



## **FACILITY TOURS INCLUDED**

A basic nuts and bolts seminar on important concepts and strategies that will help you plan your new facility.

This planning seminar will arm you with important information to begin your planning process.

### **WHO SHOULD ATTEND?**

- ◆ Police Chiefs
- ◆ Judges
- ◆ Court Administrators
- ◆ City Managers
- ◆ City Council Members
- ◆ Facilities Managers

### **WHAT IS DISCUSSED?**

This two-day seminar will expose you to the process of planning for a new police or courts facility. It will include discussions led by experienced police facility architects and owner/users of buildings. Tours of small, medium and large Dallas-area facilities are included.

Learn valuable project management details such as:

- ◆ Writing an RFP that helps identify qualified firms.
- ◆ Identifying typical project contracts.
- ◆ Working with an architect. What do they do?
- ◆ Establishing a preliminary size and cost of development.
- ◆ Determining a realistic timeline.
- ◆ Evaluating the pluses and minuses of renovation.
- ◆ Identifying and correcting common planning errors.

How many times have we heard “...*this should be enough money to build a facility*”? Learn how to gain political support for a needs assessment and how to establish a realistic game plan and budget for your department’s needs.

# **Police and Court Facility Planning Seminar**

April 27th and 28th, 2010

Doubletree Austin

