

# DOING BUSINESS WITH LAWA WORKSHOP

LOS ANGELES WORLD AIRPORTS

LAWA | LAX VNY

Rev. 03/2023



# *Los Angeles World Airports*



- In 2022, airlines served 65.9 million passengers
- In 2021, airlines served 48 million passengers
- In 2020, airlines served 28 million passengers (#5 in US)
- In 2019, airlines served 88 million 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**
- **Registering on RAMP**
- **Business Assistance Programs**
- **Certification**
- **Administrative Requirements**
- **Next Steps**

## ***Business Opportunities***

LAWA procures almost \$400 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***

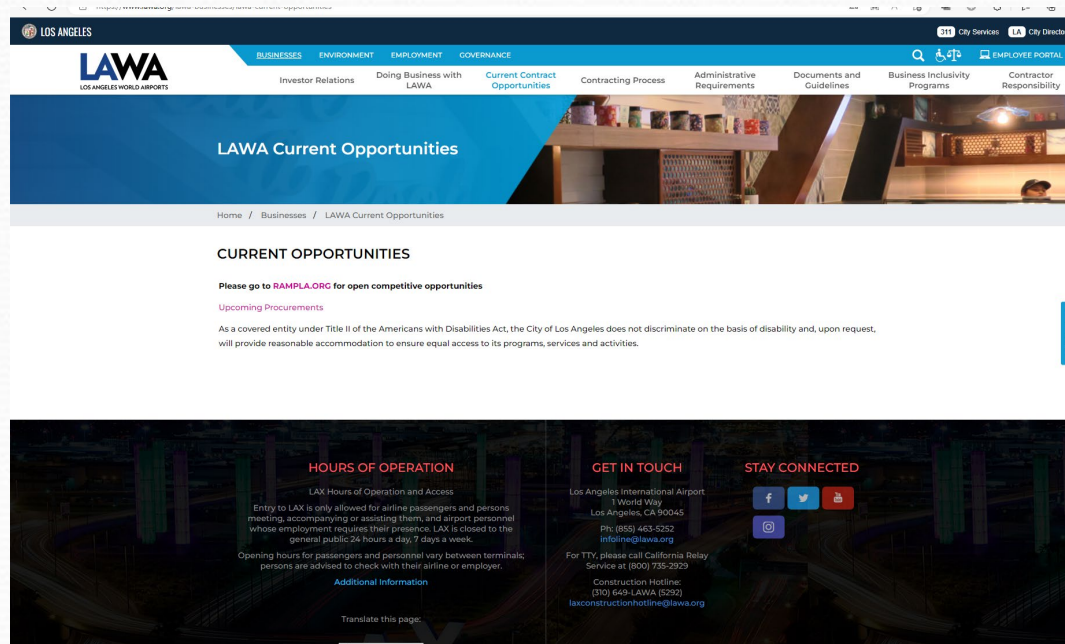
- **DUE DATE (COVID-19 info)**
  - There are no exceptions to the stated Due Date and Time
  - RFP proposal submittal must be uploaded through Box
  - Upload instructions are located on RAMP RFP page.
- **QUESTIONS & CLARIFICATIONS**
  - Must contact the designated LAWA Project Manager for RFPs.
- **AUTHORIZATION**
  - 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 (LAWA Development Group)

- See Contracts and Procurements Document:
  - <https://www.lawa.org/lawa-businesses/lawa-current-opportunities>



- For questions, contact [PDGprocurement@lawa.org](mailto:PDGprocurement@lawa.org)



## ***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>

# Current/Future Construction Opportunities

## SKANSKA

### REQUEST FOR PROPOSAL

Project: Roadways, Utilities & Enabling (RUE) Project at Los Angeles International Airport (LAX)  
Owner: Los Angeles World Airports (LAWA) (DA-5462)

RFPs: 035LR CTA RS-X DUCT BANK

Bids Due: October 7, 2022 by 2:00pm

Skanska is soliciting in good faith all interested subcontractors, as well as certified SBE/LBE/DVBE companies for CTA RS-X DUCT BANK.

Join the RFP(s) and Download 035LR Documents at: <http://bit.ly/rueplanroom>

**Mandatory Online Pre-Bid Meeting:** Friday, September 23, 2022 at 10:00am. **Meeting is mandatory for prime bidders!**  
Please register by clicking on the following link and clicking on the "Register" button on the Webex webpage:  
<https://bit.ly/035LRprebid>

All relevant project information including plans and specifications can be found in the documents on BuildingConnected. Plans and specifications are available for viewing at our office by appointment, contact Connie Brown to schedule or download free in BuildingConnected.

Please return your bid and submit RFIs on BuildingConnected. If you need assistance getting access to BuildingConnected feel free to contact me directly at [connie.l.brown@skanska.com](mailto:connie.l.brown@skanska.com) or 951-202-3113.

This project has 20% SBE, 7% LBE, 3% LSBE and 3% DVBE participation goals for construction. All bidders should be registered with any applicable S/L/DVBE certifications in the City of LA Regional Alliance Marketplace for Procurement (RAMPS): [www.rampla.org](http://www.rampla.org) at time of bid. Should you have any questions regarding the City of LA certification process, contact Skanska DBE Compliance Coordinator, Connie Brown, at [connie.l.brown@skanska.com](mailto:connie.l.brown@skanska.com) for further assistance.

Skanska intends to conduct itself in good faith with all interested subcontractors as well as certified S/L/DVBE firms looking for subcontract opportunities on this project. Subcontractor may be requested to furnish a bond, if required Skanska will pay bond premium up to 1%. Please call if we can assist you in obtaining bonding, lines of credit, insurance, necessary equipment, materials and/or supplies. Assistance to S/L/DVBE subcontractors and S/L/DVBE suppliers in obtaining bonding, lines of credit, or other capital financing is available through the DOT Bond Assistance Program at (800) 532-1169. You can learn more about the City of LA's Contractor Development and Bonding Program (CDBP) at [https://www.labavn.org/index.cfm?fuseaction=misc.business\\_insurance](https://www.labavn.org/index.cfm?fuseaction=misc.business_insurance).

Skanska is an EEO/AA/Vet/Disability Employer.

On behalf of the Skanska team, thank you for your interest in our project.

Kind Regards,

Connie Brown

Skanska LAWA RUE Project Phone 1 951-202-3113

Skanska USA Civil 1995 Agua Mansa Road Riverside, CA 92509

About the Project

LAWA has awarded a five-year Design Build (DB) contract to Skanska USA Civil West California District, Inc., for design and construction services for the Roadways, Utilities & Enabling (RUE) Project at Los Angeles International Airport (LAX). This project will construct a number of key individual projects that are either directly related to the Landside Access Modernization Program (LAMP), or will provide a utility service or enabling work for a LAMP related project or facility. To learn more and register for bid opportunities visit the LAWA RUE Public Planroom at: <http://bit.ly/rueplanroom>

- Keep an eye out for subcontracting opportunities under Skanska USA Civil for work on Roadways, Utilities & Enabling (RUE) Project at LAX

<http://bit.ly/rueplanroom>

# ***LAWA Concessions Overview***

## **What is a concession?**

An **Airport Concession** is defined as:

- A. Business located at the **Airport** engaged in the sale of consumer goods or services to the public under an agreement w/ 1) the **Airport**, or 2) another **Concessionaire**
- B. Business conducting one or more of the following activities (even if it does not maintain an office or store at the Airport, as long as activities take place at the Airport):
  - Managing contracts and subcontracts (e.g. Terminal Commercial Manager / URW)
  - Web-based or other electronic business where passengers can access in the terminals (e.g. WiFi)
  - Advertising business providing displays or messages to the public at the Airport (e.g. JCD)

## **Does LAWA manage all concessions at LAX?**

Yes, using two (2) concession management models –

1. Direct management for airport-wide concession services (currency exchange, luggage carts, etc.), and for Food & Beverage and Retail concessions in Terminals 4, 5, 7, and 8.
2. Via Terminal Commercial Manager (TCM) for Terminals 1, 2, 3, 6, and TBIT.



# 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	Monica Tucker
Areas USA LAX, LLC	Food and Beverage	Vimal A Patel
Bank of America	ATM	Monica Tucker
Bottling Group LLC	Vending Machines	Vimal A Patel
DFS Group LP	Duty-Free Retail	Neil E Malabuyoc
DN Dakota/JME LAX 8549 Pucks LLC	Food and Beverage	Vimal A Patel
DN Dakota/JME LAX 8589 Farmers LLC	Food and Beverage	Vimal A Patel
Grab LAX JV, LLC	Mobile Ordering & Delivery Platform	Benet P Yowarski
Host International Inc	Food and Beverage	Vimal A Patel
Hudson - Magic Johnson Entreprises - Concourse Ventures LLC	Retail Shops	Carolyn Nelson
JCDecaux Airport Inc	Advertising	Denise G Sample
LAX Retail Magic 2 JV	Retail Shops	Neil E Malabuyoc
LAX Retail Magic 3-4 JV	Retail Shops	Neil E Malabuyoc
Lenlyn Limited	Currency Exchange	Carolyn Nelson
Smarte Carte Inc	Luggage Carts	Neil E Malabuyoc
URW Airports LLC	Food/Beverage & Retail	Benet P Yowarski

# ***LAWA Concession Opportunities***

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

Concessions are selected via an open competitive solicitation basis (aka Bid/Award process, e.g. RFB, RFP, etc.). To be notified of any opportunities, interested parties may:

- Register with the LA City website ([rampla.org](http://rampla.org))
- Reach out to LAWA's Terminal Commercial Manager, URW, to learn more about opportunities available in terminals managed by the TCM (Terminals 1, 2, 3, 6, and TBIT).

## **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 direct F&B and retail concession agreements expire on 6/30/25
- Service agreements have various expiration dates (e.g. ATM, luggage carts)
- Depending on the agreement, there may be an opportunity to extend the agreement (case by case basis).
- Unit Concession Agreements (UCAs) managed by TCM have various expiration dates.

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

The average term for a concession agreement is up to 10 years.



# Concessions Contact

## Concessions Questions:

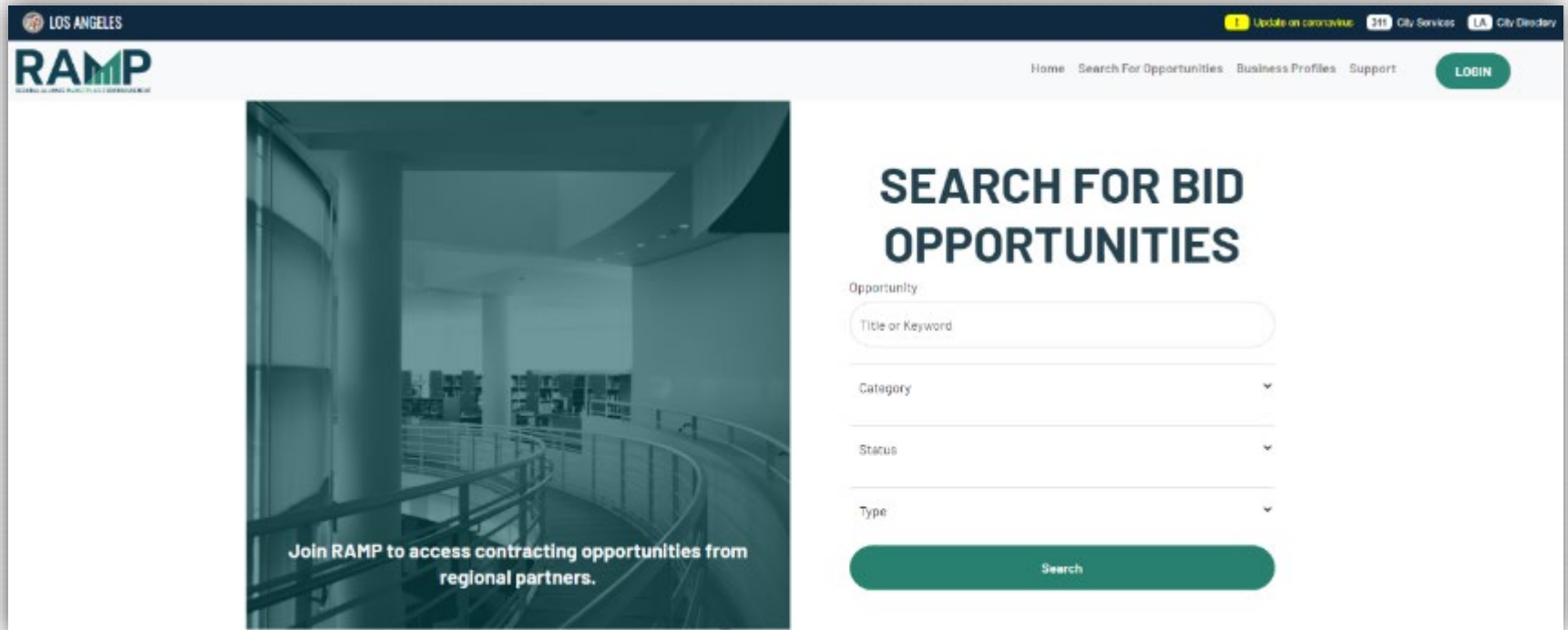
LAWA Commercial Development

- (424) 646-7200
- CDGopportunities@lawa.org

Terminal Commercial Manager (URW)

- (310) 646-1770

# Registering w/RAMP...



LOS ANGELES

Update on coronavirus City Services City Directory

RAMP

Home Search For Opportunities Business Profiles Support LOGIN

## SEARCH FOR BID OPPORTUNITIES

Opportunity

Title or Keyword

Category

Status

Type

Search

Join RAMP to access contracting opportunities from regional partners.

# 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 OPPORTUNITY & SUPPORT

- Develop Policies and Programs to Advance Diversity, Equity, and Inclusion at LAWA
- Business Inclusion Contract Language
- Contractor Development
- Bonding Assistance Program
- Contract Finance Assistance Program
- Workforce Recruitment & Sourcing
- Economic Impact/Disparity Studies
- Targeted Outreach & Engagement

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

424-646-7300

# BUSINESS, JOBS & SOCIAL RESPONSIBILITY

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



**Business, Jobs & Social Responsibility  
Division's**

# **First Source Hiring Program (FSHP)**

# First Source Hiring Program- Overview

- 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 BJSR at [BusinessandJobs@lawa.org](mailto:BusinessandJobs@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.

# LAWA FIRST SOURCE HIRING PROGRAM

*For more information, please contact:*

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

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

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



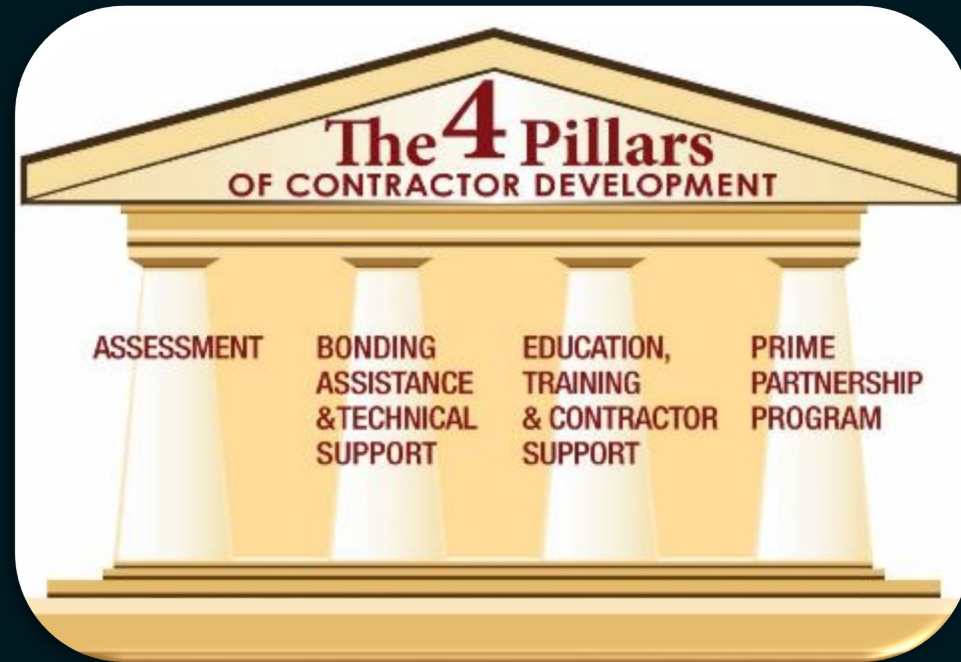
*... Of Like Minds*

**LAWA** | **LAX VNY**

# 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.



Merriwether & Williams  
INSURANCE SERVICES

... Of Like Minds

LAWA | LAX VNY



# LAWA Contractor Development Program Services

---

- ❑ 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

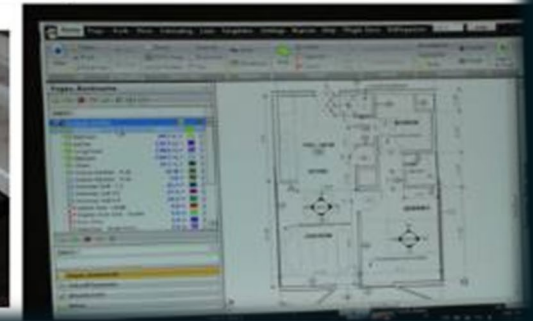


Merriwether & Williams  
INSURANCE SERVICES

... Of Like Minds

# 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



Merriwether & Williams  
INSURANCE SERVICES

... Of Like Minds

LAWA | LAX VNY

# 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



Merriwether & Williams  
INSURANCE SERVICES

... Of Like Minds

LAWA | LAX VNY

# LAWA Contractor Development Contract Monitoring

---



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



Merriwether & Williams  
INSURANCE SERVICES

... Of Like Minds

LAWA | LAX VNY



# 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)



Merriwether & Williams  
INSURANCE SERVICES

... Of Like Minds

LAWA | LAX VNY

# ***GETTING CERTIFIED***

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

**Local Business Enterprise (LBE)**

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

**Disabled Veterans Business Enterprise  
DVBE (LAWA)**

## **Certification Recognition**

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

## **Federal Programs**

**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



# ***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
- Licenses, permits, etc to provide goods and/or services under NAICS codes

## **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 firm on RAMP (Mayor's website) & verified by BCA/LAWA
- Certification valid for five years.

# ***LBE Certification***

**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.

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

## **Requirements:**

- Principal office located in the County of Los Angeles **(must be eligible or qualified for LBE Certification first)**
- 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.

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

## **Requirements:**

- Must be certified by any one of three agencies, two Federal, one State of California (**see following slide**) **and either certified as LBE(LA) or**
- 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 completed 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 may be granted DVBE (LAWA) certification..**

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

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

- Affidavit of Eligibility downloaded and completed by Disabled Veterans Business firm
- Affidavit posted by Disabled Veterans Business firm on RAMP (Mayor's website) & verified by LAWA
- Analyst reviews Affidavit and sends email to firm requesting required documents (if applicable)
- 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 by completing and uploading the Affidavit.

**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:** LSBE(LAWA) recognition provides additional opportunities in competing against non-recognized subcontractors for procurement 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>\$28.48* 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 \$26.29 million, effective March 1, 2022

# 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 personal 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 LAWA's Strategic Sourcing 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>	Main Line: (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 Strategic Sourcing Division</b>	SSD 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, Sr. Account Manager)	(213) 327-5259		<a href="mailto:rosa@imwis.com">rosa@imwis.com</a>
<b>First Source Hiring Program</b>	(424) 646-7300		<a href="mailto:businessandjobs@lawa.org">businessandjobs@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>		
<b>The Development Group (TDG)</b>	<a href="mailto:pdgprocurement@lawa.org">pdgprocurement@lawa.org</a>		
<b>Commercial Development Division</b>	(424) 646-7200		



# DOING BUSINESS WITH LAWA WORKSHOP

LOS ANGELES WORLD AIRPORTS

---

LAWA | LAX VNY

