

DOING BUSINESS with Los Angeles World Airports



LAWA | LAX VNY

Rev. 2 / 2020

Los Angeles World Airports



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



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



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



Workshop Overview

- **Business Opportunities**
- **Competitive Processes**
- **Registering on LABAVN**
- **Business Assistance Programs**
- **Certification**
- **Administrative Requirements**
- **Packet Overview**
- **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.



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 RFP & RFB Information to Note

- **DUE DATE**

- There are no exceptions to the stated Due Date and Time
- RFB 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 Procurement Analyst via email for RFBs and the LAWA Project Manager for RFPs.

- **AUTHORIZATION**

- RFP/RFB must be signed by someone authorized to encumber the bidding/proposing company.

- **PRE-BID MEETINGS**

- Mandatory vs. Non-mandatory



Additional RFP & RFB Requirements

- **COMPLETION OF DOCUMENTS**
 - Bid, Worksheet, and Administrative Requirements must be filled out as directed and returned complete, in the order received. Failure to do so may invalidate RFP/RFB.
- **PAYMENT TERMS**
 - Discount terms of 25 days or more can impact your RFP/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 RFP/RFB.



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.

Contracts Status Report (updated monthly)

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

LOS ANGELES

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.

Q & A

Registering w/LABAVN...

The screenshot displays the LABAVN (Los Angeles Business Assistance Virtual Network) website. At the top, there is a dark blue header with the "LOS ANGELES" logo on the left and "311 City Services" and "LA City D" on the right. Below this is a light blue navigation bar containing the "LABAVN" logo, the text "Los Angeles Business Assistance Virtual Network", and menu items for "HOME", "SEARCH", "REGISTER", "LOGIN", "SUPPORT", and "Ask Chip" with a headset icon.

The main content area features a large blue background with a white image of the Los Angeles City Hall on the left. The text "Search for Bid Opportunities" is centered in white. Below this text is a search form with a white input field labeled "BAVN ID or description". Underneath the input field are three dropdown menus: "- Category -", "- Status -", and "- Type -". To the right of these dropdowns is a link for "Advanced Search". A prominent orange "Search" button is centered below the form.

At the bottom of the page, a blue banner contains the text "Join BAVN to work with the City of Los Angeles and find unique opportunities for your business." and a white "Register" button.

Registering on LABAVN

LABAVN Official Site | LABAVN Current... City of Los Angeles - Business A... +

labavn.org/index.cfm?fuseaction=user.registration&CFID=20724286&CFTOKEN=3aec2f0e3ef2642-3AFFBE59-9BBE-0178-BS45...

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

Register a BAVN account

Please check first if your company is already registered by entering the information below

** Required*

CHECK FOR AN EXISTING COMPANY ACCOUNT

Company Name*

Sole Proprietor*

Email address*

Located*

Tax ID*

OR

CHECK FOR AN EXISTING USER ACCOUNT

Company ID*

Email address*



LAWA Official Site | LAWA Curr... City of Los Angeles - Business A...
labavn.org/index.cfm?fuseaction=user.registration_check&CFID=20724286&CFTOKEN=3aee2f1fe1e2642-3AFFBE59-988E-017B...
LOS ANGELES City Services City Directory
LABAVN | Los Angeles Business Assistance Virtual Network HOME SEARCH REGISTER LOGIN SUPPORT Ask Chip
Register a BAVN account
The company name you entered does not match any in our system. Please click the link below to continue with registration.
Register A New Company Account

BUSINESS SERVICES A SERVICE BROUGHT TO YOU BY
City of Los Angeles Mayor's Office of Eric Garcetti Eric LA Los Angeles Department of Business Development

LAWA Official Site | LAWA Curr... City of Los Angeles - Business A...
labavn.org/index.cfm?fuseaction=user.registration_new&o=Lee%20Products&e=calebjoon@yahoo.com&t=24-2345&t=0&sp=0...
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
Okay, let's get started :)
Please enter your company's information. Fields marked with a * are required.
Company Name* Lee Products
Address 1* Address
Address 2 Address2 City* City
State* California Zip* Zip

LAWA Official Site | LAWA Current... City of Los Angeles - Business A...
labavn.org/index.cfm?fuseaction=user.registration.new&cc=Lee%20Products&e=calebjoon@yahoo.com&t=24-2345&l=0&sp=0...

Country* United States **Phone*** *Phone

Description Description (Optional)
0/400 characters max

Great, now let's gather some company info.

Contractor* Prime

Non-Profit No

Sole Proprietor No

BTRC Number Enter BTRC

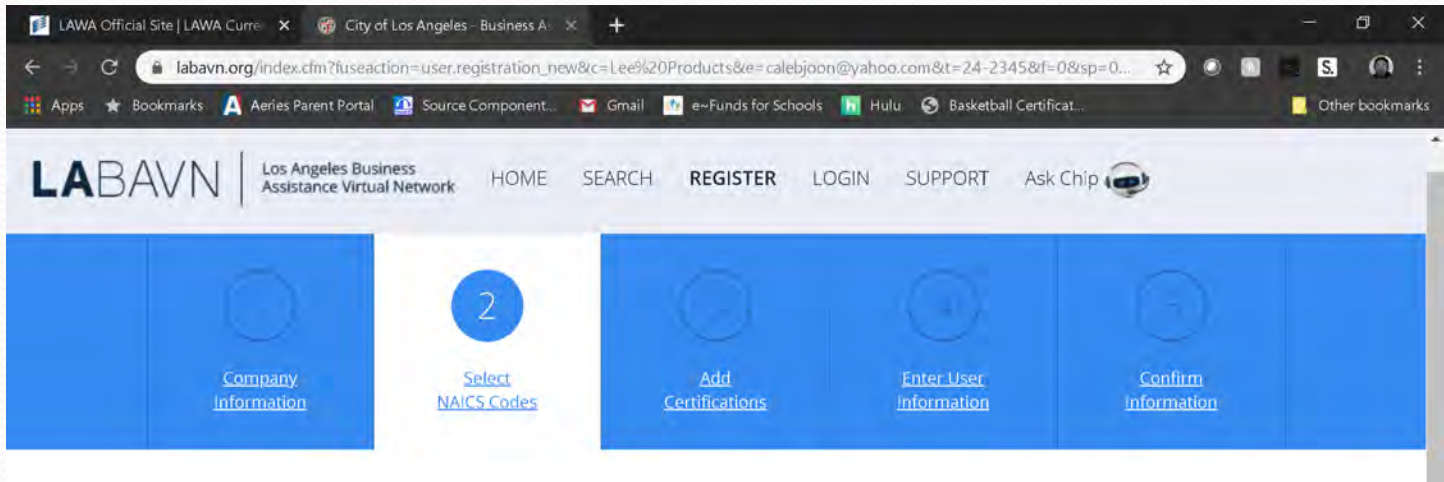
The [Office of Finance](#) issues BTRC (Business Tax Registration Certificate) numbers to legally registered companies in Los Angeles.

Tax Id* 24-2345

Next

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

The screenshot shows a web browser window with the URL finance.lacity.org. The browser's address bar and tabs are visible at the top. The website header includes the Los Angeles logo, navigation links for Finance, Investment, Forms, Online Services, Tax Education, Tax Ordinance, FAQ, and Contact, and utility links for 311 City Services and City Directory. A prominent banner features the text: "Just Getting Started? Download our Welcome Kit" with a subtext: "Learn about business tax basics, self-service tools, important dates, exemptions, and more." The banner also includes left and right navigation arrows. Below the banner, the text "You help #GrowLA!" is displayed with a blue underline.



What type of business are you?

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

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

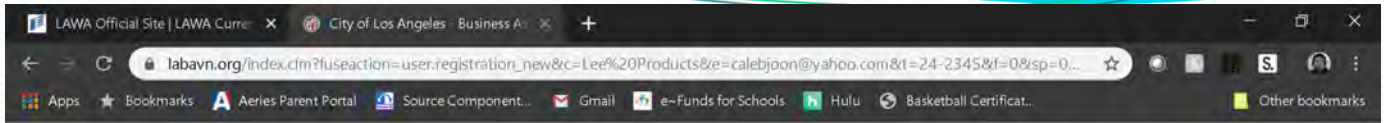
SELECT NAICS CODES:

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

[Show all 2 digit NAICS codes](#) ← **Start here**

Back

Next



SELECT NAICS CODES:

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

Show all 2 digit NAICS codes ← **Start here**

- ▶ [11](#) Agriculture, Forestry, Fishing and Hunting
- ▶ [21](#) Mining
- ▶ [22](#) Utilities
- ▶ [23](#) Construction

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



United States Census Bureau

You are here: [Census.gov](#) > [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 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
- Concordances
- Downloadable Files
- NAICS Update Process Fact Sheet [PDF, 146KB]

Contact Us
Email Us: naics@census.gov

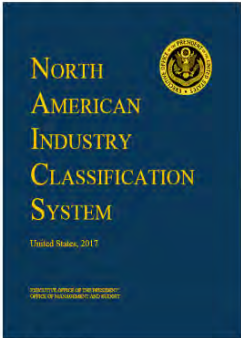
Introduction to NAICS

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 1997 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](#)

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, 94KB]

2017 NAICS to 2012 NAICS [XLSX, 59KB]

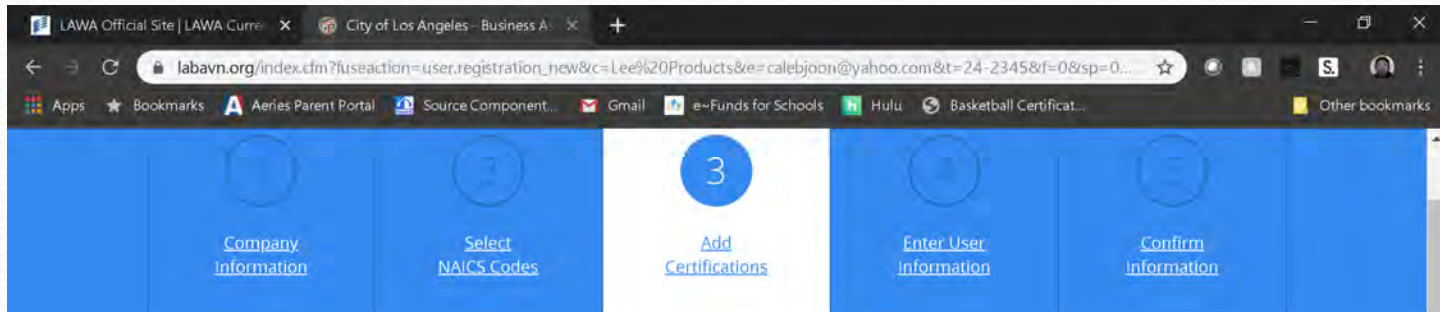
2012 NAICS to 2017 NAICS [XLSX, 58KB]

[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

Is this page helpful? Yes No

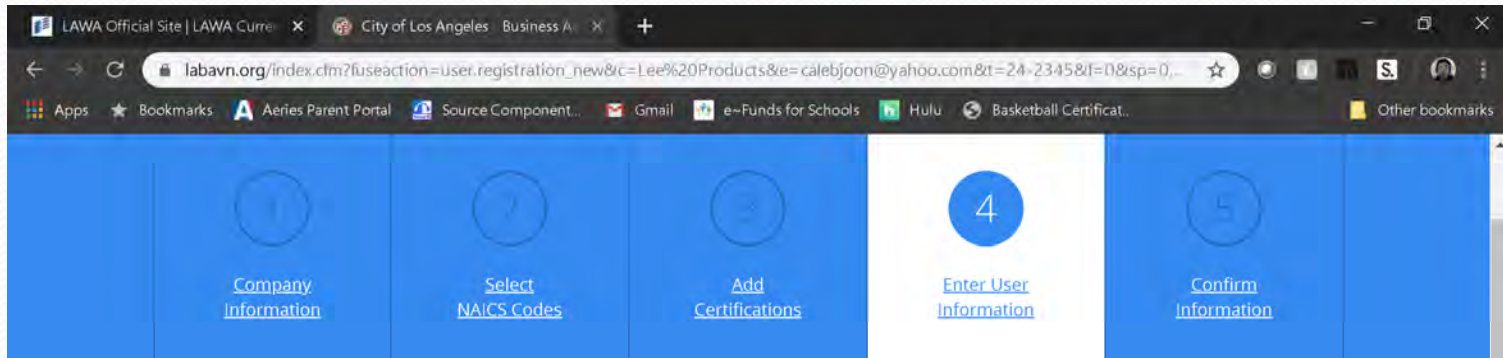
May 2012



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 |



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

calebjoon@yahoo.com

Confirm Email*

Title

Back

Next

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* |

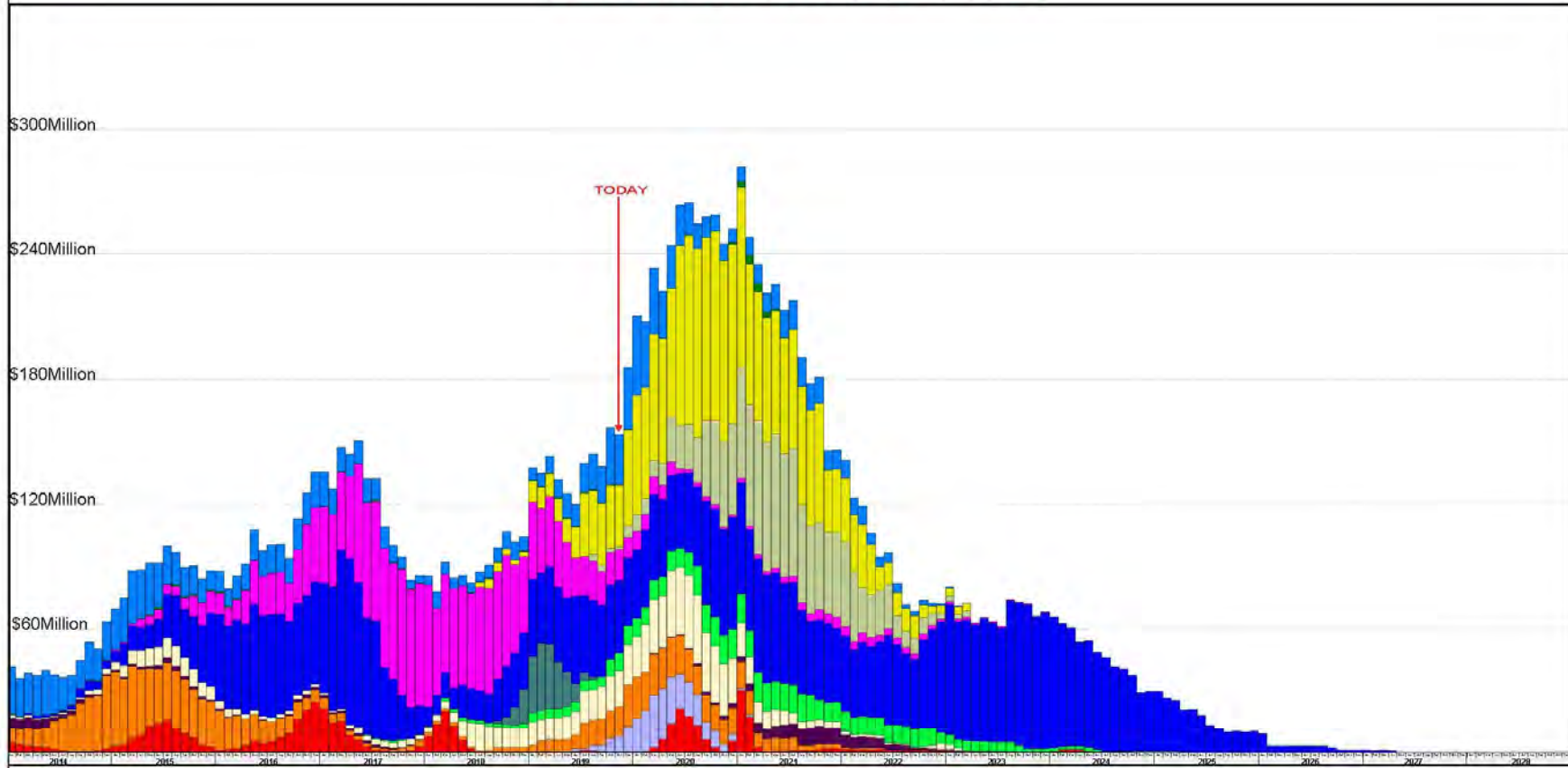
**LAMP Subtotal is currently being finalized*

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)



RUN DATE: 15-November-19

LAX PROJECTS ONLY

EAC Construction Cost Shown for Active CIP Projects

Based on CALM LOGISTICAL COORDINATION SCHEDULE

Data Date of 11/15/19

- AIRSIDE
- LAMP - UTILITIES & ENABLING
- AUTOMATED PEOPLE MOVER
- ITF
- LAMP - ROADS
- FTSD
- TERMINALS
- TENANT - BUYBACK (CIP)
- TENANTS
- UTILITIES
- MIDFIELD SATELLITE CONCOURSE - DESIGN & CONST
- CONSOLIDATED RENT-A-CAR (CONRAC) FACILITY
- LANDSIDE

* Total Project Cost Only

FOR DELIBERATIVE PURPOSES

LAX: OPPORTUNITIES- ACTIVE PROJECTS

| PROJECT | LAMP BUSINESS INCLUSION REQUIREMENTS | | | | | PROJECT NAME | DEVELOPER or PRIME | APPROX. PROJECT VALUE |
|---|--------------------------------------|--------------------------------------|-------|-------|------|--|--------------------|-----------------------|
| | PHASE | SBE | LBE | LSBE | DVBE | | | |
| APM | DESIGN | 22% | 8% | 3% | 3% | LAMP Automated People Mover | LINXS | \$3,100,000,000 |
| | BUILD | 18% | 7% | 5% | 3% | Southwest Airlines 1.5 | Hensel Phelps | \$493,000,000 |
| | O & M | 17% | 10% | 5% | 3% | United Airlines | Hensel Phelps | \$536,800,000 |
| | | | | | | Southwest Airlines | Hensel Phelps | \$612,000,000 |
| CONRAC | DESIGN | 18% | 50% | 10% | 3% | Midfield Satellite Concourse North (MSC North) | Turner-PCL | \$1,427,700,000 |
| | BUILD | 22% | 20% | 5% | 5% | Delta Terminal Project Enabling | Clark-McCarthy | \$268,000,000 |
| | O & M | 20% | 7% | 5% | 3% | LAMP Utilities & Enabling (LULEP) | Myers-Griffith | \$309,530,000 |
| | | | | | | Delta Sky Way Program | S&P/STV JV | \$1,900,000,000 |
| ITF-W | DESIGN & BUILD | 20% | 10% | 5% | 3% | Delta Hangar | Skanska | \$50,000,000 |
| | | Plus all firms named in the proposal | | | | North Central Outfall Sewer | Steve Bubalo | \$10,700,000 |
| | | | | | | Runway 7L 25R Reconstruction | Granite | \$51,000,000 |
| LULEP (contract precedes DVBE ordinance) | DESIGN & BUILD | 19.63% | 12.5% | 7.49% | N/A | Terminal Cores & APM Interface | Austin Commercial | \$336,531,000 |

LAX: WHAT YOU SHOULD KNOW



KNOW YOUR AGENCY

Do your Research

Understand opportunities & priorities

Understand administrative requirements

Develop relationships with agency staff

Register with BAVN

Attend workshops hosted by agency



STAY READY

Get (STAY) certified

Focus your business- do one thing & do it well

Build your capacity- look for training and mentor opportunities

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

Network

Use the Project Labor Agreement to your Advantage



KNOW YOUR CUSTOMER

Understand the project: design, procurement and bid package schedule

Understand your contract

Plan for "the gap"

Develop relationships with your prime

Be careful about your bid- Bid to make a PROFIT

BE PREPARED

The doors of opportunity are open.

Prepare to walk through.

LAX: SMALL BUSINESS POLICIES & SUPPORT



ESTABLISH LAWA CONTRACTOR RECRUITMENT PIPELINE PARTNERSHIPS

Build a pipeline of firms at various levels of readiness



LAX BUSINESS NAVIGATION & SUPPORT OFFICE

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



NEW! BUILDLAX- THE LAWA CONTRACTOR DEVELOPMENT ACADEMY

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

BUSINESS, JOBS & SOCIAL RESPONSIBILITY

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

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

LAWA
LOS ANGELES WORLD AIRPORTS

BUSINESS, JOBS & SOCIAL RESPONSIBILITY

FIRST SOURCE HIRING PROGRAM

THE FUTURE
IS NOW

LAWA
LOS ANGELES WORLD AIRPORTS

FIRST SOURCE HIRING PROGRAM (FSHP)

- Designed to provide employment information to all residents from local communities surrounding the airport and those impacted by airport operations.
- Requires employers and sub-contractors to participate in the program by posting and promoting their jobs on www.jobsatlax.org
- Employers 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.
- FSHP services are provided at no cost to your company.

FIRST SOURCE HIRING PROGRAM (FSHP)

- Contact FSHP to register at gacarter@agile1.com once an LAX contract has started.
- Designate a liaison to work with FSHP (i.e. General Manager or Human Resources personnel).
- Work with FSHP to post jobs online and utilize the features of the system to hire prospective employees.

FIRST SOURCE HIRING PROGRAM (FSHP)

For more information, please contact:

Gabriela Carter:

Business, Jobs and Social Responsibility

First Source Hiring Program

6053 W. Century Blvd., Suite 300

Los Angeles, CA 90045

Phone: (424) 646-7300

Website: www.jobsatlax.org

Email: gcarter@agile1.com



Contractor Development and Bonding Program

Rosa Osorio

CONTRACTOR DEVELOPMENT AND BONDING PROGRAM

LAWA helps certified firms with gaining access to supportive services in the areas of bonding and insurance.

The City of Los Angeles' Contractor Development and Bonding Program (**CDABP**) is available to all small local contractors planning to bid on city contracts and subcontracts through a partnership with Merriwether & Williams Insurance Services www.imwis.com



CONTRACTOR DEVELOPMENT AND BONDING PROGRAM

CDABP Services

- Bond guarantees up to **40%** to a maximum of **\$250,000** (whichever is less)
- Accounting cost subsidy up to **\$3,200** for financial statements
- Funds Administration payment of fees **1%** of contract price
- Contractor Development: Development Plan and Marketing Profile, Self-Assessment
- Training: individual counseling and group workshops on bonding, financing and business management

CONTRACTOR DEVELOPMENT AND BONDING PROGRAM

Measuring Program Success... **City of Los Angeles**

- \$162,557,255 in Bid Bonds
- \$37,721,894 in Bid Bonds for LAWA
- \$64,606,661 in Final Bonds
- \$19,521,894 in Final Bonds For LAWA

For more information, please contact:

Rosa Osorio, Account Manager

(424) 646-7312

rosa@imwis.com



GETTING CERTIFIED

Small Business Enterprise (SBE-Proprietary)

Small Local Business (SLB)

Local Business Enterprise (LBE)

Certification Recognition

Local Small Business Enterprise (LSBE)

Disabled Veterans Business Enterprise (DVBE)

Federal Programs Certification

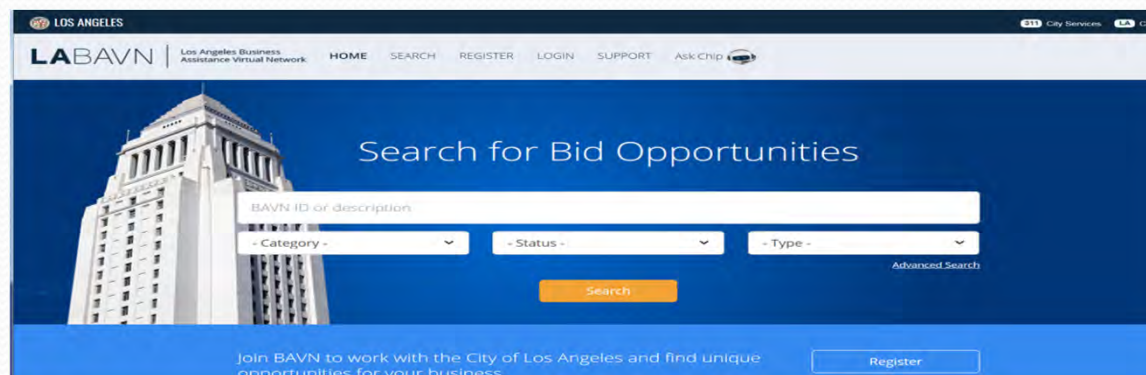
Disadvantaged Business Enterprise (DBE)

Airport Concession DBE (ACDBE)

Initial Review of Business Enterprise Certification Eligibility Requirements

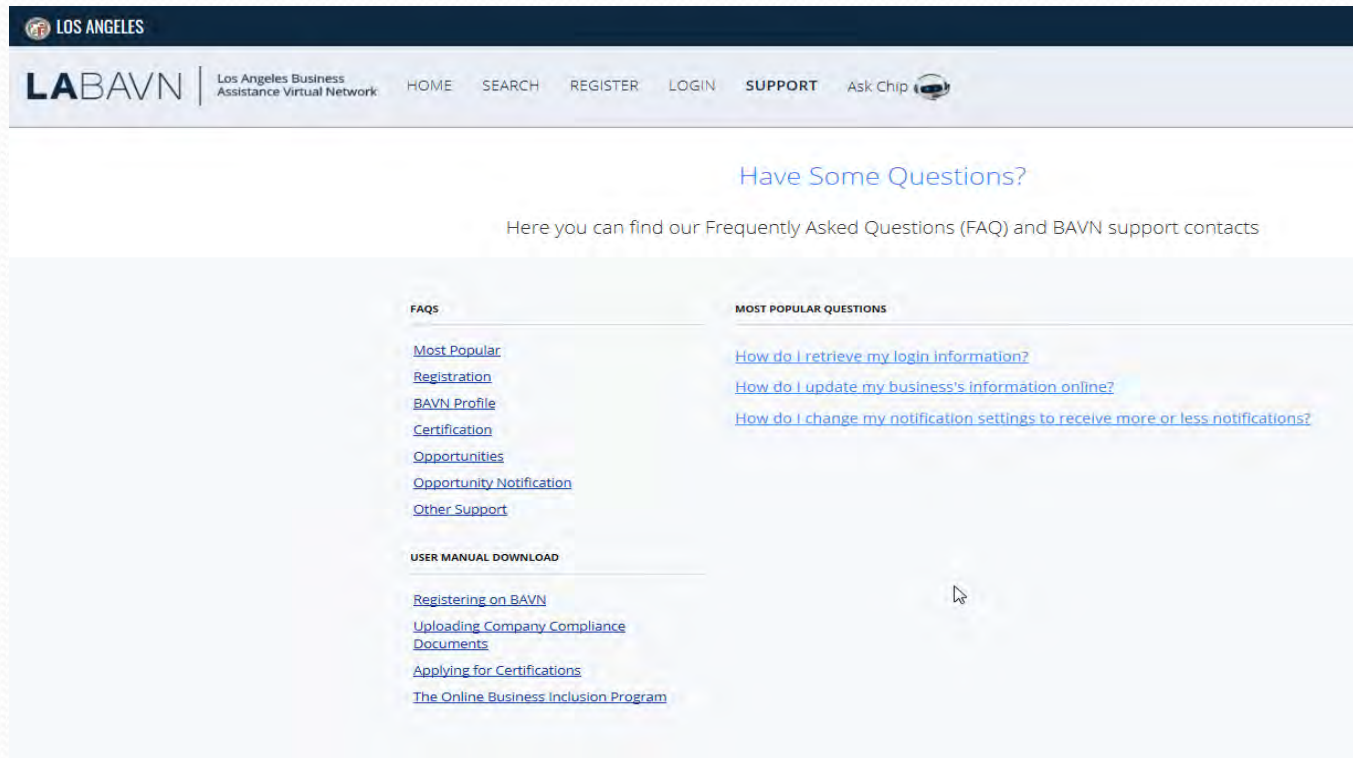
Once your company is registered in BAVN, these are the steps to locate information in BAVN for the various Business Enterprise (BE) Programs administered through the City of Los Angeles

- For information on the various City of Los Angeles BE Programs and qualifications, go to www.labavn.org
- Once you are on the BAVN website, click on “Support’ at the top of the page .



Initial Review of Business Enterprise Certification Eligibility Requirements (cont'd)

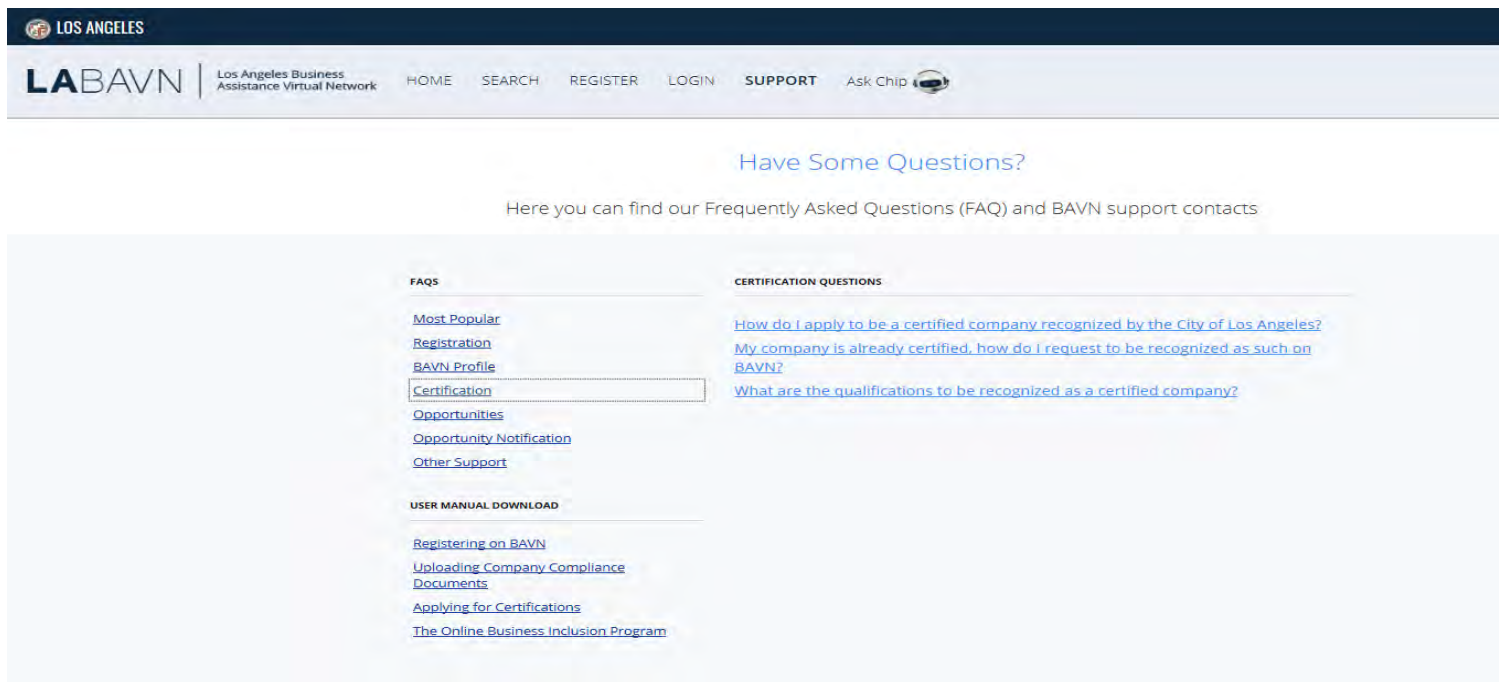
- Then click on ‘Certification’ in the list on the left.



The screenshot shows the top navigation bar of the LABAVN website. The header includes the 'LOS ANGELES' logo, the 'LABAVN' logo, and the text 'Los Angeles Business Assistance Virtual Network'. The navigation menu contains links for 'HOME', 'SEARCH', 'REGISTER', 'LOGIN', 'SUPPORT', and 'Ask Chip'. Below the navigation bar, there is a section titled 'Have Some Questions?' with the text 'Here you can find our Frequently Asked Questions (FAQ) and BAVN support contacts'. The main content area is divided into three sections: 'FAQS', 'MOST POPULAR QUESTIONS', and 'USER MANUAL DOWNLOAD'. The 'FAQS' section lists links for 'Most Popular', 'Registration', 'BAVN Profile', 'Certification', 'Opportunities', 'Opportunity Notification', and 'Other Support'. The 'MOST POPULAR QUESTIONS' section lists links for 'How do I retrieve my login information?', 'How do I update my business's information online?', and 'How do I change my notification settings to receive more or less notifications?'. The 'USER MANUAL DOWNLOAD' section lists links for 'Registering on BAVN', 'Uploading Company Compliance Documents', 'Applying for Certifications', and 'The Online Business Inclusion Program'.

Initial Review of Business Enterprise Certification Eligibility Requirements (cont'd)

- Three questions will appear to the right. If you click on the link for the third question regarding qualifying for various certification, there is a comprehensive list of current certifications and eligibility requirements.



LOS ANGELES

LABAVN | Los Angeles Business Assistance Virtual Network

HOME SEARCH REGISTER LOGIN SUPPORT Ask Chid

Have Some Questions?

Here you can find our Frequently Asked Questions (FAQ) and BAVN support contacts

FAQS

- [Most Popular](#)
- [Registration](#)
- [BAVN Profile](#)
- [Certification](#)
- [Opportunities](#)
- [Opportunity Notification](#)
- [Other Support](#)

USER MANUAL DOWNLOAD

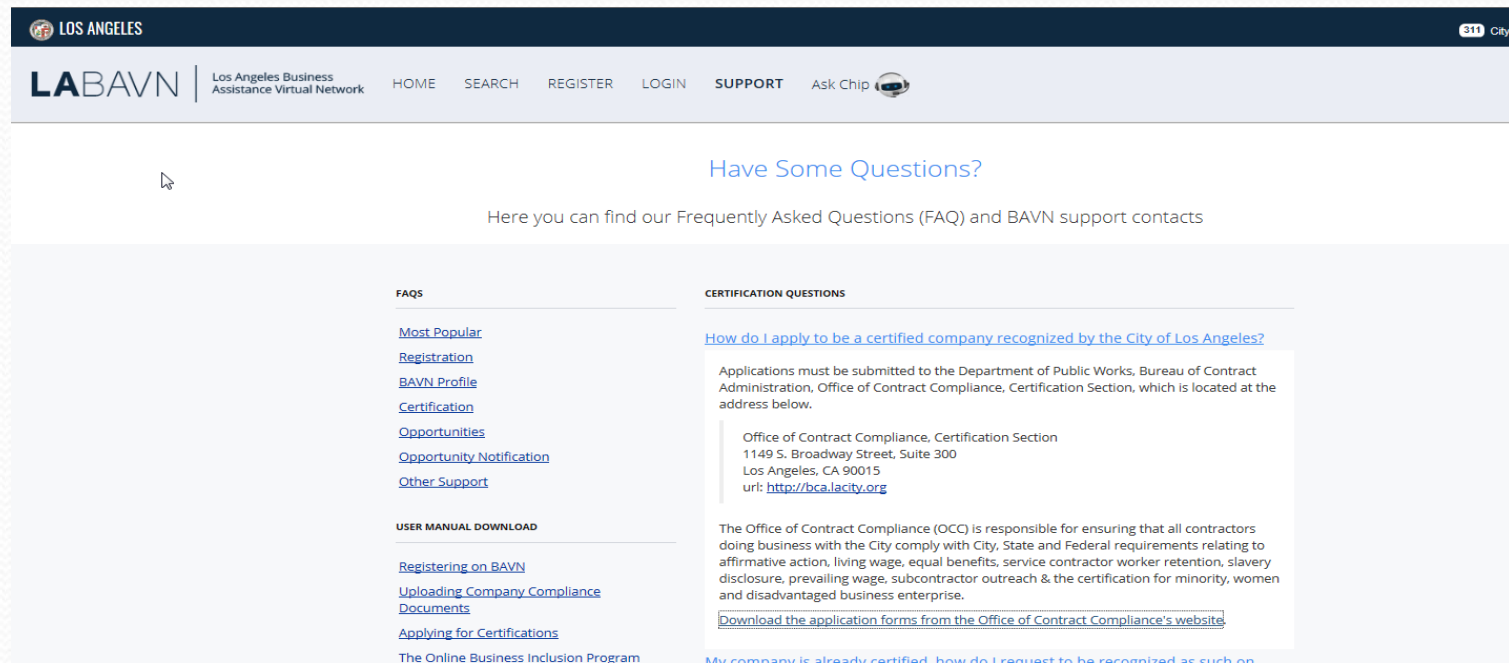
- [Registering on BAVN](#)
- [Uploading Company Compliance Documents](#)
- [Applying for Certifications](#)
- [The Online Business Inclusion Program](#)

CERTIFICATION QUESTIONS

- [How do I apply to be a certified company recognized by the City of Los Angeles?](#)
- [My company is already certified, how do I request to be recognized as such on BAVN?](#)
- [What are the qualifications to be recognized as a certified company?](#)

Initial Review of Business Enterprise Certification Eligibility Requirements (cont'd)

- Once you determine which BE Programs you are eligible to apply for, if you page back to the list of three questions, the weblink at the bottom of first question will take you to the Office of Contract Compliance webpage where the blank downloadable application forms are located.



The screenshot shows the LABAVN website interface. At the top, there is a dark blue header with the 'LOS ANGELES' logo on the left and '311 City of Los Angeles' on the right. Below this is a light blue navigation bar with the 'LABAVN' logo and the text 'Los Angeles Business Assistance Virtual Network'. The navigation bar includes links for 'HOME', 'SEARCH', 'REGISTER', 'LOGIN', 'SUPPORT', and 'Ask Chip' with a microphone icon.

The main content area features a heading 'Have Some Questions?' in blue. Below it, a sub-heading reads 'Here you can find our Frequently Asked Questions (FAQ) and BAVN support contacts'. The content is organized into two columns:

- FAQS**: A list of links including 'Most Popular', 'Registration', 'BAVN Profile', 'Certification', 'Opportunities', 'Opportunity Notification', and 'Other Support'.
- USER MANUAL DOWNLOAD**: A section with links for 'Registering on BAVN', 'Uploading Company Compliance Documents', and 'Applying for Certifications', followed by the text 'The Online Business Inclusion Program'.
- CERTIFICATION QUESTIONS**: A section with a link 'How do I apply to be a certified company recognized by the City of Los Angeles?'. Below this link, text states: 'Applications must be submitted to the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Certification Section, which is located at the address below.' A callout box provides the address: 'Office of Contract Compliance, Certification Section, 1149 S. Broadway Street, Suite 300, Los Angeles, CA 90015, url: <http://bca.lacity.org>'. Below the callout, text explains the role of the Office of Contract Compliance (OCC) and includes a link: '[Download the application forms from the Office of Contract Compliance's website](#)'. At the bottom of this section, the text 'My company is already certified, how do I request to be recognized as such on' is partially visible.

Initial Review of Business Enterprise Certification Eligibility Requirements (cont'd)

- Once you download the applications, if you go back to the “Support” page, on the left side, there is a listing on “Applying for Certifications” under “User Manual Downloads”

The screenshot shows the top navigation bar of the LABAVN website. The header includes the 'LABAVN' logo and the text 'Los Angeles Business Assistance Virtual Network'. Navigation links for 'HOME', 'SEARCH', 'REGISTER', 'LOGIN', 'SUPPORT', and 'Ask Chip' are visible. Below the navigation bar, the page title is 'Have Some Questions?' and the subtext reads 'Here you can find our Frequently Asked Questions (FAQ) and BAVN support contacts'. The main content area is divided into three sections: 'FAQS', 'MOST POPULAR QUESTIONS', and 'USER MANUAL DOWNLOAD'. The 'FAQS' section lists links for 'Most Popular', 'Registration', 'BAVN Profile', 'Certification', 'Opportunities', 'Opportunity Notification', and 'Other Support'. The 'MOST POPULAR QUESTIONS' section lists links for 'How do I retrieve my login information?', 'How do I update my business's information online?', and 'How do I change my notification settings to receive more or less notifications?'. The 'USER MANUAL DOWNLOAD' section lists links for 'Registering on BAVN', 'Uploading Company Compliance Documents', 'Applying for Certifications', and 'The Online Business Inclusion Program'.

LABAVN | Los Angeles Business Assistance Virtual Network

HOME SEARCH REGISTER LOGIN SUPPORT Ask Chip

Have Some Questions?

Here you can find our Frequently Asked Questions (FAQ) and BAVN support contacts

FAQS

- [Most Popular](#)
- [Registration](#)
- [BAVN Profile](#)
- [Certification](#)
- [Opportunities](#)
- [Opportunity Notification](#)
- [Other Support](#)

MOST POPULAR QUESTIONS

- [How do I retrieve my login information?](#)
- [How do I update my business's information online?](#)
- [How do I change my notification settings to receive more or less notifications?](#)

USER MANUAL DOWNLOAD

- [Registering on BAVN](#)
- [Uploading Company Compliance Documents](#)
- [Applying for Certifications](#)
- [The Online Business Inclusion Program](#)



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 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 following chart, provide copy of the SBE certification; 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 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:

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

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 the County of Los Angeles:
 - 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 & verified by BCA
- Affidavit posted by Local Business on LABAVN (Mayor's website)
- 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 within LA County boundaries

NOTE: LAWA does not accept Harbor's LBE 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.



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: LAWA does not accept County LSBE Certification for Local Business Enterprise Certification Recognition.



DVBE Certification Recognition

Requirements: Certified by any of three agencies, two Federal, one State of California
(see following slide)

Advantage: Certification provides additional opportunities in competing against non-certified subcontractors for procurement opportunities calling for DVBE (LAWA)-recognized firms.

Process: Notify LAWA Certification Section that your firm is certified; submit certification approval letter and request that DVBE certification based on recognition be added to your BAVN business profile

Example: Any type of business.

DVBE Certification Recognition

| CERTIFYING AGENCY | CERTIFICATION | ACCEPTED BY LAWA AS DVBE? |
|---|---|--------------------------------------|
| 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 SDVOSB must be headquartered in California to qualify as a DVBE with LAWA.

** County of Los Angeles recognizes US Dept of Veteran Affairs and US SBA DVBE certifications

DBE/ACDBE Certification Requirements

| | DBE | ACDBE |
|---|---|--|
| Ownership & Control Requirements | For-profit, independent business that is at least 51% owned and controlled by socially and economically disadvantaged individuals (Asian-Pacific, Black, Hispanic, Native American, Subcontinent Asian, Women). | |
| Qualifying Owner's Personal Financial Limit | \$1,320,000 (excluding equity in primary residence & applicant business) | |
| Business Gross Receipts Limit (Including Affiliates) | Small Business Administration Industry Size Standard, up to \$23.98 million (average over 3 yrs) | \$56.42 million (average 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, & aeronautical activities) OR (b) Suppliers of goods and services to concessionaires (includes management, advertising, & web-based contractors) |



DBE / ACDBE Certification

Applying for DBE or ACDBE Certification:

- Go to www.bca.lacity.org/Uploads/cca/DBE_ACDBE_Application.pdf

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 and additional information may be requested

3. Mandatory Site Visit:

Interview applicant at the business location; physical verification that business exists

4. Final Review for Approval / Denial



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

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

Q & A



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

- 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*)*
- *Iran Contracting Act of 2010*
- **Insurance (*Form*)**



Administrative Requirements

Administrative Requirements Website:

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

Q &A



Packet Overview

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 | | http://www.lawa.org/bjrc |
| 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) | (424) 646-7300 | | rosa@imwis.com |
| LAWA First Source Hiring Program | (424) 646-7300 | | gcarter@agile1.com |
| 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 | | |



Concessions

Concessions Questions:

Isela Toledo: Commercial Development Group

- ITOLEDO@LAWA.ORG
- 424-646-5148

DOING BUSINESS with Los Angeles World Airports

Q & A



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