
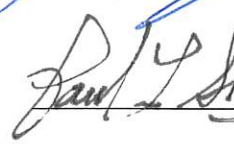


MEMORANDUM

TO: Distribution

RECOMMENDED BY: Tom Varughese, Director
Division of Planning and Engineering
Office of Engineering and Construction 

APPROVED BY: Paul L. Shank, PE, C.M., Chief Engineer
Division of Planning and Engineering 

DATE: November 6, 2019

SUBJECT: Planning and Engineering Guidelines and Standards (PEGS)
Supplement Number: PEGS-19-003, Standard Specification
010005X – Security Requirements During Construction

Effective immediately, the following modification shall be made to the MDOT MAA 2019 PEGS Manual:

Volume 7, Safety and Security – Appendix 7B, Standard Specifications
010005X, Security Requirements During Construction

- A. Remove and replace Standards Specification, 010005X, Security Requirements During Construction with the attached new version. In this version the Section 1.3, Item c, has been revised with updated liability insurance requirements.

Consultants listed herein are required to distribute this standard to their respective staff and subconsultants.

If you believe the attached standard conflicts with any other codes or regulations or if you should have any questions regarding this matter, please contact the Director, Office of Engineering and Construction at (410) 859-7093.

Attachment

Distribution:

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Mr. Kris Koch (Jacobs)	Ms. Deborah Watkins (JMT)
Mr. Ken Krach (AECOM)	Mr. Mark Williams

SECTION 010005X SECURITY REQUIREMENTS DURING CONSTRUCTION AT BWI MARSHALL AIRPORT

NOTE TO ENGINEER – Engineer shall add or remove items from this section as required for items related/unique to the project.

PART 1 – GENERAL

1.1 DESCRIPTION. This item shall consist of all labor and materials necessary to establish one or more secure perimeters around the construction site, and to provide personnel to maintain secure access and secure worksites for the duration of the project. Work shall be completed in accordance with the contract specifications and the approved Project Security Plan (submitted by the selected contractor after bidding). A Security Bid Plan (SBP) will be provided with the Contract Drawings to serve as the basis for the Project Security Plan (PSP). The Contractor shall also reference the General Construction and Safety Notes, and the Project Phasing Plan(s) as necessary for timing and safety restrictions included as part of the Contract Drawings.

1.2 SECURITY REQUIREMENTS DOCUMENTATION. It is the Contractor's responsibility to become familiar with the various aspects of 49 CFR 1542, *Transportation Security Administration, Department of Transportation, Airport Security*. Any violation by the Contractor and any subsequent fines imposed due to any violation will be the responsibility of the Contractor. UPON ISSUANCE OF NOTICE OF RECOMMENDED AWARD (NORA), THE CONTRACTOR MUST CONTACT the OFFICE OF AIRPORT SECURITY (OAS) AND REQUEST A SECURITY MEETING TO FINALIZE THE PROJECT SECURITY PLAN (PSP). The meeting shall include (at a minimum):

- Maryland Aviation Administration (MAA) Office of Airport Security (OAS)
- Project Manager from the General Contractor (GC)
- Project Manager from MAA OAS approved Security contractor (as necessary)
- Resident Engineer or MAA Construction Representative(s)

The Security Bid Plan (SBP) is included in the Contract Documents for bidding purposes and to provide the contractor with a baseline for Security requirements. The SBP, a component of the contract drawings, will take precedence over Section 010005X for the specific project identified in the contract documents. For purposes of bidding, the SBP will be used to develop costs along with the 010005X specification included in the Contract Documents. Additional security information is located in various parts of the Contract Documents including the Project Phasing Plan(s), General Construction and Safety Notes, and the Temporary Construction Items specification.

The SBP includes a detailed drawing with detailed project specific notes for application and the included specification that is signed. The SBP is developed in coordination with the Project Phasing Plan(s) which must be approved by MAA Airport Operations (OPS).

The Contractor is responsible for implementation of the approved PSP and is required to maintain constant communication with MAA OAS throughout the duration of construction. It is required that the construction phasing matches the approved PSP once submitted. Therefore, any changes to project phasing will require modification of the PSP.

1.3 DEFINITIONS.

- a. **Airport Operator.** An entity holding an FAA Airport Operating Certificate who operates an airport regularly serving scheduled passenger operations or public charter operations. These entities are regulated under TSR 1542. The MAA is the Airport Operator for Baltimore/Washington International Thurgood Marshall (BWI Marshall) Airport.
- b. **Air Operations Area (AOA).** The portion of an airport designed and used for landing, taking off or surface maneuvering of airplanes (includes aprons, taxiways, and runways) and enclosed by a security fence or line of building which is not open to the public.
- c. **Airfield Registered Vehicle.** A vehicle that has been issued a decal allowing the use of that vehicle within the restricted areas of the Airport when driven by a person who has a BWI Security Identification Display Area (SIDA) access badge with power gate and driving privileges. The vehicle must be properly maintained in accordance with all Airport standard operating procedures and must have appropriate safety equipment on board and adequate insurance requirements. In order to obtain the decal, a badged person with power gate and driving privileges must take the vehicle to the MAA Auto Shop for the vehicle inspection and, if passed, bring the given form to MAA Operations, filled out appropriately with a tenant's signature (a tenant representative authorizing the vehicle to have access to the airfield) and a certificate of liability insurance form from their insurance company showing liability insurance of at least:
 - i. \$5,000,000 each accident for Non-Movement Area
 - ii. \$10,000,000 each accident for Movement Area

Upon approval, an airfield decal will be given.

- d. **Airport Security Contractor.** The approved private company under contract to the Maryland Aviation Administration providing personnel and equipment to perform all assigned security duties at BWI Marshall. The Contractor must contact the MAA OAS approved security contractor for bid prices related to internal secure perimeter system guards (labor), supplemental perimeter guards (labor), supervisor coverage, and breakers. Initial contact MUST occur prior to bidding to confirm

labor needs and costs prior to bid submission.

B. Insurance Requirements

Proof of insurance in the following amounts is required to operate a vehicle on the Airfield:

Automobile Liability:

Non-Movement Area - \$5,000,000 each accident

Movement Area - \$10,000,000 each accident

- e. **Airport Security Coordinator.** The Director of the Office of Airport Security who is an MAA employee serving as the primary contact for all security-related activities and communications with the Transportation Security Administration (TSA). The approved MAA OAS contact shall be The Manager or Director of MAA OAS.
- f. **Office of Airport Security (OAS).** The organization within the MAA charged with coordinating, directing, and approving (in writing) all Airport security functions at BWI Marshall.
- g. **Aviation Security Regulatory Unit (ASRU).** The section within the TSA responsible for conducting tests of an Airport's Security Program. They perform special emphasis assessments and comprehensive assessments of the Airport's security posture. The ASRU regularly conducts field checks to verify that badged personnel are performing their responsibilities, including but not limited to challenging a non-badged person in a restricted area. Failure to pass a field check will result in penalties imparted by the TSA. Refer to "Challenge Procedure."
- h. **Badged Personnel (also Badge Holder).** A person who has obtained Sterile or SIDA BWI Marshall badge. SIDA badges allow access to the SIDA. Refer to the definitions of Sterile Area and SIDA. A badge holder is not automatically granted authority to provide escort services; request badges as an Authorized Signer; to drive on the airfield; or to access Federal Inspection Sites (FIS). These privileges must be requested at the initiation of the badging process and will only be granted as needed. All badged personnel are responsible for challenging non-badged unescorted personnel within the restricted area. Badges will be valid for the construction contract duration only.
- i. **BWI SIDA Access Badge.** Allows the badge holder unescorted access to the BWI Air Operations Area/Security Identification Display Area (AOA/SIDA). A badge holder is not automatically granted authority to provide escort services; to drive on the airfield; or to access Federal Inspection Sites (FIS). These privileges must be requested at the initiation of the badging process and will only be granted as needed. Note also that driving privileges do not allow for unescorted access in aircraft movement areas. Additional training is required for movement area access. Additional information on movement area access can be found in the General

Construction and Safety Notes contained in the Contract Drawings. Refer also to Challenge Procedure. Badges will be valid for the construction contract duration only.

- j. BWI Sterile Area Access Badge.** Allows the badge holder access through Airport passenger screening security, but not secure areas outside of the building. A badge holder is not automatically granted authority to provide escort services or granted access to Federal Inspection Sites (FIS). These privileges must be requested at the initiation of the badging process and will only be granted as needed. Refer also to Challenge Procedure. Badges will be valid for the construction contract duration only.
- k. Challenge Procedure.** It shall be the responsibility of each badge holder with unescorted access to the SIDA or other areas controlled for security purposes, to contact, approach, or point out to appropriate authorities, individuals or vehicles present in the SIDA or other areas controlled for security purposes but not displaying appropriate Airport-approved identification.
- l. Criminal History Records Check (CHRC).** A fingerprint based check of an individual's criminal history performed through the FBI's Criminal Fingerprint Database to determine if an individual has been convicted of a disqualifying crime in accordance with Public Laws 106-528 and 107-71. This is required of all new applicants requesting a BWI Marshall Access Badge after December 23, 2000, by Public Law 106-528 and for all Airport Employees having unescorted SIDA access by Public Law 107-71. The disqualifying crimes are listed on the badge application form.
- m. Escort.** The individual BWI Marshall Badge holder, having escort authority, who may accompany non-badged people or vehicles into an Airport restricted area. Under typical conditions, an escort may accompany from one to five people and shall have no other duties other than escorting. Any modifications to these typical conditions will be identified in **Paragraph 2.4** of this item. Proper escort procedures at BWI Marshall require the badged employee providing the escort to be able to identify the specific individual(s) they are escorting at any time and that they remain within sight and reasonable speaking distance and positive control of badged individual while in the SIDA. As a badged person, each escort is responsible for challenging non-badged, unescorted personnel within the secure area. Procedures required for escorting are also discussed in the 010004X Specification Section – Temporary Construction Items. Escorts (when escorting personnel) shall not perform any other work function other than escorting the non-badged personnel.
- n. Internal Secure Perimeter System.** A perimeter system set up within the SIDA or Sterile Area of the Airport within which non-badged personnel may move about unescorted. Contractor-provided Airport Security Contractor personnel will guard all ingress/egress points. However, the perimeter must also be monitored by the Worksite Supervisor. Non-badged workers must be escorted to and from the

internal perimeter, but once inside they can move about within the perimeter unescorted.

- o. Movement Area.** Runways, taxiways, and other areas within the Air Operations Area of the airport that are used for taxiing, hover-taxiing, air-taxiing, takeoff, and landing of aircraft, exclusive of aircraft loading ramps and aircraft parking areas. Refer to the General Construction and Safety Notes sheets in the Contract Drawings for additional information on accessing movement areas.
- p. Non-Badged Personnel.** An individual requiring access to a restricted area that does not have an appropriate access badge. This person must be escorted to and from the worksite and remain under continuous escort at all times while in a restricted area.
- q. Project Security Coordinator.** The individual BWI Marshall SIDA access badge holder, having escort authority, designated by the Contractor who is responsible for ensuring compliance by all Contractor and Subcontractor personnel to all OAS and TSA security rules and regulations. This person shall oversee and coordinate the implementation of and compliance with all established security rules, regulations and procedures. The individual is responsible for security on all worksites under this Contract and is the primary point of contact for security issues encountered during both working and non-working hours. An alternate shall be designated as a secondary contact. The Project Security Coordinator or an alternate must be available to respond to the Office of Airport Security 24 hours per day, 7 day a week, 365 days per year for the duration of the contract. Refer to **Paragraph 2.4** of this item for additional requirements and restrictions.
- r. Project Security Plan (PSP).** Documentation depicting project specific security requirements that is submitted after a contractor is selected. The PSP is coordinated in detail with the project phasing and includes access points, delivery routes, security guard locations, details for construction of internal security perimeters, identification of worksites, and any other job specific security requirements. The PSP should be based on the SBP provided in the contract documents for bidding. The Contractor shall complete the following portions of the PSP for review and approval by the OAS:

 - (1)** Name and contact information for the Project Security Coordinator and a designated alternate;
 - (2)** Name and contact information for each Worksite Supervisor and designated alternates (these two individuals can be the same);
 - (3)** Approximate dates and duration for each phase of construction, location, and access points. Staging areas must be identified, including, security measures to control un-badged individuals, equipment, associated tools, and Sensitive Security Information (SSI).

- s. **Restricted Area.** Includes the Sterile Area and the SIDA.
- t. **Restricted Public Area.** Public areas inside the Airport's main terminal building and extending 300 feet from the non-secure (public-side) face of the main terminal building, as well as, public areas within ten feet of both sides of the security perimeter fence, although public areas, have specific security requirements for construction. Note that the Hourly Garage is exempt from these restrictions.
- u. **Security Bid Plan.** The Security drawings and notes provided in the contract documents. These documents serve as a baseline for the Contractor to develop a PSP for submission to OAS after award of the contract. The SBP must be developed by the design team and signed by the Airport Security Coordinator.
- v. **Security Identification Display Area (SIDA).** The area of the Airport enclosed by security fence, security checkpoints, and/or building egress to the airfield. Each person within this area is required to display an Airport-approved identification badge, unless the person is under Airport-approved escort. At BWI Marshall, the SIDA is considered to be everything within the Airport's security fence-line.
- w. **Security Perimeter Fence (SPF).** Any portion of the perimeter fence that controls access to any of the BWI Marshall Airport Restricted Areas.
- x. **Security Threat Assessment (STA).** Check conducted by the TSA of databases relevant to confirming (1) that an individual does not pose a security threat; (2) that an individual possesses lawful status in the United States (rights to live and work); and (3) an individual's identity.
- y. **Sensitive Security Information (SSI).** 49 CFR Part 1520 discusses the protection of Sensitive Security Information (SSI) and requires entities involved in activities inside the restricted areas of a commercial airport to maintain, safeguard, and control the disclosure of sensitive security information. Individuals privileged to have this information **MUST** have an operational need to know and **MUST** understand the importance of safeguarding the information.
- z. **Sterile Area.** The Sterile Areas at BWI Marshall Airport are the concourses, or piers, and are restricted to ticketed passengers and appropriately badged or documented personnel. The appropriately badged person will have a Sterile Area or SIDA access badge issued by the MAA OAS. Otherwise, access is controlled by the inspection of persons and property with reason to be within the Sterile Areas in accordance with an approved security program.
- aa. **Transportation Security Administration (TSA).** An agency of the United States Federal Government (Executive Branch) responsible for Civil Aviation Security through the enforcement of regulations (under Title 49) designed to safeguard Civil Aviation Operations against acts of violence or acts of unlawful interference. TSA

is responsible for the safety and security of passengers, flight crews, ground operations personnel, and the general public.

- bb. Unescorted Access.** Authority to be in the SIDA or Sterile Areas for completion of Airport-related services. An individual must possess and properly display a BWI Marshall access badge in order to have unescorted access privileges.
- cc. Worksite.** The largest MAA OAS approved area within which the Worksite Supervisor can maintain positive control of all workers and activities. A single construction project may be comprised of a single worksite or numerous worksites dependent on approval of the MAA OAS and PSP. Worksites do not remove the requirement for positive control of escorted individuals in restricted areas.
- dd. Worksite Supervisor.** The person assigned by the Contractor to a worksite in a restricted public/non-public area responsible for ensuring compliance by all Contractor and Subcontractor personnel to all security rules and regulations. Each worksite supervisor (or a designated alternate) must be present at the worksite at all times while work is in progress and be available to respond to the OAS or its authorized representatives upon demand. Refer to **Paragraph 2.4** of this item for additional requirements and restrictions.
- ee. APPROVED SECURITY SUBCONTRACTOR STAFF DEFINITIONS:**

Guards: To support Airport Security Plan (ASP) and Project Security Plan (PSP).

Breakers: To provide bathroom and meal breaks and additional break dependent on weather (more frequent for hot and cold).

Supervisors: To coordinate and schedule with construction company(s) to ensure guards are assigned, in position, and performing duties, meet daily to ensure construction needs are met and any personnel issue are addressed and coordinate breaks.

Rover Guards: To provide routine checks and additional control/security with a vehicle.

Tower Guards: To support Airport Security Project (ASP) and Project Security Plan (PSP). The portable security tower itself will be furnished by MAA and the contractor shall maintain and maneuver it to/from the site as required to meet the phasing of the project and operational requirements of the airport. If a tower is unavailable and/or pulled out of service for any reason, e.g. weather, wind, rain, etc.. or maintenance issues, Contractor shall provide two (2) guards to be strategically positioned by OAS to replace the removed tower(s).

Compliance Officer: To ensure PSP and ASP are adhered to by guards and construction workers; attend progress meetings; conduct inspections; bring security issues/needs, changes and concerns to the Office of Airport Security. (Compliance Officers will be provided by and report directly to MAA OAS)

PART 2 - REQUIREMENTS

2.1 GENERAL REQUIREMENTS. All work within the Airport's restricted areas is required to have an approved Project Security Plan (PSP).

As part of the PSP, each project shall have an overall Security Coordinator who is in charge of enforcing the approved security requirements for the project as a whole. This person is named the Project Security Coordinator. In addition, each worksite shall have a designated person and alternate responsible for security requirements unless otherwise approved by MAA OAS. For work within the SIDA or Sterile Area, this person is the Worksite Supervisor. Specific requirements and restrictions for these personnel are discussed in the definitions above and in **Paragraph 2.4** of this item. The General Contractor shall initiate contact with the MAA OAS Representative(s) a **minimum of thirty (30) days prior** to construction activities. If there is a changed security condition involved (i.e. revision to the security fence perimeter), **sixty (60) days minimum** will be required. The above-mentioned individuals should be present along with the required individuals (MAA- OAS, PM from GC, and PM from approved security sub-contractor).

An approved (signed) SBP is included as part of the Contract Documents. The Plan considers the requirements of this Specification and is coordinated with the Project Phasing Plan(s). Upon award of the Contract, the Contractor is to review the approved SBP, make changes necessary specific to the bid proposal, and amend it with the required information. At this time, the Contractor will obtain all paperwork from OAS to submit an official PSP for review and approval (signature must be obtained). Any revisions to the PSP that require additional compensation must be identified (in writing) at this time and provided to the Resident Engineer and OAS for review and concurrence (in writing). The Contractor and all subcontractors engaged under this Contract are equally bound by all security rules, regulations, and procedures/requirements in effect at BWI Marshall. The Contractor is responsible for overseeing all subcontractors and ensuring full compliance with all security rules and regulations for all work performed as part of this Contract.

Any action required by TSA or MAA in response to security violations based on the PSP and this Specification shall be addressed immediately by the Contractor at his/her expense. This includes payment of any fees, fines, or other payment that the Contractor is required to make as a result of a security infraction(s) by the Contractor's or Subcontractor's personnel. Payment of such fees, fines, etc. shall not be the basis for a claim, as the

Contractor shall bear the financial responsibility for any actions taken by MAA or TSA for security violations, including potential temporary closures of work site(s).

If any damage to the Security Perimeter Fence (SPF) is noted at any time during the project, the Contractor must immediately notify Airport Operations at 410-859-7018 and make arrangements to provide Airport Security Contractor personnel to maintain security at the site of the damage until the damage is repaired by the Contractor and inspected and approved by the OAS. The Project Security Coordinator shall assign a badged employee to stand at the breach location until relieved by the OAS or the Airport Security Contractor. If any damage to the SPF results from the Contractor's work, the procedure above should be followed and the cost of the guards will be at the Contractor's expense.

2.2 RESTRICTED AREAS (STERILE AREAS AND SIDA).

The Contractor must evaluate the SBP and develop a PSP to ensure that it details all measures he/she will undertake to implement the requirements of this Specification. Key personnel (PM, QC) or any designated security individuals within this Specification are required to have an appropriate BWI Marshall access badge.

- a.** As part of the PSP, the Contractor shall make provisions to obtain the appropriate BWI Marshall access badges for all Contractor and Subcontractor key personnel working on the project at least twenty (20) calendar days prior to the commencement of work. To obtain badges, each applicant must complete an application that includes the Criminal History Records Check (CHRC), Security Threat Assessment, and fingerprinting. Once approved, the contractor shall participate in the appropriate training program. The Contractor shall contact the MAA Security Center (410-859-7488) for badging hours and to obtain current forms.

- (1) Non-Badged Personnel.** All individuals who require access into the restricted areas and who have not processed for a BWI Marshall access badge must remain under continuous escort at all times while in the restricted areas in accordance with Paragraph a.(2), below. Escorting related to movement areas will be described and provided under the 010004X Specification Section for Temporary Construction Items. The Contractor must provide to the OAS the full name, date of birth, and Social Security Number of each person being escorted for security screening purposes. Some individuals may be denied access at the discretion of the Airport Security Director and/or his/her designee(s).

If the individual has been processed and was denied eligibility for a BWI Marshall access badge they CANNOT be under escort at any time. This is a direct violation of the Airport Security Program and Federally regulated Security Directives pertaining to Airport Security.

- (2) **Escorts.** The General Contractor shall provide the number of escorts that will be responsible for escorting non-badged employees. All escorts must be conducted through a guarded portal. A subcontractor shall not be allowed to perform two functions on the worksite (i.e. safety (as defined in Section 01 00 04 Temporary Construction Itmes) and security). The security function must be performed by an OAS approved airport security contractor. Under typical conditions, one badge holder with escort privileges may escort up to five non-badged workers.

One (1) BWI Marshall Airport approved stickered vehicle can escort up to three (3) non-stickered vehicles. However, for convoys of four (4) or more vehicles, a second airfield registered vehicle must be provided by the Contractor to exercise control of the rear of the convoy. The second vehicle must also be driven by an authorized badge holder with escort, power gate and AOA driving privileges.

Contractor personnel acting as escort for non-badged personnel shall have no other work related responsibilities while performing escort duties unless otherwise defined in Paragraph 2.4 of these Specifications.

Escorting from the access point to a worksite within the movement area can be performed by the same personnel. However, once the escort is at the worksite, they can only perform one function (safety or security).

- (3) **Vehicles:** All self-propelled vehicles must be inspected per the MAA airfield vehicle requirements. Vehicles that have not been inspected but need access to the restricted areas must be escorted in accordance with the above-mentioned procedures.

- b. If the Contractor has no proposed changes to the SBP, the following information shall be added to the plan and submitted to the OAS for final approval as a PSP during the initial submittal period of the Contract (Mobilization), but no later than thirty (30) calendar days prior to start of work:

- (1) Name and contact information for the Project Security Coordinator and a designated alternate;
- (2) Name and contact information for each Worksite Supervisor and designated alternates (these two individuals can be the same);
- (3) Approximate dates and duration for each phase of construction, location, and access points. Staging areas must be identified, including, security measures to control un-badged individuals; equipment; associated tools; and Sensitive Security Information (SSI).

If there is a changed security condition required with TSA (i.e. security fence relocation), the contractor must submit this plan sixty (60) calendar days prior to the construction NTP.

- c. The Contractor shall submit any proposed changes to the SBP to the Resident Engineer at least thirty (30) calendar days prior to the commencement of work for review and approval. A changed security condition will require sixty (60) calendar days for review and approval. All revisions to the SBP must be documented in the submission of the PSP for concurrence. All modifications must be submitted to the OAS and approved before the commencement of construction.
- d. All work expected to require access through a non-power/unguarded perimeter gate, including any work involving tunneling below the secure line of the Airport, is included in the SBP. Should additional access be required, a written amendment to the PSP must be submitted for approval to the Resident Engineer a minimum of sixty (60) calendar days prior to the commencement of such work. All non-power/unguarded perimeter gates used to escort vehicles and equipment into any of the Airport's restricted areas shall be staffed by the MAA approved Airport Security Contractor personnel scheduled and provided for at the Contractor's expense. The Director or designee of the OAS shall determine whether the appropriate security personnel have been provided.
- e. All work expected to be performed within ten (10) feet of either side of the Security Perimeter Fence (SPF) is included in the PSP. Should work within ten (10) feet of the SPF be added, a written amendment to the PSP must be submitted for approval to the Resident Engineer a minimum of thirty (30) calendar days prior to the commencement of such work. If work being performed as indicated in the Contract Documents requires the opening, repositioning, or dismantling of any portion of the SPF where access into the Airport's restricted area may be gained, an adequate number of security guards shall be provided by the Airport Security Contractor at the Contractor's expense. If any damage to the SPF is noted at any time during the project, the Contractor must immediately notify Airport Operations at 410-859-7018 and make arrangements to provide Airport Security Contractor personnel to maintain security at the site of the damage until the damage is repaired by the Contractor and inspected and approved by the OAS. The Worksite Supervisor shall assign a badged employee to stand at the breach location until relieved by the OAS or the Airport Security Contractor. If the damage results from the Contractor's work, the procedure should be followed and the cost of the guards will be at the Contractor's expense.

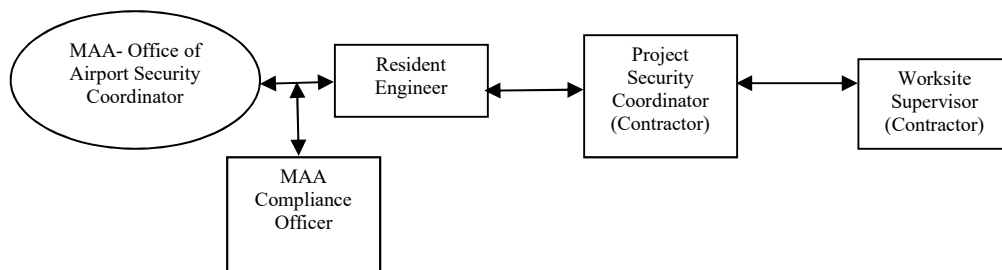
2.3 RESTRICTED PUBLIC AREAS.

With the exception of the Hourly Garage, work performed inside the Airport's main terminal and extending to within 300 feet of the non-secure (public-side) face of the main

terminal building, as well as public areas within ten feet of the Security Perimeter Fence (SPF) falls within a Restricted Public Area and is subject to restrictions as identified herein.

The Contractor must evaluate the SBP and ensure that it details all measures he/she will undertake to implement the requirements of this Specification for restricted public areas.

- a. If the Contractor has no proposed changes to the SBP, the standard information as stated in this Specification shall be provided for final acceptance by MAA OAS in the PSP submission.
- b. All work expected to be performed within ten (10) feet of either side of the SPF shall be included in the PSP. Should work within ten (10) feet of the SPF be added, a written amendment to the PSP must be submitted for approval to the OAS a minimum of thirty (30) calendar days prior to the commencement of such work. If at any point the work being performed requires the opening, repositioning, or dismantling of any portion of the SPF where access into the Airport's restricted area may be gained, an adequate number of security guards shall be provided by the Airport Security Contractor at the Contractor's expense. This information should be provided sixty (60) calendar days in advance to MAA OAS for coordination with TSA.
- c. Following is the general hierarchy of responsibility for personnel working in restricted areas. Transportation Security Administration personnel may contact or challenge any individual at any point in the hierarchy. In most cases, the Resident Engineer will serve as the liaison between the OAS and the Contractor. However, direct coordination in emergency situations should be expected.



2.4 PROJECT SPECIFIC REQUIREMENTS.

The project shall require that all procedures for escorting (also see Section 010004X Temporary Construction Items), badging, access, and security be followed as outlined above. In addition to the general requirements, specific requirements are included in this section.

As mentioned above, the following personnel must be available and maintained for this project:

- a. *Project Security Coordinator (PSC)* - As defined above in Section 1.3, this individual must be assigned and available for all phases of construction. Each Project Security Plan sheet must identify the Contractor's proposed coordinator along with the available alternate. The coordinator must be available by phone during all work hours of this project (including all night work).
- b. *Escort*- As defined above in Section 1.3, this individual can escort up to five (5) individuals into the Airport's restricted areas, as long as the escorting regulation is followed as defined in the 010004X Temporary Construction Items Specification. Any escort must be solely committed to escorting of individuals and should not have any other responsibilities during the time of escorting. See Specification Section 010004X Temporary Construction Items for payment and requirements during measurement.
- c. *Worksite Supervisor* – As defined above in Section 1.3, this individual must be assigned and be on site for all phases of construction. The Worksite Supervisor will need to be on site during all work hours and have radio contact with all of the identified escorts. The Worksite Supervisor will be responsible on this project to provide the following each working day:
 - (1) Daily report of the escorts on site for all phases of construction;
 - (2) Maintain positive control of escorting personnel at all times;
 - (3) Identify the quantity of inspected and badged vehicles construction site(s).

The Worksite Supervisor must be able to accurately present that the PSP is being implemented and enforced on the worksite to the TSA and/or MAA as required during the construction periods.

NOTE TO ENGINEER: ENGINEER SHOULD DESCRIBE CONDITIONS OF PROJECT AND ANY UNIQUE RESTRICTIONS FOR THE CONTRACTOR TO CONSIDER, INCLUDE ANY APPROPRIATE TRAINING REQUIRED FOR THE MOVEMENT AREA ACCESS.

EXAMPLE: night work activities and closure of the airport's runways, the Worksite Supervisor shall also have radio access to the Air Traffic Control Tower (ATCT) and maintain continuous contact with all worksite supervisors and subcontractors to confirm that all security issues for the project are responded to expeditiously.

- d. *Guards* - Guards shall be limited to eight (8) hour shifts to the maximum extent possible. Guards can work a maximum of 16-hours only if approved in writing prior to starting the shift by the MAA OAS. Every four (4) guards will require a breaker guard (1 individual for relief) to be available during the entire shift. Therefore, Contractor must assume that any requirement up to four (4) guards includes an additional guard to act as a breaker (total of 5 guards).
- e. *Temporary Sanitary Facilities*: For projects requiring use of AOA access gates that are not equipped with sanitary facilities, facilities shall be rented and provided as required for security staff.

The Security Bid Plan (SBP) is included in the contract drawings for this project and includes the following:

- (1) Project specific security requirements coordinated in detail with Project phasing.
- (2) Project Phases and the durations of each phase. (as shown on contract documents)
- (3) Guard locations.
- (4) Access points/SIDA entrance/security guard locations. The designer shall make note of anticipated processing times at access points, if any inspections should be anticipated, etc. The designer shall make note that the Contractor shall consider the processing time when computing his bid price for this item.
- (5) Delivery routes.
- (6) Identification of worksites.
- (7) Locations/phases where an escort from MAA Operations is required.
- (8) Signature Block with OAS Project Security Plan

The SBP shall be used as a basis for the PSP submittal after a Contractor has been awarded the project. Contractor shall request and obtain any necessary documentation from the OAS for PSP submission. The OAS requires a thirty (30) calendar day period for review of the PSP. Consider that more than one submittal may be required when scheduling the submittal.

Upon completion of the PSP, a meeting shall be set up with the OAS. If the plans are intended to be final, three sets of PSP shall be brought to the meeting so that if they are approved without changes, three original signatures shall be obtained at the meeting - one set of PSP will remain on file with the OAS; one set of PSP will remain with the Resident Engineer; and the other will become part of the Contract Documents.

The mobilization or submittal duration for this contract has been set to allow the Contractor time to obtain PSP approval by OAS. Construction Notice To Proceed (NTP) will only be granted following approval of PSP by MAA OAS. If acceptance of the PSP occurs after the specified thirty (30) calendar day period, due to late or non-conforming submissions by the Contractor, the contract performance time specified elsewhere in the contract shall be reduced by the number of days of delay in acceptance of the PSP.

2.5 ACCESS TO THE SITE

Access point locations for this project to the airfield are shown on the construction phasing plans and SBP's and PSP's. Gate usage will vary from phase to phase and shall be as shown on the Contract Documents.

All perimeter fence gates (manual and automatic) shown on the Contract Drawings as being contractor controlled shall be secured and staffed by MAA OAS approved Airport Security Contractor personnel. Confirm with the MAA OAS that the Contractor's plans for providing appropriate security personnel will be adequate. Any access portal (gates/doors) found to be unsecured, or cause any entry by any unauthorized person(s) and/or vehicle(s) as a result of the Contractor's failure to follow proper Airport Security procedures per this specification shall subject the Contractor to TSA-imposed fine(s), work stoppage; and/or suspension/revocation of the violator(s) BWI Marshall Access Badge.

Project specific TSA-mandated security rules and regulations, as well as, BWI Airport Security Program requirements will be provided by the OAS to the successful bidder.

PART 4 – MEASUREMENT AND PAYMENT

4.1 METHOD OF MEASUREMENT

- a. Perimeter guard staffing will be measured by the hour. Vehicle/Staffing will be measured by the hour. This includes Gate guards, Breakers, etc. or any staffing required for implementation of the Project Security Plan.
- b. No direct measurement will be made for as Security Materials/Equipment as this payment will be made on a lump sum basis.

DESIGNER WILL HAVE THE OPTION TO ELIMINATE THE HOURLY ITEMS AND MAKE ALL SECURITY REQUIREMENTS A LUMP SUM IF THE PROJECT CONSTRUCTION COST IS LESS THAN \$100,000 OR IF THE PROJECT IS WITHIN THE TERMINAL OR PART OF A PROJECT THAT IS BEING BID AS AN OVERALL LUMP SUM PROJECT. DESIGNER WILL REQUEST AND NOTIFY MAA TASK/PROJECT MANAGER IF THIS REVISION IS MADE.

PART 5 - BASIS OF PAYMENT

- 5.1 Payment will be made at the contract unit bid price for “GUARDS” and “GUARDS WITH VEHICLE” as well as “SUPERVISORS WITH VEHICLE”. The Contractor is also responsible for breaker guards with a minimum of 1 available for every four (4) guards needed. One (1) breaker guard will be required up to every 4 guards. Breaker and/or rover guards are required to have a vehicle (guard with vehicle pay item).

Payment for these items will be made per hour for individuals. Staffing hourly backup will be required based on tracked timesheets for all individuals used for security on-site by the MAA-approved security contractor company.

- 5.2 “Security Materials/Equipment” will be made per lump sum bid price. This payment shall be full compensation for all costs associated with the security requirements identified in this Specification and shall include all labor, materials, training, and equipment required to complete the work specified. This cost shall include establishment and removal of security perimeter/s (as required to meet project phasing or airport operational requirements); badging of employees; registering of airfield vehicles; provision of all Worksite Supervisors, designated alternates; internal secure perimeter system guards; supplemental perimeter guards; any costs related to the maintenance/maneuvering of the security tower (if included in the SBP); provision of equipment for appropriate identification of personnel of varying security clearance levels (i.e. hardhats); and all other items related to the provision of security for the site(s).
- 5.3 In developing costs, the Contractor shall consider that the MAA is responsible for costs associated with perimeter guards under normal operating conditions (i.e. Power Gate G/A guards for every day usage) except when a security breach is caused by the Contractor’s work (as noted in 2.1e; and 2.2b). However, in order to expedite construction, the Contractor shall staff perimeter gate locations (i.e. Gate G) with supplemental perimeter guards during heavy construction vehicle volume conditions as directed and approved by the Director of the OAS and shown on the PSP. The Contractor shall consider that they are responsible for the supplemental perimeter guard costs. Providing guards at gates utilized for construction access purposes that would not regularly require that staffing, or currently have no guards (i.e. Gate 55), should all be considered supplemental and shall be the responsibility of the Contractor.

- 5.4 The first payment on the lump sum item will be ten percent (10%) of the bid price for that item and shall be included in the first progress estimate following the initiation of construction work. The remaining ninety percent (90%) of the lump sum item price will be included as installments in subsequent progress estimates as the project progresses. The total lump sum cost for security materials/equipment shall not exceed 6% of the overall construction bid price.

ENGINEER SHALL USE ITEM(S) AS NEEDED.

5.6 Payment will be made under:

Item 010005X.1	Guards – per hour
Item 010005X.2	Guards with Vehicle – per hour
Item 010005X.3	Supervisor with Vehicle – per hour
Item 010005X.4	Security Materials/Equipment – per lump sum

END OF SECTION 010005X