



# NATIONAL SAFE SKIES ALLIANCE

## Program for Applied Research in Airport Security

### PARAS 0037 Request for Proposals

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<b>Project Title:</b>	Planning and Operational Security Guidance for Construction Projects at Airports		
<b>Program Officer:</b>	Jessica Grizzle	865-738-2080	Jessica.Grizzle@sskies.org
<b>Fiscal Year:</b>	2020		
<b>Contract Time:</b>	12 Months		
<b>Funding Cap:</b>	\$150,000		
<b>RFP Close Date:</b>	September 10, 2020		
<b>Authorization to Begin Work (estimated):</b>	November 2020		

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## BACKGROUND

Construction projects have become a consistent activity in both public and regulated areas at many airports. As discussed in PARAS 0004, *Recommended Security Guidelines in Planning, Design, and Construction*<sup>1</sup>, security requirements related to the end results of a construction project should be considered during the design phase.

However, maintaining security compliance *during* construction/execution of the project must also be considered in the design and planning phase in order to prepare for the dynamic nature of construction, and to clearly convey associated requirements during the airport's procurement process. This is especially important for projects that have multiple phases that require adjustments to the compliance strategies employed, based on the project's evolving activities.

The entities that carry out construction activities at airports often have varying levels of knowledge related to the airport's regulatory requirements and the resulting processes/compliance activities. Ensuring these entities have a clear understanding of the airport's requirements and expectations is essential to successfully maintaining the airport's security posture. Sustaining stakeholder coordination and communication throughout the life of the project also poses a significant challenge.

Research is needed to gather considerations, lessons learned, successful practices, and potential pitfalls to assist airports in successfully planning for and maintaining security regulatory compliance during the life of a construction project.

## OBJECTIVE

The objective of this research is to provide practical, systematic guidance to assist airports in working collaboratively with stakeholders to manage the security regulatory aspects of construction projects and maintain their security posture throughout design, construction, and closeout. At a minimum, the guidance should include:

- Planning strategies to:
  - Evaluate the project's operational impact
  - Control access to regulated areas
  - Establish and document the airport's expectations of contractors
  - Ensure contractor understanding of airport processes
- Coordination strategies to:
  - Manage stakeholder engagement
  - Ensure effective communication

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<sup>1</sup> PARAS 0004 is currently being revised through PARAS 0028.

- Administrative and enforcement strategies (e.g., contract language, airport rules and regulations, etc.)
- ASP considerations and compliance strategies, including adapting to unanticipated regulatory changes
- Public safety considerations, such as maintaining life safety/emergency access routes
- Training strategies and recommendations for third-party providers
- Relevant technology types in use or available, including cost and infrastructure considerations
- Templates, checklists, sample contract language, and other relevant documentation
- Summary of pitfalls and associated lessons learned
- Summary of relevant reference material

The resulting guidance should be comprehensive to ensure that it is scalable for varying project scopes, and that it is beneficial to airports of all sizes and resource levels.

### **SPECIAL NOTES**

- Targeted outreach and interviews can be utilized as part of this research effort. Broad airport surveys are not acceptable.
- Proposing teams should include appropriate interdisciplinary subject-matter expertise to effectively address the topic. Expertise in regulatory requirements, airport security, design and construction operations, and project management should be represented on the project team.
- Proposers should be aware of related PARAS projects, industry publications and white papers, research, and other relevant literature, documents, and initiatives, and include in the research plan their approach for considering these research efforts.
- Proposers are encouraged to ask questions regarding proposed scope and project panel intent. Questions should be directed to [Jessica Grizzle](#), PARAS Program Manager.

### **RESEARCH PLAN**

PARAS is seeking the insights of proposers on how best to achieve the research objective, and is asking proposers to develop and include a detailed research plan. Proposers are expected to describe research plans that can realistically be accomplished within the constraints of available funds and contract time. Proposals must present the proposers' current thinking in sufficient detail to demonstrate their understanding of the issues and the soundness of their approach to meeting the research objective. The work proposed must be divided into tasks, and work for each task must be described in detail.

### **DELIVERABLES**

The research plan should include the following interim deliverables for PARAS approval at a minimum:

1. Amplified work plan
2. Literature review
3. Interim report that describes work performed in the early tasks, research results to date, an annotated outline of the anticipated guidance document, and an updated work plan for remaining tasks.
4. Draft final deliverable

Additionally, the research plan should build in appropriate checkpoints with the PARAS panel, including at a minimum:

- Kick-off teleconference meeting to be held within 1 month of the contract effective date
- One face-to-face interim deliverable review meeting
- Web-enabled teleconferences tied to the panel review and PARAS approval of other interim deliverables as deemed appropriate

The final deliverables will include a guidance document and a Microsoft PowerPoint presentation that summarizes the project results, which will be used in presentations to the industry.

*Note: The contract time includes 1 week for PARAS review of the amplified work plan, 2 weeks for PARAS review of the interim report, 1 month for PARAS review and comment of the draft final deliverables, and 1 month for contractor preparation of the final deliverables. For budgeting purposes, proposers should assume that PARAS will provide access to web-enabled teleconference services. Proposers should assume that the face-to-face interim deliverable review meeting will be held in the Washington, DC area.*

## PROPOSAL

The essential features required in a proposal for research are detailed in the current document entitled [Guidance for Preparing Proposals](#). Proposals must be prepared according to this document, and attention is directed specifically to Section V for mandatory requirements. **Proposals that do not conform to the mandatory requirements will be rejected.**

The total funds available are made known in this Project Statement, and line items of the budget will be examined to determine the reasonableness of the allocation of funds to the various tasks. **If the proposed total cost exceeds the funds available, the proposal will be rejected.**

All proposals become the property of National Safe Skies Alliance. Final disposition will be made according to the policies thereof, including the right to reject all proposals.

**Proposals (1 electronic) are due not later than 5:00 p.m. EDT on September 10, 2020. The electronic copy should be sent via email to [Jessica.Grizzle@saskies.org](mailto:Jessica.Grizzle@saskies.org).**

This is a firm deadline and extensions are not granted. **In order to be considered for award, the electronic copy and the executed, unmodified Liability Statement must be received no later than the deadline shown, or the proposal will be rejected.**

## LIABILITY STATEMENT

The signature of an authorized representative of the proposer is required on the unaltered [Liability Statement](#) in order for PARAS to accept the organization's proposal for consideration. **Proposals submitted without this executed and unaltered statement by the proposal deadline will be summarily rejected.** An executed, unaltered statement indicates the organization's intent and ability to execute a contract that includes the provisions in the statement.

## GENERAL NOTES

- According to the provisions of 49 CFR § 21, which relates to nondiscrimination in federally assisted programs, all parties are hereby notified that the contract entered into pursuant to this announcement will be awarded without discrimination on the grounds of race, color, religion, sex, national origin, or disability.
- The contract type is cost reimbursement with a "not-to-exceed" limiting amount.