

Appendix D: Supplemental Requirements

Supplemental Requirements

E1 Badging Requirements

Generally the Airport prefers that all individuals working in a restricted area successfully complete a fingerprint based Criminal History Record Check (CHRC); a Security Threat Assessment; and be trained, tested prior to being issued a BWI Airport Identification/Access Badge. It is understood that some individuals will not be able to successfully complete a CHRC due to the presence of disqualifying crimes as defined by the Transportation Security Administration. These employees are permitted to work in a restricted area, but must be under continuous escort by a badged individual with escort authority.

E2 Restricted Areas

BWI Thurgood Marshall Airport (BWI) requires that the Primary Contractor develops and submits for approval to the BWI Security Division (ASD) a Project Security Plan (PSP) for all work performed within one of the Airport's Restricted Areas. The PSP is developed and submitted by the Primary Contractor to include all work performed by the Primary Contractor and all Subcontractors hired under each separate MAA contract. The PSP must be submitted for review and approval to the ASD Thirty (30) calendar days prior to commencement of work in order to allow the ASD time to submit a changed condition request to the Transportation Security Administration for approval (49 CFR 1542.107D). It must detail all measures the Primary Contractor will undertake to implement the following:

Identify a Security Liaison for each work site who will be responsible for ensuring compliance by all Primary Contractor and Subcontractor personnel to all Airport Security Division (ASD) and Transportation Security Administration (TSA) security rules and regulations. Each site's Security Liaison (or a designated alternate) must be present at the work site at all times while work is in progress and be available to respond to the ASD and/or TSA or their authorized representatives upon demand. The Project Security Liaison must be available by telephone during non-working hours for the entire duration of the subject MAA contract.

Issue all non-badged personnel under escort hard hats of a single uniform red color and all Contractor personnel, acting as escort shall have hard hats of a separate, single uniform blue color. All other personnel may use any color hardhat except red and blue.

Procure and deploy all fencing, gates, and barriers indicated in the Contract Security Plans for the purpose of enveloping, enclosing and securing the work site during both working and non-working hours (see Attachment 1).

Identify the number of BWI ID badged (badge holder) personnel with Escort Authority that will be responsible for escorting non-badged employees. Escorts may be conducted by the Contractor's own personnel (with Escort Authority), an ASD Approved Private Security Contractor or by the current Airport Security Contractor; however, all escort related costs, of both equipment and personnel, is the sole responsibility of the Primary Contractor. Under normal circumstances, one (1) badge holder with Escort Authority may escort no more than five (5) non-badged workers. Contractor personnel acting as escorter for non-badged personnel shall have no other work related responsibilities while performing escort duties.

All Contractor self-propelled equipment and machinery must be inspected and must display a valid airfield registration decal. All other (unregistered) vehicles must remain under continuous escort while in the work site and while traveling in the restricted areas or to and from the work site.

An airfield registered vehicle, driven by a badge holder with appropriate Escort, Power Gate and AOA driving privileges, must lead all escorted unregistered vehicles, while in any restricted area, to and from the work site at all time and in accordance with established escorting procedures. For convoys of five (5) or more vehicles in number, 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.

All work requiring access through a non-power/unguarded perimeter gate must be included in the PSP. Otherwise, a written amendment to the PSP must be submitted for approval to the ASD a minimum of thirty (30) 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 must be staffed by Airport Security Contractor personnel. A minimum of three Airport Security Contract officers must be present at each perimeter gate being utilized in order to conduct the required searches and logging-in of escorts for both vehicles and individuals. All costs related to Airport Security Contractor personnel and equipment needed to comply with the security requirements of the ASD for use of non-power/unguarded perimeter gates are the sole responsibility of the Primary Contractor.

All work performed within 10' (ten feet) of the Security Perimeter Fence (SPF) must be included in the PSP. Otherwise, a written amendment to the PSP must be submitted for approval to the ASD 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, re-positioning or dismantling of any portion of the SPF where access into the airport's restricted area may be gained, the Contractor must provide an adequate number of security Contractor personnel to maintain security at the site as determined by the ASD. If any damage to the SPF is noted or affected 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 ASD.

The Primary Contractor should make provisions to obtain BWI ID badges for all Contractor personnel working on the project at least three weeks prior to the commencement of work. All individuals who require access into the restricted areas and who are, or believe they will be, unsuccessful in obtaining a BWI ID badge must remain under close and continuous escort at all times while in the restricted areas in accordance with 4 above. All escorted construction personnel must also provide to the ASD his/her full name, date of birth and social security number, as required by the ASD for screening purposes, at least seven (7) calendar days prior to actual date the escort is to be conducted. The information will be utilized to run the individual's name against the Federal "No-Fly/Selectee List".

Individuals will be issued an "Escortee Badge" after successful comparison against the "No-Fly/Selectee List."

Individuals with a positive hit on the “No-Fly Selectee List” will be denied escorted access into a restricted area until they have successfully cleared their name from the “No-Fly/Selectee List.

E3 Non-Restricted/Public Areas

Work performed inside or within 300’ of the Main Terminal Building and other public areas within 10’ of the Security Perimeter Fence (SPF) described below requires that the Primary Contractor develops and submits for approval to the BWI Airport Security Division (ASD) a Project Security Plan (PSP). The PSP is developed and submitted by the Primary Contractor to include all work performed by the Primary Contractor and all Subcontractors hired under each separate MAA contract. The PSP must be submitted for review and approval to the ASD thirty (30) calendar days prior to the commencement of work and must detail all measures the Primary Contractor will undertake to implement the following:

Identify a Security Liaison for each work site who will be responsible for ensuring compliance by all Primary Contractor and Subcontractor personnel to all Airport Security Division (ASD) and Transportation Security Administration (TSA) security rules and regulations. Each site’s Security Liaison (or a designated alternate) must be present at the work site at all times while work is in progress and be available to respond to the ASD and/or TSA or their authorized representatives upon demand. The Project Security Manager must be available by telephone during non-working hours for the entire duration of the subject MAA contract.

All work performed within 10’ (ten feet) of the SPF must be included in the PSP. Otherwise an amendment to the PSP must be submitted for approval to the ASD a minimum of thirty (30) calendar days prior to commencement of work. If, at any point, the work being performed requires the opening, re-positioning or dismantling of any portion of the SPF where access into the airport’s Restricted Areas may be gained, the Contractor must provide an adequate number of Private Security Contractor or Airport Security Contractor personnel and equipment to maintain security at the site as determined by the ASD. If any damage to the SPF is noted or affected at any time during the project, the Contractor must immediately notify Airport Operations at 410-859-7018 and make arrangements to provide Private Security Contractor or 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 ASD.

All work that requires parking Contractor work vehicles, or other self-propelled equipment, within three hundred feet (300’) of the airport’s Terminal building must obtain a Construction Vehicle Permit prior to commencement of work. These permits are issued to Contractors named in the Authorized Contractors List. Each vehicle belonging to the Contractor must obtain a separate permit. Permits are issued based on the length of time for which they are required and expire either daily or monthly. Vehicles are inspected at Gate A and issued the permit for the appropriate length of time. The Contractor must designate and maintain an individual to remain with the permitted vehicle(s) at all times while within 300’ of the Main Terminal Building.

E4 Safety Requirements: Airfield Area

1. For all projects within the airfield, the Contractor shall acquaint its supervisors and employees with the Airport activity and operations that are inherent to BWI Airport and

shall conduct its construction activities to conform to all routine and emergency air traffic requirements and guidelines for safety specified herein.

2. The Contractor shall not allow employees, subcontractors, suppliers, or any other unauthorized person to enter or remain in any airport area that would be hazardous to persons or to aircraft operations.
3. The Contractor shall be aware of the following types of safety problems and/or hazards:
 - a) Trenches, holes, or excavations on or adjacent to any open runway or in safety areas.
 - b) Unmarked/unlighted holes or excavation in any apron, open taxiway, open taxi lane, or related safety area.
 - c) Mounds or piles of earth, construction materials, temporary structures, or other objects in vicinity of the open runway, taxiways, taxi lanes, or in a related safety, approach, or departure area.
 - d) Vehicles, equipment, excavations, stockpiles, or other materials that could degrade or otherwise interfere with electronic signals from radios or NAVAIDs.
 - e) Pavement drop-offs or pavement-turf lips (either permanent or temporary) that could cause, if crossed at normal operating speeds, damage to aircraft that normally use the Airport. The FAA AC 150-5370-2C Paragraph 7.C states “Runway surfacing projects resulting in excessive lips greater than one inch for runways and three inches for edges between old and new surfaces at runway edges and ends.”
 - f) Unmarked utility, NAVAID, weather service, runway lighting, or other power or signal cables that could be damaged during construction.
 - g) Objects (whether or not marked or flagged) or activities anywhere on or in the vicinity of Airport which could be distracting, confusing, or alarming to pilots during aircraft operations.
 - h) Unflagged/unlighted low visibility items (such as tall cranes or drills) anywhere in the vicinity of active runways, or in any approach or departure area.
 - i) Misleading or malfunctioning obstruction lights or unlighted/unmarked obstructions in approach to any open runway.
 - j) Inadequate approach/departure surfaces (These surfaces are needed to assure adequate landing/takeoff clearance over obstructions or work or storage areas).
 - k) Inadequate, confusing, or misleading (to user pilots) marking/lighting of runways, taxiways or taxi lanes (including displaced or relocated threshold).
 - l) Water, snow, dirt, debris, or other transient accumulation which temporarily obscures pavement marking or pavement edges, or derogates visibility of runway/taxiway marking or lighting, or of construction and maintenance areas.

- m) Inadequate or improper methods of marking, barricading, and lighting of temporarily closed portions of airport operations area.
 - n) Trash or other materials with FOD potential, whether on runways, taxiways, aprons, or in related safety areas.
 - o) Inadequate barricading or other marking to separate construction or maintenance areas from open aircraft operating areas.
 - p) Failure to control vehicle and human access to, and nonessential non-aeronautical activities in, active aircraft operating areas.
 - q) Failure to maintain radio communication between construction/ maintenance vehicles and Airport Traffic Control Tower (ATCT).
 - r) Construction/maintenance activities or materials which could hamper the response of aircraft rescue and fire fighting equipment from reaching all aircraft or any parts of the runway/taxiway system, to runway approach and departure areas, and to aircraft parking locations.
 - s) Bird attractants such as edibles (food scraps, etc.) or other miscellaneous garbage, other trash, or ponded water on Airport.
4. The Tenant and his/her Contractor is totally responsible for safety and health on the project. The Tenant and his/her Contractor shall conduct activities so as not to violate any safety requirements in applicable Federal, state, and local regulations or the standards contained herein. The Contractor shall inspect all construction and storage areas as often as necessary to be aware of conditions, and promptly take all steps necessary to prevent/remedy any unsafe or potentially unsafe conditions or activities discovered.
5. If the MAA representative becomes aware of any conditions that pose a serious or imminent danger to the health or safety of the public or MAA personnel, the MAA representative shall notify the Contractor orally, with written confirmation, and request immediate initiation of corrective action. This notice, when delivered to the Contractor or the Contractor's representative at the work site, shall be deemed sufficient notice of the noncompliance and that corrective action is required.
6. After receiving the notice, the Tenant and his/her Contractor shall immediately take corrective action. If the Tenant and his/her Contractor fails or refuses to promptly take corrective action, the MAA may issue an order stopping all or part of the work until satisfactory corrective action has been taken.
7. At no time shall the Tenant and his/her Contractor be relieved of the responsibility to be aware and correct any unsafe conditions. Before actual commencement of construction activity the Contractor shall, through the Airport Management (MAA Operations), give notice, using the NOTAM system, of proposed time and date of commencement of construction as well as the length and duration of the work in such areas. Upon completion of work and return of all such areas to standard conditions the Contractor

shall, through the Airport Management, give notice, using the NOTAM system, of completion of construction.

8. All Contractor's vehicles that are authorized to operate on the Airport outside of the designated construction area limits or haul routes as specified and in the active Airport Operations Area (“AOA”) shall display in full view above the vehicle a 3' x 3' or larger, orange and white checkerboard flag, each checkerboard color being square. Any vehicle operating in the active AOA during the hours of darkness shall be equipped with a flashing amber (yellow) dome-type light, mounted on top of the vehicle and of such intensity to conform to local codes for maintenance and emergency vehicles.
9. Radio communications are required between the Contractor's representative and the ATCT. Radio contact is required at all times while the Contractor has personnel and equipment on the project site and while they are in an active AOA of the Airport. Radios shall be furnished by the Contractor and shall be capable of transmitting and receiving at a ground frequency of 121.9 MHZ for BWI Airport. Sufficient radios shall be on site and operating at all times so that instructions or communications may be dispatched to all crews and/or equipment working in an active AOA within one minute after receipt from the Air Traffic Control Tower (“ATCT”).
10. Debris, waste and loose material (including dust and dirt) capable of causing damage to aircraft landing gear or propellers or being ingested in jet engines shall not be allowed on active aircraft movement areas or adjacent grassed areas. Materials observed to be within these areas shall be removed immediately and/or continuously by the Contractor during construction.
11. The Tenant and its Contractor shall furnish, at their own expense, flagmen as necessary to control their traffic in accordance with these specifications unless otherwise directed by the MAA's representative, in which case the direction of the MAA's representative shall be followed.
12. All Contractor's vehicles that are required to cross active runways, ramp areas, taxiways and aprons shall do so under the direct control of a competent flagman who is in direct radio contact with ATCT. All aircraft traffic on runways, ramp areas, taxiways and aprons shall have priority over Contractor's traffic. Radios shall be supplied by The Tenant and its Contractor and shall be capable of transmitting and receiving at a frequency of 121.9 MHZ for BWI Airport.
13. Where project access requires travel on or across runways, ramp areas, taxiways, or aircraft aprons, all personnel shall keep such surfaces clear of debris. At no time shall the Contractor's vehicles or personnel be allowed to enter or cross active runways or clear zones without proper authorization obtained through ground control.
14. Open flame, welding or torch cutting operations are prohibited unless adequate fire and safety precautions have been taken and the procedure previously approved by the MAA and the Office of the Fire Marshal.
15. Equipment and stockpiled material shall be constrained in a manner to prevent movement resulting from aircraft jet blast or wind conditions.

16. The Contractor shall provide timber or bucket type construction barricades with flashing yellow lights as shown on the drawings or directed by the MAA to delineate the work areas when these areas are closed to airport traffic. Open trenches, excavations and stockpiled material located in the AOA shall be prominently marked with aviation orange flags and lighted by approved light units during hours of restricted visibility and darkness.
17. All materials and equipment when not in use shall be placed in approved areas where they will not constitute a hazard to aircraft operations and not penetrate clearance surfaces defined in Federal Aviation Regulation, Part 77 (14 CFR, Part 77).
18. The Contractor shall adhere to the requirements of FAA Order EA 5210.1, "Safety Requirements on Airports During Construction," current edition and Advisory Circular 150/5370-2C, "Operational Safety on Airports During Construction." Where Part 77, EA 5210.1 and Advisory Circular 150/5370-2C are in conflict, the most restrictive requirement shall be met.
19. Maximum equipment height shall not exceed twenty (20) feet unless prior approval is obtained from the MAA.
20. Debris, waste and loose material (including dust and dirt) capable of causing damage to aircraft landing gear, propellers, or being ingested in jet engines shall not be allowed on active aircraft movement areas or adjacent grassed areas. Materials observed to be within these areas shall be removed immediately and/or continuously by the Contractor during construction.
21. Upon completion of any stage/phase of the work the MAA will arrange a physical inspection with airport operations personnel prior to opening for aircraft use any runway, taxiway, ramp area or airport roadway that has been closed for work, on or adjacent thereto, that has been used for a crossing point or haul route by the Contractor.
22. Entrance to the airfield is subject to strict security regulations. All personnel entering the airfield must obtain and display security identification badges and all vehicles must have and display special permits issued by the Maryland Aviation Administration. The cost of these security items is fully refundable upon their return. The Contractor shall be responsible for assuring that all their employees who have unescorted access to the airfield, have background checks, including at a minimum, references and prior employment histories to the extent necessary to verify representations made by the employee relating to employment in the preceding five (5) years.
23. The smoking or carrying of lighted tobacco or other products is strictly prohibited on the airside of the airport. Failure to comply may result in fines and/or suspension of individual security badges. If the MAA becomes aware of any conditions that pose a serious or imminent danger to the health or safety of the public or MAA personnel, the MAA representative shall notify The Tenant or its Contractor orally, with written confirmation, and request immediate initiation of corrective action. This notice, when delivered to The Tenant or its Contractor or the Contractor's representative at the work

site, shall be deemed sufficient notice of the noncompliance and that corrective action is required.

E5 Existing Utilities

1. The Tenant and its Contractor shall not begin or make any excavation without first notifying the MAA and each and every public service company which may have underground facilities in the area(s) of the proposed work at least seventy-two (72) hours prior to the commencement of such work. In Baltimore and Anne Arundel Counties, the Contractor must notify the public service companies of work intentions by calling MISS UTILITY at 1-800-257-7777.
2. The Contractor shall notify and receive approval from the MAA in writing seven (7) days in advance of any utility shut down that will affect the normal operations at Baltimore/Washington International Airport. Utility shut downs shall only be allowed at night and during hours determined by the MAA (normally between 11:00 pm to 5:00 am). The Contractor shall provide the MAA with the type of utility and anticipated duration of shut down and specific area(s) that will be affected as a result of this work.
3. The Tenant and his/her Contractor are to protect and maintain service for all the existing water and sewer lines, telephone lines, gas lines, electrical lines, etc. during the progress of the work.
4. The Tenant and his/her Contractor shall be fully responsible for any and all damages to underground and aboveground utilities and facilities resulting from the installation and maintenance.
5. The Tenant and his/her Contractor shall have available on-call sufficient specialty Contractors, such as electrical, plumbing, etc., to repair any damage to existing facilities that might occur as a result of construction operations regardless of when the damage might occur.