

Request for Proposal

2022 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 fourth year, this program seeks to connect our practice with local communities by supporting a variety of efforts to make a positive impact through design excellence.

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. Leading up to the Day of Service, stakeholders from selected proposals will work with the Payette staff in a collaborative design process tailored to their organization's mission. The Payette design team will then iterate through ideas and generate design solutions during a day-long charette. The final deliverable is returned to the Community Partner at the end of January. 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 17, 2022

Location: In person and remote/hybrid, TBD by project teams.

[Martin Luther King, Jr. Day of Service - Payette](#)

[MLK Day of Service 2021 Recap - Payette](#)

[Day of Service: East Somerville Main Streets Cultural Asset Map - Payette](#)

[Day of Service: Visiting Nurse's Association - Payette](#)

PROCESS

Proposals received by *November 18, 2021* 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 asks project teams and community partners to meet two times prior to the Day of Service, to further identify the project scope and deliverables. These meetings will be scheduled by the Payette Team Leaders at a format, 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

2021	
October 14	RFP Opens
November 18	Project Proposals Due
November 30	Selected Community Partners Notified
First week of Dec.	Project Meeting #1

2022	
First week of Jan.	Project Meeting #2
January 17	Day of Service
January 18-31	Payette Volunteers Complete Final Deliverables
February 4*	Final Presentations
February 11	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 18, 2021*. 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 2021

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 17, 2022, 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:



2022 MARTIN LUTHER KING, JR. DAY OF SERVICE

PAYETTE

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 fourth 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 2022

43 full-time employees participated

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

100% of community organizations benefited from pro-bono services

5 project teams were formed with 7-8 members per team

10 team leaders co-led 5 teams and coordinated with their community partners

About 18 hours per team member on average was spent preparing for, participating in and following up after the Day of Service totaling approximately 755 hours

COMPLETED PROJECTS IN 2021

Boston ABCD Head Start & Children Services, Boston, MA

The team completed a detailed design review of the lower level of the ABCD Walnut Grove Head Start & Children’s Services facility to improve safety and efficiency for children, teachers, and food service staff. The team developed two options for improving the kitchen logistics and the food delivery path to avoid contact with the children’s gross motor room and better serve the program’s growing needs.

Bridge Over Troubled Waters, Boston, MA

Bridge sought help reviewing the design and layout of their main headquarters in order maximize their existing space and meet the current needs of the youth. The Payette team suggested several ideas for upgrades and improvements to the building that would enhance long-term viability of the facility and provide a framework for future projects according to a coherent plan.



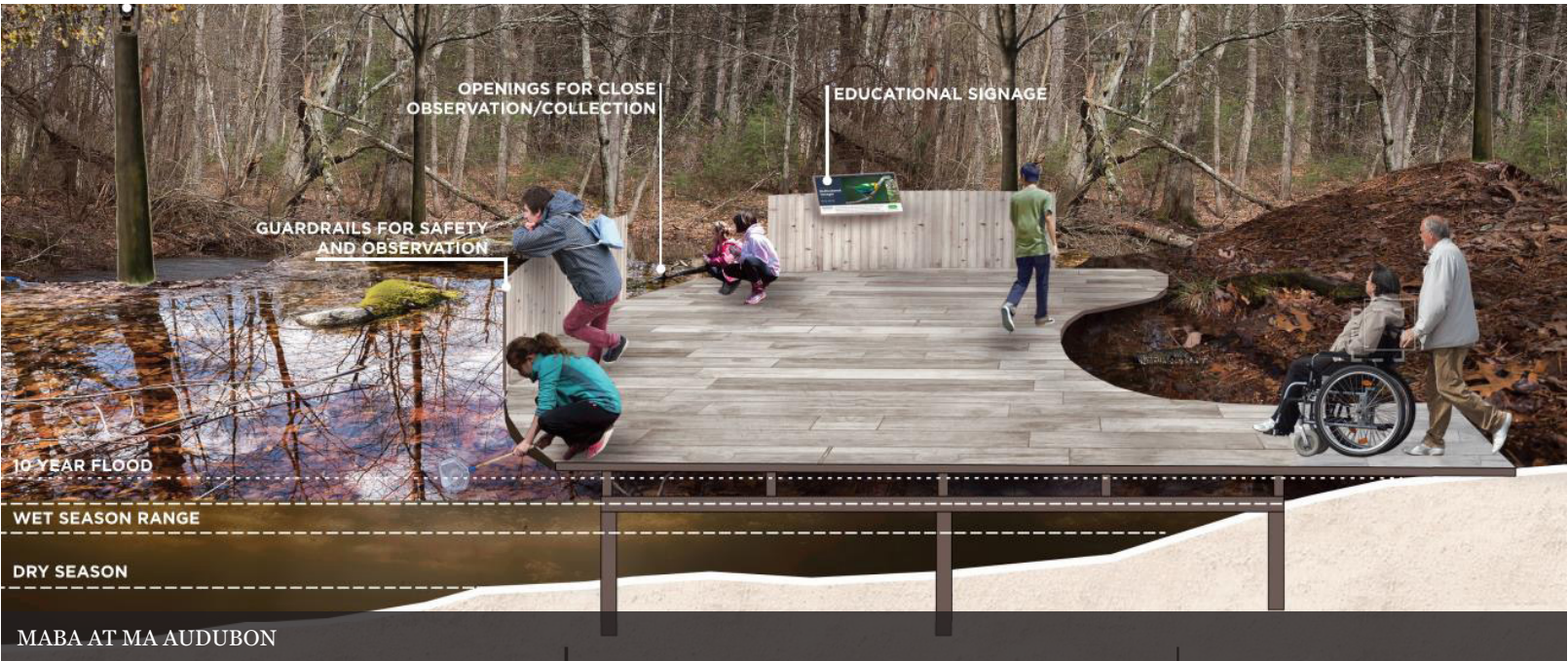
BRIDGE OVER TROUBLED WATERS



ABCD HEAD START & CHILDREN SERVICES



ROOT FOOD INSECURITY



10 YEAR FLOOD

WET SEASON RANGE

DRY SEASON

MABA AT MA AUDUBON

OVERVIEW

Greater Grove Hall Main Streets, Grove Hall, MA

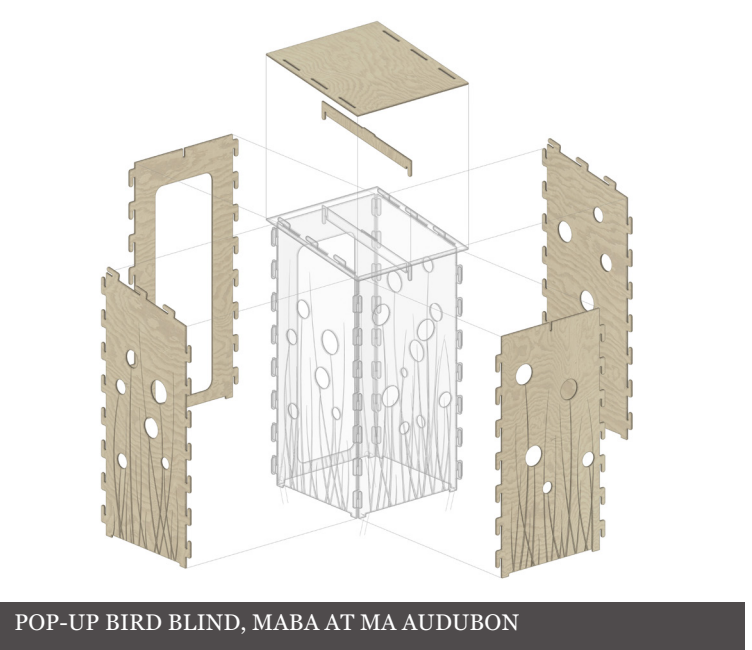
Greater Grove Hall Main Streets aims to pioneer a Green Zone in Boston to foster green businesses, practices and technologies along with green design interventions. Through analysis of the area, the Payette team identified specific environmental problems that need to be tackled to improve sustainability. With these environmental goals in mind, the team proposed possible urban design interventions at varying scales throughout Greater Grove Hall.

Museum of American Bird Art at MA Audubon, Canton, MA

With renovations to the main house of the museum set for construction, MABA sought Payette’s help to reimagine a portion of their exterior grounds. The team proposed a series of interventions to improve the overall campus experience and accessibility with a larger mission to motivate visitors to engage more deeply with nature, to safely open more areas of the site to public access, and to create or experience art.

Root, Salem, MA

Last year, driven by the temporary suspension of daily operations at the sudden onset of the COVID-19 pandemic, Root redirected all resources towards tackling the rapidly growing food insecurity concerns in the community. This project focused on renovating a portion of the Harborpoint event space to become additional kitchen prep and event storage space thereby allowing Root to expand their food production capabilities while still leaving enough room to hold various large format events, which are an important source of income.



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?

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?

LEARNING



75%

HAD A POSITIVE EXPERIENCE AS A TEAM LEADER



90%

WERE ON A TEAM WITH NEW PEERS



39%

CONDUCTED A SITE VISIT TO LEARN MORE ABOUT THEIR COMMUNITY PARTNER

OVERALL



100%

THOUGHT THEIR CONTRIBUTIONS WOULD FURTHER THE MISSION OF THEIR COMMUNITY PARTNER

GROWTH



12

PROPOSALS RECEIVED UP FROM 6 IN 2019



4

REPEAT APPLICANTS

VOLUNTEER FEEDBACK

“The connections (both to the community and to my Payette peers) were a much needed boost. I deeply enjoyed getting to work on a project that gave me an opportunity to think quickly and conceptually and just have fun with it!”

“I enjoy engaging with ideas that we don’t typically touch on during project work. Its also was fun working with new people (especially this year it felt very refreshing to see people after a while!)”

PROGRAM IMPLEMENTATION

COLLABORATION

Team members and their community partners were required to participate in at least two planning meetings, scheduled 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 (with everyone’s health and safety being a primary concern in 2021). 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. Community Partners were encouraged to join for the final presentations and Payette hosted a celebratory virtual 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-one participants completed the survey. The survey showed that the majority (61%) of participants were not in leadership positions and 64% had less than 5 years of professional experience. In addition, 100% of volunteers responded that participating in the Day of Service was a positive experience.

A GROWING LIST OF COMMUNITY PARTNERS

- Boston ABCD Head Start & Children Services
- Bridge Over Troubled Waters
- City of North Adams
- Community Day Center of Waltham
- East Somerville Main Streets
- Greater Grove Hall Main Streets
- The Museum of American Bird Art (MABA) at Mass Audubon, Canton
- Root Food Insecurity
- The Overpass Underway
- Veteran’s Nursing Association of Eastern Massachusetts
- West Roxbury Main Streets



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