

Facility Utilization and School Boundary Consulting Contract Award SMCPS-2026-CP-FAC

Mrs. Kimberly Howe, Director
Department of Capital Planning

Mr. Michael A. Watson
Chief Operating Officer

July 30, 2025



Purpose

- To request approval to award a contract in the amount of \$199,860, with a contingency of \$48,045 for consulting services to Cannon Washington, Inc., for a Facility Utilization and School Boundary Study, including:
 - To identify, justify and recommend school boundary recommendations for the most effective and efficient use of capital resources in a fiscally responsible manner, as well as remaining flexible to appropriately respond to conditions in our student population, facilities, and our community over time
 - Development of optimized use of our facilities to include potential closures and boundary realignment recommendations of our twenty-seven (27) existing school buildings that maximizes opportunities for student achievement and allows for the delivery of the best instructional program possible within available facility and financial resources



Project Scope/Goals

- Complete a detailed analysis of available functional space in all facilities, including relocatable classrooms less than 15 years in age, and the incorporation of a Virtual Academy.
- Examine and recommend facility utilization options and school boundary change options that maximize services and/or efficiencies and increase opportunities for student success.
- Examine and provide fiscal and operational impacts for all recommendations.
- Coordinate, manage, and facilitate internal and external presentations and community engagement.
- Participate in internal and external meetings and community engagement events, including presentation of recommendations.
- Facilitate presentation of recommendations during the public hearing and final approval of the recommendations to the community, Board of Education, and County Commissioners (if required).



Project Schedule

- The final schedule will be developed in coordination with the consultant during the kickoff meeting phase

July 2025: Anticipated Notice to Proceed

July 2025-September 2025: Consultant evaluations of facility utilization and school boundary changes, including the potential school closures

September 2025-October 2025: Internal evaluations with staff to finalize up to 3 scenarios

October 2025 – December 2025: Community engagements sessions throughout the county to receive feedback on proposed plans

January 2026: Final option report presented to committee and the Superintendent of Schools. Information presentation of the final option to the Board of Education.

February 2026: Incorporate feedback from the Board of Education and conduct a public hearing

March 2026: Final approval presentation to the Board of Education and possibly the Commissioners of St. Mary's County

April 2026: SMCPS notification of new assignments to parents



Procurement Method

- RFP SMCPS-2026-CP-FAC
- Request for Proposals through eMaryland Marketplace
- Expression of Interest
- Evaluation of technical qualifications and ranking by committee
- Evaluation of fee proposal and ranking by committee
- Review of References
- Interview with highest ranking firm



Procurement Method (cont.)

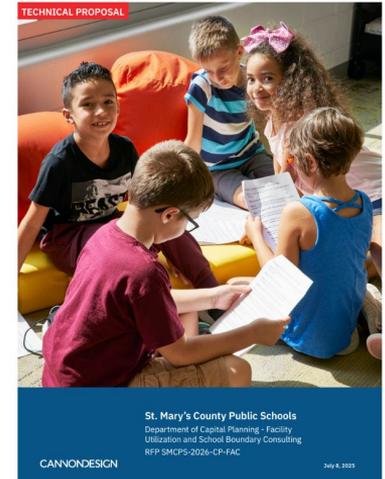
- Request for Proposals through eMaryland Marketplace Advantage due on July 8, 2025
- Four consultants submitted technical proposals
- Three consultants submitted pricing proposals
 - One firm was deemed non-responsive for not providing a pricing proposal
- Three consultants entered into the pricing evaluation
- Committee formalized a recommendation
- Top rank firm was interviewed virtually
- Committee Membership:
 - Ms. Tammy McCourt, Deputy Superintendent of Fiscal and Supporting Services
 - Mr. Mike Watson, Chief Operating Officer, Division of Supporting Services
 - Ms. Howe, Director of Capital Planning
 - Ms. Tracy Lumpkins, Capital Planning Analyst (GIS)
 - Ms. Mary Hayden, Capital Planning Analyst (CIP)



Selection - Firm Background

- Cannon Washington, Inc.
 - CannonDesign is a global practice with regional offices in Canada, the US, and India
 - Cannon Washington, Inc. is located in Arlington, VA and was incorporated with the State of Maryland on 12/21/1981
 - Collaborative partnerships with Lee Hwang, Independent GIS Contractor
 - Consistently ranked one of the top firms for education design, their team of planners and designers have carried out strategic planning and design services for 19 school systems representing over 3,600 schools in the past 8 years
 - Full range of services from facility planning and utilization, school boundaries, and interior design
 - Interior Design magazine's 2024 Top 100 Giants list names CannonDesign as the #1 education interior design firm for the second year in a row and the #12 interior design firm overall

CANNONDESIGN



Selection - Prior Work

| RELEVANT PROJECT EXPERIENCE | | | | | | | | | | |
|---|--------------------|------------------------------|----------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Client, Scope | Team Participation | Scale | Complete | Maryland Public Schools | Remote / Rural Schools | Enrollment & Capacity | Planning Scenario Development | Stakeholder Engagement | Redistricting & Assignment Policy | School Consolidations |
| St Mary's County Public Schools, MD Utilization Study | ● ● | 28 schools 18k students | 2022 | <input checked="" type="checkbox"/> |
| Pioneer Valley Regional School District, MA Districtwide Consolidation Master Plan | ● ● | 3 schools 600 students | 2023 | | <input checked="" type="checkbox"/> |
| Baltimore County Public Schools, MD Multi-Year Improvement Plan | ● ● | 170 schools 115k students | 2021 | <input checked="" type="checkbox"/> |
| Salem Public Schools, MA Districtwide Master Plan | ● ● | 12 schools 4k students | 2022 | | | <input checked="" type="checkbox"/> |
| Washoe County School District, NV Facility Assessment, Master Plan | ● ● | 103 schools 60k students | 2023 | | <input checked="" type="checkbox"/> |

- Performed by CannonDesign
- Performed by proposed team members

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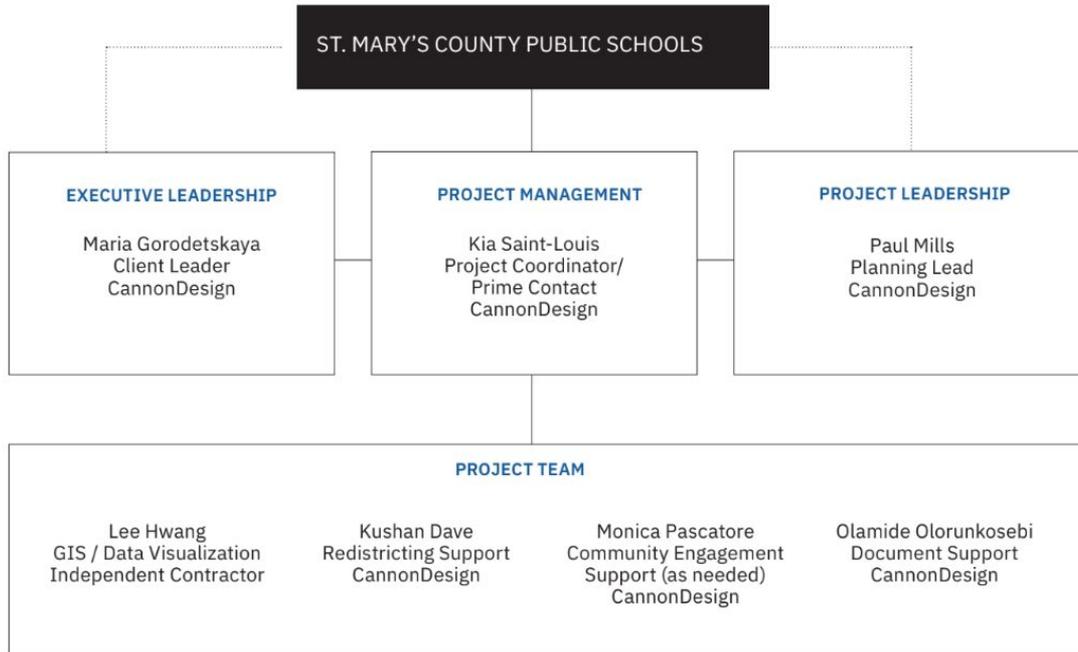
“Paul Mills’ leadership in communicating a complex subject to multiple stakeholders in a virtual environment has been outstanding. I have no hesitation in recommending CannonDesign’s services to other school systems.”

Pete Dixit, Executive Director of Facilities Management

Baltimore County Public Schools
Multi-Year Improvement Program



Project Team



How you Build the Team Matters.

CannonDesign brings together national expertise, local presence, and a thorough knowledge of Maryland's planning and funding requirements. The team we have assembled has significant experience and expertise in similar planning projects including recent work with SMCPs and are passionate about developing learning environments to enable success. They share a commitment to design and service delivery excellence and have strong working relationships. We will develop a Facility Utilization and School Boundary Study that will allow St. Mary's County Public Schools to make informed decisions on the use of your facilities to maximize student success while being cognizant of financial resources.

*The core team identified above will be supported as required, by additional design and technical staff.



Selection - Executive Leadership



Maria Gorodetskaya
Client Leader

Overall responsibility for the successful and timely delivery of the project and meeting the vision and goals of the project

19 years of experience



Kia Saint-Louis
Project Coordinator/Prime Contact

Responsible for the management and coordination of the technical team including consultants and for ensuring all deliverables and milestones are achieved

4 years of experience



Paul Mills
Planning Lead

Responsible for establishing the strategy for the project, leading the planning and analysis and will be involved in all phases of the work

26 years of experience

Baltimore Co Public Schools
Multi-Year Improvement Plan

SMCPS Facility Utilization Study



Selection - Project Team



Lee Hwang

GIS/Data Visualization
Independent Contractor

Responsible for compiling, analyzing, and presenting relevant student, attendance boundary, and facility data in interactive planning workshops

22 years experience

Baltimore Co Public Schools
Multi-Year Improvement Plan

SMCPS Facility Utilization Study



Kushan Dave

Redistricting Support

Responsible for supporting the engagement, scenario-planning and metrics with recommendations for consideration by SMCPS

14 years experience

Anne Arundel Co Public Schools
Redistricting Study*
Montgomery Co Public Schools
Boundary Analysis*
Prince George's Co Public Schools
School Boundary Initiative*



Monica Pascatore

Community Engagement
Support

Responsible for leading the community forums with SMCPS and community stakeholders

18 years experience

Baltimore Co Public Schools
Multi-Year Improvement Plan

Baltimore Polytechnic Institute &
Western High School Feasibility
Study



Olamide Olorunkosebi

Document Support

Will support the team in the development of the report

7 years experience

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Financial

- Lump sum fee of \$199,860
 - Value Added Services (contingency) of \$48,045
 - Additional meetings and data toolkit & dashboard
 - Hourly Labor Rate Schedule provided for additional services, if needed
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- Budget \$250,000
 - Proposal \$199,860
 - Contingency \$ 48,045
 - Balance \$ 2,095



Action Requested

- That the Board of Education approve this agenda item as presented.

