



2023 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 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

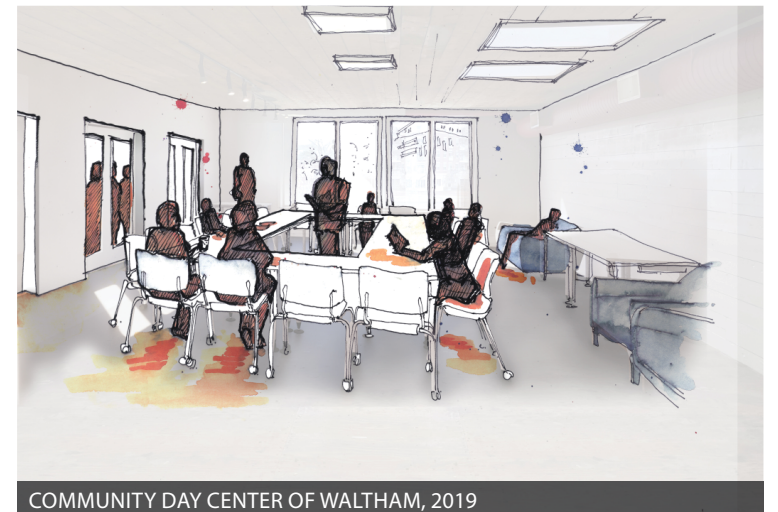
- Boston ABCD Head Start & Children Services
- Bridge Over Troubled Waters
- City of North Adams
- Community Day Center of Waltham
- East Somerville Main Streets
- Elevated Thought
- Greater Grove Hall Main Streets
- The Museum of American Bird Art (MABA) at Mass Audubon, Canton
- Root
- Visiting Nurses Association of Eastern Massachusetts
- West Roxbury Main Streets



BRIDGE OVER TROUBLED WATERS, 2021



WEST ROXBURY MAIN STREETS, 2020



COMMUNITY DAY CENTER OF WALTHAM, 2019

IN THE LAST 4 YEARS...



18

projects



23

organizations applied



159

participants



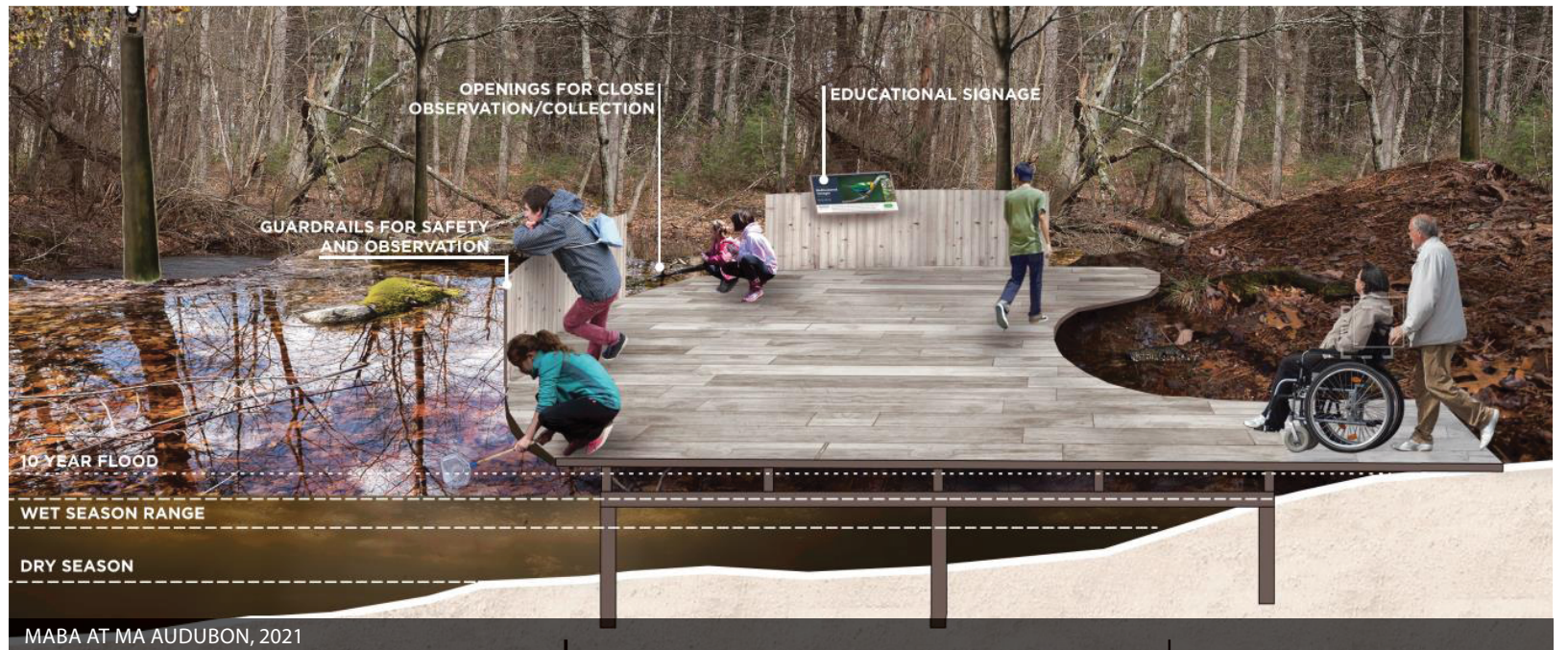
27%

participation rate



3,073

hours donated



MABA AT MA AUDUBON, 2021

Program Implementation

PROGRAM TIMELINE

October 7, 2022 | RFP release

November 18, 2022 | Completed proposals due

Early December 2022 | Kickoff event at Payette office

December 2022 - January 2023 | Project team coordination meetings and site visits

January 16th, 2023 | 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?

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

Request for Proposal

2023 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 fifth 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 provided 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 16, 2023

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

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

[MLK Day of Service 2022 Recap](#)

[Day of Service: North Adams Overpass](#)

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

[Day of Service: Elevated Thought](#)

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

PROCESS

Proposals received by *November 18, 2022* 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

2022	
October 7	RFP Opens
November 18	Project Proposals Due
November 30	Selected Community Partners Notified
First week of Dec.	Project Meeting #1

2023	
First week of Jan.	Project Meeting #2
January 16	Day of Service
January 17-31	Payette Volunteers Complete Final Deliverables
February 3*	Final Presentations
February 10	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 Massachusetts. 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, 2022*. 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

07 October 2022

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 16, 2023, 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: