







2027 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 8 YEARS...

46 projects

36 organizations

388 participants

31% participation rate (2026)

6,768 hours donated



COMMUNITY DAY CENTER OF WALTHAM, 2019


WEST ROXBURY MAIN STREETS, 2020



MABA AT MA AUDUBON, 2021


ELEVATED THOUGHT, 2022

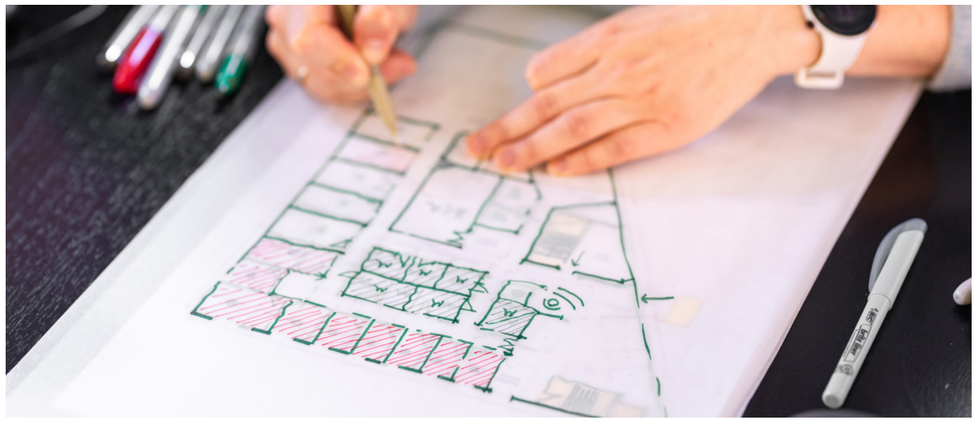


YOUTHBUILD BOSTON, 2023


EAST BOSTON NEIGHBORHOOD HEALTH CENTER, 2024



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.

PROGRAM IMPLEMENTATION

PROGRAM TIMELINE

September 29, 2026	RFP release
November 13, 2026	Completed proposals due
Early December 2026	Kickoff event with PAYETTE
December 2026 - January 2027	Project team coordination meetings and site visits with community partners and PAYETTE
January 18th, 2027	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 PARTNERS IN 2026

Breaktime: New Retail Experience
Interior Renovation

In December 2024, Breaktime acquired a 34,000-square-foot, five-story building at 63 Franklin Street in Downtown Boston, allowing Breaktime's to establish the Hub for Solving Young Adult Homelessness. While the Hub's vision—co-locating job training, wraparound services, and health clinics—is revolutionary, the facility's physical design must be elevated to truly fulfill our mission of dignity and empowerment. Breaktime sought PAYETTE's services to design a retail experience for the new Resource Hub, and a complimenting donor wall.



Massachusetts Transgender Political Coalition: Office Renovations
Interior Renovation

MTPC recently moved into a 752 sq. ft. office suite and require expert support to design an efficient, inclusive, and welcoming office environment that can accommodate their growing operational needs while embodying our community-centered mission. A particular focus of this project is the 150 sq. ft. G.E.A.R. Boutique, a small office dedicated to MTPC's Gender Euphoria and Affirmation Resources (G.E.A.R.) Program



The Elizabeth Peabody House: A New Community Hub
Interior Renovation

This project aims to lay the groundwork for an upcoming transformation of the 2,000-squarefoot sanctuary into a flexible Community Hub that aligns with EPH's mission and new strategic plan. With PAYETTE's partnership, EPH wanted to develop conceptual layouts and design-forward visual renderings that demonstrate how the space can support daily programming, events, cultural activities, community meetings, and the numerous requests for space we receive.



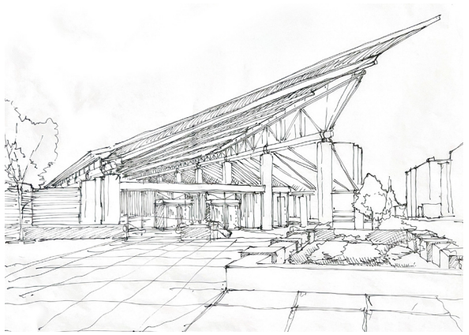
Animal Protection Center Of Southeastern Massachusetts: Designing Pet Spaces
Interior & Exterior Renovation

The Animal Protection Center of Southeastern Massachusetts is looking to revamp the outdoor kennel area at the shelter, originally built in 1993. This project aims to restore and upgrade the outdoor kennels to create a safe, comfortable, and enriching environment for the dogs in APCSM's care. Along with the dog kennels, the APCSM is also planning to enhance the existing cat lounge, an open, cage-free environment where adoptable cats and kittens reside while waiting to find their forever homes.



Greater Ashmont Main Streets: Ashmont Mbta Station Transformation
Exterior Renovation

GAMS is seeking design ideas for transforming the Ashmont MBTA station into a welcoming space for the community that encourages activity and celebrates the character of the neighborhood. The proposals should be minimally invasive and provide an outsized value with regards to scope and budget.



Brighton Main Streets: Veronica B. Smith Senior Center Outdoor Space Redesign
Exterior Renovation

Brighton Main Streets was looking for design services to reimagine and redesign the outdoor space shared by the Veronica B. Smith Senior Center and the adjacent Brighton Common. This project will transform an underutilized paved area into a welcoming, accessible and flexible community asset featuring ample seating with tables, a small stage for performances and programming, a modest garden and low-level landscaping. This redesigned space will serve as a vibrant extension of the Senior Center and an activated gateway to the heavily used Brighton Common.



Greater Grove Hall Main Streets: Human-Scaled Housing
Planning

Greater Grove Hall Main Streets was seeking design services to explore how Boston's small and irregular lots can be used to create new, human-scaled housing. The purpose of the project is to illustrate what types of alternative housing forms can realistically fit on these tiny parcels and how they can contribute to addressing Boston's housing shortage.



PAYETTE

payette.com

Request for Proposals
2027 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 18, 2027
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 2026 Recap
Day of Service: Breaktime
Day of Service: Massachusetts Transgender Political Coalition
Day of Service: The Elizabeth Peabody House
Day of Service: Animal Protection Center of Southeastern Massachusetts
Day of Service: Greater Ashmont Main Streets
Day of Service: Brighton Main Streets

PROCESS
Proposals received by Friday, November 13, 2026 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

2026		2027	
September 28	RFP Opens	**Early January**	Project Meeting #2
November 13	Project proposals due	**January 18**	Day of Service Charrette
November 25	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 13, 2026.* 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.

PAYETTE

13 November 2026

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.

PAYETTE

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: