


**SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
INFRASTRUCTURE CONSTRUCTION  
MANAGEMENT PROCEDURES**

**SECTION: SFPUC INFRASTRUCTURE  
CONSTRUCTION MANAGEMENT**

**APPROVED:** 

**PROCEDURE NO: 035**

**DATE: 6/7/2019**

**TITLE: SITE SECURITY**

**REVISION: 1**

**1.0 Policy**

The Site Security Procedure shall apply to all security sensitive projects designated as such by the SFPUC Homeland Security Department. City employees, consultants and contractors shall comply with SFPUC's protocol for personnel identification, site access control, contractor deliveries and special materials control for the duration of the work.

This CM procedure applies to all personnel working on the SFPUC Infrastructure projects during construction to the extent that their work is affected by these CM Procedures and does not conflict with specific San Francisco Public Utilities Commission (SFPUC) policies or the Contract under which the Work is executed.

**1.1 Personnel Removal**

Failure by consultant and contractor personnel to comply with Site Security requirements may result in request for their removal from the work site.

**2.0 Description**

This SFPUC Infrastructure CM procedure provides project site security guidelines for coordination, monitoring, site access control and report status of the Contractor personnel, visitors, materials and equipment deliveries onto the work site and their enforcement, if required.

**3.0 Definitions**

**3.1 Badge Control**

The City, CM Consultant and Contractor personnel and all others directly associated with the project are issued individual SFPUC Photo-Identification Badges that will be valid either for the site access control for

(a) duration of the project or (b) specific construction task timeline. Individual badge shall be returned at the end of each personnel assignment.

3.1.1 Visitors and delivery personnel are issued temporary badge passes. However, the RE has the authority to modify the Visitor / Delivery Badge Requirement Policy based on project office complex location and size or specific scope of work.

3.1.2 Badge control process shall be provided in accordance with Technical Specification Section 00 73 63, Security Requirements.

### **3.2 Defined Facilities**

Defined Facilities are existing or new sites with defined perimeter boundaries. These facilities have designated entry/exit points, permanent perimeter barriers, site access control or posted restrictions.

Examples: New and existing treatment plants pump stations, powerhouses, tunnels and reservoirs.

### **3.3 Delivery Control Process**

3.3.1 Delivery Control process manages the flow of Contractor's materials and equipment into the work site. Delivery Control process includes advance schedule notification by Contractor Site Security Monitor to the Lead Inspector.

Normally notification to CM Team should be noted on the Contractor's "Look Ahead" Schedule and daily reports. However, special deliveries should be discussed with RE if normal construction activities may be impacted.

3.3.2 Contractor delivery requirements shall be provided in conformance with Article 1.05 of Technical Specification Section 01 14 13, Access to Site.

### **3.4 Open Sites**

Open Sites are defined as SFPUC Infrastructure Projects located within SFPUC Right-of-Way properties which traverse public access areas or work sites in the public Right-of-Way (streets).

Examples: Buried pipelines which extend over long distances. These transmission systems cannot be enclosed by perimeter security fencing, refer to Section 5.3.4.

### **3.5 Site Access Control**

3.5.1 The Site Access Control is the Contractor's responsibility to control work site entry and exit by project labor force, visitors and deliveries. Site Access Control procedural components may include individual badge identification, manned inspection posts, advance entry clearance approvals by SFPUC management and physical perimeter (fencing) barriers, among others.

3.5.2 Specific Project Site Access Control requirements shall be provided in conformance with Technical Specification Section 00 73 63 Security Requirements, and Specification No. 01 14 13, Access to Site

### **3.6 Special Materials**

3.6.1 Special Materials are identified as those restricted for use and storage at the SFPUC facilities. Permission to use explosives must be obtained from the SFPUC Construction Bureau Manager in writing to allow their entrance and use on these project work sites.

3.6.2 Special materials can be characterized as flammable, gaseous, corrosive, radioactive or explosive. Except for explosive, the other special materials have been accepted for use and storage without special permission provided that the precautions stated in the Safety Data Sheets (SDS) are exercised.

Typical materials such as paint, petroleum products, etc. are flammable, gaseous and corrosive. Some special testing tools have radioactive components.

## **4.0 Responsibilities**

The Site Security Responsibility Matrix –General Guidance is provided on Attachment 35 – 1.

### **4.1 Chief Operating Engineer**

The Chief Operating Engineer, SFPUC Operations, coordinates work at all defined facility work sites with the RE or OE. The Chief Operating Engineer shall be notified of all security issues including the proposed use and storage of special (explosives) materials at the work site.

### **4.2 Contractor**

The Contractor is responsible for work site security and provides the designated Contractor Site Security Monitor personnel, who coordinate the site security activities with the Lead Inspector for most projects.

4.2.1 Site Security shall be the Contractor's responsibility from commencement of Work through final completion.

### **4.3 Contractor Site Security Monitor**

The Contractor Site Security Monitor is the designated Contractor personnel who is responsible for administration, coordinating and reporting all security related issues to the Lead Inspector.

These duties shall include:

- Enforcement of Site Security requirements and restrictions to the Contractor labor force

- Contractor's badge control administration and implementation
- Material delivery protocol and coordination
- Perimeter security fencing monitoring, inspection and reporting
- Site access control report log
- Preparation and submittal of security status documents

4.3.1 Contractor Site Security Monitor shall be on site and available at all times while work is being performed.

#### **4.4 Office Engineer (OE)**

The OE may be the designated SFPUC personnel by the RE to execute the all or partial specific site security duties;

- Administers requests for new and replacement personnel Photo ID Badges.
- Receives Contractors and Visitors Daily Sign-in Log.
- Notified by Contractor of major materials and equipment deliveries to work site.
- Coordinates Contractor's request for materials and equipment storage on work site.
- Reviews Contractor's initial request for special photographs and digital images.
- Reviews and coordinates approval of final special photographs and digital images.
- Reviews site security summary of Contractor's Monthly Report.
- Participates in resolution of any site security issues.
- Coordinates with SFPUC Homeland Security Representative, as applicable.
- Reviews contract submittals for site security status.
- Coordinates with Contractor Site Security Monitor on security policy enforcement issues, prior to involvement of RE.

#### **4.5 Lead Inspector**

The Lead Inspector may be the designated SFPUC representative by the RE to execute all or partial specific site security duties;

- Coordinates security related issues with Contractor's Site Security Monitor.
- Coordinates material and equipment deliveries.
- Ensures Contractor follows security requirements for the project.

#### **4.6 Resident Engineer (RE)**

The RE has overall responsibility to ensure the Contractor is executing and following the security requirements of the Contract. However, the daily security coordination activities may be designated to others.

#### **4.7 SFPUC Homeland Security Department and Representatives**

4.7.1 The SFPUC Homeland Security (HLS) Department determines security requirements for existing and construction sites. The SFPUC will define the requirements and responsibilities for security for CM Consultants and Contractors. These requirements and responsibilities will be included in each contract.

4.7.2 The SFPUC Homeland Security Representative(s) are personnel who represent the Manager of Homeland Security. Prior to construction, duties may include the following:

- Review of proposed Contractor's Site Security Monitor(s) Qualifications.
- Request for Contractor background check through the Department of Justice, refer to Section 5.1.4.
- Review of Contractor's Site Security Plan.
- Review and approval of Contractor's photograph or digital imagery requests, refer to Section 5.3.1.1.
- Review of Contractor's submittals such as Key Plan, refer to Section 5.5.
- Review and approve Contractor's request to use explosive materials, refer to Section 5.2.6.

4.7.3 During Construction, HLS Representatives may perform the following duties:

- Monitor and audit conformance to contract security requirements.
- Lead all investigations into security breaches that may occur.

4.7.4 The HLS Representative will interface directly with the PM and with the REs for project specific security issues during construction.

### **5.0 Implementation**

#### **5.1 Personnel and Visitors – Access Control**

The Contractor Site Security Monitor is responsible for the coordination and activities of Contractor personnel and their visitors at the work site.

##### **5.1.1 Contractor Personnel**

- 5.1.1.1 Field Personnel must submit request and receive photograph badge identification before granted entry onto work site.
- 5.1.1.2 Staff Visitors must submit advance (24 hours minimum) request through the Contractor Site Security Monitor to the Lead Inspector for work site visit. Request shall state nature of visit. Temporary one-day pass provided upon approval.
- 5.1.2 Vendor Representative Visitors must submit advance (24 hours minimum) request through the Contractor Site Security Monitor to the Lead Inspector for work site visit. Request shall state nature of visit. Temporary one-day pass provided upon approval and escorted to requested location.
- 5.1.3 CM Consultant Personnel
  - 5.1.3.1 CM Consultant Team Personnel must submit request and receive photograph badge identification before granted entry onto work site.
  - 5.1.3.2 CM Consultant Team Visitors must submit advance (24 hours minimum) request to the Lead Inspector for work site visit.
- 5.1.4 SFPUC Personnel
  - 5.1.4.2 CMB Personnel must possess their SFPUC Employee Identification Badges while working on the work sites.
  - 5.1.4.3 Non CMB Visitors must possess their SFPUC Employee Identification Badges at the work sites.
- 5.1.5 Background Checks
  - 5.1.5.1 For security sensitive project with concurrence of Homeland Security Representative and upon request of RE, the Contractor Site Security Monitor shall provide such information as necessary and allowed by law for a Department of Justice background check on any person who enters the work site.
  - 5.1.5.2 The Contractor Site Security Monitor provides all confidential information directly to the RE who is responsible for its intended use.

## 5.2 **Materials, Equipment and Vehicles Control**

- 5.2.1 Materials Delivery: Refer to Technical Specification Section 01 14 13 for specific details.
  - 5.2.1.1 The Contractor Site Security Monitor is designated as the contact point with the Lead Inspector on construction delivery control issues.

- 5.2.1.2 The Contractor personnel manning the site access check-point receives and reviews the Bill of Lading or other similar shipment documents which is logged and forwarded to the Contractor Site Security Monitor.
- 5.2.1.3 Upon confirmation to enter the site, the Contractor personnel directs or escorts the vehicle driver to work site destination.
- 5.2.3 Equipment Site Entry
  - 5.2.3.1 The Contractor Site Security Monitor with the Lead Inspector are the designated point of contact on issues related to the entry of equipment onto the site. with the Lead Inspector on equipment site.
  - 5.2.3.2 The monthly report shall include use, location and necessary required duration of major equipment on site.
- 5.2.4 Vehicle Entry onto Site
  - 5.2.4.1 If the CM staff believes specific or random vehicle search is justified, then vehicles are subject to search in conformance with Article 1.05 of Technical Specification Section 00 73 63 Security Requirements. CM Staff team members shall not conduct searches but may call SFPUC Homeland Security.
  - 5.2.4.2 Searches by SFPUC shall be performed or coordinated by Homeland Security personnel.
- 5.2.5 Materials Storage
  - 5.2.5.1 The Contractor is responsible for security of construction material located on site. The materials might be located within a protective area such as storage containers.
  - 5.2.5.2 The Contractor should prepare a material inventory and tracking system for their control from potential theft or damage.
- 5.2.6 Equipment Storage
  - 5.2.6.1 The Contractor is responsible for security of construction equipment storage located on work site.
  - 5.2.6.2 The Contractor should prepare an equipment inventory and tracking system for controlling City provided equipment from potential theft or damage.
- 5.2.7 Special Materials Control

- 5.2.7.1 If the use of explosive materials is required to perform the work, the Contractor shall, as part of his request for the use of explosives, submit in writing why explosives are required.
- 5.2.7.2 Requests for approval of the use and storage of explosive materials must be reviewed by the Department of Homeland Security. The Contractor's submittal should include a description of 24-hour security measures, quantity of explosives and magazine location and design.
- 5.2.7.3 The use and storage of explosive materials must be approved in advance by the RE, Plant Chief Operations Representative and SFPUC Homeland Security Representative.

### **5.3 Miscellaneous Items**

#### 5.3.1 Photographs and Digital Images Control

- 5.3.1.1 The Contractor is restricted from producing any photographs, video, film or any other image formats to the limit of work; unless otherwise required in the Contract specifications; i.e. quality control documentation or safety incident reports.
- 5.3.1.2 Detailed descriptions of specific photographs and digital imagery control is provided in Article 1.04 of Technical Specification No. 00 73 63, Security Requirements.

#### 5.3.2 Perimeter Security for Defined Facility - New Work Site.

- 5.3.2.1 The Contractor has total site security responsibility. However, if the contract requires, the Contractor Site Security Monitor establishes a manned security control access check point. The perimeter check point is located at the entrance to the job site; refer to Section 3.2, Defined Facility.
- 5.3.2.2 The Contractor Site Security Monitor or designee checks, closes and locks all perimeter accesses at the work site, if applicable at the end of each work day or at the end of the last construction work shift.

#### 5.3.3 Perimeter Security for Defined Facility - Existing Work Site

- 5.3.3.1 The Contractor has total site security responsibility of the designated work area as delineated by the Contract. However, if the Contract requires, the Contractor Site Security Monitor with concurrence of RE establishes an interior (temporary fence) security



barrier. Alternatively, if an interior fence cannot be installed, then delineation barriers shall be erected to designate restricted facility operating areas. Typical delineation barriers can be plastic fencing and signage, refer to Section 3.2, Defined Facility.

5.3.3.2 Personnel entering beyond the facility beyond the restricted area are in violation of site security measures.

#### 5.3.4 Perimeter Security for Open Sites – New Work Site

5.3.4.1 The Contractor has total site security responsibility. However, the Contractor should consider special security requirements for Urban Environment Work Sites. In many instances, a perimeter security fence cannot be erected. Therefore, other measures shall be considered such as lockable container sheds, trailer office locks and roving guard service during non-work evening hours.

#### 5.3.4.2 **Security Monitoring, Inspection and Reporting**

##### Securing Monitoring – Check Point

The Contractor Site Security Monitor is responsible for monitoring and recording personnel entry onto the work site. The perimeter entrance to the work site is the check point which may be separated for personnel and vehicles.

##### Security Inspections

The Contractor shall perform and record for monthly reports the following security inspections, if applicable to contract:

- Vehicle Inspections, for cause or random.
- Perimeter fencing, gates and locks for Defined Facility.
- Work Site office facility door and window locks.
- Work Site interior barriers; i.e.; temporary fences and plastic delineation barriers.
- Warning and restriction signage.

#### 5.3.4.3 Vehicles and Equipment Search

Entry onto security sensitive work sites:

The Contractor Site Security Monitor allows SFPUC the option of searching all vehicles and equipment for items that may pose a threat to the facility or to personnel in accordance with Article 1.05 of Technical Specification Section 01 14 13.

#### **5.4 Contractor Submittals – Security**

- 5.4.1 The following items are required for submittal by the Contractor as specified in Article 1.2 of the Technical Specification Sections 00 73 63, Security Requirements and 01 14 13 Access to Site.
- 5.4.2 Daily Sign-in Log per Contract Specification Section 00 73 63 Article 1.02.
- 5.4.3 Photo ID / Access Card Request Forms.
- 5.4.4 Site Security Monitor(s) identification; name and cell phone contact number.
- 5.4.5 Monthly Report of Missing Badges
- 5.4.6 Materials and Delivery Daily Log available for inspection.
- 5.4.7 Contractor Visitor's Daily Log available for inspection.

#### **5.5 Security Policy Enforcement**

The Contractor can be subject to the following contract actions the SFPUC Management;

- 5.5.1 Non-Compliance Productivity Delays: Penalties for productivity lost and cost due to security requirements shall be enforced in conformance with Article 1.05 of Technical Specification Section 00 73 63, Security Requirements.
- 5.5.2 Contract Suspension and Termination: Failure to comply with project security measures may lead to suspension or termination of the Contract, in conformance with Article 14 of the Technical Specification Section 00 72 00, General Conditions and Article 1.05 of Technical Specification Section 00 73 63, Security Requirements.
- 5.5.3 Request for Violator Site Removal: Failure to comply with Site Security requirements may result in request for personnel removal from the work site shall be enforced in conformance with Article 3.05.A. of Technical Specification Section 00 72 00, General Conditions.

## **6.0 Other Procedural Requirements**

None

## **7.0 References**

### **7.1 Technical Specifications**

Section 00 72 00 General Conditions

Section 00 73 63 Security Requirements

Section 01 14 13 Access to Site

### **7.2 SFPUC Infrastructure CM Procedures**

None

### **7.3 Others**

None

## **8.0 Attachments**

038 – 1 Site Security Responsibility Matrix – General Guidance

038 – 2 Revision Control Log

## Attachment 035 – 1 Site Security Responsibility Matrix

RESPONSIBILITIES DESCRIPTION	SECURITY PROTOCOL & REQUIREMENTS (Critical)	PROJECT CM	OFFICE ENGINEER	SFPUC HOME/LAND SECURITY REP.	CHIEF OPERATING ENGINEER	SFPUC PLUMBING SUPERVISOR II	CONTRACTOR	CONTRACTOR SITE SECURITY MONITOR (I)
		Section 4.1	Section 4.2	Section 4.3	Section 4.4	Section 4.5	Section 4.6	Section 4.7
<b>1 PERSONNEL &amp; VISITORS</b>								
a Contractor Personnel - Field	Background Check & Badge (1&2)		Admin Request	Background Check Req.	Notify		Approves	Prepares
b Contractor Personnel - Visitors	Badge – Escort needed (1&2)		Admin Request				Approves	Schedules Admin
c Contractor Visitors	Badge – Escort needed (1)		Notify		Notify		Approves	Schedules Admin
d Consultant CM Personnel	Badge (1)	Approves request	Admin Request		Notify			
e Consultant CM Visitors	Badge – Escort needed (1)		Admin Request					
f SFPUC CM Personnel	N/A		Notify		Notify			
g SFPUC Personnel - Visitors	N/A		Notify Security Request	Background Check Req.				
h Background Checks	Special Circumstances (1)	Makes request						
<b>2 MATERIALS, EQUIPMENT &amp; VEHICLES</b>								
a Material Delivery Control	Advance Notice & Inspection (2)		Notify				Submits for Approval	Schedules Admin
b Equipment Delivery Control	Advance Notice & Inspection (2)		Notify				Submits for Approval	Schedules Admin
c Contractor Vehicle Entry Control	Advance Notice & Inspection (2)		Notify		Potentially Notify	Potentially Notify	Submits for Approval	Schedules Admin
d Materials Storage	Advance Notice & Inspect. & MSDS (2)	Approves request	Reviews Request	Potentially Notify	Notify		Submits for Approval	Schedules Admin
e Equipment Storage	Advance Notice & Inspection (2)	Approves request	Reviews Request	Potentially Notify	Notify		Submits for Approval	Schedules Admin
f Special Materials Control	Advance Notice & Approval							
<b>3 MISCELLANEOUS ITEMS</b>								
a Photo & Digital Imagery Control	Advance Approval & Inspection (1)	Approves request	Admin Request	Potentially Approve			Submits Request	Schedules Admin
b Perimeter Security – New Work Site	Provide perimeter barrier			Notify			Responsible	Implement Inspect
c Perimeter Security – Existing Work Site	Provide interior barrier or Delineation			Notify			Responsible	Implement Inspect
<b>4 SECURITY MONITORING, INSPECTION &amp; REPORTING</b>								
a Security Monitoring Check Point	Security Plan Compliance (2)		Review	Potential Notify			Approve & Submit	Schedules Admin
b Security Inspections	Potential Requirement		Review				Approve & Submit	Schedules Admin
c Security Reporting - Monthly	Potential Requirement	Review Report	Review				Approve & Submit	Schedules Admin
d Vehicle & Equipment Search	Spec 00819 Requirement (1)		Potential Notify				Notify	Respon. Admin
<b>5 CONTRACTOR SUBMITTALS</b>								
a Daily Sign-in Log	Spec 00819 Requirement (1)		Review				Approve & Submit	Schedules Admin
b Key Control Plan	Spec 00819 Requirement (1)	Approves	Admin Request	Notified Review Plan			Approve & Submit	Schedules Admin
c Photo ID Access Card Request	Spec 00819 Requirement (1)	Approves	Admin Request				Approve & Submit	Schedules Admin
d Site Security Monitor(s) Identification	Spec 00819 Requirement (1)	Approves	Admin Request	Notify			Approve & Submit	Schedules Admin
e Monthly Report of Missing Badges	Spec 00819 Requirement (1)	Approves	Admin Request				Approve & Submit	Schedules Admin
f Materials & Equipment Delivery Log	Spec 00819 Requirement (1)		Notify				Approve & Submit	Schedules Admin
<b>6 POLICY ENFORCEMENT</b>								
a Badge Requirement	Spec 01901 Art. 1.3 Requirement (1)	Approves	Reviews				Responsible	Compliance Requirement
b Non-Compliance Productivity Delays	Spec 01901 Art. 1.8 Requirement (1)	Approves	Reviews				Responsible	Compliance Requirement
c Contract Suspension or Termination	Spec 01901 Art. 14 Requirement (1)	Approves	Reviews				Responsible	Compliance Requirement
d Violator Site Removal	Spec 00700 Art. 3.07 Clause (b)	Approves	Recommends				Responsible	Compliance Requirement
<b>REFERENCES:</b>								
(1) 00819 Site Security								
(2) 01901 Access Control								
(3) 00700 General Conditions								

**Attachment 035 – 2**  
**Revision Control Log**

<b>Revision No.</b>	<b>Revision Date</b>	<b>What changed?</b>
Rev 1	6/17/19	<ul style="list-style-type: none"><li>• Minor format changes;</li><li>• Attachments revised;</li><li>• Revision Control Log updated.</li></ul>
Rev 0	11/14/16	Signed