



Planning, Designing and Constructing Police Facilities Course Agenda

March 20-22, 2019 | Fairfax, VA

Wednesday, March 20

7:45–8:30 AM	Full Breakfast at Hyatt House/Sign-In
8:30–10:30 AM	Welcome and Introductions Session 1: Getting Started & The Needs Assessment Process
10:30–10:45 AM	Break
10:45–12:00 PM	Session 2: Site Analysis and Selection / Developing Options
12:00–12:45 PM	Lunch
12:45–1:45 PM	Session 3: Budgeting/ Creating Support & Securing Funding
2:00 PM	<i>Board Bus for Tour</i>
2:45–4:30 PM	Facility Tour – Alexandria Police HQ, Alexandria, VA
5:00 PM	<i>Return to Hotel</i>
5:00–6:30 PM	Welcome Reception at Hyatt House

Thursday, March 21

7:45–8:30 AM	Full Breakfast at Hyatt House/Sign-In
8:30–10:00 AM	Session 4: The Architectural Process Contract / Schematic Design
10:00–10:15 AM	Break
10:15–12:00 PM	Session 5: The Design Development Process
12:00–12:45 PM	Lunch
12:45–1:30 PM	Session 6: Construction Documents
1:30 PM	<i>Board Bus for Tour</i>
2:45–4:30 PM	Facility Tour – Montgomery County MD 3rd District Police HQ, Silver Spring, MD
5:00 PM	<i>Return to Hotel</i>

Friday, March 22

7:30–8:00 AM	Full Breakfast at Hyatt House/Sign-In
8:00 AM	<i>Board Bus for Tour</i>
9:00–10:30 AM	Facility Tour – Western Loudoun County Sheriff’s Station, Round Hill, VA
10:30–11:30 AM	<i>Return to Hotel</i>
11:30 AM–12:00 PM	Check-Out of Hotel
12:00–12:30 PM	Lunch
12:30–1:30 PM	Session 7: Project Delivery Methods
1:30–1:45 PM	Break
1:30–3:30 PM	Session 8: Construction Administration and Move-In
3:30 PM	<i>End of Course</i>