



2026 MARTIN LUTHER KING, JR. DAY OF SERVICE

PAYETTE

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.

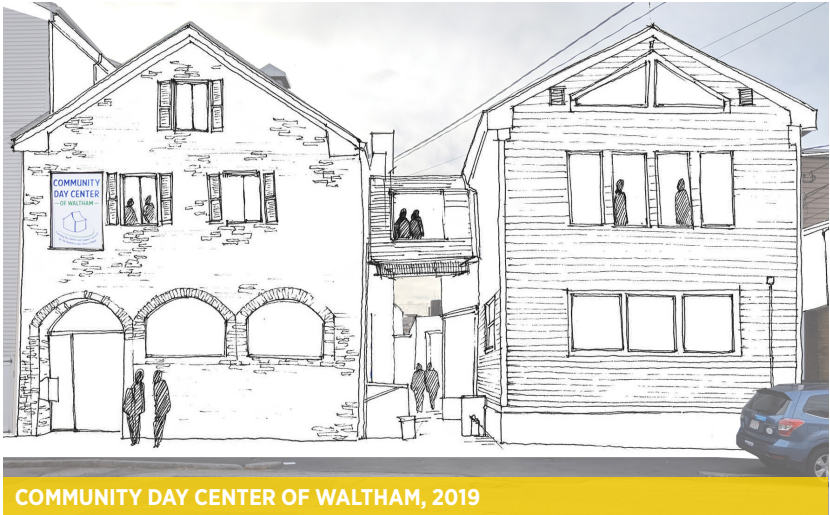
ABOUT THE PROGRAM

Our annual MLK, Jr. 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 master plans to interior renovations. More than one-quarter of PAYETTE staff volunteer to participate in the Day of Service program, donating approximately 800 hours of their time each year to the community partners. Teams work collaboratively to produce sketches, drawings and conceptual images 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

- Beat the Odds
- Brayton School Trail
- Bridge Boston Charter School
- City of North Adams
- Community Day Center of Waltham
- East Boston Neighborhood Health Center
- East Somerville Main Streets
- EquiTable
- Fields Corner Main Street
- Grandmothers’ Village
- Greater Ashmont Main Streets
- The Museum of American Bird Art (MABA) at Mass Audubon, Canton
- NAMazing Initiative
- Northern Berkshire Community Coalition
- Root Food Insecurity
- Somerville-Cambridge Elder Services
- Veronica Robles Cultural Center
- West Roxbury Main Streets
- YouthBuild Boston

IN THE LAST 7 YEARS...



COMMUNITY DAY CENTER OF WALTHAM, 2019



WEST ROXBURY MAIN STREETS, 2020



MABA AT MA AUDUBON, 2021



ELEVATED THOUGHT, 2022



YOUTHBUILD BOSTON, 2023



EAST BOSTON NEIGHBORHOOD HEALTH CENTER, 2024

PROGRAM IMPLEMENTATION

PROGRAM TIMELINE

September 29, 2025	RFP release
November 14, 2025	Completed proposals due
Early December 2025	Kickoff event with PAYETTE
December 2025 - January 2026	Project team coordination meetings and site visits with community partners and PAYETTE
January 19th, 2026	Day of Service charrette
Late January - Early February	Final deliverables shared with community partners at a celebration event at PAYETTE Office

SELECTION CRITERIA

- Project Viability**

Is it feasible to meet the project’s needs within the identified time frame?
- 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 advance the mission of the community partner and does it have support from those who will be impacted?
- Organizational Capacity**

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

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

COLLABORATION

PAYETTE 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 charrette.

PRESENTATION DAY

After the Day of Service design charrette, PAYETTE teams compile their work into a final deliverable booklet and presentation. In late January or early February, the deliverables are presented to the community partners at a celebration event.



Community partner participation and review is key to the success of the project.



Teams start brainstorming with sketches and diagrams for idea conception.



Everyone joins together for the final presentations at PAYETTE’s office.

■ **COMMUNITY PARTNERS IN 2025**

Fields Corner Main Street
Interior Renovation

The Fields Corner Main Street (FCMS) office is currently underused and would benefit from reorganization and minor renovations to create a more functional, welcoming, and adaptable space that supports the organization’s growth. Key improvements include increasing and diversifying storage to free up room for better furniture layout, enhancing collaboration, and improving the visitor experience. Strategic updates—such as adding color, art, and signage—can address both aesthetic and practical needs, helping transform the modest office into a more efficient and mission-aligned workspace over time.



Bridge Boston Charter School
Interior Fabrication

Bridge Boston Charter Schools partnered with PAYETTE to design and build a theatre set for their performance of Shrek the Musical, marking the fourth collaboration between PAYETTE’s fabrication team and local schools. Like previous projects, including Aladdin, the set was designed with student performers in mind, emphasizing lightweight, maneuverable elements. The scenes—constructed from double-sided, 3” thick polystyrene foam panels on casters—allow for easy switching during the play. For Shrek, the set included five key scenes: a forest, a castle, Shrek’s house, Fiona’s tower, and a sunflower field.



EquiTable Food Services
Interior & Exterior Renovation

EquiTable, a food justice organization dedicated to transforming local food systems through advocacy and community-led design, is developing a new Public Kitchen to serve as a permanent “third space” for the Charlestown, MA community. Focused on equity, sustainability, and connection, the project involves creating 3D visualizations, floor plans, and renovation concepts for the Harvest on Vine Food Pantry site, turning it into a welcoming hub for inclusive, food-centered engagement.



Veronica Robles Cultural Center (VROCC)
Interior Renovation

The project establishes a new headquarters for the VROCC, providing a functional, welcoming, and culturally resonant space for East Boston’s Latinx immigrant community. The facility includes classrooms and studios for music, dance, and art classes; a flexible event space for up to 500 people; shared workspaces supporting Latinx entrepreneurs and artists; VROCC’s first dedicated office space for efficient operations; and family-friendly communal areas such as waiting zones and a café. By consolidating programs into this unified location, VROCC strengthens its ability to deliver inclusive, culturally affirming programming while fostering community pride, connection, and opportunity.



Greater Ashmont Main Streets (GAMS)
Master Plan

The Greater Ashmont Main Streets (GAMS) project transforms the intersection of Dorchester Avenue, Ashmont Street, and Talbot Avenue into welcoming community spaces through a master-plan of incremental strategies. Key interventions include safer pedestrian crossings, expanded gardens with native plantings, curbside dining and parklets, improved lighting, shading structures, and traffic calming with raised crosswalks and planters. Together, these improvements enhance connectivity, prioritize pedestrians, and create vibrant public spaces that support gathering, recreation, and local business growth.



Beat the Odds
Interior Renovation

Beat The Odds (BTO) is a Boston-based nonprofit that empowers under-resourced BIPOC youth through music, dance, and creative arts, fostering healing, resilience, and community impact. To expand its reach, BTO is developing a larger dedicated space at 632 Warren Street that will support youth programs and also serve as a creative hub for the wider community. During Payette’s Day of Service, the team explored design strategies for flexible layouts that balance co-working, mentorship, and performance needs, emphasizing adaptable, modular furniture to create a space that can easily shift between daily programming and community events.



Request for Proposals

2026 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 seventh annual Martin Luther King, Jr. Day of Service. This design-focused service 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 an architecture firm that embraces a practice model based upon collaborative authorship and diverse voices to create boldly original buildings with vision, exceptional execution and grounded by the experience of the people they serve. Our work strives to fuse design excellence and building performance in its work for science, healthcare, and pro bono 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, or design workshop, *with* selected community partners, to make the most of the Day of Service. 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 19, 2026

Location: PAYETTE Office, 290 Congress Street, Fifth Floor, Boston, MA 02210

More information:

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

[MLK Day of Service 2024 Recap](#)

[Day of Service: East Boston Neighborhood Health Center](#)

[Day of Service: Grandmother's Village](#)

[Day of Service: Greater Grove Hall Main Streets](#)

[Day of Service: Northern Berkshire Community Coalition](#)

[Day of Service: Somerville-Cambridge Elder Services](#)

PROCESS

Proposals received by Friday, November 14, 2025 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. Teams will consist of 5-10 members and each team will have 1-2 team leaders responsible for collaborating 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 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 team. On the Day of Service, PAYETTE team members will have a full-day design workshop to produce the agreed-upon deliverables, or work products. 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 & ORGANIZATION 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 max.).

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 deliverables or final 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 (see important dates for timeframe reference)?
- **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

2025		2026	
September 29	RFP Opens	Early January	Project Meeting #2
November 14	Project proposals due	January 19	Day of Service Charrette
November 26	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 Day of Service Project Letter Agreement and send to mlkdos@PAYETTE.com by *November 14, 2025*. All applicants **must** sign the Day of Service Project 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 the event organizers via the email above.



14 November 2025

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.



Miscellaneous Provisions

This Agreement shall be governed by the laws of the Commonwealth of Massachusetts, excluding its choice of law rules.

Architect 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.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either Architect or Community Partner.

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: