



Overview

LEGACY

At Payette, we believe in the importance of engaging with, listening to, and learning from the communities where we live and work, and seek out opportunities to apply our creative skills in service of the common good. We are committed to working toward a more diverse and inclusive society, and believe that collaborative, inclusive design processes are the essential framework for this effort. Our past pro bono work has included fabricating furniture with local high school students, re-energizing forgotten downtown spaces into vibrant gathering places, and designing a maternity ward and neonatal care unit for a hospital in Haiti.

ABOUT THE PROGRAM

Our annual MLK Day of Service is a skills-based program supporting community-focused initiatives in partnership with local non-profit organizations. Each year, selected organizations work with teams of Payette staff on projects ranging from urban-scale masterplans to interior renovations. More than one-quarter of Payette staff volunteer to participate in the Day of Service Program, donating ~800 hours of their time each year to the community partners. Teams work collaboratively to produce sketches, drawings and renderings for use by the partner organizations in their fundraising efforts, community meetings, or future project proposals. This first-hand experience on community-focused projects affords us a deeper appreciation of how our skills can create a positive impact on the community.

A GROWING LIST OF COMMUNITY PARTNERS

- Boston ABCD Head Start & Children Services
- Bridge Over Troubled Waters
- Brayton School Trail
- City of North Adams
- Community Day Center of Waltham
- East Somerville Main Streets
- Elevated Thought
- Four Corners Main Streets
- Greater Grove Hall Main Streets
- The Museum of American Bird Art (MABA) at Mass Audubon, Canton
- NAMazing Initiative
- Northern Berkshire Community Coalition
- Root Food Insecurity
- Visiting Nurses Association of Eastern Massachusetts
- West Roxbury Main Streets
- YouthBuild Boston

IN THE LAST 5 YEARS...



22

projects



15

organizations



215

participants



34%

participation rate (2023)



3,880

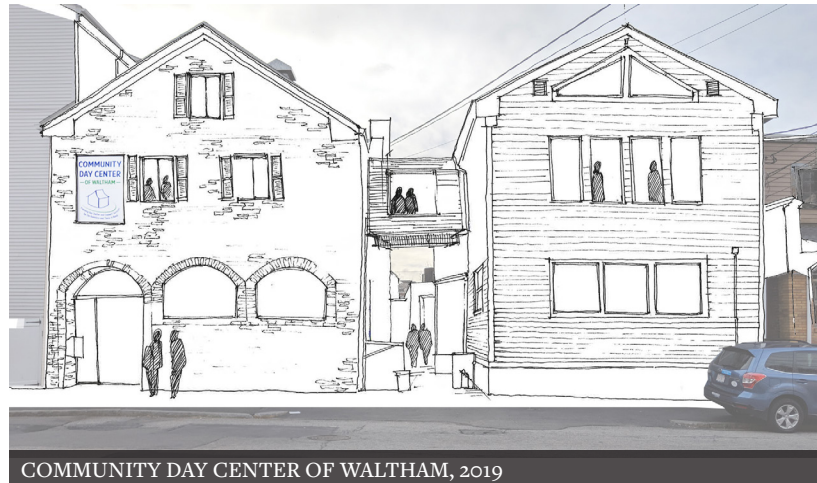
hours donated



ELEVATED THOUGHT, 2022



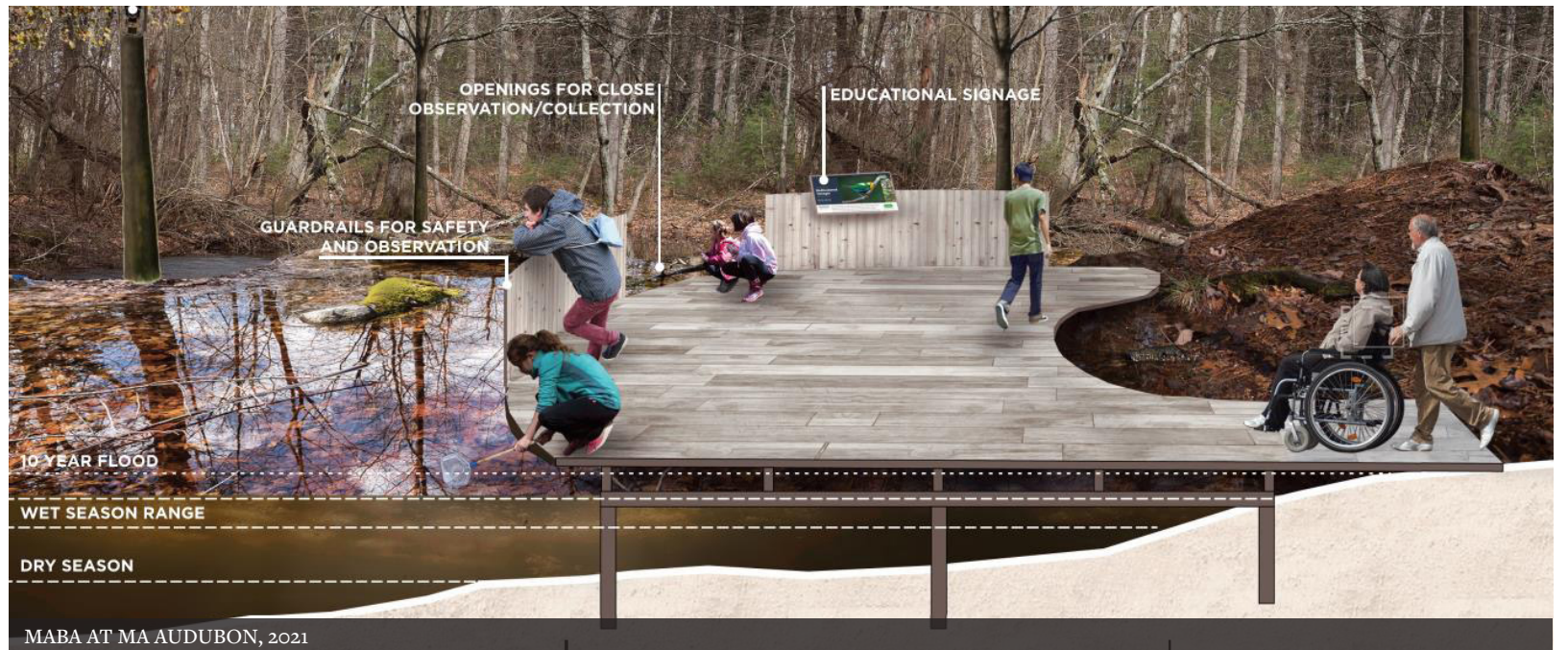
WEST ROXBURY MAIN STREETS, 2020



COMMUNITY DAY CENTER OF WALTHAM, 2019



YOUTHBUILD BOSTON, 2023



MABA AT MA AUDUBON, 2021

Program Implementation

PROGRAM TIMELINE

September 29, 2023 | RFP release

November 17, 2023 | Completed proposals due

Early December 2023 | Kickoff event at Payette office

December 2023 - January 2024 | Project team coordination meetings and site visits

January 15th, 2024 | Day of Service Charette

Late January / Early February | Final deliverables presented to Community Partners
Final presentation event at Payette Office

SELECTION 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?

Relevance

Does it engage with the MLK Day of Service goals of social justice and equity?

COLLABORATION

Team members and their community partners are asked to participate in at least two planning meetings, scheduled in December and January. This time is intended to refine the project scope and identify project deliverables. When possible, teams are encouraged to visit their project site and may choose to conduct their planning meetings on-site. On the Day of Service, some teams may invite their Community Partners to observe the charette.

PRESENTATION DAY

After the Day of Service design charette, teams compile their work into a final deliverable and presentation. In late January, the deliverables are presented to the Community Partners at a Final Presentation Event.



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



Final Presentation, 2019



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



Final Presentation, 2020



The NAMAzing Initiative Team meets virtually with stakeholders during the Day of Service Design Charette.



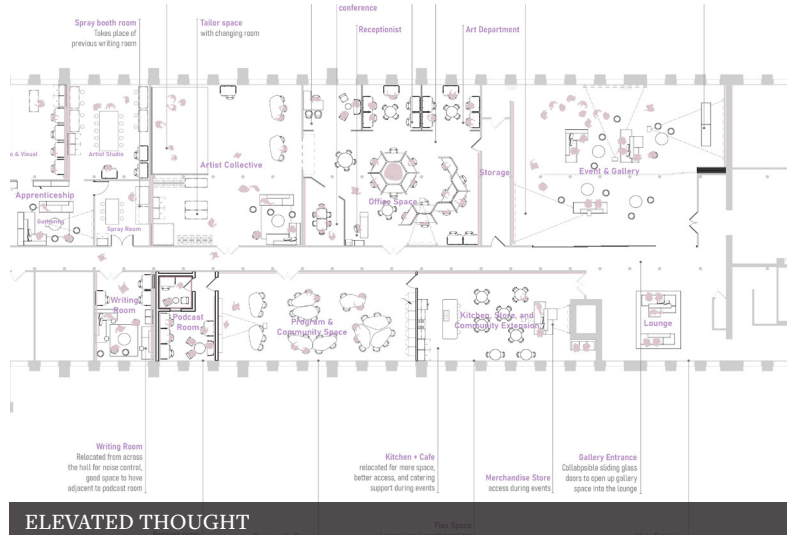
Final Presentation, 2022

Community Partners in 2023

Elevated Thought Creative Center "ET On the 6th"

Lawrence, MA

The project for Elevated Thought consisted of creating space planning concepts for a 16,500 square foot expansion of their existing Creative Center on the 6th floor of the Everett Mills building. The team also gave guidance on furniture and storage solutions and acoustics. Payette sought to provide a unifying concept representative of ET, cohesion amongst the spaces, systems that could grow with the organization, and an aesthetic sympathetic to the historic loft building.

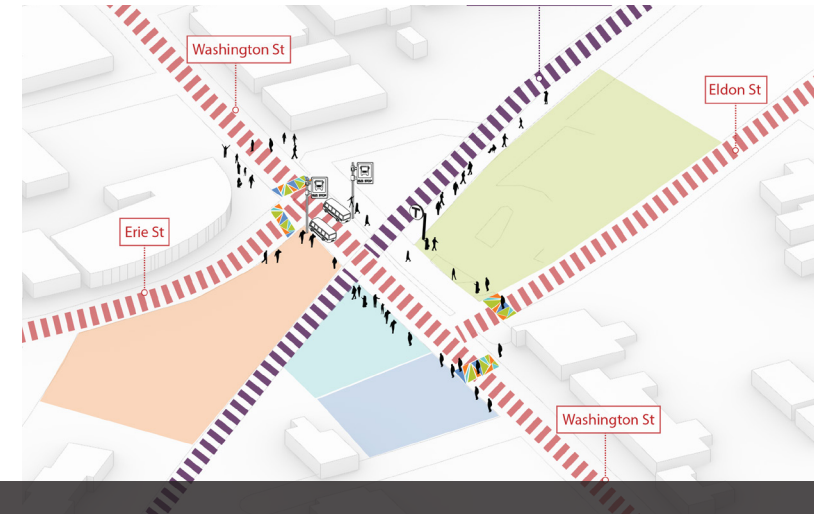


ELEVATED THOUGHT

Four Corners Main Streets

Boston, MA

Four Corners Main Streets requested visioning and placemaking concepts for 4 parcels adjoining the MBTA Four Corners/Geneva commuter rail station on Washington Street in Dorchester. The challenge of the day was to transform four distinct sites, each with their own unique programmatic needs, into a cohesive and welcoming "gate" for the neighborhood.

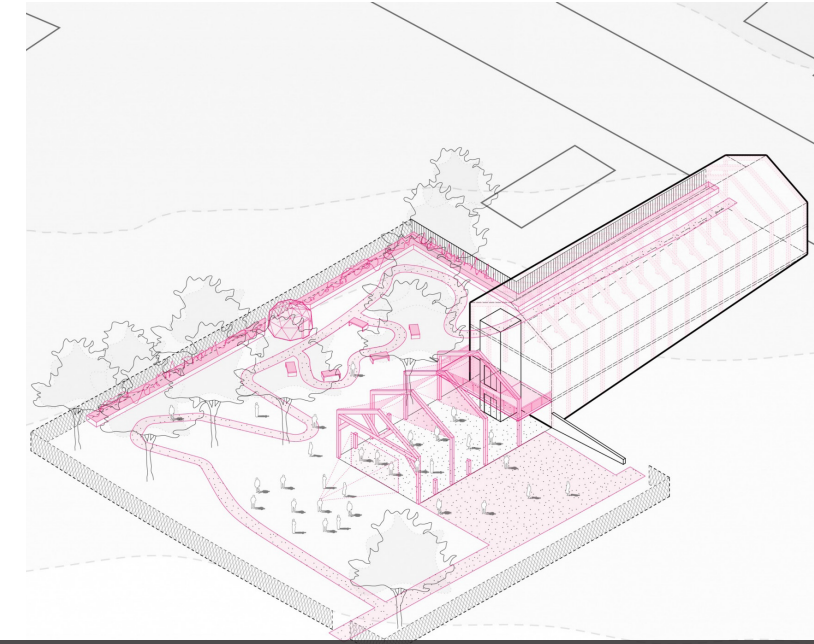


FOUR CORNERS MAIN STREETS

Northern Berkshire Community Coalition

North Adams, MA

Northern Berkshire Community Coalition (NBCC) sought a landscape design concept to complement their future home in a renovated existing building near the Hoosic River in North Adams. The project included creating a visual aid for NBCC as the coalition begins to cultivate key donors and grant applications to fund the redevelopment of the building and grounds.



NORTHERN BERKSHIRE COMMUNITY COALITION

Request for Proposals 2024 Martin Luther King, Jr. Day of Service

OVERVIEW

As part of Payette's commitment to community engagement and pro-bono services, the firm will host its sixth annual Martin Luther King, Jr. Day of Service. This design-focused service program is open to organizations throughout Massachusetts and seeks to connect our practice with local communities by applying architectural and engagement skills in support of Day of Service goals. Project types may include architecture, landscape architecture, interior design, sustainability, urban and campus planning, fabrication, furniture design, programming and related spheres.

Payette, winner of the 2019 AIA Firm of the Year Award, is a Boston-based architecture firm that strives to fuse design excellence and building performance in its work for science and healthcare clients. Client engagement is central to our design process and we bring this expertise to bear on our pro-bono work.

On the Day of Service, Payette donates the time of approximately one-third of the staff for one workday to community-focused non-profit organizations. Leading up to the Day of Service, Payette prepares for the charrette with selected community partners, to make the most of the Day of Service workshop. This collaboration benefits both Payette and our partner organizations: we offer creative skills to serve the needs and aspirations of our community, and we gain a deeper understanding of how to cultivate social justice and equity in our work.

ABOUT THE DAY OF SERVICE

Date: Martin Luther King, Jr. Day, January 15, 2024

Location: Payette Office, 290 Congress Street.

More information:

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

[MLK Day of Service 2023 Recap](#)

[Day of Service: YouthBuild Boston](#)

[Day of Service: Blue Hills Trailside Museum](#)

[Day of Service: Four Corners Main Streets](#)

PROCESS

Proposals received by *November 10, 2023* will be reviewed and selected projects will be notified the following week. Each project will then connect with their Payette design team in early December. Team size will be determined based on the scope of each project and is typically 5-10 team members. Each team will have 1-2 project leaders responsible for working with the partner and project team to coordinate scope definition, identify deliverables and organize the Day of Service charrette.

Payette asks project teams and community partners to meet twice prior to the Day of Service, to refine the project scope and deliverables and gather project materials before the charrette. These meetings will be scheduled by the Payette team leaders at a time, location and format convenient 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 design solutions. Community members are **not** expected to attend the Day of Service, but the teams may arrange for the partners to check in virtually to provide feedback to the project team.

Following the Day of Service, the Payette team will compile the identified deliverables and prepare a booklet documenting the project. Booklets will be distributed during the final presentation to the community partners, typically in early February. 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.

ELIGIBILITY

Applicants and their proposed projects must be based in Massachusetts. The proposal must identify and address a local need. The project must serve the mission of the applying organization.

PROPOSAL REQUIREMENTS

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 and address of the project for which services are requested.
Point of contact name, phone number and e-mail address

2. PROJECT SUMMARY

Provide a 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?
Identify work products you hope to receive, if known.
What will be the next step after our services are complete?

5. COMMUNITY DESCRIPTION

Describe the community your organization serves.
Who are your community partners and stakeholders?
What stakeholders do you anticipate will participate in this design process and what will their role be?

SELECTION CRITERIA

Projects will be selected based on the following criteria:

- **Project Viability**
Is it feasible to complete the project within the Day of Service timeframe?
- **Organization's Mission**
Does the proposed project align with the community partner's mission, and does it have support from those who will be affected?
- **Identified Need**
Is there a clear relationship between the project objectives and the organization's identified need?
- **Organizational Capacity**
Is there a clear plan for next steps after the design services are provided?
- **Relevance**
Does it engage with the MLK Day of Service goals of social justice and equity?



IMPORTANT DATES

2023		2024	
September 29	RFP Opens	Early January	Project Meeting #2
November 17	Project proposals due	January 15	Day of Service Charrette
November 29	Selected partners notified	Early February	Final presentations*
Early December	Project Meeting #1	Late February	Project evaluations due from partners

**Date of Final Presentation is subject to change. The location and time will be confirmed before the Day of Service.*

SUBMISSIONS

Please complete the application above and the Letter Agreement and send to Sophia Broadley (sbroadley@payette.com) by *November 17, 2023*. 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 Sophia by email.

PAYETTE

17 November 2023

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”) for the design services based on the scope determined through discussions between the parties (“Project”). In consideration of the mutual covenants and agreements contained herein, Architect and Community Partner hereby agree as follows:

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 its instruments of service, including but not limited to the conceptual design materials and 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 instruments of service solely and exclusively for the purpose of the Project provided that Community Partner performs its obligations under this Agreement.

Submission or distribution of Architect’s instruments of service 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. Once selected, Architect will countersign and return a fully executed copy of this Agreement for records.

PAYETTE ASSOCIATES INC.

_____ *(Community Partner’s name)*

Name:

Authorized Representative: *(printed name)*

Title:

Title:

Date:

Date: