

# DOING BUSINESS with Los Angeles World Airports



Rev. 3/ 2022

# Los Angeles World Airports



- **LAX** ranked 9<sup>th</sup> in the world for passenger service
- In 2021, airlines served 48,007,284 passengers
- In 2020, airlines served 28,779,527 passengers (#5 in US)
- In 2019, airlines served 88,068,013 passengers (#2 in US)



- **Van Nuys Airport** – one of the world's busiest General Aviation airports
- 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**
- **The Development Group**
- **Registering on RAMP**
- **Business Assistance Programs**
- **Certification**
- **Administrative Requirements**
- **Next Steps**

## ***Business Opportunities***

LAWA procures hundreds of 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 the following:
  - 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 proposal submittal must be uploaded through Box
  - Upload instructions are located on RAMP RFP page.
- **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.



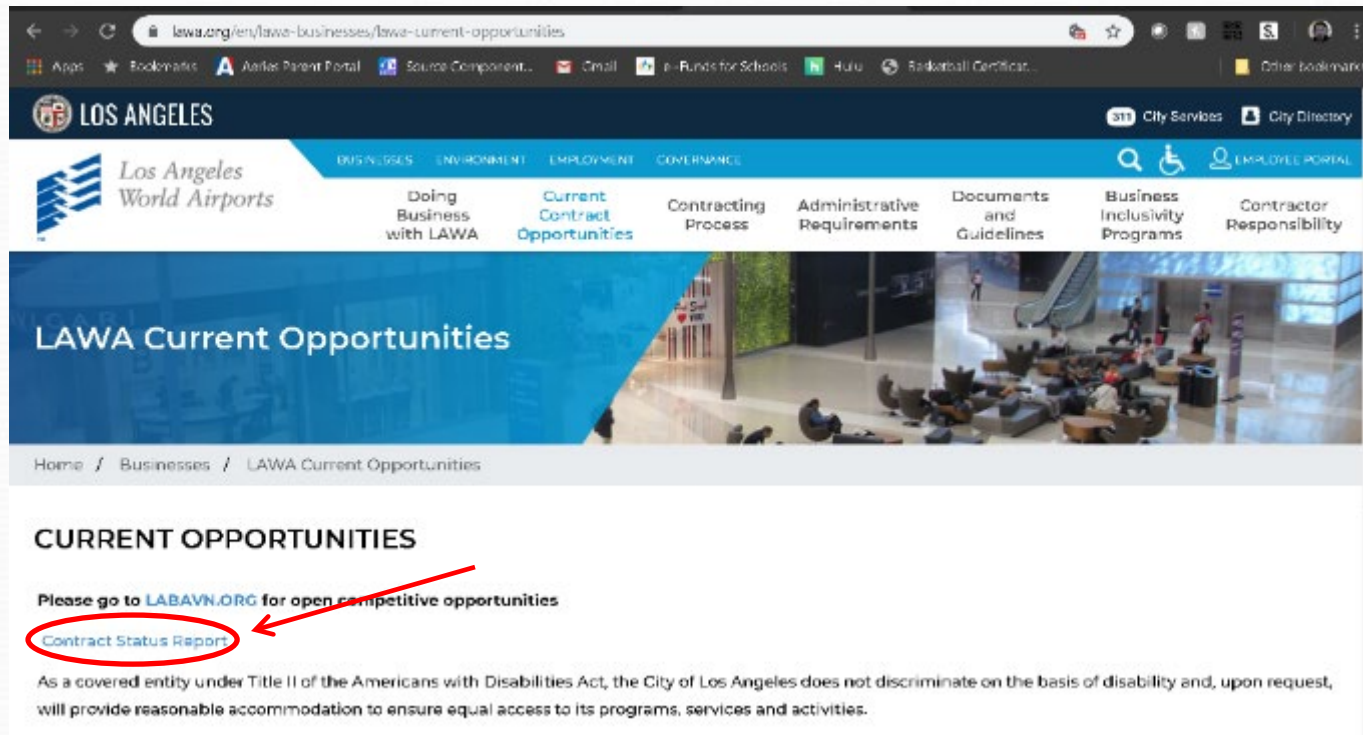
## ***Construction Forecast Report (Planning & Development Group)***

- 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
4700002062	Financial Advisory Services	5/5/2021	5/4/2022	150,000.00
4700002044	Installation for Set-top backbox CableTV	5/7/2021	5/6/2022	37,034.29
4700002050	RSMeans Online - Renewal License	5/18/2021	5/17/2022	34,344.00
DA-5357	FMUG Facility, Mtc., Repair, Ops, - HVAC	5/20/2019	5/19/2022	2,638,524.00
DA-5358	FMUG Reg. 4 Testing	5/20/2019	5/19/2022	2,029,683.00
4600006340	Maint of Airfield Lighting Ctrl Sys-Yr1	5/23/2019	5/22/2022	300,000.00
DA-5066	CTA Shuttle Service	6/1/2016	5/31/2022	61,500,000.00
DA-5369	ACAMS Replacement Project	6/4/2019	6/3/2022	14,258,512.00
4600006341	Bulk Salt	6/5/2019	6/4/2022	120,000.00
4700002058	Construction audit of LAMP projects	6/8/2021	6/7/2022	150,000.00
4700002052	On-Call Fine Art Services	6/14/2021	6/13/2022	60,000.00
DA-5360	On-Call Env. Tech. & Exp. Consul	6/15/2019	6/14/2022	2,750,000.00
DA-5361	On-Call Env. Tech. & Exp. Consul	6/15/2019	6/14/2022	3,500,000.00
DA-5362	On-Call Env. Tech. & Exp. Consul	6/15/2019	6/14/2022	3,500,000.00
DA-5363	On-Call Env. Tech. & Exp. Consul	6/15/2019	6/14/2022	2,750,000.00
DA-5364	On-Call Env. Tech. & Exp. Consul	6/15/2019	6/14/2022	2,500,000.00
4700002091	Law Office of Roberta M Yang	6/15/2021	6/14/2022	100,000.00
4700002059	BID 2101463 - Bradley Sculpture Restore	6/17/2021	6/16/2022	20,206.00
4700002060	BID 2101463 - Bradley Sculpture Restore	6/17/2021	6/16/2022	15,750.00
4700002054	GBAC Star Accreditation	6/17/2021	6/17/2022	15,000.00
DA-5204	On-call Prof. Architect. Design Srvcs	6/20/2018	6/19/2022	5,050,000.00
4700002055	Pluralsight Training Subscription	5/31/2021	6/27/2022	50,000.00
4700001852	Laboratory tests 06/30/19-06/29/20	6/30/2019	6/29/2022	45,000.00
4700002057	Marketing Services	7/1/2021	6/30/2022	12,000.00

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

- A **Request for Bid** is used for the competitive purchase of the following:
  - 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 RAMP 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.

# *Soliciting Bids and Proposals*

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

- The **Los Angeles Regional Alliance Marketplace for Procurement (RAMP)** web site:

<https://www.rampla.org>

Questions?



## *LAWA Concessions Overview*

**WHAT is an Airport Concession?**

**Does LAWA MANAGE ALL concessions at LAX?**

# LAWA's Current Concession Operators

## LAX - BUSINESS RELATIONSHIP MANAGERS

Commercial Development Division

Main Line (424) 646-7200



Company Name	Concession Type	Business Relationship Managers (BRM)
Aiclear LLC	Expedited Travel Service	Titus G DeCoursey (Concessions)
Areas USA LAX, LLC	Food and Beverage	Vimal A Patel (Concessions)
Bank of America	ATM	Titus G DeCoursey (Concessions)
Bottling Group LLC	Vending Machines	Vimal A Patel (Concessions)
DFS Group LP	Duty-Free Retail	Vimal A Patel (Concessions)
DN Dakota/JME LAX 8549 Pucks LLC	Food and Beverage	Vimal A Patel (Concessions)
DN Dakota/JME LAX 8589 Farmers LLC	Food and Beverage	Vimal A Patel (Concessions)
Host International Inc	Food and Beverage	Vimal A Patel (Concessions)
Hudson-Magic Johnson Enterpr-Concourse Venture LLC	Retail Shops	Vimal A Patel (Concessions)
JCDecaux Airport Inc	Advertising	Denise G Sample (Concessions)
LAX Retail Magic 2 JV	Retail Shops	Vimal A Patel (Concessions)
LAX Retail Magic 3-4 JV	Retail Shops	Vimal A Patel (Concessions)
Lenlyn Limited	Currency Exchange	Titus G DeCoursey (Concessions)
Smarte Carte Inc	Luggage Carts	Vimal A Patel (Concessions)
URW Airports LLC	Food/Beverage & Retail	Benet Yow arski (Concessions)
XpresSpa LAX Airport LLC	Spa Services	Vimal A Patel (Concessions)





## ***LAWA Concession Opportunities***

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

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



## ***LAWA Concession Timelines***

**When do LAWA concession agreements expire?**

**How long are LAWA concession agreements?**

## Concessions Questions / Contact

Contact LAWA Procurement Services  
Division or Joon Lee @

[JLEE@LAWA.ORG](mailto:JLEE@LAWA.ORG)

# ***The Development Group (TDG) Procurement***

## **What We Do:**

- Procure construction and professional services to advance the development of projects at our airports.
- Oversee the procurement process to ensure fair and legal competition for all TDG projects.
- Assist with addenda, pre-bid/proposal conferences, contract conformance, and other processes related to procuring these services.



# TDG Procurement - Past Procurements/Contracts

TDG CONTRACTS		
Vendor Name	Contract Number	Contract Description
SENATOR INTERNATIONAL INC	DA-5350	MSC Furniture
RIVERS & CHRISTIAN	DA-5201	On-call Prof. Architect. Design Svcs
HKS ARCHITECTS INC	DA-5205	On-call Prof. Architect. Design Svcs
PAUL MURDOCH ARCHITECTS APC	DA-5202	On-call Prof. Architect. Design Svcs
DWL ARCHITECTS PLANNERS INC	DA-5203	On-call Prof. Architect. Design Svcs
GRIFFITH COMPANY	DA-5314	VNY Taxiway B - Phase 2
HNTB CORPORATION	DA-5316	On-Call Prof. Engineering Design Svcs.
IRON MOUNTAIN INFORMATION	4700002023	BID 2100550 Art work Storage & Administ
RS&H CALIFORNIA INC	DA-5318	On-call prof. engineering design svcs.
AECOM TECHNICAL SERVICES INC	DA-5315	On-call prof. engineering design svcs.
TURNER PCLA JOINT VENTURE	DA4971	MSC North
RS&H CALIFORNIA INC	DA-5173	Engineering Design & Construct Admin
CINNABAR CALIFORNIA, INC.	4700002052	On-Call Fine Art Services
CARNEVALE AND LOHR INC	4700002059	BID 2101463 - Bradley Sculpture Restore
MODERN ART FOUNDRY INC	4700002060	BID 2101463 - Bradley Sculpture Restore
M ARTHUR GENSLE JR & ASSOCIAT	DA-5204	On-call Prof. Architect. Design Svcs
SCULPTURE CONSERVATION STUDIO	4700002061	BID 2101463 - Bradley Sculpture Restore
CINNABAR CALIFORNIA, INC.	4700002066	Terminal 4 & 7 Case Refurbishment - Ph 2
WOODS BAGOT ARCHITECTS PC	DA-5383	MSC South - Design Services
SWINERTON BUILDERS	DA-5305	ITF West
CLARK CONSTRUCTION	DA-5395	Receiving Station-X Phase 1
SULLY MILLER CONTRACTING CO	DA-5389	Taxiway P
GRANITE CONSTRUCTION COMPANY	DA-5396	Taxiway A Rehab Phase 2 - VNY

# ***TDG Procurement Opportunities***

- RAMP

<https://www.rampla.org>

- LAWA

[www.lawa.org](http://www.lawa.org)

Contract Status Report and Potential Opportunities:


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


- TDG Procurement

[pdgprocurement@lawa.org](mailto:pdgprocurement@lawa.org)

Cliff Cortes, Procurement Supervisor

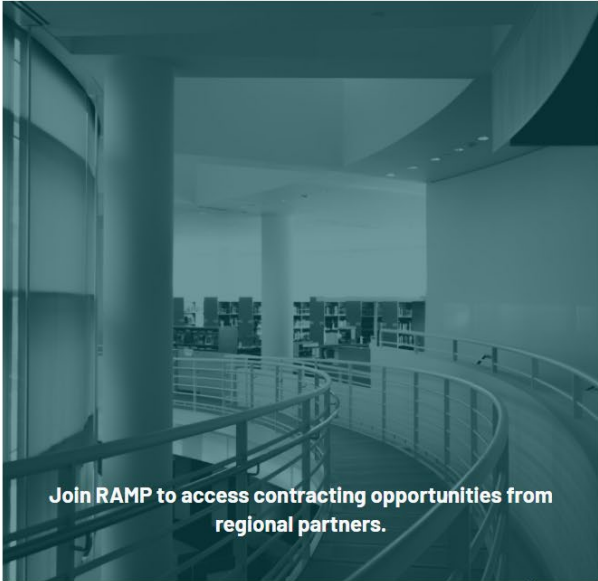
# Registering w/RAMP...

 **LOS ANGELES**



[Update on coronavirus](#) [311 City Services](#) [LA City Directory](#)

[Home](#) [Search For Opportunities](#) [Business Profiles](#) [Support](#) [LOGIN](#)



Join RAMP to access contracting opportunities from regional partners.

## SEARCH FOR BID OPPORTUNITIES

Opportunity

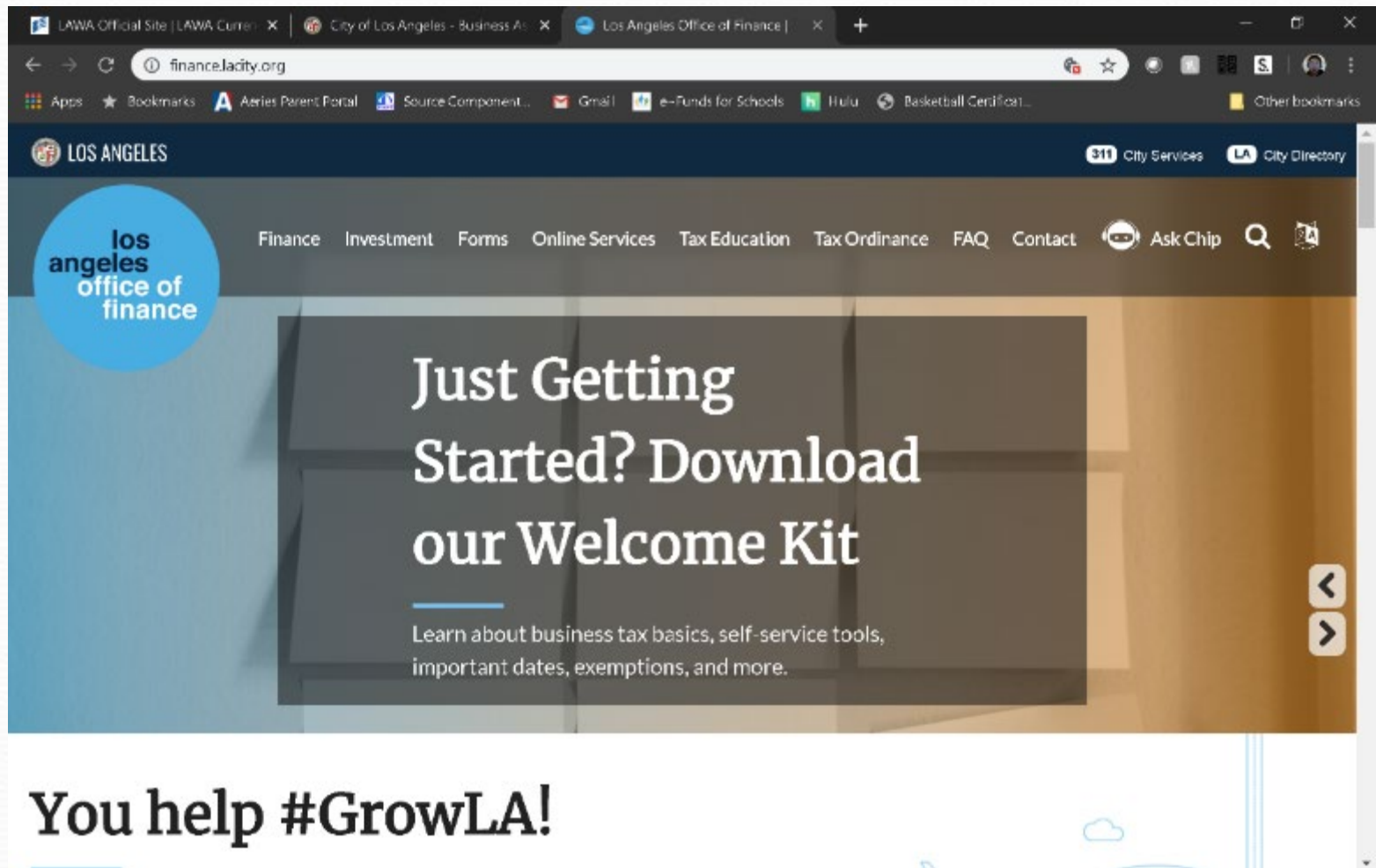
Category ▼

Status ▼

Type ▼

Search

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





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

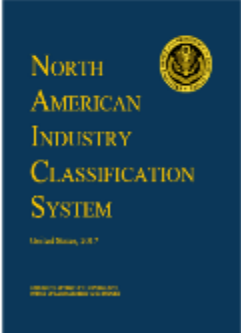
## Reference Files

- 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

is this page helpful? ☒ Yes ☐ No

May 2012

# 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

# LAWA BUSINESS, JOBS & SOCIAL RESPONSIBILITY DIVISION



## BUSINESS

- Business Navigation & Support
- Business Inclusion Contract Requirements
- Contractor Development
- Bonding Assistance Program
- Contract Finance Assistance Program
- Workforce Recruitment & Sourcing
- Diversity, Equity, Inclusion Engagement
- Targeted Outreach & Engagement

[businessandjobs@lawa.org](mailto:businessandjobs@lawa.org)  
424-646-7300

[www.lawa.org/groups-and-divisions/business-jobs-and-social-responsibility](http://www.lawa.org/groups-and-divisions/business-jobs-and-social-responsibility)

# LAX: OPPORTUNITIES- ACTIVE PROJECTS

PROJECT	LAMP BUSINESS INCLUSION REQUIREMENTS				
	PHASE	SBE	LBE	LSBE	DVBE
	DESIGN	22%	8%	3%	3%
	BUILD	18%	7%	5%	3%
	O & M	17%	10%	5%	3%

APM

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
Della 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 RAMP

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:

**Clarence Espinosa**  
**[cespinosa@lawa.org](mailto:cespinosa@lawa.org)**

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”**

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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 | LAX VNY



# LAWA Contractor Development Program Services

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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

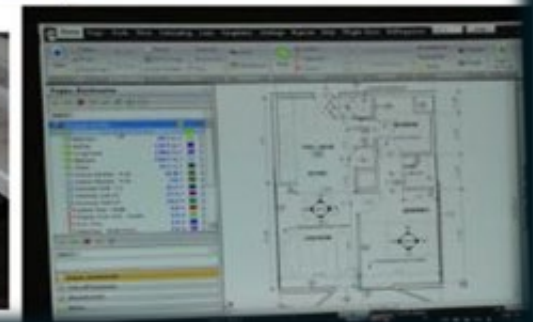


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# LAWA Contractor Development Technical Assistance

- ❑ 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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# 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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# ***GETTING CERTIFIED***

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

**Local Small Business (LSB (formerly Small Local-now online)**

**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 procurement 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

# ***Local Small Business (LSB) Certification (formerly Small Local; changed as of 8/7/2021)***

## **Requirements:**

- Principal office located in the County of Los Angeles
- Gross receipts (including affiliates) for the previous fiscal year must be less than \$5 million (formerly \$3 million)
- City of Los Angeles Business Tax Registration Certificate

## **Advantage:**

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

## **Process (on-line in RAMP (fka BAVN) as part of LBPP (LBE) Application Form):**

- Apply on-line, Application is reviewed, a copy of current taxes, and BTRC will be requested as part of required documents
- Certification process is simple and good for 30 months or two and a half years

## **Applying:**

- Go to <https://www.rampla.org>

**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 in RAMP):**

- LBPP Application Form completed by Local Business
- Application posted by Local Business on RAMP (Mayor's website) & verified by BCA/LAWA
- Certification valid for five years.

# ***LBE Certification***

## **Applying:**

- After registering on RAMP, download an LBPP Application form 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 RAMP, 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 in BAVN):**

- Affidavit of Eligibility completed by Disabled Veterans Business firm
- Affidavit posted by Disabled Veterans Business firm on RAMP (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 RAMP, 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(Proprietary) 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 LBPP Application with the City of Los Angeles in RAMP.
  - 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:

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/>**



# ***DBE / ACDBE Certification***

## **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/ACDBE 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.
- Vending machine operator providing baby products
- Dark Chocolate Manufacturer, candy and other products

# ***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) 847-2436  
[elaine.luong@lacity.org](mailto:elaine.luong@lacity.org)

## **Directories of Certified Firms:**

**CUCP:** <https://californiaucp.dbesystem.com/> Directory City of LA go to <http://bca.lacity.org> ->  
**Certification Listings** -> go to <https://bca.lacity.org/CertificationListings/DBETable.php>



# **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 Regional Alliance Marketplace for Procurement—RAMP— at <https://www.rampla.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>Los Angeles Regional Alliance Marketplace for Procurement (RAMP)</b>	<a href="https://www.rampla.org">https://www.rampla.org</a>		

# DOING BUSINESS with Los Angeles World Airports



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