Tools Review are:

- Summary of Regulatory and Non-Regulatory tools, approaches and other management strategies within the local (Powell Street) area, the broader historic area of Vancouver’s Downtown Eastside, and those found in (or being considered in) other municipalities relevant to areas having historical and/or cultural importance
- Final Report documenting the approaches, as noted above, worthwhile to consider for the Powell Street area

The Final Report may be submitted as two separate reports or one combined report. The report will also include a PowerPoint presentation.

2.1 PROJECT DESCRIPTION

2.1.1 CONTEXT REVIEW

a) Research and Context Development

- Research the historical and cultural components of the local area, drawing from sources provided by City staff along with conducting other primary research from other known sources: documented materials from the local community and with individuals from within and outside the community
- Become familiar with work underway on the Oppenheimer Park redevelopment plan

Product: Comprehensive documentation derived from a variety of sources

b) Development of Context Statement and Themes

- Draft a Context Statement from the research and context development (defined in Appendix E)
- Distribute Context Statement to the Advisory Group
- Facilitate a workshop with the Advisory Group based on the Context Statement as a point of departure to develop a broad set of Themes (and sub-themes, where relevant)
- Develop Themes based around any number of components drawn from the Context Statement (e.g. thematic framework of early settlement, immigration, institutional/religious activities, working class, post-war social/cultural context), with sub-themes developed under each that are specific to the local area
- Conduct follow-up research, if necessary, to refine Context Statement and/or Themes

**Products: Context Statement
Preliminary Themes**

c) Refinement of Themes and Development of a Value Statement

- Draft a Value Statement for the area that draws from the Context Statement and Themes
- Distribute the refined Themes and the Value Statement to the Advisory Group
- Facilitate a workshop around the refined Themes/sub-themes and draft Value Statement, with preliminary identification of how the values manifest themselves in the built form, landscapes and public realm of the neighbourhood

**Products: Refined Themes
Draft Value Statement**

d) Site Assessment - Priority Places

- Develop selection criteria for priority sites
- Select and prioritize those that contribute to area character and potential future Heritage Register additions - either as general categories or as specific candidates

Product: List of Priority Places

2.1.2 TOOLS REVIEW

a) Review Area Planning Tools/Incentives and Non-Regulatory Approaches

- Review planning tools, provisions and management strategies (e.g. ODP, Policy, Guidelines in DEOD and the adjacent historic precincts)
- Review regulatory and non-regulatory approaches used, or being considered, in other communities in the province to recognize or acknowledge the historical and cultural importance of those areas (e.g. Heritage Conservation Areas, tax incentives, other financial or non-monetary incentives), with focus on the application of such tools in inner-city, commercial or mixed use areas
- Provide a high level commentary on applicability of such tools to the Powell Street area

**Products: Summary of Regulatory Tools and Management Strategies
Summary of Non-Regulatory Approaches
Commentary on Applicability of Each**

2.1.3 FINAL PRESENTATION AND REPORTS

- Present to the Advisory Group the value statement and priority places that embody the various themes; identify a framework of strategies used both in Vancouver and elsewhere (e.g. heritage conservation area, rehabilitation/tax incentive and other planning tools) - both regulatory and non-regulatory - and a high-level framework of potential management strategies to stakeholders
- Facilitate feedback from the Advisory Group
- Present findings to Vancouver Heritage Commission
- Incorporate City staff and VHC feedback and produce two separate reports: Context Review to summarize the context statement, themes, values and priority places; Tools Review to summarize the outcome of research and on how historical and cultural

components may be recognized and managed; both reports to summarize the outcome of community outreach.

Products: Final Reports (Hard Copy and Electronic), PowerPoint Presentation Document

2.2 PUBLIC CONSULTATION

The City will recruit and manage a variety of community members, organizations and broader groups with an interest in the area. This group is to be known as the Advisory Group. It will consist of organizations and individuals – business and property owners, business associations, representatives of committees that are in process or have recently completed work in the area, and individuals. Consultation is also anticipated with local advocacy groups (i.e. Heritage Vancouver, Vancouver Heritage Foundation) and the Vancouver Heritage Commission. The intent is to seek out a diverse set of perspectives, knowledge, interests, and experience.

The City will plan and organize the timing, logistics and venues for meetings with the Advisory Group, in discussion with the consultant.

The consultant's role will be to present, engage and facilitate the Advisory Group, and to receive its input and integrate it into all relevant components of the Context Review and Tools Review. A critical component of the connection between the consultant and the Advisory Group is to provide presentation materials in advance any workshop so that a worthwhile and productive discussion can occur, and to facilitate feedback from the Group.

The role of the Advisory Group is contributory and advisory: consensus within the Group is not necessary to having a worthwhile and successful role in the outreach component of the historical and cultural review process. Specifically, its role will be:

- To receive information from the City and consultant
- To provide input, feedback and advice to City staff and consultants at several important stages in the process through review and evaluation of ideas
- To provide information that contributes to the completion of the historical context statement and set of themes
- To comment on area-wide and site-specific conservation management opportunities and constraints – both the regulatory and non-regulatory approaches
- To participate in workshops

Three workshops with the Advisory Group are anticipated. The first two are within the Context Review component. The third workshop incorporates both the Context Review process and the Tools Review components of the historical and cultural review.

3.0 INFORMATION PROVIDED

3.1. CITY SOURCES

The following materials have been compiled by City staff and are available for the consultant's perusal:

- Archival photos from City Archives, VPL Special Collections, Japanese Canadian National Museum
- Current photos of each building and site
- Original research sheets from 1971-1975
- Heritage Register files (where applicable for VHR sites)
- Historic title searches - for majority of sites (those for which historic ownership would reveal more information)
- Current title searches for each site
- Research Sheets for each site
- Selected books from Vancouver Public Library

In addition, the following is in preparation:

- Development of "What's New" on DTES Revitalization home page, addition to Heritage Group's existing "What's New" home page
- a link from the Oppenheimer Neighbourhood page to new web pages informing the public of the history of the area and the present process to engage the community in discussion around the historical and cultural significance of this area
- As part of engaging the community, a section of the new web page will provide an opportunity to collect stories and information from the community

3.2. CONSULTANT

The above information is not considered an exhaustive list. In particular, it will be the consultant's responsibility to seek out other relevant sources - printed materials, recorded documentation (video, audio, interviews, etc.) and those in the community - that will supplement the information that has already been prepared. It will be the consultant's role to use various means to obtain the most complete and comprehensive input of local stories and ideas, including those from both Advisory Group and outside.

4.0 TIME LINE

It is important to note that the Tools Review component is a high-level first phase review of existing provisions, a brief comparative study of neighbouring areas and other jurisdictions. The initial steps of the Tools Review are not dependent upon Context Review, allowing these two pieces to be done simultaneously. It is only the last step of the Tools Review - forming a high level commentary on possible approaches, tools and strategies - where conclusions from the Context Review need to be in place. The project timeline anticipates that the context, themes and priority places will be in place by the end of February, while the review of regulatory and non-regulatory approaches will continue on into March.

The general time frame for the key components of the process is as follows:

Stage	Work Item	Time Frame
Context Review	Historical/cultural Review of Area - Draft Context Statement, Develop Themes, Integrate information from Community, Develop Value Statement and Set the List of Priority Places	Mid January to end of February
Tools Review	Review Regulatory and Non-Regulatory Approaches for Historic/Cultural Precincts and Provide Commentary on Applicability to Powell Street area	February through March
Reports	Report on Context, Themes, Values & Priority Places	Early April
	Report on Review of Tools and Management Approaches	Early April

The final consultant reports are each to be submitted as three copies: two bound and one unbound and on disk. An abbreviated Power Point presentation document is also required on disk. The reports will include a summary of project methodology and public consultation findings, along with all components of the Project Description (section 2.1).

5.0 FEES AND PAYMENT

Total payment will be paid upon receipt of the report to staff's satisfaction. The fixed project budget for professional fees, disbursements and other incidentals, including GST, is \$27,125.

The fees for the consultant work will be paid according to the following schedule:

1. Completion of Context and Themes: 50% of total disbursement
2. Submission of Final Reports: 50% of total disbursement

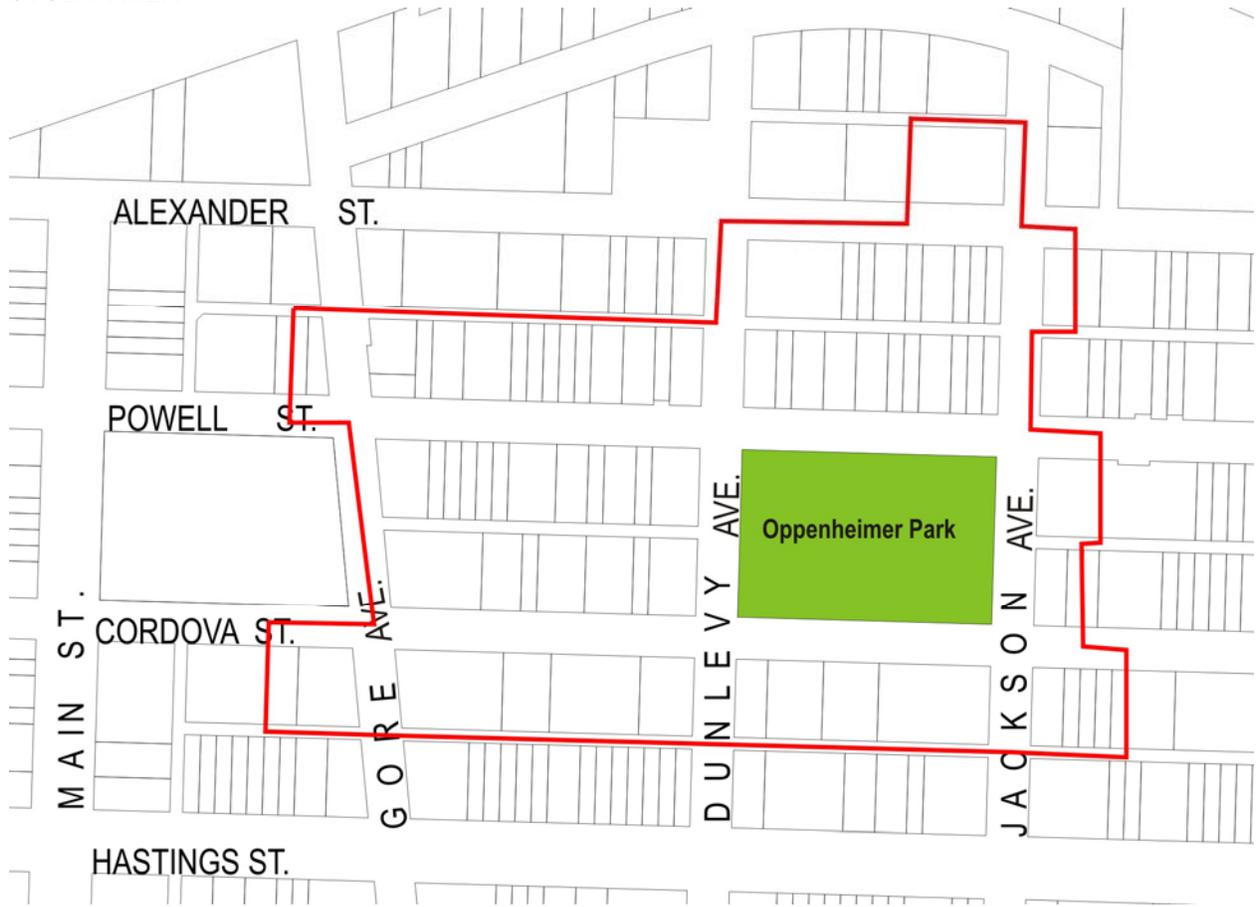
This is subject to all work being completed to the satisfaction of the Director of Planning and invoices received. The proposal is to include a breakdown of anticipated fees, applicable GST and all disbursements.

6.0 CONSULTANCY MANAGEMENT

The consultancy will be managed by Hugh McLean, Planner, Tel. 604.873.7043. Work will be completed to the satisfaction of the Director of Planning.

APPENDIX A

STUDY AREA



APPENDIX B

MAP OF RESOURCES



APPENDIX C



Powell Street Historic Review - Public Realm

APPENDIX D

Address	Building or Site	Date(s)	Heritage Status
412 Alexander	Harris House	c. 1898	Former "C"
414 Alexander	Dales House	1889	
475 Alexander	Japanese Language School	1928	B(M)
500 Alexander	Sailor's Home	1912	B
502 Alexander	J.B. Henderson House	1888	C
238 E Cordova	Coroner's Court	1932	B(M)
280 E Cordova	Firehall Theatre	1906	B(M)
230 Gore	Father Clinton Memorial Parish Hall	1925	B
303 E Cordova	St. James Anglican Church	1936	A(M)
303 E Cordova	St. James Clergy House	1927	B(M)
309 E Cordova	St. Luke's Home	1924	A(M)
347 E Cordova	St. Martha's Heritage House	1901	B(HRA)
373 E Cordova	St. Paul's Parish Church	1937	
381 E Cordova	Ianson House	1888	
385 E Cordova	Franciscan Sisters of Atonement House	1887	
255 Dunlevy	Franciscan Sisters of Atonement Mission	1929	
511 E Cordova	Leatherdale-McKelvie House	1891	C
512 E Cordova		c. 1910	
518 E Cordova		c. 1907	C
522 E Cordova		c. 1907	C
526 E Cordova		c. 1907	C
143 Dunlevy	Dunlevy Rooms	1907	
304 Dunlevy	Armstrong & Co. Funeral Home	1911, 1938	C
305 Dunlevy		1947	
230, 236, 242, 248 Jackson	McDonald-McRae Houses (4 dwellings)	1905	B
306 Jackson	Vandall Block	c. 1910	
259 Powell	York Rooms	1912	
269 Powell	Komura Bros. Building	c. 1906	
314 Powell	Fuji Chop Suey	1931	
316 Powell	Lion Hotel	1912	
324 Powell	Burrard Rooms	1911	
326 Powell	King Rooms/Morimoto Building	1912	
330 Powell		1908	
338 Powell		1909	
341 Powell		1911	
342-350 Powell	Oriental Rooms/Oro Rooms	1910	
347 Powell		1907	
358 Powell	Hotel Yebisuya	c. 1907	
	Lane House	c. 1891	
365 Powell	Maikawa Building	1907, 1937	
370 Powell	Akiyama Building	1913	
376 Powell	Sun Rooms / Shibuya Clothing	1912	
382 Powell	Showa Club	1908, 1948	
390 Powell	Tamura House / New World Hotel	1912	A
400 Powell	Oppenheimer Park (Powell St. Grounds)	1898	Park/Landscape
401 Powell	Secord Hotel / Marr Hotel	1889	
411 Powell		1925	
437-441 Powell	Uchida Building	c. 1891	
451 Powell		c. 1907	
	Tenement Housing	1899	
467-469 Powell	Payless Meats	1913	

APPENDIX E

CONTEXT STATEMENT

A context statement is a summary description of a community's formation and evolution. The community may be a single neighbourhood or a series of neighbourhoods, or it may be a wider-reaching statement applicable to the entire city with focus on a particular era or some other aspect of its development. It may incorporate any combination of socio-cultural, economic, spiritual, and aesthetic components, and describe how each contributes to the development pattern and built form of the area. Its purpose is to plan for and manage those significant historic resources, both collectively and individually, by understanding where the significance lies.

The context statement for the Powell Street study area is the basis upon which a number of themes will be drawn. A set of priority places will then be established based on the context and themes. These provide a framework for understanding where the values lie when considering the significance of a particular resource.