

SECTION 016400

CAPITOL COMPLEX SECURITY PROGRAM AND CONTRACTOR REQUIREMENTS

PART 1 - GENERAL

1.1 STIPULATIONS

- A. The specifications sections "General Conditions of the Construction Contract", "Special Conditions", and "Division 1 - General Requirements" form a part of this Section by this reference thereto, and shall have the same force and effect as if printed herewith in full.

1.2 DGS SECURITY PROGRAM FOR THE CAPITOL COMPLEX

- A. Purpose: The purpose of the security program is to establish policy and procedures for contractor access to the Capitol Complex and other state office buildings. The policy and procedures outlined in this directive will enable contractors to gain safe access to buildings identified in the contract documents.
- B. Scope: This security program applies to all Commonwealth employees and contracted personnel under the Governor's jurisdiction and those employed by independent agencies as well as other individuals and organizations with offices or work locations in the Capitol Complex and other state office buildings.
- C. Definitions: For purposes of this security program, the following words and phrases shall be defined as:
 - 1. Biometric Reader: A device that reads the electronic encryption on an access card and makes an automatic non-invasive assessment of a unique body feature whereby access control systems may be activated.
 - 2. Building Maintenance Spaces: Data closets; air handling equipment rooms; major electrical and building services spaces.
 - 3. Core Buildings: Capitol Building (including the Main Capitol Building and its East Wing); Ryan Building; North Office Building; Speaker K. Leroy Irvis Building; connecting tunnels.
 - 4. Capitol Complex: Core buildings plus Forum Building, Finance Building, Health and Welfare Building, Labor and Industry Building, Keystone Building, Northwest Office Building, Judicial Center, Rachel Carson Building, Strawberry Square and State Museum.
 - 5. Other State Office Buildings: Department of Agriculture; DGS Annex Complex (formerly the Harrisburg State Hospital complex); DGS Public Works at 18th and Herr Streets; DGS at 22nd and Forster Streets; Harrisstown #1, Harrisstown #2, Commonwealth Tower; Philadelphia, Pittsburgh, Scranton and Reading state office buildings.
 - 6. Capitol Police Security Administration: The Capitol Police Security Administration under the Superintendent of the Capitol Police is responsible for establishing procedures for issuance of photo identification badges and photo identification access badges. The Capitol Police Security Administration produces photo identification badges and photo identification access badges, including the "Emergency Response" designation and maintains photo identification access badge permissions.
 - 7. Card Reader: A device that reads the electronic inscription on an access badge whereby locks or other access control systems may be activated.
 - 8. DGS: Department of General Services.
 - 9. Emergency Response Designation: A red banner with "Emergency Response" printed on the photo identification access badge or a photo identification badge. This designation is determined by the agency and allows the individual access to state offices during an emergency.

10. Photo identification access badge: A card with an employee's photograph, name and department programmed to permit access through use of a card reader or a photo identification badge programmed to permit access through the use of a card reader.
 11. Photo Identification Badge: A card with the individual's photographs, name and association issued to a registered lobbyist, the employee of a contractor or credentialed press for presentation at a visitor entrance.
- D. Policy and Procedures for Contracted Personnel: The following policy and procedures are in place to ensure that personnel of all contracted firms, companies and associations are approved to perform work or provide services in the Harrisburg Capitol Complex and other secured buildings and premises. This does not include suppliers, visiting vendors or delivery persons who must enter through secured visitor's entrances.
1. Contracted personnel who will be on the premises during the business day (Monday – Friday, 6am-6pm) for less than two weeks will NOT need identification badges, and will be admitted to buildings through the security checks at visitor's entrances. All contracted personnel who will be on the premises for more than two weeks during the business day, or after business hours, on weekends and on holidays, MUST HAVE identification badges and are considered to be prime contracted personnel.
 2. The DGS Bureau of Construction Staff/Construction Manager oversees and coordinates the various phases of work performed by contracted persons (including subcontractors, their subcontractors and suppliers) and insures the general conditions and all requirements of the project are met for the Commonwealth. This includes security related issues for contractor access and compliance with the Request for Criminal History Record Information Act check (CHRIA) performed by the Pennsylvania State Police.
 3. The BOC Staff/Construction Manager will ensure that contracted personnel have complied with the criminal history background check process. Personnel requiring photo identification badges must present a cleared CHRIA report and photo identification to Security Administration before the badge is issued. To cover costs incurred by DGS in processing requests for badges by contracted personnel, a processing fee of \$10.00 for a photo identification badge or \$20.00 for a photo identification access badge must be paid by the Contractor before a badge will be issued. Badges that have been damaged, destroyed, stolen or lost through negligence will be replaced only after payment of a replacement fee of \$25.00 for a photo identification access badge or \$15.00 for a photo identification badge. Payment for badges will be in the form of check or money order payable to the Commonwealth of Pennsylvania.
 4. Scheduling of Photos: BOC Staff/The Construction Manager will advise Capitol Police Security Administration of individuals requiring appointments for photo identification. The BOC Staff/Construction Manager will do all communication regarding photo appointments. If you have any questions, please contact the BOC Staff/Construction Manager.
 5. Badges: The appropriate identification badge will be issued to contracted persons who have a clear CHRIA report. If a CHRIA report reflects a positive criminal history, the Bureau of Police and Safety will make appropriate review and enforce its denial policy where required. Individuals with a background that is deemed a security risk will not be issued an identification badge. The badge will be issued for a one-year period from the date of request on the PA State Police Background Check. Badges subject to renewal will be coordinated in the same manner as new issue badges. A new CHRIA certification and processing fee are required each year. Capitol Police Officers will be required to check expiration dates and decline access to those whose badges have expired dates with no exceptions. All badges must be returned to the Construction Manager at the completion of a project or contract. The Construction Manager must return terminated badges to the Capitol Police Security Administration. The Contractor is responsible for paying the replacement/lost badge fee for any badge not returned at the completion of the project. This will be done by a credit Change Order.

6. CHRIA: To obtain your CHRIA report, access the following website: <https://epatch.state.pa.us>. Fill out the information form and use your credit card. If you have no criminal history, you will receive a clear CHRIA report almost immediately. Click on the control number and then certified form. Print the certified form. Security Administration will only accept the certified form that contains the state seal. If there is a criminal history it will be sent by mail. The CHRIA must be submitted to the BOC Staff/Construction Manager along with the processing fees, and the Construction Manager will submit all information to the Security Administration Office. The BOC Staff/Construction Manager will inform the Contractor when the badge(s) are ready for the Contractor to pick up.
7. All badges must be returned to the BOC Staff/Construction Manager at the completion of a project or contract. The BOC Staff/Construction Manager must return terminated badges to the Capitol Police Security Administration. The employer of contracted personnel is responsible for paying the replacement/lost badge fee, for any badge not returned at the completion of the project.

1.3 CONTRACTOR REQUIREMENTS FOR THE SECURITY PROGRAM

- A. Each Prime Contractor shall designate a security coordinator to coordinate security issues with its subcontractors and the BOC Staff/Construction Manager.
- B. The security program must be maintained throughout the construction period until final completion.
- C. For new badges, the CHRIA must be submitted to the BOC Staff/Construction Manager 48 hours prior to the scheduled photo appointment; for renewals, no less than 24 hours prior to the individual starting work on the project. Upon submittal of the CHRIA, the security coordinator must inform the BOC Staff/Construction Manager as to the DGS Project Name and No. their personnel will be working on.
- D. The security coordinator for each prime contractor must contact the BOC Staff/Construction Manager to coordinate and schedule an appointment to obtain photo identification badges for all of their employees as well as the employees of sub-contractors or suppliers.
- E. All employees shall display the photo identification badge at all times.

1.4 ACCESS TO OCCUPIED/SECURED AREAS REQUEST

- A. All Contractors' employees must have an approved written request for access to all occupied/secured areas of a building. Employees who enter areas other than those designated on the approved written request will be immediately escorted from the site and will not be permitted to return.
- B. Contractors are not allowed to work in buildings outside regular hours without authorization from the Client Agency. Requests must be made 48 hours in advance. Contractors are not allowed to be in the building unless the Client Agency is present as approved by the Client Agency.
- C. The following procedures are presented to establish a consistent and trackable method for the request and authorization of access for occupied/secured areas in the Capitol Complex. The intent is to streamline the process to minimize construction delays and to inform the Client Agencies and Security Agencies of contractor activity in a timely manner. All access requests will be processed through the Construction Manager. The Request for Access procedure established is outlined below:

1. The "Request for Access to Occupied/Secured Areas" form should be fully completed by the Contractor and faxed/emailed to the Construction Manager. This request is to be made no later than 72 hours prior to the requested access date (see Attachment #1).
2. Upon receiving the request from the Contractor, the Construction Manager will request approval from the affected Client Agency and/or Security Agency.
3. The notification of approval will be made via fax or email transmission to the Contractor and DGS once received from the Client Agency and Security Agency. Denials will be communicated to the Contractor via phone, fax and email to explain the reason for the denial and to re-schedule the access.
4. Cancellation of access by the Contractor must be submitted to the Construction manager in writing at least (8) eight hours prior to the start time.

1.5 DELIVERY NOTIFICATIONS

- A. All Contractors' employees must have written notification to deliver goods and/or services to the Capitol Complex. Employees who attempt to deliver items without prior notification may be denied access to the delivery area and may not be permitted to return until written notification has been submitted.
- B. The following procedures are presented to establish a consistent and trackable method for the notification of the delivery of goods and services to the Capitol Complex. The intent is to streamline the process to minimize construction delays and to inform the Client Agencies and Security Agencies of contractor activity in a timely manner. All delivery notifications will be processed through the BOC Staff/Construction Manager. The Delivery Notification procedure established is outlined below:
 1. The "Delivery Notification" should be completely filled out by the Contractor and faxed or emailed to the BOC Staff/Construction Manager. This request is to be made not later than 24 hours prior to the requested delivery (see Attachment #2).
 2. Upon receiving the notification from the Contractor, the BOC Staff/Construction Manager will notify the Security and Client Agency. The contractor should ensure the delivery driver has a copy of the delivery notification at the time of delivery.

1.6 UTILITY SHUTDOWN REQUESTS

- A. All Contractors' employees must have written approval for a Utility Shutdown in any area involving the Capitol Complex.
- B. The following procedures are presented to establish a consistent and efficient method for the request and approval of a utility shutdown to services at the Capitol Complex. The intent is to streamline the process to minimize construction delays and to inform the Client Agencies and Security Agencies of contractor activity in a timely manner. All utility shutdown requests will be processed through the BOC Staff/Construction Manager. The utility shutdown procedure established is outlined below:
 1. The "Request for Utility Shutdown" should be completely filled out by the Contractor and faxed or emailed to the BOC Staff/Construction Manager. This request is to be made no later than two (2) weeks prior to the requested shutdown (see Attachment #3).
 2. Upon receiving the shutdown request from the Contractor, the BOC Staff/Construction Manager will request approval from the affected Client Agency and/or Security Agency.

3. The notification of approval will be made via fax or email transmission to the Contractor and DGS once received from the Client Agency and/or Security Agency. Denials will be communicated to the Contractor via phone, fax and email to explain the reason for the denial and to re-schedule the shutdown.
4. Cancellation of shutdown by the Contractor must be submitted to the BOC Staff/Construction manager in writing at least eight (8) hours prior to the start time. Failure to notify the BOC Staff/Construction Manager may result in back charges to the contractor via credit change order for overtime fees expended by state personnel that may be scheduled to work solely due to the requirements of the contractor shutdown.
5. A shutdown coordination meeting is required with all shutdown requests. The Construction Manager will coordinate this meeting between the Contractor, subcontractors, vendors, suppliers, Client Agencies and/or Security Agencies.

1.7 HOT WORK PERMITS

- A. A construction fire can be the single most devastating event to affect a project. Contractor's employees must be thoroughly briefed and familiar with the applicable practices of the National Fire Protection Association.
- B. Any hot work being performed requires the Contractor to complete a hot work request using the "24 Hour Notice Fire/Safety Work Permit" form. A separate request is necessary for each area where hot work is being performed. Upon DGS Fire/Safety approval, the Contractor can perform hot work as indicated on the request. The Contractor is required to have a copy of the signed "24 Hour Notice Fire/Safety Work Permit" form at the location of hot work.
- C. The DGS Fire/Safety personnel will periodically check the job during the shift for conformance to the hot work request; any individual not in compliance with the request will be removed from the project. The Contractor performing this work shall be totally responsible, legally and financially, for any damage that may occur as a result of this work. The procedure for acquiring a hot work permit is outlined below:
 1. The Contractor will request and receive the "24 Hour Notice Fire/Safety Work Permit" form electronically from the Construction Manager (see Attachment #4). This is an electronic PDF form with dropdown boxes to make selections. The contractor will be required to complete this form electronically.
 2. All Contractors must have an approved "24 Hour Notice Fire/Safety Work Permit" form prior to performing any hot work.
 3. A "24 Hour Notice Fire/Safety Work Permit" form is required under the following hot work descriptions:
 - a. Chemical Use
 - b. Cooking
 - c. Cutting
 - d. Grinding
 - e. Insulation
 - f. Ladder Work
 - g. Painting
 - h. Restoration
 - i. Sandblasting
 - j. Soldering
 - k. Static Displays
 - l. Sterno
 - m. Welding
 - n. Other Contact Fire/Safety with Explanation

4. Upon fully completing the "24 Hour Notice Fire/Safety Work Permit" form, the Contractor shall email to the Fire and Safety Agency (gs-firesafetyenv@state.pa.us) and copy the DGS Bureau of Construction and the Construction Manager, with at least a 24 hour period before the hot work commences. The Fire and Safety Agency will either approve or advise if other requirements are necessary and email back to contractor, DGS Bureau of Construction and the Construction Manager.
5. Contractor must comply with all instructions on the form and the checklist. They must have the form in their possession while performing the hot work.
6. Hot work must be completed 60 minutes before fire watch is conducted by Contractor who has done the hot work. Contractor must provide an email reporting time of completion of work and time of fire watch and results to DGS and the Client Agency.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

END OF SECTION 016400

Attachment #1
January 16, 2009

Request for Access to Occupied/Secured Areas

Date: [redacted] DGS Project No.: [redacted]

Contractor: [redacted] Subcontractor (if applicable): [redacted]

Point of Contact: [redacted]

Phone/Cell/Pager: [redacted]

Building: [redacted]

Room No(s): [redacted]

Date(s) of Proposed Access: [redacted]

ExactTime(s) of Proposed Access: [redacted]

Scope of Work to be Performed/Crew Size:

[redacted]

Hot work will be performed during this access: YES NO

COMPLETE FORM AND FAX OR EMAIL TO CONSTRUCTION MANAGER (CM)

CM Contact Person: _____

CM Contact Fax: _____

CM Contact Email: _____

CM Contact Phone: _____

Do not write below this line – for Department of General Services Use Only
.....

If this access is acceptable, please sign below and this approval will be sent to all contractors requiring access. If there are modifications to this schedule, please note accordingly and we will distribute. Thank you in advance for your assistance.

Authorizing signature and date: [redacted]
(email response is acceptable)

Attachment #2
January 16, 2009

Delivery Notification

Date: _____ DGS Project No.: _____

Contractor: _____ Subcontractor (if applicable): _____

Point of Contact: _____

Phone/Cell/Pager: _____

Driver: _____ Badge: Yes No

Vehicle year, make, model and color: _____

License Plate No.: _____

Exact Time(s) of Proposed Delivery: _____

Date of Proposed Delivery: _____

Where Delivery will take place: _____

Who will receive Delivery/Contact info: _____

COMPLETE FORM AND FAX OR EMAIL TO CONSTRUCTION MANAGER (CM)

CM Contact Person: _____

CM Contact Fax: _____

CM Contact Email: _____

CM Contact Phone: _____

Attachment #3
January 16, 2009

Request for Utility Shutdown

Date: _____ **DGS Project No.:** _____

Contractor: _____ **Subcontractor (if applicable):** _____

Point of Contact: _____

Phone/Cell/Pager: _____

Utility Proposed for Shutdown: _____

Date and Time Shutdown is Proposed to Start: _____

Date and Time Restart is Proposed: _____

Specific Area(s) to be Affected: _____
(Identify Room Nos. from floor plans included and no contract drawings)

Justification for Shutdown Request:

COMPLETE FORM AND FAX OR EMAIL TO CONSTRUCTION MANAGER (CM)

CM Contact Person: _____

CM Contact Fax: _____

CM Contact Email: _____

CM Contact Phone: _____

This Section to be completed by the Construction Manager (CM)

Request sent to (DGS Contact/Date): _____

Deadline for Response to CM: _____

Do not write below this line – for Department of General Services Use Only

DGS Authorizing signature and date: _____

DGS Rejection signature and date: _____

Attachment #4
January 16, 2009

****24 HOUR NOTICE ****
FIRE/SAFETY WORK PERMIT

Date of Request:		Work Order # DGS Project #	
Building:		Floor:	
Exact location:			
Exact Work Description: (Note) Select From Drop down List WELDING			
Exact Location:			
CONTRACTOR / AGENCY:			
Date of Work:	Start Time:	Finish Time:	
PERSON CONDUCTING WORK:		Fire Watch:	
SUPERVISOR:		Contact Phone #	
<u>THE FOLLOWING ITEMS ARE REQUIRED AND MUST BE ADHERED TO ACCORDINGLY OR WORK WILL BE DENIED OR RESCHEDULED</u>			
PERSONS CONDUCTING WORK THAT REQUIRES A FIRE/SAFETY PERMIT WILL ABIDE BY THE FOLLOWING:			
<ul style="list-style-type: none"> • Notify the DGS Building Manager and the DGS Fire Safety Office of any intended Hot Work via this form NOT LESS THAN 24 HRS NOTICE UNLESS DEEMED AN EMERGENCY. • ONCE THIS FORM IS COMPLETED IT MUST BE SUBMITTED ELECTRONICALLY. • Be responsible for fire protection in the work areas and staging areas • Supply and maintain all necessary fire protection equipment. • Provide a minimum of two APPROVED working fire extinguishers rated at 10 lb. ABC within each Work/Event area 75 ft. apart. • Provide a fire watch at all times while open flame operations are taking place and for one hour after completion of work. • Utilize a flame resistant pad to protect all adjacent surfaces from open flame. • Provide a smoke/dust elimination devices or negative air enclosure at work site. • Not permitted to leave the work area until the materials have reached a temperature where it can be touched with a non-gloved hand. 			
Contact information for DGS Fire Safety Phone (717-772-4545)			
E-Mail to: GS-firesafetynv@state.pa.us			
HOT WORK CHECKLIST			
<input type="checkbox"/>	Fire alarm system is disabled or there is no risk of activation.		
<input type="checkbox"/>	The area is swept clean of combustibles.		
<input type="checkbox"/>	All movable combustible items have been moved away from Hot Work area.		
<input type="checkbox"/>	All non-movable combustible flooring, building material, adjacent surfaces are covered with flame Resistant blankets.		
<input type="checkbox"/>	Flame Resistant Pads / Tarpaulins suspended beneath work if working on walls or ceilings.		
<input type="checkbox"/>	Hot Work is being conducted on Non-Combustibles and without Combustible Covering or Insulation.		
<input type="checkbox"/>	Enclosed equipment (If at or adjacent to the Hot Work areas) is cleaned of all combustibles.		
<input type="checkbox"/>	Containers adjacent to Hot Work area purged of ALL Combustible Materials.		
<input type="checkbox"/>	Fire Watch is trained in use of Portable Fire Extinguishers and Sounding the Alarm.		
DISABLED POINT (S) OR LOOP (S)			
Approval date:		Approval Time:	
Date Posted:		Time Posted:	
DGS FIRE / SAFETY APPROVAL:			