

Request for Proposal

2021 Martin Luther King, Jr. Day of Service

OVERVIEW

As part of Payette's commitment to community engagement, the firm is continuing its annual, skills-based service program to benefit organizations in the Greater Boston region. Now in its third year, this program seeks to connect our practice to the Greater Boston community by supporting a variety of efforts to make a positive impact through design excellence. 2020 has been an unprecedented year – in all 50 states, people have gathered and marched against social injustice while conversations about equity, reform, and systemic racism have become daily topics in the national news as well as in our individual communities and homes. In this context, the Day of Service and its mission to build stronger communities has never felt so important.

On the Day of Service, Payette donates the time of approximately one-third of the staff for one workday, a value of approximately \$35,000, to community focused initiatives. During the day-long charrette, stakeholders from selected proposals will work with the Payette staff in a collaborative design process tailored to their organization's mission. This exchange of knowledge benefits both Payette and the community partners by constructing a deeper understanding of our city through thoughtful conversations, in-depth explorations, and tangible deliverables completed by design professionals.

ABOUT THE DAY OF SERVICE

Date: Martin Luther King, Jr. Day, January 18, 2021

Location: TBD based on state and federal gathering guidelines. In previous years, the Day of Service was held at Payette's office: 290 Congress Street, Fifth Floor, Boston, MA 02210

<https://www.payette.com/studio/probonos/mlk/>

<https://www.payette.com/cool-stuff/day-of-service-2020-recap/>

<https://www.payette.com/cool-stuff/creating-place-in-a-hidden-corridor-tim-white-way/>

<https://www.payette.com/cool-stuff/day-of-service-east-somerville-main-streets-cultural-asset-map/>

<https://www.payette.com/cool-stuff/day-of-service-visiting-nurses-association/>

PROCESS

Proposals received by *November 13, 2020* will be reviewed and four to six projects will be selected. Each project will then be designated a team from the Payette staff. Team size will be determined based on the scope of each project, and is typically 5-10 team members. Each team will have a project lead responsible for working with the community partners to coordinate scope definition, identify deliverables, and follow up after the Day of Service.

Payette team members and their community partners will participate in two required planning meetings, *one in early December and one in early January*, to further identify the project scope and deliverables. These meetings will be scheduled by the Payette Team Leaders at a time and location that works for both the community partner and the Payette volunteer team. On the Day of Service, Payette team members will have a full-day workshop to produce the agreed upon deliverables based on the two prior planning meetings. Community members are **not** required to attend the Day of Service. Following the Day of Service, the team will provide the community partners with the identified deliverables. The project team and community partners will also be asked to participate in a follow-up survey to evaluate the experience and impact of the day.

IMPORTANT DATES

2020	
October 13	RFP Opens
November 13	Project Proposals Due
November 24	Selected Community Partners Notified
First week of Dec.	Project Meeting #1

2021	
First week of Jan.	Project Meeting #2
January 18	Day of Service
January 19-22	Payette Volunteers Complete Final Deliverables
January 22*	Final Presentations
January 27-29	Project Evaluation by Community Partner Due

**Date of Final Presentation is subject to change. The location and time will be shared with all community partners and volunteers closer to January.*

ELIGIBILITY

Applicants must be based in the Greater Boston area. The proposal must identify and address a local need. The project must serve the mission of the applying organization.

SELECTION CRITERIA

Projects will be selected based on the following criteria:

- **Project Viability**
Is it feasible to meet the project's needs within the identified timeframe?
- **Organizational Capacity**
Is there a clear plan of action after initial design services are provided?
- **Identified Need**
Is there a clear connection between the project's impact on the organization and the identified need?
- **Organization's Mission**
Does the proposed project meet the mission of the community partner and does it have support from those who will be impacted?

APPLICATION SUBMISSION

Please provide the following information in a project narrative organized according to the following sections.

1. PROJECT INFORMATION

Name and address of the organization
Title of the project for which services are requested
Name of point of contact
Point of contact phone number and e-mail address

2. PROJECT SUMMARY

Provide a brief summary of your project and the need it fills in your community (300 words maximum).

3. ORGANIZATION DESCRIPTION

Describe the work of your organization.

What are your organization's major accomplishments in the past 3 years?

Is the organization a 501(c)3 or under fiscal sponsorship?

Has your organization undertaken a project of this size or scope previously? If so, please describe.

4. PROJECT DESCRIPTION

Describe the project for which you are seeking design services.
How does this project help the organization achieve its mission?
What led your organization to identify this project as a need in your community?
What work products does your organization anticipate receiving from this process?
What will be the next step after our services are complete?
What are the critical benchmarks you hope to achieve with this project?
How will success of the project be evaluated?

5. COMMUNITY DESCRIPTION

Describe the community your organization serves.
Who are your community partners and stakeholders?
How has or how will this project gain community support?
How does this project complement other community efforts?
What stakeholders do you anticipate will participate in this design process and what will their role be?

APPLICATION DUE

Please complete the application above and the Letter Agreement and send to Casey Mahoney (cmahoney@payette.com) by *November 13, 2020*. All applicants must sign the Letter Agreement below and include it in the proposal application.

If you have questions prior to submitting your application or would like to discuss your proposal, please do not hesitate to contact Casey by email.

LETTER AGREEMENT

13 October 2020

Community Partner:

Entity Name:

Address:

Architect:

Payette Associates Inc.

290 Congress Street, Fifth Floor

Boston, MA 02210

Day of Service Project:

Re: Day of Service Project Letter Agreement

General

This Letter Agreement (Agreement) is made and entered into by and between Payette Associates Inc. ("Payette" or "Architect") and _____ ("Community Partner"). The purpose of this Agreement is to develop a framework for discussions between our organizations. On January 18, 2021, Payette will collaborate with Community Partner to provide design services according to the scope determined by discussions in the preceding weeks ("Project").

Not for Construction

Documentation of the design provided to Community Partner as a result of the Project is not for construction and should not be used or relied upon in any way in lieu of stamped construction documents. The design provided is conceptual only.

Indemnification

In recognition of the voluntary nature of the services provided as a result of the Project, as well as the relative risks and benefits of the Project to both Architect and Community Partner, Community Partner agrees to release Architect and its officers, directors, and employees from any liability to Community Partner for any liabilities, claims, damages, and costs of any nature whatsoever, or claims expenses from any cause or causes arising out of or resulting from this Agreement or the performance or nonperformance of services related hereunder. Community Partner further agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless Architect and its officers, directors, or employees from and against any claims, damages, losses or expenses, including attorney's fees, arising out of or resulting from the Project, including, but not limited to, any claims pursued or actions asserted by any third party or entity.

Copyrights and Licenses

Architect shall be deemed the authors and owners of the any design materials used or developed, including the drawings, and shall retain all common law, statutory and other reserved rights, including copyrights. Upon execution of this Agreement, Architect grants to Community Partner a nonexclusive license to use Architect's work product provided that Community Partner performs its obligations under this Agreement.

Submission or distribution of these conceptual design materials to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in degradation of the reserved



rights of Architect. Under no circumstances shall the delivery of electronic files to Community Partner be deemed a sale by Architect.

Architect likewise reserves the right to include representation of the Project, including photographs, among Architect’s promotional and professional materials. Architect’s material shall not include material identified in writing by Community Partner as “confidential” or “proprietary”. Community Partner shall provide professional credit for Architect in promotional materials for the Project.

Authorized Representative

Community Partner represents and warrants to Architect that the signatory hereof has been duly authorized, and this Agreement shall be a valid and binding act of the Community Partner, and the submission shall be enforceable according to its terms.

Please sign where indicated and return one copy with your response to the Request for Proposal.

PAYETTE ASSOCIATES INC.

(Community Partner’s name)

Name:

Authorized Representative:

Title:

Title:

Date:

Date:



OVERVIEW

LEGACY

Our firm has a long history of involvement in our broader communities. We believe in making design accessible to everyone. We regularly volunteer for public events put on by the Boston Society of Architects, such as KidsBuild and CANstruction. Others of us contribute to enrichment programs for low-income communities, including Citizen Schools, or participate in industry-related career discovery organizations such as the ACE Mentor Program. We’ve worked with Boston Explorers, an urban camp, to introduce teens to the architectural profession and teach them how to make things in our FabLab. We often seek out other outlets to put our creative skills, and those of our partner-collaborators, to work for the good of our community, in projects for MGH for Children, the cities of Lynn and Lawrence, Land’s Sake Farm and elsewhere.

ABOUT THE PROGRAM

As part of our commitment to community engagement, the firm implemented our annual, skills-based service program to benefit organizations in Massachusetts in January 2019. Now in its third year, the program continues to connect our practice to communities in Greater Boston and Massachusetts by supporting a variety of efforts to make a positive impact through design excellence. On last year’s Day of Service, held on Martin Luther King Jr. Day, our firm donated the time of 35% of our staff for the day, a value of approximately \$35,000, to community-focused initiatives. During the day-long event, stakeholders from the selected proposals worked with the Payette staff in a collaborative design process tailored to their organization’s mission. This exchange of knowledge benefits both Payette and the community partners by constructing a deeper understanding of our communities through thoughtful conversations, in-depth explorations and tangible deliverables completed by design professionals.

PROGRAM PARTICIPATION 2020

56 of 165 employees participated

11 Payette people in senior leadership positions participated in Day of Service efforts

100% of community organizations benefited from pro-bono services

6 project teams were formed with 8-9 members per team

12 team leaders co-led 6 teams and coordinated with their community partners

About 19 hours per team member on average was spent preparing for, participating in and following up after the Day of Service totaling approximately 1102 hours

COMPLETED PROJECTS IN 2020

East Somerville Main Streets, Somerville, MA

In hopes of earning a Cultural District designation for a portion of Broadway Street in East Somerville, the Payette team prepared a Cultural Asset Map that highlighted the cultural diversity of the neighborhood and identified key arts, culinary and cultural institutions located within it. Additionally, the team identified a number of areas where the community could make strategic improvements to reinforce the identity of the neighborhood and recommended strategies for future development that would maintain its character and scale.

West Roxbury Main Streets, West Roxbury, MA

The West Roxbury Main Streets (WRMS) Design Committee sought to redesign Tim White Way Path as a multi-use community space linking the commuter rail to the main commercial street. WRMS & Payette collaborated to envision the path’s potential to become a new pedestrian destination for small events, impromptu interactions, fostering community building at all scales.



OVERVIEW

The Museum of American Bird Art (MABA) at Mass Audubon, Canton, MA

This organization’s mission is to celebrate the beauty and wonder of birds and nature, to inspire inquiry and creativity, and to increase humanity’s understanding and relationship with nature. This project provided a conceptual approach for an interior renovation of the estate house which would accommodate MABA’s innovative nature-based STEAM programming via “The Nest”, a makerspace and artist studio.

Greater Grove Hall Main Streets, Grove Hall, MA

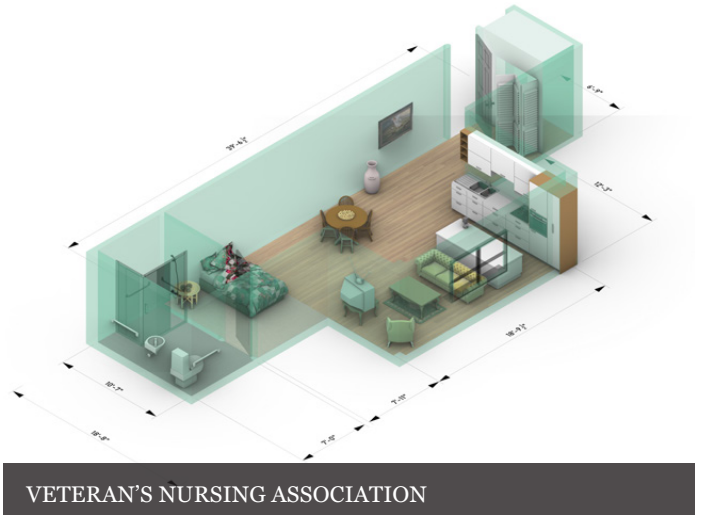
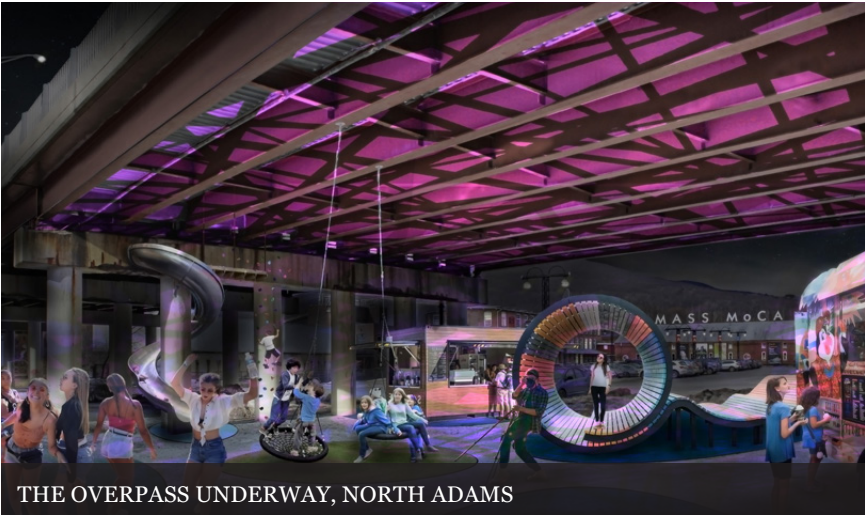
This team was tasked with the redesign of the medians along Blue Hill Avenue. The project team researched sustainable strategies ranging from rain-gardens and pervious paving for managing storm water runoff, to specific plantings and ground cover to remediate the urban heat island effect. Simultaneously, the design sought to create a green space of respite in an otherwise hard and concrete environment.

The Overpass Underway, North Adams, MA

This design proposal re-imagined an unused overpass located in the heart of downtown North Adams. The team designed a welcoming, communal space with new lighting, engaging artwork, playful installations and pop-up shops in this underutilized but critical threshold space between the historic downtown and MASS MoCA.

Veteran’s Nursing Association of Eastern Massachusetts, Somerville, MA

As the Veteran’s Nursing Association of Eastern Massachusetts planned to acquire a six-story nursing home, the organization wanted to study how to convert existing rooms into larger, modernized living units. For this conceptual phase, the Payette team was tasked with maximizing the space available and creating more functional units for future residents. The study provided the VNA a starting point for understanding the cost versus revenue impact as well as material for funding applications.



PROGRAM IMPLEMENTATION

REQUEST FOR PROPOSALS

In October 2019, we put out a call to the Greater Boston and Massachusetts Community to submit proposals for service projects that required some architectural and planning services. We heard from a number of organizations and ultimately selected six projects from across the state. Later in the fall, one-third of our staff signed up to participate in the Day of Service.

SELECTION CRITERIA

When creating the application, Payette staff determined a set of criteria for the submissions, and determined that of the proposals that would be submitted, four to six would be chosen. Firstly, applicants must be based in the Greater Boston area. The project proposal must identify and propose to address a local need and serve the mission of the organization applying. Projects were chosen based on:

Project Viability

Is it feasible to meet the project’s needs within the identified timeframe?

LEARNING



62%
LEARNED
A NEW SKILL



97%
LEARNED SOMETHING
NEW ABOUT **THEIR PEERS**



49%
CONDUCTED A SITE VISIT TO LEARN MORE
ABOUT **THEIR COMMUNITY PARTNER**

OVERALL



88%
THOUGHT THEIR CONTRIBUTIONS WOULD **FURTHER THE MISSION OF THEIR COMMUNITY PARTNER**

GROWTH



75%
VOLUNTEER INCREASE
FROM 2019 TO 2020



50%
PROJECT INCREASE
FROM 2019 TO 2020

PROGRAM IMPLEMENTATION

Organizational Capacity

Is there a clear plan of action after initial design services are provided?

Identified Need

Is there a clear connection between the project’s impact on the organization and the identified need?

Organization’s Mission

Does the proposed project meet the mission of the community partner and does it have support from those who will be impacted?

COLLABORATION

Team members and their community partners were required to participate in at least two planning meetings, scheduled during Payette’s “Fridays @ Four” in December and January. This was time to further identify the project scope and deliverables. Teams then scheduled a separate time to visit the project site and tour the facility (where relevant). On the Day of Service, some teams were joined by their Community Partners to discuss the team’s design process and observe the charette.

PRESENTATION DAY

In late January, the teams presented their projects to the firm during “Fridays @ Four.” Community Partners were encouraged to join for the final presentations and Payette hosted a celebratory happy hour to deepen our connections.

FEEDBACK

COMMUNITY PARTNERS

Following the Day of Service, we sent out a survey to our partners to gain a better understanding of how they felt about their experience working with their team. Of the three organizations, two of them had not heard of Payette prior to the call for proposals and none of them had worked with design professions before. Each organization stated that their expectations were met and/or exceeded, and they intend to utilize the plans and materials created by Payette staff. Ultimately, the Community Partners were satisfied with their experience and 100% stated that they would recommend Payette to other organizations to provide design services.

STUDIO

In addition to receiving feedback from our Community Partners, we surveyed Payette staff about their experience participating in Day of Service efforts. Thirty-seven participants completed the survey. The survey showed that the majority (65%) of participants have been working at Payette for five years or less and it was an even split between those who are in leadership positions and those who are not. In addition, 94% of volunteers responded that participating in the Day of Service was a positive experience.



The East Somerville Main Streets team has their second planning meeting with stakeholders



The North Adams Overpass Underway team during the Day of Service full-day charette



The Greater Grove Hall Main Streets team meets with stakeholders and discusses their site on Blue Hill Avenue



Payette volunteers and community partners gather for final presentations and a celebration of the 2020 Day of Service