

DOING BUSINESS with Los Angeles World Airports



Rev. 4 / 2021

Los Angeles World Airports



- **LAX** ranked 4th in the world for passenger service
- In 2019, airlines served 88,068,013 passengers
- In 2020, airlines served ~29,000,000 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, 4th 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

Contract Status Report (updated monthly)

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

LOS ANGELES

City Services City Directory

Los Angeles World Airports

BUSINESSES ENVIRONMENT EMPLOYMENT GOVERNANCE

Doing Business with LAWA Current Contract Opportunities Contracting Process Administrative Requirements Documents and Guidelines Business Inclusivity Programs Contractor Responsibility

LAWA Current Opportunities

Home / Businesses / LAWA Current Opportunities

CURRENT OPPORTUNITIES

Please go to [LABAVN.ORG](https://www.labavn.org) for open competitive opportunities

[Contract Status Report](#)

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

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 Evaluatlon 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 Division
 Main Line (424) 646-7200



Company Name	Business Relationship Managers (BRM)
Alclear LLC	Titus G DeCoursey (Concessions)
Areas USA LAX, LLC	Vimal A Patel (Concessions)
Bank of America	Titus G DeCoursey (Concessions)
Bottling Group LLC	Vimal A Patel (Concessions)
DFS Group L P	Melanie A Torres (Concessions)
DN Dakota/JME LAX 8549 Pucks LLC	Vimal A Patel (Concessions)
DN Dakota/JME LAX 8589 Farmers LLC	Vimal A Patel (Concessions)
HG-LAX T6 JV	Vimal A Patel (Concessions)
Host International Inc	Vimal A Patel (Concessions)
Hudson-Magic Johnson Enterpr-Concourse Venture LLC	Melanie A Torres (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	Vimal A Patel (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

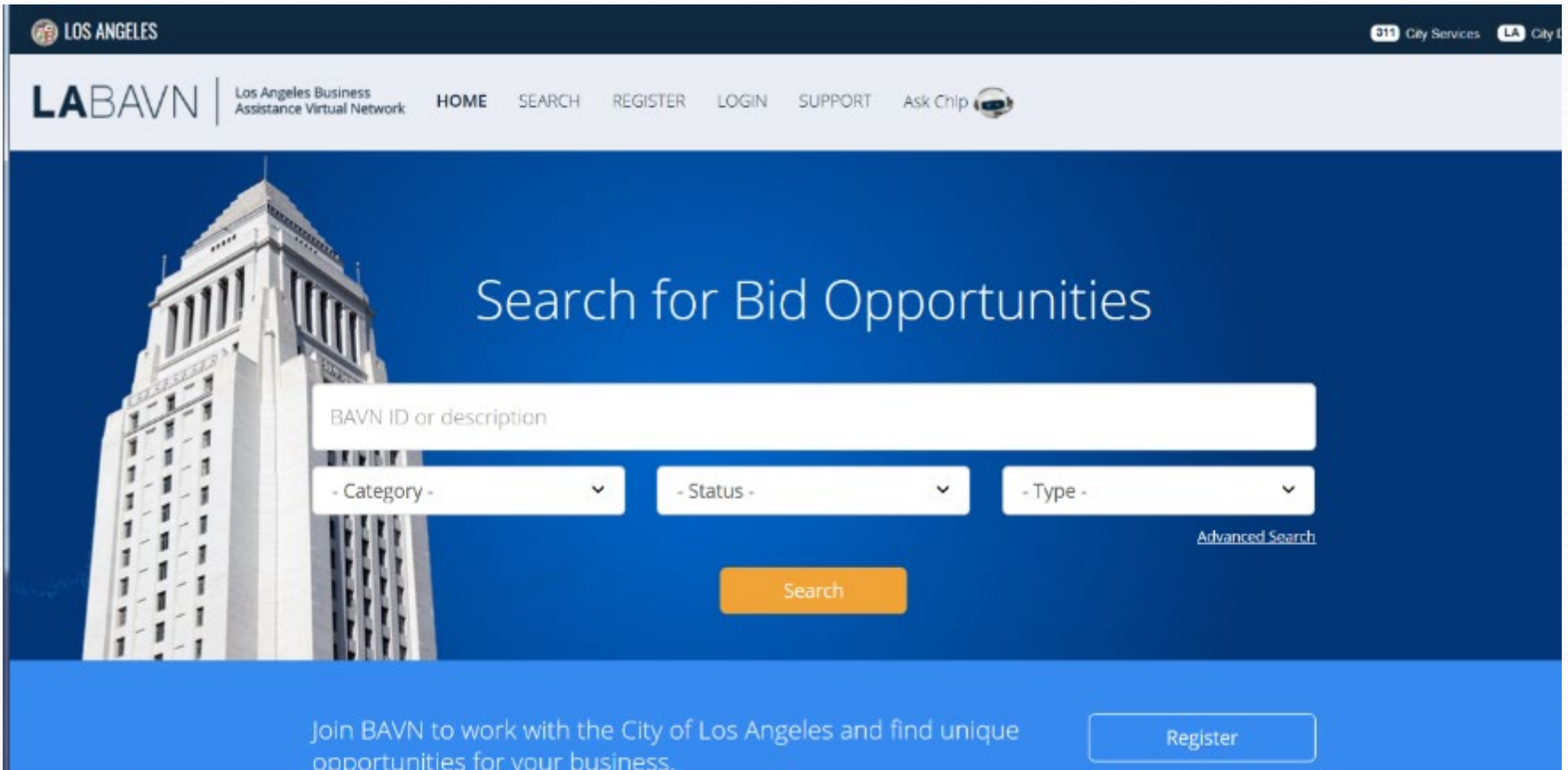
Soliciting Bids and Proposals

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

- The **Los Angeles Business Assistance Virtual Network** web site: www.labavn.org.

Questions?

Registering w/LABAVN...



The screenshot displays the LABAVN (Los Angeles Business Assistance Virtual Network) website. The header includes the "LOS ANGELES" logo, "City Services" and "City of Los Angeles" icons, and navigation links for HOME, SEARCH, REGISTER, LOGIN, SUPPORT, and Ask Chip. The main content area features a search form with a text input for "BAVN ID or description", three dropdown menus for "Category", "Status", and "Type", and a "Search" button. A "Register" button is located at the bottom right. The background of the search area shows a tall building.

LOS ANGELES 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 `labaavn.org/index.cfm?fuseaction=user.registration&CFID=20724286&CFTOKEN=3acc2f0fe5e02642-3AFFBE59-9B8E-0178-8545...`. The page title is "Register a BAVN account". A light blue banner at the top of the form area contains the instruction: "Please check first if your company is already registered by entering the information below". Below this, there are two main sections separated by the word "OR".

Required

CHECK FOR AN EXISTING COMPANY ACCOUNT

Company Name*

Sole Proprietor*

Email address*

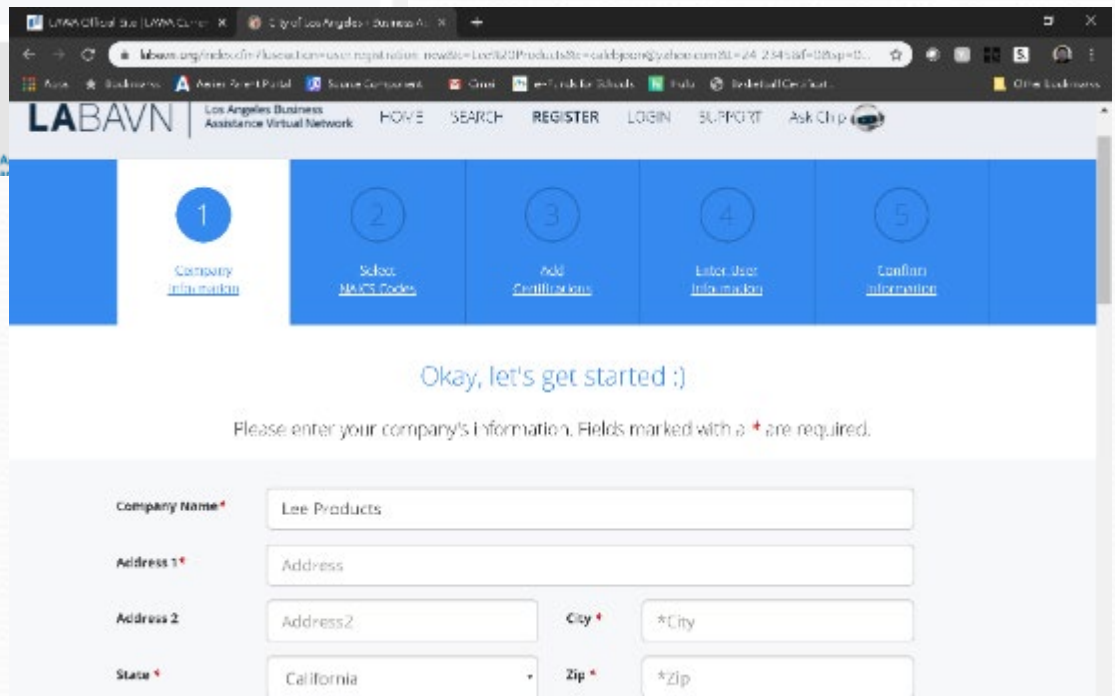
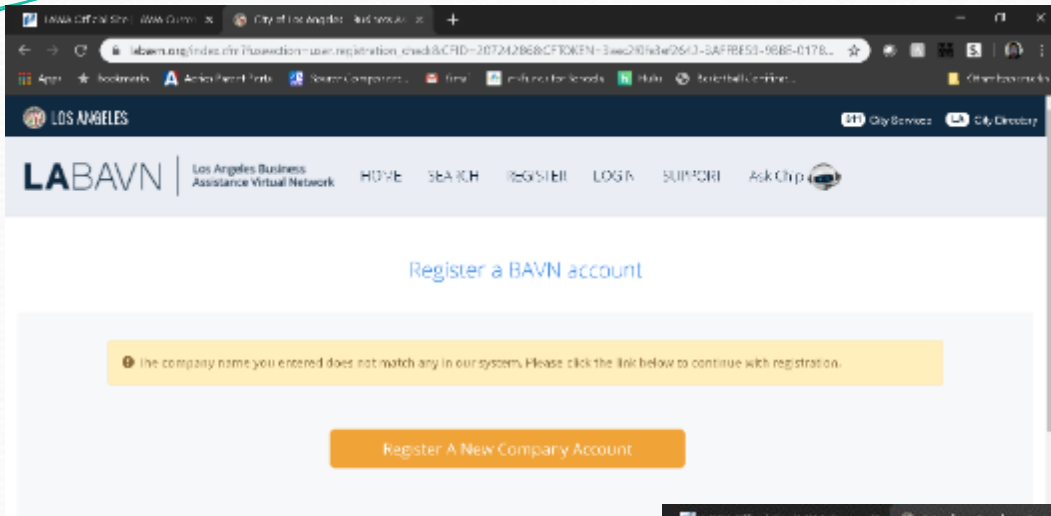
Located*

Tax ID*

CHECK FOR AN EXISTING USER ACCOUNT

Company ID*

Email address*



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

labaa.org/index.cfm?useaction=user.registration_new&sc=Lee%20Products&e=caletjooon@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/>

The screenshot shows a web browser window with the URL finance.lacity.org. The page features a dark blue header with the Los Angeles Office of Finance logo on the left and navigation links for Finance, Investment, Forms, Online Services, Tax Education, Tax Ordinance, FAQ, and Contact on the right. A prominent banner in the center reads "Just Getting Started? Download our Welcome Kit" with a subtext: "Learn about business tax basics, self-service tools, important dates, exemptions, and more." Below the banner, the text "You help #GrowLA!" is displayed in a large, bold font.

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 5 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

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

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 2-6 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
- Concomitants
- Downloadable Files
- NAICS Update Process Fact Sheet (PDF, 145KB)

Contact Us

Data.US_misinfo@censo.gov



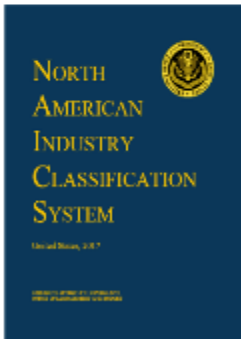
Introduction to NAICS

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

NAICS was developed under the auspices of the Office of Management and Budget (OMB), and adopted in 1987 to replace the [Standard Industrial Classification \(SIC\) system](#). It was developed jointly by the [U.S. Economic Classification Policy Committee \(ECPC\)](#), [Statistics Canada](#), and Mexico's [Instituto Nacional de Estadística y Geografía](#), to allow for a high level of comparability in business statistics among the North American countries.

This official U.S. Government Web site provides the latest information on plans for NAICS revisions, as well as access to various NAICS reference files and tools. Additional information on the background and development of NAICS is available in the [History](#) section of this Web site.

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]

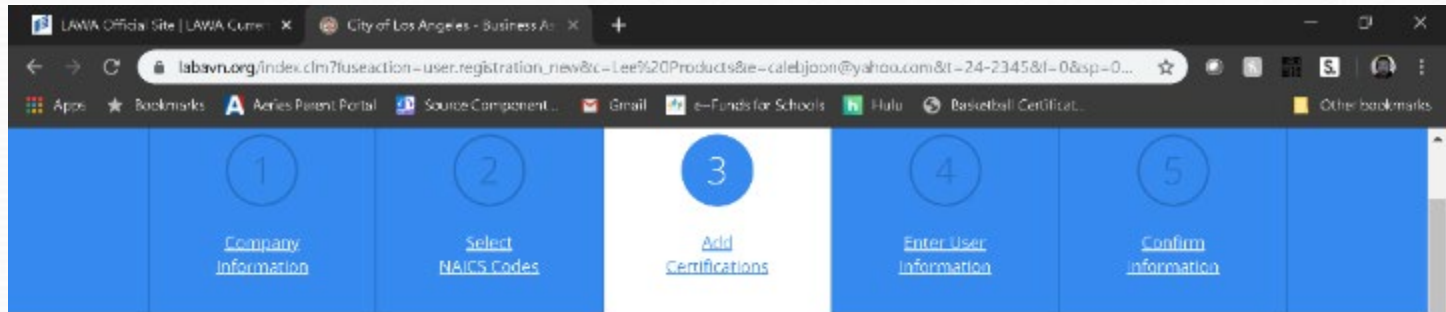
[2017 NAICS to 2012 NAICS](#) [XLSX, 58KB]

[2012 NAICS to 2017 NAICS](#) [XLSX, 58KB]

[August 04, 2015](#) [PDF, 325KB]
North American Industry Classification System (NAICS) - Updates for NAICS 2017; Notice, Vol. 80, No. 149

[August 08, 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. 152

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

LAWA Official Site | LAWA 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...

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*

LAWA
LOS ANGELES WORLD AIRPORTS

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
TOTAL	\$14,693,527,793*

**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.

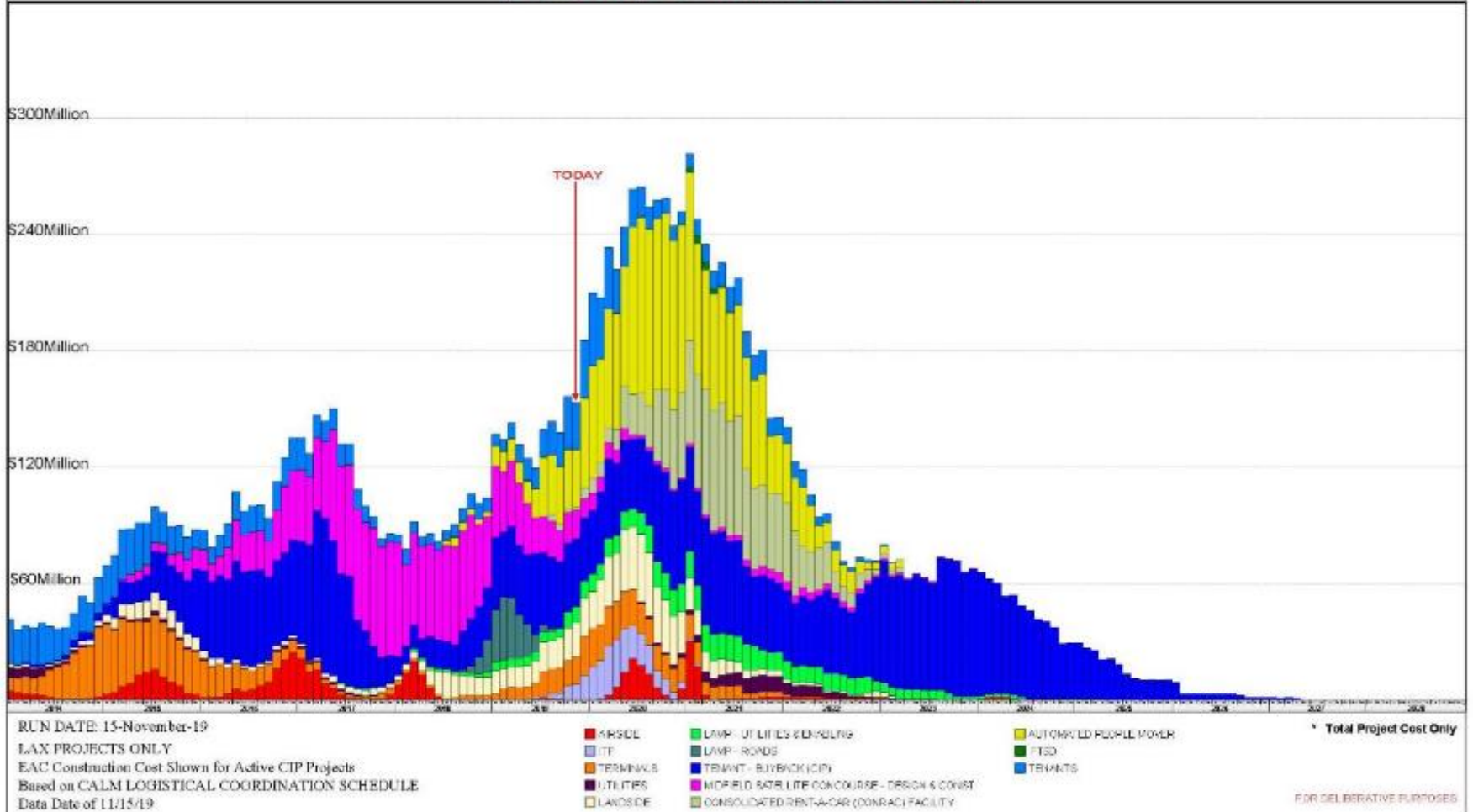
LAX: OPPORTUNITIES



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



(INTERNAL DRAFT: FOR PLANNING PURPOSES ONLY)



LAX: OPPORTUNITIES- ACTIVE PROJECTS

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

CONTRACT	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 inquiries, contact the Business Jobs and
Social Responsibility Division at 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.
- Applicants can apply directly on the company's website or directly on the 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 for guidance and technical assistance needs.
- Complete the “FSHP Company Profile Form” located under the “Employment” tab on 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

Email: 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



... Of Like Minds



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 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



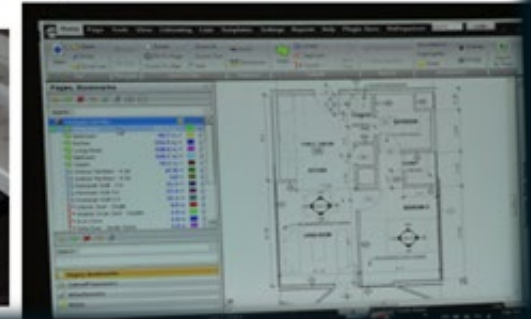
Merriwether & Williams
INSURANCE SERVICES

... Of Like Minds

LAWA | LAX VNY

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
California Unified Certification Program (CUCP) Agencies: <ul style="list-style-type: none"> • <u>California Department of Transportation (CALTRANS)</u> • <u>City of Fresno</u> • <u>City of Los Angeles</u> • <u>L.A. County Metropolitan Transportation Authority (METRO)</u> • <u>San Diego County Regional Airport Authority (SAN)</u> • <u>San Francisco Bay Area Rapid Transit District (BART)</u> • <u>San Francisco International Airport (SFO)</u> • <u>San Francisco Municipal Transportation Agency (SFMTA)</u> • <u>San Mateo County Transit District (SAMTRANS)</u> • <u>Santa Clara Valley Transportation Authority (VTA)</u> 	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

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

*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
Ownership & Control Requirements	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)	
Qualifying Owner's Personal Financial Limit	Less than \$1,320,000 (excluding equity in primary residence and applicant business)	
Business Gross Receipts Limit, (Including Affiliates)	Small Business Administration Industry Size Standards up to \$26.29* million (averaged over 3 years)	\$56.42 million (averaged over 3 years)
Type of Business	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) OR (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 (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

Shaun Shimoda-Kobayashi, LAWA Certification Manager

(213) 847-2650

shaun.shimoda-kobayashi@lacity.org

Elaine Luong-Huynh, LAWA Certification Analyst

(213) 847-2667

elaine.luong@lacity.org

Dana Tominaga, LAWA Certification Analyst

(213) 847-2375

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 -> 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



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
- > About LAWA - > Business Opportunities - >
Administrative Requirements**

Contact Information

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

DOING BUSINESS with Los Angeles World Airports



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