

# DOING BUSINESS with Los Angeles World Airports



Rev. 4 / 2021

# Los Angeles World Airports



- **LAX** ranked 4<sup>th</sup> in the world for passenger service
- In 2019, airlines served 88,068,013 passengers



- **Van Nuys Airport** – one of the world's busiest General Aviation airports with almost 220,228 take-offs annually
- Dedicated to non-commercial air travel



- **LA/Palmdale** - LAWA owns and maintains the Palmdale Land Holdings, previously an FAA-certified airport



## ***Workshop Overview***

- **Business Opportunities**
- **Competitive Processes**
- **Concessions**
- **Registering on LABAVN**
- **Business Assistance Programs**
- **Certification**
- **Administrative Requirements**
- **Next Steps**



## ***Business Opportunities***

LAWA procures over \$500 million annually in Request for Bids (RFBs):

- Goods and Equipment
- Materials and Supplies
- Non-professional services



LAWA has administered over \$14 Billion in Request for Proposals (RFPs):

- Construction Projects (Planning & Development Group)
- Professional Services including On-Call contracts

# ***Request For Proposals (RFP)***

- A **Request for Proposal** is used for the competitive procurement of :
  - Capital Projects (Terminals, Runways, Railroads, etc.)
  - Professional Services (Engineering, Architectural, &/or Environmental Services, etc.
- The award is based on the winning score according to the selection criteria which may include:
  - Concept
  - Experience
  - Cost
  - Etc.
- RFP's can be for individual items, services, or contracts.

# ***Important RFP Information to Note***

- **DUE DATE (COVID-19 info)**
  - There are no exceptions to the stated Due Date and Time
  - RFP must be delivered and time-stamped at:  
7301 World Way West, 4<sup>th</sup> Floor  
Los Angeles, CA 90045
  - RFP delivery location varies.
- **QUESTIONS & CLARIFICATIONS**
  - Must contact the designated LAWA Project Manager for RFPs.
- **AUTHORIZATION**
  - RFP must be signed by someone authorized to encumber the bidding/proposing company.
- **PRE-PROPOSAL MEETINGS**
  - Non-mandatory.

# ***Additional RFP Requirements***

- **COMPLETION OF DOCUMENTS**
  - Any Worksheets and Administrative Requirements must be filled out as directed and returned complete, in the order received. Failure to do so may invalidate RFP.
- **BE CAREFUL**
  - Be sure to read and complete the RFP documents accurately. Failure to do so may invalidate your RFP.

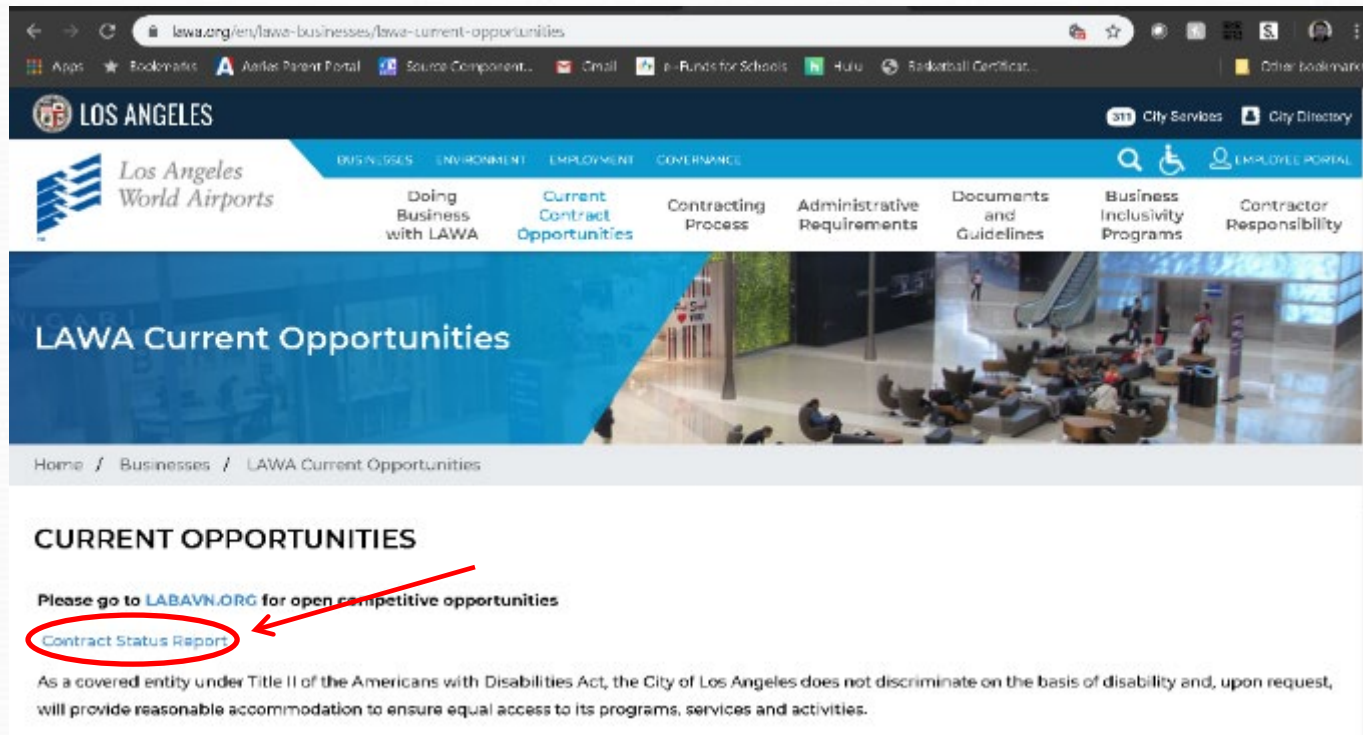
## ***Construction Forecast Report (Planning & Development Group)***

- See Contracts and Procurements Document
- For questions, contact [PDGprocurement@lawa.org](mailto:PDGprocurement@lawa.org)



# Contract Status Report (updated monthly)

- <https://www.lawa.org/en/lawa-businesses/lawa-current-opportunities>



Questions?

## Current Contract Status Report:

Contract	Contract Description	Start Date	End Date	Target Value
DA-5447	Inds Hdw & Sup LAX-EFMD Yr 1	6/2/2020	6/1/2021	250,000.00
4700001946	Neutral Evaluation Services	6/3/2020	6/2/2021	15,000.00
DA-5289	25-L Design Services	6/4/2018	6/3/2021	3,930,103.00
DA-5348	MSC Furniture	6/6/2019	6/5/2021	3,916,703.00
4600006293	Yr 1 - LAX Carpet Cleaning	6/7/2018	6/6/2021	450,000.00
DA-4903	LAX-MSD 1st Yr, Automated fuel	6/9/2014	6/8/2021	1,146,966.00
4700001954	Neutral Evaluatin Services	6/10/2020	6/9/2021	15,000.00
DA-5290	Entitlement & Environmental Planning	6/11/2018	6/10/2021	2,000,000.00
DA-5291	Entitlement & Environment Planning Servi	6/11/2018	6/10/2021	2,000,000.00
DA-5292	Entitlement & Environment Planning Servi	6/11/2018	6/10/2021	2,000,000.00
DA-5293	Entitlement & Environment Planning Servi	6/11/2018	6/10/2021	3,000,000.00
4600006294	OEM GM Parts--LAX Yr 1	6/12/2018	6/11/2021	448,500.00
DA-5351	MSC Furniture	6/14/2019	6/13/2021	524,115.00
4700001962	Fisher & Phillips LLP	6/15/2020	6/14/2021	150,000.00
4700001935	Kardex Lektriever Maint/Repair	6/15/2020	6/14/2021	4,500.00
4600006276	bus services Year 1	6/24/2018	6/23/2021	150,000.00
4600006297	Ofcr Badge Purchase & Repair, Yr. 1	6/25/2018	6/24/2021	45,000.00
DA-5352	MSC Furniture	6/26/2019	6/25/2021	265,786.00
DA-5300	Join Santa Maria contract Motorola	6/28/2018	6/27/2021	29,932,041.00
4700002029	Vehicle Incentive Program -AirFayre	12/15/2020	6/30/2021	100,000.00

## ***Request For Bids (RFB)***

- A **Request for Bid** is used for the competitive purchase of:
  - Goods
  - Equipment
  - Non-professional services
- The contract award is made to the lowest priced bid that is deemed to be:
  - Responsive – accurate completion of the bid
  - Responsible – determined to be capable of meeting the specifications
- Bids can be for individual items, services, or contracts from 1 to 5 years in duration.

# ***Important RFB Information to Note***

- **DUE DATE (COVID-19 Info)**
  - There are no exceptions to the stated Due Date and Time
  - RFB bid submittal must be uploaded through Box
  - Upload instructions are located on LABAVN RFB page
- **QUESTIONS & CLARIFICATIONS**
  - Must contact the designated LAWA Procurement Analyst via email for RFBs.
- **AUTHORIZATION**
  - RFB must be signed by someone authorized to encumber the bidding/proposing company.
- **PRE-BID MEETINGS**
  - Mandatory vs. Non-mandatory



# ***Additional RFB Requirements***

- **COMPLETION OF DOCUMENTS**
  - Bid, Worksheets and Administrative Requirements must be filled out as directed and returned complete, in the order received. Failure to do so may invalidate RFB.
- **PAYMENT TERMS**
  - Discount terms of 25 days or more can impact your RFB evaluation.
- **DEVIATION FROM SPECIFICATIONS**
  - When allowed, bidders desiring to quote on any other comparable make/brand must indicate make/brand and model name/number.
- **BE CAREFUL**
  - Be sure to read and complete the bid documents accurately. Failure to do so may invalidate your RFB.

# LAWA Concessions Overview

## What is a concession?

An **Airport Concession** is defined as:

1. A business located on an **Airport** that is engaged in the sale of consumer goods or services to the public under an agreement with an **Airport**, another **concessionaire**, or the owner or lessee of a terminal.
2. A business conducting one or more of the following activities, even if it does not maintain an office, store, or other business location on an Airport, as long as the activities take place on the Airport: management contracts and subcontracts, a web based or other electronic business in a terminal or which passengers can access at the terminal, an advertising business providing advertising displays or messages to the public on the Airport, or a business providing goods and services to concessionaires.

## Does LAWA manage all concessions at LAX?

Yes, using two concession management models – (1) direct management for airport wide concession services and for Food & Beverage and Retail for Terminals 4, 5, 7 and 8; and (2) via a Terminal Commercial Manager (TCM) for Terminals 1, 2, 3, 6 and Tom Bradley International Terminal (TBIT),

# LAWA's Current Concession Operators

LAX - Business Relationship Managers Commercial Development Group Main Line (424) 646-7200	
Company Name	Business Relationship Managers (BRM)
Alclear LLC	Titus G DeCoursey (Concessions)
Areas USA LAX, LLC	Melanie A Torres (Concessions)
Bank of America	Titus G DeCoursey (Concessions)
Bottling Group LLC	Titus G DeCoursey (Concessions)
DFS Group L P	Melanie A Torres (Concessions)
DNCTHS/M/D Food Group	Melanie A Torres (Concessions)
Host International Inc	Melanie A Torres (Concessions)
Hudson-Magic Johnson Enterpr-Concourse Venture LLC	Melanie A Torres (Concessions)
Jaroth Inc	Titus G DeCoursey (Concessions)
JCDecaux Airport Inc	Denise G Sample (Concessions)
LAX Retail Magic 2 JV	Melanie A Torres (Concessions)
LAX Retail Magic 3-4 JV	Melanie A Torres (Concessions)
Lenlyn Limited	Titus G DeCoursey (Concessions)
Smarte Carte Inc	Titus G DeCoursey (Concessions)
THS/Marbella Food Service Partnership IV	Melanie A Torres (Concessions)
URW Airports LLC	Benet Sanchez (Concessions)
Wing Society LLC	Titus G DeCoursey (Concessions)
XpresSpa LAX Airport LLC	Melanie A Torres (Concessions)

# ***LAWA Concession Opportunities***

## **How do I get my business at the airport?**

Concessions are selected via an open competitive solicitation basis. To be notified of any opportunities, interested parties may:

- Register with the LA City website (LABAVN.ORG) to be notified of an opportunity
- Reach out to Unibail Rodamco Westfield (URW) at 310-646-1770 to learn more about opportunities available for terminals managed by TCM.

## **Other than an RFP issued by LAWA, how can I get my business at the airport?**

- Educate yourself on partnership opportunities. Airport Concessions Disadvantaged Business Enterprise (ACDBE) is a certification your business may qualify for.
- Educate yourself on concession companies and research their ACDBE opportunities.
- Competitive Evaluation Process (CEP) through TCM.



# ***LAWA Concession Timelines***

## **When do LAWA concession agreements expire?**

- LAWA concession and service agreements expire on June 30, 2025.
- Depending on the agreement, there may be an opportunity to extend the agreement.
- Unit Concession agreements managed by TCM have various expiration dates

## **How long are LAWA concession agreements?**

The average term for a concession agreement is 10 years.

# Concessions Contact

Concessions Questions:

Melanie Torres: Commercial Development Division

- Matorres2@lawa.org
- 424-646-7210

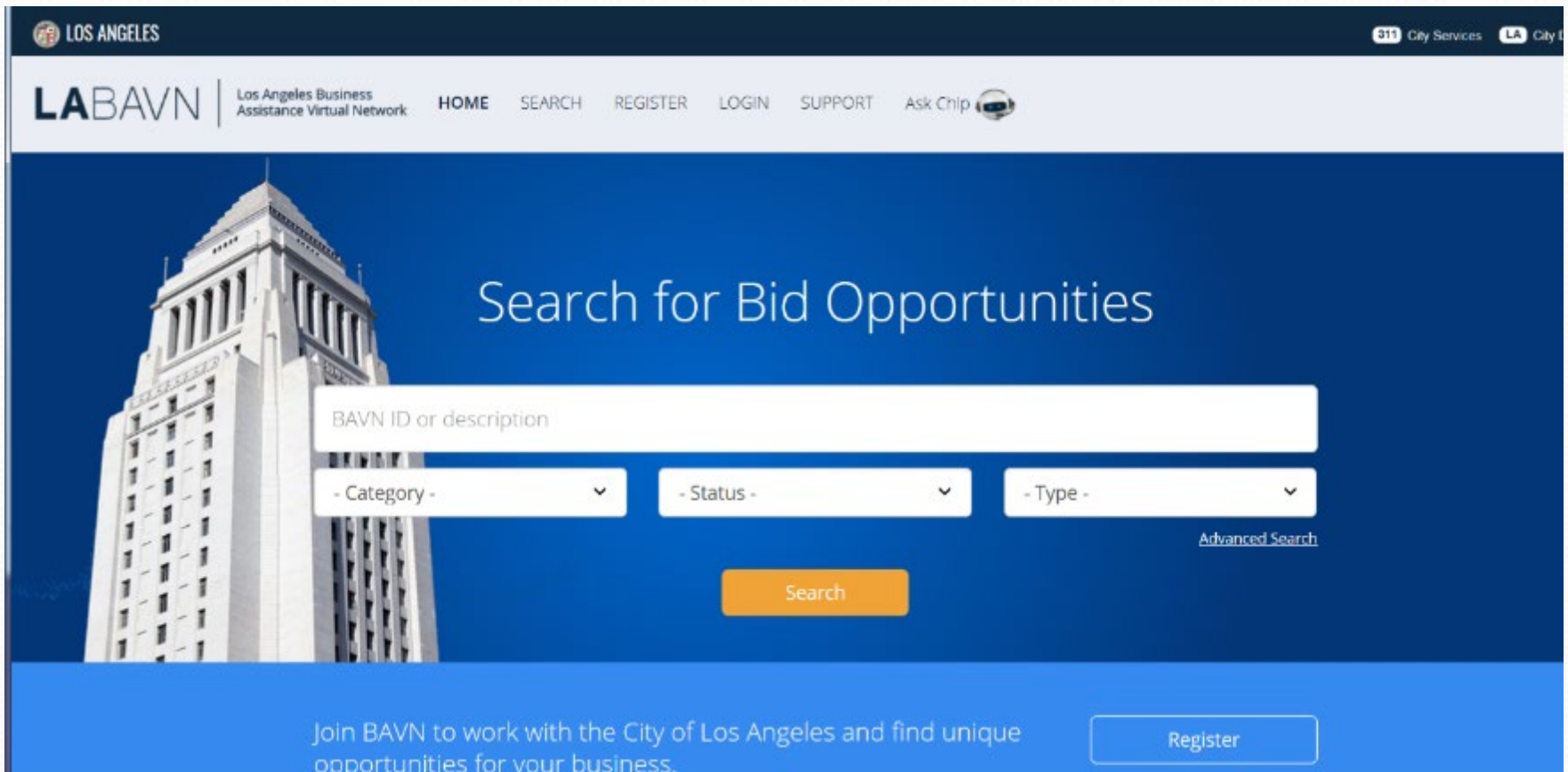
# *Soliciting Bids and Proposals*

All City of Los Angeles RFB/RFPs are available on:

- The **Los Angeles Business Assistance Virtual Network** web site: [www.labavn.org](http://www.labavn.org).

Questions?

# Registering w/LABAVN...



The screenshot displays the LABAVN (Los Angeles Business Assistance Virtual Network) website. The header includes the Los Angeles logo and navigation links: HOME, SEARCH, REGISTER, LOGIN, SUPPORT, and Ask Chip. The main content area features a large blue banner with the text "Search for Bid Opportunities" and a search form. The form includes a text input field for "BAVN ID or description", three dropdown menus for "Category", "Status", and "Type", and a "Search" button. A link for "Advanced Search" is also present. At the bottom, a blue banner encourages users to "Join BAVN to work with the City of Los Angeles and find unique opportunities for your business." with a "Register" button.

LOS ANGELES

311 City Services LA City of Los Angeles

**LABAVN** | Los Angeles Business Assistance Virtual Network

HOME SEARCH REGISTER LOGIN SUPPORT Ask Chip

## Search for Bid Opportunities

BAVN ID or description

- Category - - Status - - Type -

[Advanced Search](#)

Search

Join BAVN to work with the City of Los Angeles and find unique opportunities for your business.

Register



# Registering on LABAVN

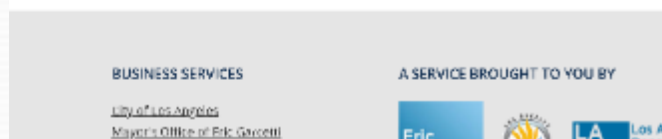
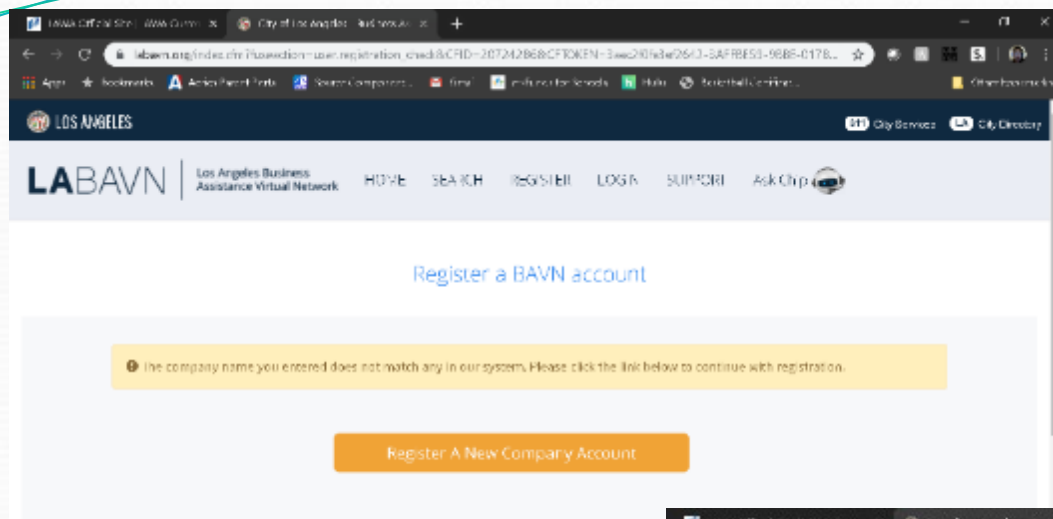
The screenshot shows a web browser window with the URL `labavn.org/index.cfm?fuseaction=user.registration&CFID=20724286&CFTOKEN=3a6c2f0fe5e2642-3AFFBE59-9B8E-0178-8545...`. The page title is "Register a BAVN account". A light blue banner at the top of the form area contains the text: "Please check first if your company is already registered by entering the information below". Below this, there are two main sections separated by a large "OR" in the center. Both sections are marked with a red asterisk and the word "Required".

**Left Section: CHECK FOR AN EXISTING COMPANY ACCOUNT**

- Company Name\*:
- Sole Proprietor\*:
- Email address\*:
- Located\*:
- Tax ID\*:
- 

**Right Section: CHECK FOR AN EXISTING USER ACCOUNT**

- Company ID\*:
- Email address\*:
-



The screenshot shows the LABAVN website with a registration form. The header is identical to the previous screenshot. Below the header, there are five numbered steps in blue boxes: 1. Company Information, 2. Select MAJIS Codes, 3. Add Certifications, 4. Enter User Information, and 5. Confirm Information. Below the steps, the text "Okay, let's get started :)" is displayed. A message states: "Please enter your company's information. Fields marked with a \* are required." The form contains the following fields: "Company Name\*" (filled with "Lee Products"), "Address 1\*" (filled with "Address"), "Address 2" (filled with "Address2"), "City\*" (filled with "\*City"), "State\*" (filled with "California"), and "Zip\*" (filled with "\*Zip").

LAWA Official Site | LAWA Curve | City of Los Angeles | Business Affairs

labaan.org/index.cfm?fuseaction=user.registration\_new&cc=Lee%20Products&e=calebjoon@yahoo.com&t=24-2345&l=0&sp=0...

Country\* United States Phone\* \*Phone

Description  
Description (Optional)  
0/100 characters max

Great, now let's gather some company info.

Contractor\* Prime

Non-Profit No

Sole Proprietor No

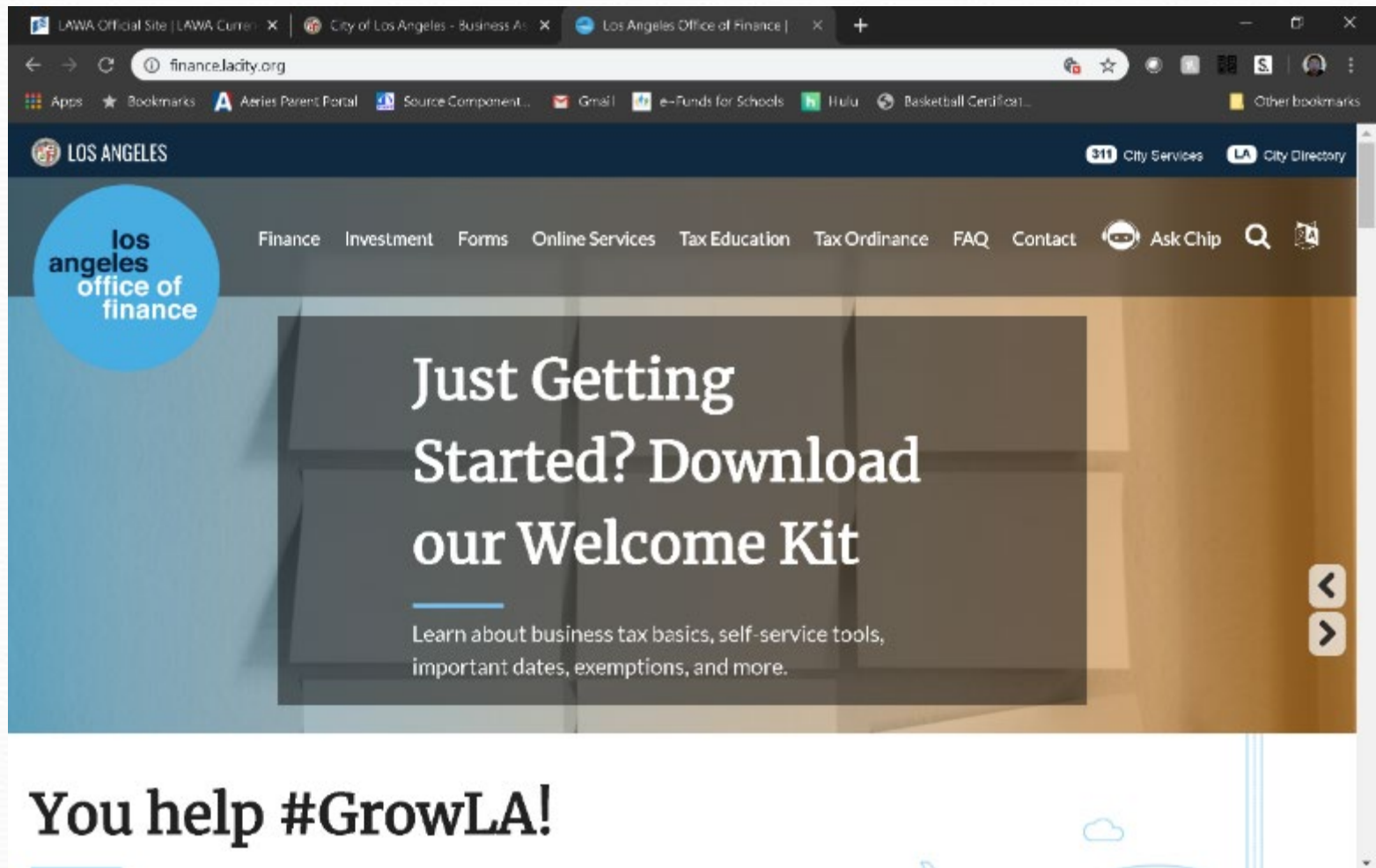
BTRC Number Enter BTRC

The Office of Finance issues BTRC (Business Tax Registration Certificate) numbers to legally registered companies in Los Angeles.

Tax Id\* 24-2345

Back Next

<https://finance.lacity.org/>





LABAVN | Los Angeles Business Assistance Virtual Network

HOME SEARCH REGISTER LOGIN SUPPORT Ask Chip

1 Company Information

2 Select NAICS Codes

3 Add Certifications

4 Enter User Information

5 Confirm Information

### What type of business are you?

NAICS codes are a classification system developed by the US Census Bureau to determine what types of work a business performs. Select NAICS codes for your profile to let us know the type of work your business performs. Start by clicking a 2 digit code and drill down until you can select a 6 digit code to add to your profile.

[Visit the Census website](#) for more information on the NAICS code system and help selecting NAICS codes

#### SELECT NAICS CODES:

To select a NAICS code, select a 2-digit code below to display its associated codes, then keep drilling down to see more associated codes until you are able to finally select a NAICS code.

Show all 2 digit NAICS codes ← Start here

Back Next

LAWA Official Site | LAWA Current City of Los Angeles - Business Affairs

labam.org/index.cfm?fuseaction=user.registration\_new&c=Lee%20Products&e=calebjoon@yahoo.com&t=24-2345&f=0&sp=0...

Apps Bookmarks Aeries Parent Portal Source Component... Gmail ee-Funds for Schools Hulu Baseball Certificat... Other bookmarks

### SELECT NAICS CODES:

To select a NAICS code, select a 2-digit code below to display its associated codes, then keep drilling down to see more associated codes until you are able to finally select a NAICS code.

Show all 2 digit NAICS codes ← Start here

- ▶ [11](#) Agriculture, Forestry, Fishing and Hunting
- ▶ [21](#) Mining
- ▶ [22](#) Utilities
- ▶ [23](#) Construction
- ▶ [45](#) Retail Trade
- ▶ [48](#) Transportation and Warehousing
- ▶ [49](#) Transportation and Warehousing
- ▶ [51](#) Information
- ▶ [52](#) Finance and Insurance
- ▶ [53](#) Real Estate and Rental and Leasing
- ▶ [54](#) Professional, Scientific, and Technical Services
- ▶ [55](#) Management of Companies and Enterprises
- ▶ [56](#) Administrative and Support and Waste Management and Remediation Services
- ▶ [61](#) Educational Services
- ▶ [62](#) Health Care and Social Assistance
- ▶ [71](#) Arts, Entertainment, and Recreation

United States Census Bureau

You are here: [Home](#) > [Business & Industry](#) > NAICS

# North American Industry Classification System

[Main](#) [History](#) [Development Partners](#) [Federal Register Notices](#) [NAPCS](#) [FAQs](#)

## NAICS Search:

Enter keyword or 2-6 digit code

2017 NAICS Search

Enter keyword or 7-45 digit code

2012 NAICS Search

Enter keyword or 2-6 digit code

2007 NAICS Search

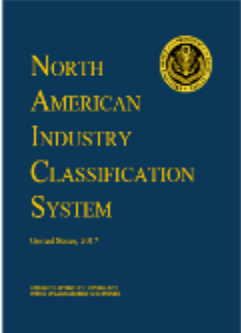
## Reference Files

- 2017 NAICS
- 2012 NAICS
- 2007 NAICS
- 2002 NAICS
- 1997 NAICS
- Concordances
- Downloadable Files
- NAICS Update Process Fact Sheet (PDF, 145KB)

### Contact Us

[Email Us: naics@commerce.gov](mailto:naics@commerce.gov)

## 2017 NAICS Manual



[View or download this publication](#)

[PDF, 7.5MB]

## Announcements

**The revised 2022 NAICS Update Process Fact Sheet is now available** [PDF, 146KB]

**The 2017 NAICS Manual is now available here to view or download**

**NAICS 2017 Revision is final**

**August 08, 2016** [PDF, 290KB]  
North American Industry Classification System—Revision for 2017, Notice: Vol. 81, No. 152

**2017 NAICS Structure** [XLSX, 84KB]

**2017 NAICS to 2012 NAICS** [XLSX, 58KB]

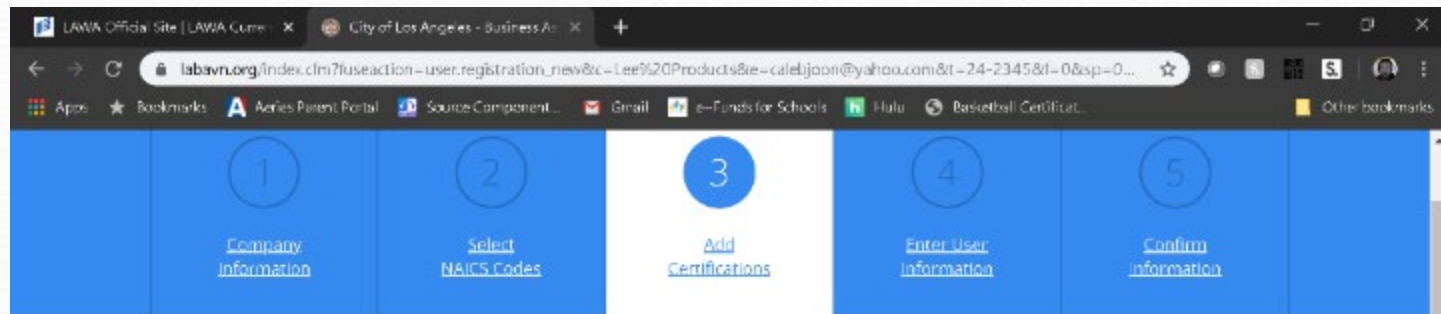
**2012 NAICS to 2017 NAICS** [XLSX, 58KB]

**August 04, 2016** [PDF, 325KB]  
North American Industry Classification System (NAICS) - Updates for NAICS 2017, Notice: Vol. 80, No. 149

**August 09, 2014** [PDF, 292KB]  
2017 North American Industry Classification System (NAICS) Revision - Notice Regarding Implementation of the Factoryless Goods Producer Classification in NAICS 2017, Notice: Vol. 79, No. 148

May 2012

is this page helpful? ☒ Yes ☐ No



## Are you certified?

The Bureau of Contract Administration will review and verify your requests before your company is displayed on BAVN as certified.

Cert	Description	Certifying Agency	Cert Number
<input type="checkbox"/> DBE	Disadvantaged Business Enterprise	Select...	000-00000-000
<input type="checkbox"/> MBE	Minority-Owned Business Enterprise	Select...	000-00000-000
<input type="checkbox"/> WBE	Women-Owned Business Enterprise	Select...	000-00000-000
<input type="checkbox"/> SLB	Small Local Business	Select...	000-00000-000
<input type="checkbox"/> SBE(LA)	Small Business Enterprise (LA)	Select...	000-00000-000
<input type="checkbox"/> EBE	Emerging Business Enterprise	Select...	000-00000-000
<input type="checkbox"/> DVBE	Disabled Veteran Business Enterprise	Select...	000-00000-000
<input type="checkbox"/> LBE(LA)	Local Business Enterprise (LA)	You will need to apply for the City of Los Angeles' LBE certification after registration.	
<input type="checkbox"/> SBE (Proprietary)	Small Business Enterprise (Proprietary)	Select...	000-00000-000



LABAVN Official Site | LABAVN Customer X City of Los Angeles Business Affairs X

labavn.org/index.cfm?useaction=user.registration\_new&c=Lee%20Products&e=calebjoon@yahoo.com&t=24-2345&f=0&sp=0...

Apps Bookmarks A Series Parent Portal Source Component... Gmail e-Funds for Schools Hulu Basketball Certificat... Other bookmarks

1 Company Information

2 Select NAICS Codes

3 Add Certifications

4 Enter User Information

5 Confirm Information

### Let's set up your user info

Your login information will be emailed to you after you have completed your registration.

**First Name\***  **Last Name\***

**Email**  **Confirm Email\***

**Title**

Q & A

# BUSINESS, JOBS & SOCIAL RESPONSIBILITY

THE FUTURE  
IS NOW

## OUR MISSION

- Maximize access to business and job opportunities
- Ensure that local, diverse communities benefit from LAWA'S investments
- Set the global airport standard for public corporate social responsibility

# LAX: OPPORTUNITIES- CAPITAL PROGRAM SUMMARY

Major Category	Total Project Cost
Major Tenant Projects	\$5,584,329,837
LAMP Projects	\$5,500,000,000*
Terminal Projects	\$2,149,240,332
Utilities & Environmental Projects	\$518,148,350
Airside Projects	\$451,782,625
Security & IT Projects	\$427,338,879
Landside Projects	\$38,452,770
Planning / Study Projects	\$24,235,000
<b>TOTAL</b>	<b>\$14,693,527,793*</b>

*\*LAMP Subtotal is currently being finalized*

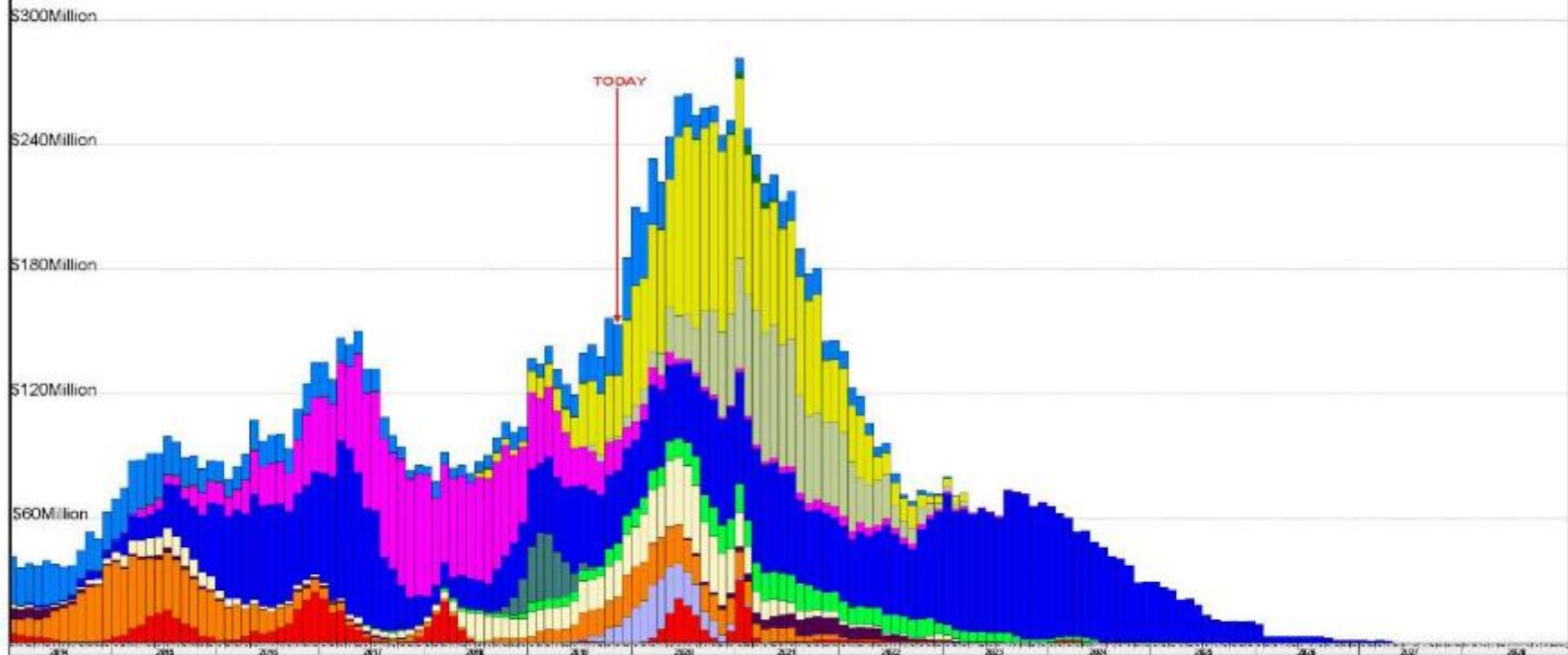
*Note: Figures are expressed in 2018 dollars and are subject to escalation. Does not include estimate for Asset Renewal or Program Reserve.*

# LAX: OPPORTUNITIES



## LAX PLANNING & DEVELOPMENT GROUP LAX MONTHLY HISTOGRAM: PER DEFINED BELL CURVE DISTRIBUTION BASED ON CONSTRUCTION COST - NOVEMBER 2019

(INTERNAL DRAFT: FOR PLANNING PURPOSES ONLY)



RUN DATE: 15-November-19

LAX PROJECTS ONLY

EAC Construction Cost Shown for Active CIP Projects

Based on CALM LOGISTICAL COORDINATION SCHEDULE

Data Date of 11/15/19



\* Total Project Cost Only

FOR DELIBERATIVE PURPOSES



# LAX: OPPORTUNITIES- ACTIVE PROJECTS

## PROJECT

### LAMP BUSINESS INCLUSION REQUIREMENTS

## APM

PHASE	SBE	LBE	LSBE	DVBE
DESIGN	22%	8%	3%	3%
BUILD	18%	7%	5%	3%
O & M	17%	10%	5%	3%

## CONRAC

PHASE	SBE	LBE	LSBE	DVBE
DESIGN	18%	50%	10%	3%
BUILD	22%	20%	5%	5%
O & M	20%	7%	5%	3%

## ITF-W

PHASE	SBE	LBE	LSBE	DVBE
DESIGN & BUILD	20%	10%	5%	3%
Plus all firms named in the proposal				

## PROJECT NAME

## DEVELOPER or PRIME

## APPROX. PROJECT VALUE

LAMP Automated People Mover	LINXS	\$3,100,000,000
Southwest Airlines 1.5	Hensel Phelps	\$493,000,000
United Airlines	Hensel Phelps	\$536,800,000
Southwest Airlines	Hensel Phelps	\$612,000,000
Midfield Satellite Concourse North (MSC North)	Turner-PCL	\$1,427,700,000
Delta Terminal Project Enabling	Clark-McCarthy	\$268,000,000
LAMP Utilities & Enabling (LULEP)	Myers-Griffith	\$309,530,000
Delta Sky Way Program	S&P/STV JV	\$1,900,000,000
Delta Hangar	Skanska	\$50,000,000
North Central Outfall Sewer	Steve Bubalo	\$10,700,000
Runway 7L 25R Reconstruction	Granite	\$51,000,000
Terminal Cores & APM Interface	Austin Commercial	\$336,531,000

# LAX: WHAT YOU SHOULD KNOW



## KNOW YOUR AGENCY

Do your Research

Understand opportunities & priorities

Understand administrative requirements

Develop relationships with agency staff

Register with BAVN

Attend workshops hosted by agency



## STAY READY

Get (STAY) certified

Focus your business- do one thing & do it well

Build your capacity- look for training and mentor opportunities

Understand your finances- understand bonding, cash flow, insurance, taxes, credit

Network

Use the Project Labor Agreement to your Advantage



## KNOW YOUR CUSTOMER

Understand the project: design, procurement and bid package schedule

Understand your contract

Plan for "the gap"

Develop relationships with your prime

Be careful about your bid- Bid to make a PROFIT

## BE PREPARED

*The doors of opportunity are open.*

*Prepare to walk through.*

# LAX: SMALL BUSINESS POLICIES & SUPPORT



## **ESTABLISH LAWA CONTRACTOR RECRUITMENT PIPELINE PARTNERSHIPS**

*Build a pipeline of firms at various levels of readiness*



## **LAX BUSINESS NAVIGATION & SUPPORT OFFICE**

*Help small, local, diverse firms navigate LAWA and connect to resources*



## **NEW! BUILDLAX-THE LAWA CONTRACTOR DEVELOPMENT ACADEMY**

*Provides small contractors support and preparation to address the challenges they may encounter accessing contract opportunities on LAWA projects.*

# BUSINESS, JOBS & SOCIAL RESPONSIBILITY

For more information please contact:  
**Chamberlain Duru**  
**CDURU@lawa.org | (424) 646-5374**

For general inquires, contact the Business Jobs and  
Social Responsibility Division at **[BusinessandJobs@lawa.org](mailto:BusinessandJobs@lawa.org)** or  
**(424) 646 -7300.**





# First Source Hiring Program

**Business, Jobs & Social  
Responsibility Division (BJSR)**

# Program Description

- The First Source Hiring Program (FSHP) is a valuable resource to connect LAX employers with job seekers.
- The program requires employers and their sub-contractors to participate by posting and promoting their jobs on [www.jobsatlax.org](http://www.jobsatlax.org).
- Applicants can apply directly on the company's website or directly on the [www.jobsatlax.org](http://www.jobsatlax.org) website.
- Contractors can post their jobs manually and communicate with job seekers directly.
- Currently the website has 100,000+ active job seeker accounts and 50,000+ searchable resumes.

# Next Steps for Selected Contractors

- Contact FSHP to register once a LAX contract has started by reaching Clarence Espinosa at [cespinosa@lawa.org](mailto:cespinosa@lawa.org) for guidance and technical assistance needs.
- Complete the “FSHP Company Profile Form” located under the “Employment” tab on [www.JobsatLAX.org](http://www.JobsatLAX.org)
- Designate a liaison to work with FSHP (i.e. Manager, Human Resources personnel, etc.).
- Work with the FSHP team to post jobs online and utilize the features of the system to hire prospective employees.

# *Los Angeles World Airports*

***For more information, please contact:***

Business, Jobs & Social Responsibility  
First Source Hiring Program  
6053 W. Century Blvd., Suite 300  
Los Angeles, CA 90045  
**Phone: (424) 646-7300**

Websites: [www.jobsatlax.org](http://www.jobsatlax.org)

Email: [cespinosa@lawa.org](mailto:cespinosa@lawa.org)



# LAWA Contractor Development & Bonding Program

**“Doing Business with Los Angeles World Airports”**

Rosa Osorio  
Senior Account Manager  
550 S Hope Street, Suite 1835  
Los Angeles, CA 90071  
Cell: 213-327-5259  
[rosa@imwis.com](mailto:rosa@imwis.com)



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# LAWA Contractor Development Program Services

To reduce the barriers of bonding/capacity, enabling greater and successful participation of small, local, minority, women and disabled veteran owned businesses in public contract opportunities.



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# LAWA Contractor Development Program Services

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- ❑ Obtaining or Increasing Bonding Capacity
- ❑ Contractor Development, Capacity Building and Technical Services
- ❑ Dedicated Account Manager (Business Development)
- ❑ Agency Collateral Support
  - ❑ Bid, Performance & Payment Bonds for Qualified Contractors
- ❑ Third Party Funds Administration
- ❑ Accounting Cost Subsidy
  - ❑ \$3,200 for CPA Prepared Financial Statements
- ❑ Weekly Bid, Project and Event Email Alerts



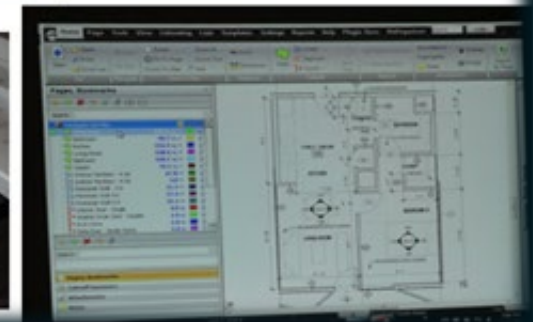
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# LAWA Contractor Development Technical Assistance

- ❑ Assessment & Work Plan
- ❑ Contractor Profile
- ❑ Certifications
- ❑ Capacity Building
- ❑ Bid Document Review
- ❑ Contract Monitoring
- ❑ Monthly Workshops & Coaching
- ❑ Construction Training Academy
  - ❑ Bidding & Estimating
  - ❑ Contract Award Management



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# LAWA Contractor Development Bid Document Review

*Bid Review Disclaimer: Bid Review is a courtesy for contractors enrolled in the Contractor Development and Bonding Program and who meet the minimum requirements. Neither Merriwether & Williams Insurance Services nor Metro Agency is responsible for errors, oversights, omissions or misstatements made in the preparation of the Bid Review.*

- ❑ Attend Pre-Bid
- ❑ Review Plans & Specs
- ❑ Assist with Identifying Risks
- ❑ Assist with Identifying Required Bid Documents
- ❑ Schedule Additional Meetings Prior to Bid Submission
- ❑ Follow Up After Bidding Process



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# LAWA Contractor Development Contract Monitoring



- ☐ Contract Review with Contractor
- ☐ Project Kick-off
- ☐ Monthly Site Visits (If Applicable)
- ☐ Status Reports
- ☐ Construction Schedule
- ☐ Cost Management
- ☐ Closeout



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# ***GETTING CERTIFIED***

**Small Business Enterprise (SBE-Proprietary)**

**Small Local Business (SLB)**

**Local Business Enterprise (LBE)**

**Disabled Veterans Business Enterprise**

**DVBE (LAWA)**

## **Certification Recognition**

**Local Small Business Enterprise (LSBE) (LAWA)**

## **Federal Programs Certification**

**Disadvantaged Business Enterprise (DBE)**

**Airport Concessions DBE (ACDBE)**

# ***SBE (Proprietary) Certification***

## **Requirements:**

- Firm is independently owned and operated
- Firm meets small business criteria set forth by the Small Business Administration (8a) Business Development Program or State DGS Small Business Program, whichever standard is higher

## **Advantage:**

- Certification provides additional opportunities in competing against non-certified subcontractors for procurements opportunities calling for SBE (Proprietary)-certified firms

## **Process:**

- If certified by one of the agencies on the chart in the following slide, provide copy of the certification or approval letter; OR if not, submit SBE (Proprietary) Application for processing.
- Certification is good for two years.

## **Applying:**

- Go to <https://bca.lacity.org/Uploads/cca/SBE%20%28Proprietary%29%20Application.pdf>

**Types of Projects:** Construction, professional and non-professional projects valued over \$150,000.



# SBE (Proprietary) Certification

If your firm is currently certified with one of the following agencies you do **NOT** need to go through the Certification process, simply submit a copy of your certification to a Certification analyst or with your bid/proposal.

CERTIFYING AGENCY	CERTIFICATION	ACCEPTED BY LAWA FOR SBE (PROPRIETARY)?
<u>Federal Small Business Administration (SBA)</u>	SBA 8(a) Business Devpt. Program	Yes
<u>State of California Department of General Services (DGS)</u>	SB, SB-Public Works, SB (micro)	Yes
<u>California Department of Transportation (CALTRANS)</u>	SMBE, SWBE, DBE	Yes
<u>L.A. County Metropolitan Transportation Authority (METRO)</u>	SBE, DBE	Yes
<b>California Unified Certification Program (CUCP) Agencies:</b> <ul style="list-style-type: none"> <li>• California Department of Transportation (CALTRANS)</li> <li>• <u>City of Fresno</u></li> <li>• <u>City of Los Angeles</u></li> <li>• <u>L.A. County Metropolitan Transportation Authority (METRO)</u></li> <li>• <u>San Diego County Regional Airport Authority (SAN)</u></li> <li>• <u>San Francisco Bay Area Rapid Transit District (BART)</u></li> <li>• <u>San Francisco International Airport (SFO)</u></li> <li>• <u>San Francisco Municipal Transportation Agency (SFMTA)</u></li> <li>• <u>San Mateo County Transit District (SAMTRANS)</u></li> <li>• <u>Santa Clara Valley Transportation Authority (VTA)</u></li> </ul>	DBE	Yes
<u>US Women's Chamber of Commerce (USWCC)</u>	WOSB, EDWOSB	Yes
<u>Women's Business Enterprise Council West (WBEC-WEST)</u>	WOSB	Yes
<u>National Women Business Owners Corporation (NWBOC)</u>	WOSB, EDWOSB	Yes
<u>City of Los Angeles</u>	SBE, SLB	Yes
<u>County of Los Angeles</u>	LSBE	Yes

# ***Small Local Business (SLB) Certification***

## **Requirements:**

- Principal office located in the County of Los Angeles
- Gross receipts (including affiliates) for the previous fiscal year must be less than \$3 million
- City of Los Angeles Business Tax Registration Certificate

## **Advantage:**

- Certified SLB responsible bidders on procurement contracts under \$100,000 given a 10% deduction on their bid amount

## **Process:**

- Submit hard copies of one page application or submit via email, copy of current taxes, and BTRC
- Certification process is simple and good for two years

## **Applying:**

- Go to <https://bca.lacity.org/Uploads/cca/SLBApplication.pdf>

**Type of Contracts:** Mostly goods and commodities.

# ***LBE Certification***

## **Requirements:**

- Must have business workspace within County of Los Angeles boundaries:
  - Headquartered (physically conducts and manages all operations) in the County; **OR**
  - at least 50 of its full-time employees perform work within the boundaries of the County at least 60 percent of their total hours worked on annual basis; **OR**
  - at least half of its full-time employees work within the boundaries of the County at a minimum of 60 percent of their total regular hours worked on annual basis.
- City of Los Angeles Business Tax Registration Certificate
- Current on all City & County taxes

## **Advantage:**

- Certified LBEs on procurement contracts over \$150,000 are given an 8% deduction on the bid amount or 8 points toward the proposal score

## **Process (on-line):**

- Affidavit of Eligibility completed by Local Business
- Affidavit posted by Local Business on LABAVN (Mayor's website) & verified by BCA/LAWA
- Certification valid for five years.

# ***LBE Certification***

## **Applying:**

- After registering on LABAVN, download an LBE Affidavit and apply on-line

**Example:** Any type of business, the major eligibility criteria is business workspace/headquarters located within LA County boundaries

**NOTE:** LAWA does not accept Harbor's LBE or LA County LSBE certification. LBE Certification does not apply to contracts that involve the expenditure of funds that are not entirely within LAWA's control; i.e., grants, federal funds, etc.

Also, virtual business offices, PO Box centers, mail centers, or other temporary business locations are not eligible for LBE certification.



# ***DVBE (LAWA) Certification***

## **Requirements:**

- Must be certified by any one of three agencies, two Federal, one State of California (**see following slide**) and
- Must also have business workspace within the State of California:
  - Headquartered (physically conducts and manages all operations) in the State; **OR**
  - at least 50 of its full-time employees perform work within the boundaries of the State at least 60 percent of their total hours worked on annual basis; **OR**
  - at least half of its full-time employees work within the boundaries of the State at a minimum of 60 percent of their total regular hours worked on annual basis.
- City of Los Angeles Business Tax Registration Certificate
- Current on all City, County, & State taxes

## **Advantage:**

- Certified DVBE(LAWA)s on procurement contracts over \$150,000 are given an 8% deduction on the bid amount or 8 points toward the proposal score

## ***Recognized for DVBE (LAWA) Certification***

<b>CERTIFYING AGENCY</b>	<b>CERTIFICATION</b>	<b>ACCEPTED BY LAWA AS DVBE (LAWA)?</b>
<b>U.S. Department of Veterans Affairs*</b>	<b>Service-Disabled Veteran-Owned Small Business (SDVOSB)</b>	<b>Yes</b>
<b>U.S. Small Business Administration*</b>	<b>Service-Disabled Veteran-Owned Small Business (SDVOSB)</b>	<b>Yes</b>
<b>State of California</b>	<b>Disabled Veteran Business Enterprise (DVBE)</b>	<b>Yes</b>

\*The Federal SDVOSB must be headquartered or have employees working at a business workspace in California in order to be certified as a DVBE (LAWA)

- **If a firm, after uploading a DVBE(LAWA) Affidavit in BAVN, is verified as being certified by one of the Federal agencies as an SDVOSB and is also verified as certified as a City of Los Angeles LBE, that firm will be granted DVBE (LAWA) certification..**

# ***DVBE (LAWA) Certification***

## **Process (on-line):**

- Affidavit of Eligibility completed by Disabled Veterans Business firm
- Affidavit posted by Local Business on LABAVN (Mayor's website) & verified by LAWA
- Certification valid for five years.
- An optional site visit may be conducted to verify State of California location.

## **Applying:**

- After registering on LABAVN, download a DVBE(LAWA) Affidavit and apply online.

**Example:** Any type of business

**NOTE:** DVBE (LAWA) Certification does not apply to contracts that involve the expenditure of funds that are not entirely within LAWA's control; i.e., grants, federal funds, etc.

# ***LAWA's Local Small Business Enterprise (LSBE) Certification Recognition***

- **There is no separate LSBE certification process with the City of Los Angeles or with LAWA. In order to qualify as a LAWA LSBE, a firm must be certified as an SBE and LBE**
- **What happens if I have LSBE certification from the County of Los Angeles?**
  - Your firm will be recognized as an SBE (Proprietary) by LAWA.
  - However, you must submit a LBE Affidavit of Eligibility with the City of Los Angeles.
  - If your firm meets the City of Los Angeles' LBE criteria and consequently obtains LBE certification, your firm will then be recognized as both an LBE and LSBE by LAWA.

# ***LAWA's Local Small Business Enterprise (LSBE) Certification Recognition***

**Advantage:** Certification provides additional opportunities in competing against non-certified subcontractors for procurements opportunities calling for LSBE (LAWA)-recognized firms

**Example:** Any type of business

**NOTE:** As mentioned previously, LAWA does not accept LA County LSBE Certification for Local Business Enterprise Certification Recognition.



# DBE/ACDBE Certification Requirements

	DBE	ACDBE
<b>Ownership &amp; Control Requirements</b>	For-profit, independent business that is at least 51% owned <u>and</u> controlled by socially and economically disadvantaged individuals (Asian-Pacific, Black, Hispanic, Native American, Subcontinent Asian, Women)	
<b>Qualifying Owner's Personal Financial Limit</b>	Less than \$1,320,000 (excluding equity in primary residence and applicant business)	
<b>Business Gross Receipts Limit, (Including Affiliates)</b>	Small Business Administration Industry Size Standards up to <b>\$26.29* million</b> (averaged over 3 years)	\$56.42 million (averaged over 3 years)
<b>Type of Business</b>	Any	A business that is: (a) located on the airport selling consumer goods or services to the public (excludes taxi, custodial & security services, and aeronautical activities) <b>OR</b> (b) Suppliers of goods and services to concessionaires (includes management, advertising, & web-based contractors)

\*Increased from \$23.98 million, effective January 13, 2021

# DBE / ACDBE Certification

## Applying for DBE or ACDBE Certification:

- Go to [www.bca.lacity.org/Uploads/cca/DBE\\_ACDBE\\_Application.pdf](http://www.bca.lacity.org/Uploads/cca/DBE_ACDBE_Application.pdf) (will not be available in the future)

Please note: New as of March 2021

- For potential new DBE/ACDBE applicant firms, please use the weblink below to register and apply.
- **Click here to access the** <https://lacity.diversitysoftware.com/>

## Advantage:

- Certification provides additional opportunities in competing against non-certified subcontractors
- Marketing exposure through nationwide, statewide, and citywide databases
- One stop shop – the City's DBE/ACDBE certifications are honored throughout CA (CUCP includes CALTRANS, Metro, etc.)
- DBE certification is good until or unless removed for cause; e.g., change in ownership or control, exceeds size standards or net worth or failure to cooperate.

## ACDBE Examples:

- On-line and hard copy airport magazine publisher
- On-line digital advertising vendor
- Vehicle Service and Maintenance Provider off the LAWA campus who performs CHP-standard vehicle inspections and services. Staff also repairs, services, and maintains tour buses and shuttle vans that transport travelers to and from LAX.

# ***DBE/ACDBE Certification Process***

## **1. Preliminary Intake Review:**

Submitted documents are checked for completeness

## **2. Desk Audit:**

Supporting documents are reviewed to determine eligibility for certification, additional information may be requested

## **3. Mandatory Site Visit (Due to COVID-19, virtual or telephonic):**

Interview applicant at the business location; physical verification that business exists, additional information may also be requested

## **4. Final Review for Approval/Denial**

**Start the Certification Process Today!**

# Getting Certified

For more information:

<http://bca.lacity.org>

**Certification Helpline**

(213) 847-2684

[bca.certifications@lacity.org](mailto:bca.certifications@lacity.org)

**Shaun Shimoda-Kobayashi**, LAWA Certification Manager

(213) 847-2650

[shaun.shimoda-kobayashi@lacity.org](mailto:shaun.shimoda-kobayashi@lacity.org)

**Elaine Luong-Huynh**, LAWA Certification Analyst

(213) 847-2667

[elaine.luong@lacity.org](mailto:elaine.luong@lacity.org)

**Dana Tominaga**, LAWA Certification Analyst

(213) 847-2375

[dana.tominaga@lacity.org](mailto:dana.tominaga@lacity.org)

**Directories of Certified Firms:**

CUCP: <https://dot.ca.gov/programs/business-and-economic-opportunity/dbe-search> Directory

City of LA: <http://bca.lacity.org> -> Certification Listings -> Click on DBE/MBE/WBE Directory



# **ADMINISTRATIVE REQUIREMENTS**



# Administrative Requirements

## *Due with bid/proposal*

- Affidavit of Non-Collusion (*Form: Notary signature*)
- Bid Bond (*Form, project specific*)\*
- Bidder Contribution Limits (*Form CEC 55, >\$100,000*)
- Contractor Responsibility Program (*Form, Board approval*)
- Equal Benefits Ordinance (*Form, project specific*)\*
- Municipal Lobbying Ordinance (*Form CEC 50, > \$25,000*)
- Vendor Identification Form
- Subcontractor Participation Plan
- *Iran Contracting Act of 2010*
- Insurance (pricing only), if greater than \$1 million...requirements...

# Administrative Requirements

## *Selected Bidder/ Proposer Requirements*

- Affirmative Action Plan (*Language*)
- Assignment of Anti-Trust Claims (*Language*)
- Child Support Obligations (*Language*)
- First Source Hiring Program (*LAX only*)
- Labor Peace Agreement (*Language, concessions only*)
- Living Wage Ordinance/Service Contractor Worker Retention Ordinance (*Language; if applicable, complete the Correct Exemption Form*)\*
- Insurance (*Form*)

# *Administrative Requirements*

Administrative Requirements Website:

<http://www.lawa.org> - > About LAWA - >  
Business Opportunities - > Administrative Requirements

## Next Steps...

1. Check the products and services that LAWA needs on [www.lawa.org](http://www.lawa.org) -> Business Opportunities -> What LAWA Buys as well as the LAWA Construction Forecast Report. Additionally, reach out to Prime Contractor and potential business partners.



2. Research applicable CERTIFICATION Programs and APPLY.



3. Register on Los Angeles Business Assistance Virtual Network – LABAVN at [www.labavn.org](http://www.labavn.org)



4. Check the Expiring Contracts Report at <https://www.lawa.org/en/lawa-businesses/lawa-current-opportunities> for contracts that are about to expire.



## ***Next Steps...***

**5. Contact Business Jobs & Social Responsibility Division for upcoming Outreach Events.**



**6. Attend any relevant pre-bid/proposal meetings (refer to RFB/P)**



**7. Research LAWA's Contractor Development & Bonding Program for technical assistance.**



**8. Research LAWA's First Source Hiring Program for any employee needs.**



**9. If applying, contact the Contract Administrators of the RFB/P regarding questions on the scope of work.**



## ***Next Steps... (cont.)***

10. **Contact Procurement Services Division (Contract Services Unit) regarding Administrative Requirements at (424) 646-5380 or go to [www.lawa.org](http://www.lawa.org)  
- > About LAWA - > Business Opportunities - >  
Administrative Requirements**

# Contact Information

<b>LAWA Business, Jobs &amp; Social Responsibility</b>	(424) 646-7300	<a href="mailto:businessandjobs@lawa.org">businessandjobs@lawa.org</a>	<a href="https://www.lawa.org/groups-and-divisions/business-jobs-and-social-responsibility">https://www.lawa.org/groups-and-divisions/business-jobs-and-social-responsibility</a>
<b>LAWA Procurement Services Division</b>	PSD Main Line: (424) 646-5380	Purchasing: (424) 646-7392	<a href="https://www.lawa.org/en/groups-and-divisions/procurement">https://www.lawa.org/en/groups-and-divisions/procurement</a>
<b>City of Los Angeles Contractor Development and Bonding Program</b> (Rosa Osorio, Senior Account Manager)	(213) 327-5259		<a href="mailto:rosa@imwis.com">rosa@imwis.com</a>
<b>LAWA First Source Hiring Program</b>	(424) 646-7300		<a href="mailto:cespinosa@lawa.org">cespinosa@lawa.org</a>
<b>LAWA Risk Management Insurance Compliance Section</b>	(424) 646-5480		
<b>Department of Public Works, Bureau of Contract Admin.</b>	<a href="mailto:bca.certifications@lacity.org">bca.certifications@lacity.org</a>		
<b>LA Business Assistance Virtual Network</b>	<a href="http://www.labavn.org">http://www.labavn.org</a>		

# DOING BUSINESS with Los Angeles World Airports



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