

# MEET *the* PRIMES

8:30 a.m. – 9:00 a.m.

SESSION  
FEATURING

Small Business  
Development  
Department





# Small Business Development

## MEET THE TEAM



**Maria A. Quiroz**  
Interim Manager,  
Small Business Development



**Christine Pham**  
Program Manager,  
Small Business Development

# Objective – Small Business Development

- Established to ensure that small businesses have every opportunity to do business with the Airport Authority
- **Mission** – Build relationships between the Airport Authority and the small business community by providing valuable resources that exceed expectations and increase diversity



*“Helping You Build Your Business”*





# Why We Do It

- 49 Code of Federal Regulation Parts 23 & 26
- Economic and Community Contributions



# What We Do

- Airport Concession Disadvantaged Business Enterprise (ACDBE) Program
- Disadvantaged Business Enterprise (DBE) Program
- Policy 5.12
- Inclusionary Approach
- Bonding and Contract Finance Assistance





# Small Business Development Program

## Pre-Award

- Policy Determination (5.12/Inclusionary)
- Goal Setting
- Pre-Submittal
- Certification Verification

## Post-Award

- Pre-Construction
- Sub Payment Monitoring
- Joint Venture Concession Audits
- Prompt Payment, Contract Compliance

## Certifications

- ACDBE
- DBE
- LBE

## Outreach

- Collaboration with Primes, Internal & External Stakeholders
- Community Events
- Conferences & Panels
- Meet the Primes

## Small Business Education

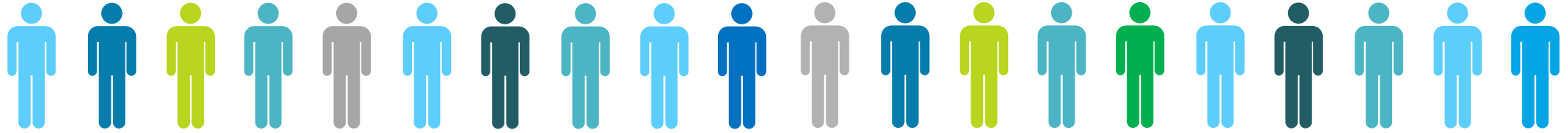
- Monthly Workshops
- Turner School of Construction Mgt.
- Joint Venture Concessions Training
- Veteran Panel/Luncheon

## Support Services

- Bonding & Contract Financing
- SBD Landing Page
- Online Business Tutorials
- Future's List
- Referrals
- Certification Assistance



# Creating More Opportunities

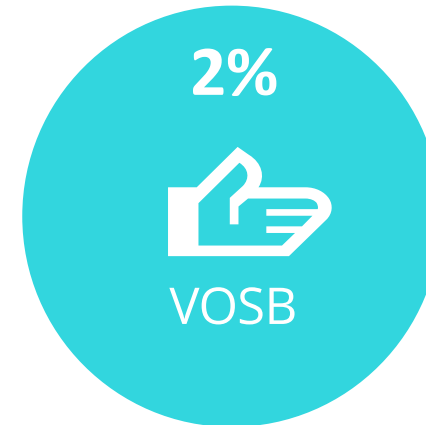


- Disadvantaged Business Enterprises
- Airport Concession Disadvantaged Business Enterprises
- Small Business Enterprises
- Veteran Owned Small Businesses
- Service Disabled Veteran Owned Small Businesses
- Local Business Enterprises
- Micro Small Businesses
- Historically Underrepresented Businesses
- Minority Business Enterprises
- Women Business Enterprises
- Other Small Businesses

# Policy 5.12

## Preference to Small, Local, & Veteran Owned Small Business

- Goals established for three categories
- Preference for goal achievement - must meet or exceed goal to receive preference
- If there are apparent subcontracting opportunities, credit for prime + subs
- If no apparent subcontracting opportunities, credit for prime
- **Does not apply to federally funded projects**



**Up to 7% preference with \$200k maximum**



# Policy 5.12

## Authority's Small Business (SB) definition:

- Authority Bonding & Contract Financing Assistance Program, or
- DBE/ACDBE certification by California Unified Certification Program, or
- Possess valid certification issued by agency approved by Authority; agency verifies firm meets SBA size standards



## Authority's Veteran Owned Small Business (VOSB) definition:

- A small business that has been certified by the U.S. Department of Veteran Affairs or Service Disabled Veteran Owned Small Business (SDVOSB)



# Local Business Definition

A Local Business is defined as one that meets the following criteria:



Complete Affidavit  
& enrolled in  
Directory



Occupies workspace  
within the San Diego  
County.



Licensing & taxes

Meets one of the following:



Over fifty percent  
(50%) of the  
workforce based in  
the local office  
resides in San  
Diego County




Headquartered in  
San Diego County.

# LBE Submission - Affidavit of Eligibility Form

Download Affidavit Form at  
SD Airport Small Business  
Development landing page  
[www.san.org/smallbusiness](http://www.san.org/smallbusiness)

1. Click on "Overview" tab
2. Click on "Get Your Local Business Certified" button

Get Your Local Business Certified >



**SAN DIEGO**  
INTERNATIONAL AIRPORT  
LET'S GO.

### Local Business Enterprise Affidavit of Eligibility

Firm's Legal Name

DBA Name

Organization Type  Corporation  Limited Liability  Sole Proprietorship  Joint Venture  Partnership

Work Space Address in San Diego County   
Check all that apply:  Headquarters  Commercial

Telephone Number  Cell Number  Email Address

I declare that (Firm's Name)

- Meets all of the requirements of a "Local Business" as defined by San Diego County Regional Airport Authority ("Authority") Policy 5.12;
- Occupies work space within San Diego County, will submit proof of occupancy to the Authority by supplying evidence of a lease, deed or other sufficient evidence demonstrating that the business has been located within the county for a minimum of 6 months prior to the Authority's release of this solicitation, understanding that: (i) U.S. Post Office boxes are not verifiable and shall not be considered proof of occupancy, and (ii) operation of a virtual office does not satisfy this occupancy requirement;
- Is in compliance with all applicable laws relating to licensing and is not delinquent on any San Diego County taxes;
- Can demonstrate compliance with one of the following (Check all that apply):
  - More than fifty percent (50%) of the workforce based in the local office resides in San Diego County; or
  - The Firm is headquartered in San Diego County. ("Headquartered" means that the business physically conducts and manages all of its operations from a location in San Diego County); and
- Has enrolled in the Authority's Local Business Enterprise Directory.

I declare under penalty of perjury that the foregoing is true and correct.<sup>1</sup>

Signature  Title   
(Business owner or corporate officer only)

Printed Name  Date

SBD  
8/26/2019

<sup>1</sup>This affidavit is signed by the business owner or a corporate officer. Any person or business falsely claiming eligibility as a Local Business, as that term is defined by Authority Policy 5.12, may be debarred in accordance with Authority Policy 5.10 through 5.18. The Authority shall also have the right to immediately terminate all or any part of any contract entered into with such person or business.

To complete the Local Business Enterprise application, you must be registered in the Authority's online vendor portal and submit supporting documentation proof for letters b, c, and d above along with completed Local Business Affidavit Eligibility form on the Authority vendor portal by following the submission instructions below.

**Submission instructions:**

Go to [www.san.org/business](http://www.san.org/business) (Authority Vendor Portal)

- **New vendors:**
  - Click on "New Vendor Registration" and complete all tabs
  - Submit Affidavit and all supporting documents in Local Business Certification tab
- **Existing vendors:**
  - Click "Log In", enter in your vendor log in information (email or username and password), and click "login" again
  - Click "Vendor Profile", click "Local Business Certification", then submit Affidavit and all supporting documents in Local Business Certification tab

Firms with questions can contact SBD staff at (619) 400-2568 or [LBE@san.org](mailto:LBE@san.org).

**Please note:**

- Upon receipt of your completed form and supporting documentation, Small Business Development (SBD) staff shall review enclosed affidavit form and documentation to make a prima facie as to whether applicant satisfies LBE eligibility requirements as set forth in Authority Policy 5.12 determination. Applicants determined eligible will receive confirmation of the approval for LBE certification and enrollment in the Authority's Local Business Enterprise Directory. Applicants determined ineligible to participate as a LBE will receive a notice and may appeal the determination as described below. Applicants determined ineligible shall not be eligible to submit a new form and documentation for one year after the date of the notice of denial of eligibility.
- LBE certification will be valid for one year at which time the firm will be required to reapply and submit a completed form and documentation.
- Appeals: A firm that is denied eligibility as a LBE, or has its eligibility revoked must submit a written notice of appeal to SBD staff ([LBE@san.org](mailto:LBE@san.org)) within 15 days of the date of the decision. Upon receipt of a timely notice of appeal, the SBD staff, or designee shall conduct a hearing. The Authority's decision shall be final.
- In the course of considering the certification status of any LBE firm, SBD staff shall periodically conduct audits and inspect the office, job site, records, and documents of the firm, and shall interview the firm's employees, subcontractors, and vendors as reasonably necessary to ensure that all eligibility standards are satisfied. By submitting this Affidavit, you are consenting to be audited for this purpose.
- Firms must notify SBD staff at [LBE@san.org](mailto:LBE@san.org) immediately of any changes to your firm that affects its LBE eligibility and firm's contact information (ie: address, phone, email) within 30 days.

SBD  
8/26/2019



# LBE Submission - Authority Vendor Portal

**Vendor Profile** New Registration

Company Info | Additional Addresses | Classifications/Licenses | Other Business Info | Category/Description | **Local Business Certification**

**INSTRUCTIONS FOR LOCAL BUSINESS ENTERPRISE CERTIFICATION APPLICANTS**

To apply for the Local Business Enterprise certification:

- Go to [Small Business Development Resources](#) and click on "Policy 5.12 / Small Business, Veteran Owned Small Business (VOSB), and Local Business Preference Program" then click on the "Local Business Affidavit Eligibility Form" link;
- Download and complete the Local Business Affidavit Eligibility Form;
- Upload the completed Local Business Affidavit Eligibility Form;
- Upload all required supporting documentation listed below

**Certification Status**

Current Status: Applying

**Attachments**

Applicants will need to attach the following in the designated fields:

- Local Business Affidavit Eligibility**
- Proof of Occupancy** - Current rental agreement, copy of lease or deed
- Copy of Current Certificate of Payment of Business Tax**
- Proof of Workforce and or Headquarters** Provide one of the following:
  - More than 50% of the workforce based in the local office resides in San Diego County – Current payroll records of all local office employees including employees' addresses;
  - The Firm is headquartered in San Diego County – Copy of fictitious business statement or Statement of Information from Secretary of State or Property Taxes
- Copy of Professional/Contractors License**

Click on the **File Name** field to browse for a file to be queued for upload. Queued files will be uploaded to the server when the profile is saved.

Type	Title	File Name
Local Business Affidavit Eligibility	<input type="text"/>	<input type="text"/>
Proof of Occupancy	<input type="text"/>	<input type="text"/>
Cert. of Payment of Business Tax	<input type="text"/>	<input type="text"/>
Proof of Workforce and/or Headquarters	<input type="text"/>	<input type="text"/>
Copy of Professional/Contractors License	<input type="text"/>	<input type="text"/>

Upload Affidavit and LBE support documents on Authority Vendor Portal [www.san.org/business](http://www.san.org/business) (Must have vendor registration profile before proceeding)

## Approved certified LBE's:

- Enrolled in LBE Directory accessible to vendors, Airport staff
- Partnership & contract opportunities

**San Diego County Regional Airport Authority VENDOR PORTAL**

**New Vendor Registration**

Create a new vendor record. If you wish to view or edit an existing vendor, simply Log In with your Email Address and Password.

**Bid Opportunities**

Search for bid opportunities with this agency, download documents, become a prospective bidder, and electronically bid on projects.

**My Contracts** LOGIN REQUIRED

Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.

**Certified Vendors** LOGIN REQUIRED

Find Certified Local Businesses

**LBE Directory**

# Airport Concessionaire

## Disadvantaged Business Enterprise (ACDBE) Program

- Applies to primary/commercial service airports that receive Airport Improvement Program funding from FAA & have car rental/non-car rental concession revenues \$200k+
- A concession may be a business located at an airport (or for which the business activity takes place at an airport) engaged in the sale of goods and/or services to the public or a business that provides goods and services to those businesses.
- Food & Beverage, Retail, Passenger Services, Car Rental Companies, Vendors to Car Rental Companies

DBE & ACDBE Program History:

<https://youtu.be/5i1vZPLLOXE>



# Disadvantaged Business Enterprise (DBE) Program

- Federal Program
  - Established 1980 – Title VI Civil Rights Act 1964
- Applies to recipients of Federal Aviation Administration (FAA), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funds of \$250K+ awarded prime contracts
- Recipients (i.e. Airport) must set an overall goal for DBE participation





# Airport Concession/ Disadvantaged Business Enterprise (ACDBE, DBE) Certifications

ROADMAP FOR APPLICANTS	DBE	ACDBE
For-Profit Business that performs or seeks to perform transportation related work for recipient of Fed. Aviation Admin./Fed. Highway Admin./Fed. Transit Admin.	X	X
51%+ Owned by Socially & Economically Disadvantaged Individual(s) Who Controls Firms	X	X
Personal Net Worth is no more than \$1.32 million	X	X
Disadvantaged Owner(s) U.S. Citizens or Lawfully Admitted Permanent U.S. Residents	X	X
Meet's Small Business Administration's size standard	X	X
Firm's gross annual receipts does not exceed \$23.98 million	X	X
Firm's gross annual receipts does not exceed \$56.42 million (Other size standards apply for ACDBE that are banks/financial institutions, car rental companies, pay telephone firms, automobile dealer)		X



*Certification through each state's Unified Certification Program (UCP)*



**DBE/ACDBE Certification Forms:** <https://dot.ca.gov/programs/civil-rights/dbe-certification-information>

# The Power of Diversity & Inclusion

Embrace and  
Respect

Positive Work  
Environment,  
Retention, &  
Wellness

Engagement  
with  
Colleagues and  
Community

Prosperity

Innovation

One of SAN's values:

*We believe that everyone counts and we count on everyone.*



# Inclusionary Outreach Approach

## Diverse Contractors:

- Existing
- Referrals
- Opportunity Awareness and Outreach Efforts



## Planetbids Vendor Portal



## Education & Training Resources

- Bonding & Contract Financing Assistance
- ACDBE, DBE, LBE Certifications
- Monthly Training Seminars
- Construction Management 7 Week Course

## Contracts & Subcontracts



# Inclusionary Approach

## Examples of Completed Inclusionary Approach Projects:

- The Green Build
- The Rental Car Center
- Terminal 2 Parking Plaza
- Federal Inspection Services
- Airport Support Facilities
- Terminal 1 Expansion



## Green Build

### Results of Inclusion

SB Commitment: 15%

SB Achievement: 25%

LB Commitment: 70%

LB Achievement: 87%

\$118 million to small businesses

\$415 million to local businesses

\$250 million subcontracts

Final Contract Value: \$476.1 million

# Purpose of Bonding Program

- ➔ Addresses the #1 barriers contractors face in increasing their businesses' capacity:
  - **Lack of access to bonding**
  - **Lack of access to financing**
- ➔ Increases the pool of contractors with whom the Airport can contract
- ➔ Helps to have more viable businesses in the community (creating jobs)

# What the Bonding Program Offers

## Bonding Assistance

in obtaining bid, performance and payment bonds by providing

- 40% bond guarantee up to \$750,000

## Financing Assistance

in obtaining working capital loans and lines of credit

- 50% loan guarantee up to \$750,000

Whichever is less if using both programs the max is \$750,000

# Opportunity Types at SAN



- **Construction**
  - Capital Improvement Program
  - Quieter Home Program
  - Airport Development Plan
  
- **Facilities Management**
  - Annual Service Agreements (Landscape/Signage/etc)
  - Ready Service Contracts (Electrical/Plumbing/Flooring/etc)
  
- **Professional Services**
  - Consulting or Advisory
  
- **Concessionaire**
  - Food & Beverage, Retail, Passenger Services
  - Goods & Services Vendors of Rental Car Companies
  
- **Suppliers and Public Arts**
  
- **Innovation Lab**



# Steps to Prepare Your Business For Success



Get Registered on San Diego Airport Vendor Portal (Planetbids)  
[www.san.org/business](http://www.san.org/business)

The screenshot shows the San Diego County Regional Airport Authority Vendor Portal. The header reads "San Diego County Regional Airport Authority VENDOR PORTAL". Below the header are four main menu items:

- New Vendor Registration**: Create a new vendor record. If you wish to view or edit an existing vendor, simply Log In with your User Name and Password.
- Bid Opportunities**: Search for bid opportunities with this agency, download documents, become a prospective bidder, and electronically bid on projects.
- My Contracts** (LOGIN REQUIRED): Explore contracts with this agency, record payments, add subcontractors, and produce reports and charts.
- Certified Vendors** (UNAVAILABLE): Find Certified Vendors.

# Contact Information

## Q&A



Small Business Development Department  
San Diego International Airport

[www.san.org/smallbusiness](http://www.san.org/smallbusiness)

619-400-2568

[SBD@san.org](mailto:SBD@san.org)

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# MEET *the* PRIMES

[www.SANMTP2020.Eventbrite.com](http://www.SANMTP2020.Eventbrite.com)



## THANK YOU FOR YOUR PARTICIPATION JOIN US AT OUR UPCOMING MEET THE PRIMES SESSIONS

### Tues., Nov. 3, 2020

9:30 am. – 10 a.m.  
Facilities Management Dept.

10:30 a.m. - 11 a.m.  
Procurement Dept.

11:30 a.m. - 12 p.m.  
Labor Compliance Dept.

1:30 p.m. - 2 p.m.  
Revenue Generation &  
Partnership Development - Food &  
Beverage/Retail

2:30 p.m. - 3 p.m.  
Quieter Home Program

4 p.m. - 5 p.m.  
Airport Design & Construction

### Wed., Nov. 4, 2020

10 a.m. - 11:30 a.m. Public Agencies &  
Business Support Services Panel, Featuring:

Procurement Technical Assistance Center (PTAC), SANDAG, CALTRANS District 11, County of San Diego, North County Transit District, San Diego County Water Authority, Port of San Diego, University of California San Diego

1 p.m. - 2 p.m. Public Agencies & Business Support Services Panel, Featuring:

San Diego & Imperial Valley Small Business Development Center (SBDC), City of San Diego, San Diego Unified School District, U.S. Veteran Business Alliance (USVBA) San Diego Chapter, Business Incentive Credits