



**2025 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

- Boston ABCD Head Start & Children Services
- Bridge Over Troubled Waters
- Brayton School Trail
- City of North Adams
- Community Day Center of Waltham
- East Boston Neighborhood Health Center
- East Somerville Main Streets
- Elevated Thought
- Four Corners Main Streets
- Grandmothers' Village
- 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
- Somerville-Cambridge Elder Services
- Visiting Nurses Association of Eastern Massachusetts
- West Roxbury Main Streets
- YouthBuild Boston

## IN THE LAST 6 YEARS...



**27**

projects



**18**

organizations



**275**

participants



**35%**

participation rate (2024)



**4,694**

hours donated



COMMUNITY DAY CENTER OF WALTHAM, 2019



WEST ROXBURY MAIN STREETS, 2020



10-YEAR FLOOD  
MABA AT MA AUDUBON, 2021



ELEVATED THOUGHT, 2022



YOUTHBUILD BOSTON, 2023



EAST BOSTON NEIGHBORHOOD HEALTH CENTER, 2024

# PROGRAM IMPLEMENTATION

## PROGRAM TIMELINE

<b>September 27, 2024</b>	RFP release
<b>November 15, 2024</b>	Completed proposals due
<b>Early December 2024</b>	Kickoff event with PAYETTE
<b>December 2024 - January 2025</b>	Project team coordination meetings and site visits with community partners and PAYETTE
<b>January 20th, 2025</b>	Day of Service charrette
<b>Late January - Early February</b>	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 2024

## EAST BOSTON NEIGHBORHOOD HEALTH CENTER

### Exterior Renovation

EBNHC requested an upgrade to their existing administrative building at 151 Orleans Street to house their Education and Training Institute and Community Convening Center. The project goal was to elevate the exterior, making it more inviting to the public and more representative of a community education facility. The team focused their attention on selecting exterior finish materials, proposing signage for wayfinding and boosting their presence in the community. The team also created distinctive landscaping that guides visitors to the main entry and provides moments to rest in the landscape.



## Northern Berkshire Community Coalition

### Interior Renovation

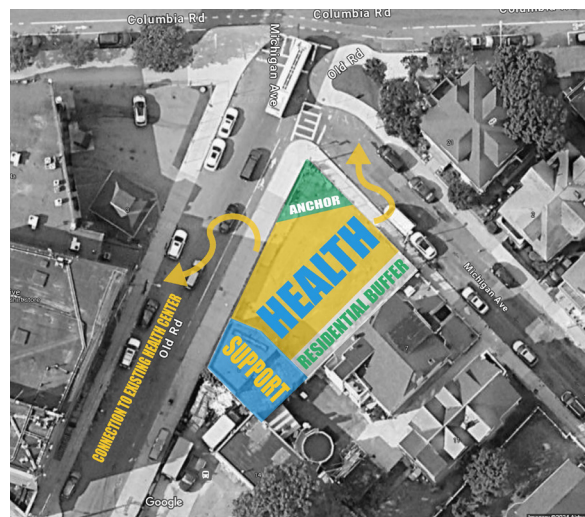
In previous years, PAYETTE engaged with the Northern Berkshire Community Coalition (NBCC) to develop visuals for their goal of purchasing a space in North Adams for their organization to occupy. This year, the team produced beautiful concept renderings of what the interior space of that same building (now under their ownership) could look like. The three-story former lumber mill is proposed to be the central hub of social service organizations in their community. Proposed plans include a large gathering space, a kitchen, a bike storage area and a loft-style gathering space.



## Greater Grove Hall Main Streets

### Community Programming

The team working with GGHMS was tasked with reimagining and repurposing brownfield sites in the Blue Hill neighborhood in Dorchester, MA, which is known to have the most brownfield sites in the City of Boston. The team explored creative uses for the various sites and developed a series of clear and communicative graphics for what these sites could be at a small, medium or large scale.



## Grandmothers' Village

### Master Plan

Grandmothers' Village is a flagship community of grandmothers (and some grandfathers) that live a spiritual-based life. This urban-scale project, with 36 eco-sustainable homes, a retreat center and a 20-acre farm. The program is a retreat within the woods to offer housing and community support for BIPOC elders. Proposed plans emphasize sustainable design and touch the land lightly by using existing paths and previously cleared land.



## Somerville-Cambridge Elder Services

### Interior Renovation

SCES came to PAYETTE seeking guidance on how to improve their existing office space to better serve their employees and community at large. The team formulated design concepts in tiers of intervention, understanding the need to balance efficiency, cost and beauty. Plans, preliminary renderings and material palettes showcase the proposed improvements to the organization's public facing spaces that are meant to "uplift visitors."



## Request for Proposals 2025 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 20, 2025

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 15, 2024 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**

<b>2024</b>		<b>2025</b>	
<b>September 27</b>	RFP Opens	<b>Early January</b>	Project Meeting #2
<b>November 15</b>	Project proposals due	<b>January 20</b>	Day of Service Charrette
<b>November 27</b>	Selected partners notified	<b>Early February</b>	Final presentations*
<b>Early December</b>	Project Meeting #1	<b>Late February</b>	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](mailto:mlkdos@PAYETTE.com) by *November 15, 2024*. 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.