

WELCOME TO THE ACDBE/DBE CERTIFICATION WORKSHOP

July 29, 2023

Opening Remarks:

Craig Ruiz

Manager, Small Business Development

How to do Business with the Airport & ACDBE and DBE Certifications

Christine Pham & Jose Cortez
Small Business Development

San Diego County Regional Airport Authority (Authority) Small Business Development (SBD) Department

MISSION

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



Why We Do It

Disadvantaged Business Enterprise (DBE) Program

- 49 CFR Part 26
- Overall DBE Goal 7.1%
- Applies to recipients of Federal Aviation Administration (FAA), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funds of \$250K+ awarded prime contracts



Airport Concession Disadvantaged Business Enterprise (ACDBE) Program

- 49 CFR Part 23
- Overall ACDBE Non-Car Rental Goal: 10.8% Overall ACDBE Car Rental Goal: 2.9%
- 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



Authority Policy 5.12

- Preference program for Small Businesses, Local Businesses and Veteran Owned Small Businesses
- 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**



Authority's Local Business Definition

A LOCAL BUSINESS IS DEFINED AS ONE THAT MEETS THE FOLLOWING CRITERIA:



Occupies workspace within San Diego County 6 months prior to solicitation release.



Licensing & tax compliance



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



Headquartered in San Diego County.



Complete Affidavit & enrolled in LB Directory

Meets one of the following two:

Authority 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
- Valid certification issued by agency approved by Authority; agency verifies firm meets SBA size standards



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

- A certified veteran-owned or service-disabled veteran-owned small business or veteran (including disabled) business enterprise that meets the Authority's Small Business definition in this policy



Bid Opportunities



Opportunity Types at SAN



CONSTRUCTION

- Capital Improvement Program
- Quieter Home Program
- New T1

FACILITIES MANAGEMENT

- Annual Service Agreements
- Ready Service Contracts

PROFESSIONAL SERVICES

- Consulting
- Advisory
- Business Service
- Major Professional Services

CONCESSIONS

- Food & Beverage, Retail, Passenger Services
- Goods & Services for Rental Car Companies

SUPPLIES


PUBLIC ARTS

Terminal & Roadways- Arrive (Turner, Flatiron, & Gensler)

New T1 Upcoming Opportunities

- Total Contract Value: \$2.6 Billion
- Joint Venture
- Mixed Funding
- Project Labor Agreement (PLA)
- To pre-qualify visit www.arrivesdaa.com
- For bid opportunities visit www.arrivesdaa.com/bid-interest
- If you are interested in a specific bid package, email bidinterest@arrivesdaa.com to get information on bid packages

Project Goals	
Turner/Flatiron Small Business Commitment	25%
Turner/Flatiron Local Business Commitment	80%
Turner/Flatiron Veteran Owner Business Commitment	3%

 SAN DIEGO AVIATION ALLIANCE Turner FLATIRON Gensler			
Bid Pkg.	Bid Package Description	Approx. ITB Range	
TER-0010B	Demo/Abatement - T1	Jun-23	Jul-23
TER-0030B	Misc Metals A - Roof & Exterior Gate Stairs	Jun-23	Jul-23
TER-0040B	Misc Metals B	Jun-23	Jul-23
TER-0060B	Spray-On Fire Proofing & Insulation	Jun-23	Jul-23
TER-0090B	Overhead Coiling Doors	Jun-23	Jul-23
TER-0100B	Interior Glazing	Jun-23	Jul-23
TER-0110B	Decorative Metal	Jun-23	Jul-23
TER-0160B	Painting / Wallcoverings	Jun-23	Jul-23
TER-0180B	Ceramic Tile	Jun-23	Jul-23
TER-0200B	Metal Stud Framing, Plaster, Drywall & Drywall Ceilings	Jun-23	Jul-23
TER-0220B	Flooring: Terrazzo	Jun-23	Jul-23
TER-0230B	Metal Assemblies	Jun-23	Jul-23
TER-0270B	Flooring: Resinous	Jun-23	Jul-23
TER-0280B	Flooring: Carpet & Resilient	Jun-23	Jul-23
TER-0310B	Toilet Partition & Accessories - Specialties	Jun-23	Jul-23
TER-0320B	Signage	Jun-23	Jul-23
TER-0380B	Lockers & Shelving	Jun-23	Jul-23
TER-0390B	Bird netting @ enclosed areas	Jun-23	Jul-23
TER-0480B	Misc. Fixtures, Furniture, Equipment	Jun-23	Jul-23
TER-0520B	Terminal Sitework - Site Concrete	Jun-23	Jul-23
TER-0620B	Doors, Frames, Hardware	Jun-23	Jul-23
TER-0630B	Specialty Millwork	Jun-23	Jul-23
TER-0650B	Exterior Glazed Assemblies - Connector	Jun-23	Jul-23
TER-0690B	Concrete on Steel Deck	Jun-23	Jul-23
TER-0900B	Terminal Sitework - Fences, AOA, Concrete Wall, Canopy	Jun-23	Jul-23
TER-0930B	Automated Screening Lanes FF&E	Jun-23	Jul-23
TER-0960B	CBRA Tables	Jun-23	Jul-23

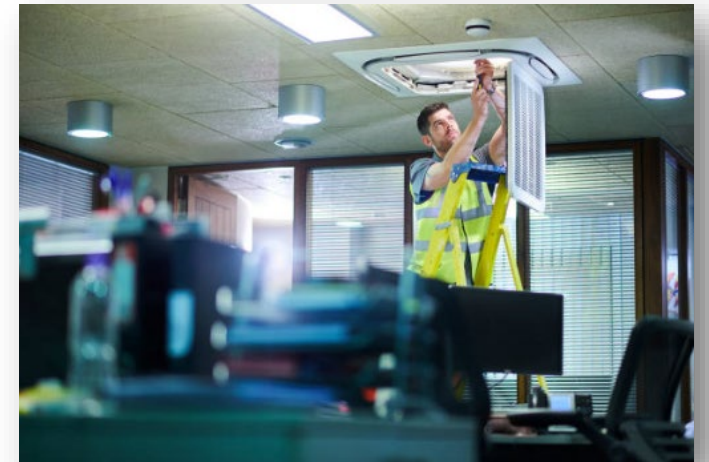
Facilities Management

Annual Service Agreements

- 30 service provider agreements
- Contract term: 3 years with 2 1-year options (on average 5 years)
- Provide routine preventative maintenance services and on call services as well

Ready Service Agreements

- 26 ready service contracts in place
- Minimum of 3 contractors per trade
- Project task authorizations range from \$5k minimum to a maximum of \$100k
- Contract term: 3 years with 2 1-year options (on average 5 years)
- Payment bonding is required for work over \$25k
- Prevailing wage is applicable



SAN's Professional Services Partners

AECOM

Warren Sprague, Program Manager
562-754-2568
Warren.Sprague@aecom.com
Aecom.com
Architecture & Design, Construction
Mgt.,
Engineering, Environmental Services,
Program Management

BURNS & MCDONNELL

Justin Sherman, Vice President &
Branch Manager
San Diego Office
303-489-5485
jsherman@burnsmcd.com
Burnsmcd.com
Full service Engineering, Architecture,
Construction,
Environmental and Consulting Solutions
Firm

C&S COMPANIES

Brian C. Saull, P.E. ENV SP, Managing Engineer
bsaull@cscos.com
Quality Engineering, Architectural, and
Construction Services

JACOBS

Hany Haroun, P.E., Transportation Market
Leader - California
Hany.Haroun@jacogbs.com
Technical Professional Services Firm

THE JONES PAYNE GROUP, INC.

Timothy J. Fenlason
tfenlason@jonespayne.com
Architectural & Engineering Services for Quieter
Home Program (Subcontracting work may
include: Mechanical, Electrical, HVAC,
Door and Window Installation Services)



Rental Car Company Goods & Services Opportunities



To view goods and services list, read the **ACDBE Goal Methodology** at www.san.org/smallbusiness located in the DBE/ACDBE section

Type of Service
Commercial and institutional building construction
Highway, street, and bridge construction
Poured concrete foundation and structure contractors
Siding contractors
Electrical contractors and other wiring installation contractors
Plumbing, heating, and air-conditioning contractors
Other building equipment contractors
Drywall and insulation contractors
Painting and wall covering contractors
Flooring contractors
Commercial printing (except screen and books)
Pump and pumping equipment manufacturing
Radio and television broadcasting and wireless communications equipment manufacturing
Sign manufacturing
Motor vehicle supplies and new parts merchant wholesalers
Tire and tube merchant wholesalers
Computer and computer peripheral equipment and software merchant wholesalers
Plumbing and heating equipment and supplies (hydronics) merchant wholesalers
Warm air heating and air-conditioning equipment and supplies merchant wholesalers
Service establishment equipment and supplies merchant wholesalers

Type of Service
Stationery and office supplies merchant wholesalers
Petroleum and petroleum products merchant wholesalers (except bulk stations and terminals)
New car dealers
Used car dealers
Automotive parts and accessories stores
Office supplies and stationery stores
Specialized freight (except used goods) trucking, long-distance
Motor vehicle towing
Couriers and express delivery services
Insurance agencies and brokerages
Passenger car rental
Consumer electronics and appliances rental
Offices of certified public accountants
Administrative management and general management consulting services
Human resources consulting services
Marketing consulting services
Advertising agencies
Repossession services
Security systems services (except locksmiths)
Locksmiths
Exterminating and pest control services
Janitorial services
Landscaping services
Carpet and upholstery cleaning services
Hazardous waste treatment and disposal
All other miscellaneous ambulatory health care services
General automotive repair
Automotive exhaust system repair
Automotive body, paint, and interior repair and maintenance
Automotive glass replacement shops
Automotive oil change and lubrication shops
Car washes
All other automotive repair and maintenance
Consumer electronics repair and maintenance
Linen supply

Rental Car Company Goods & Services Opportunities

Save the Date

August 29, 2023 - Airport Rental Car Supplier Diversity Outreach Day Event
9am San Diego Airport Facilities Management Building 3272 Admiral Boland Way, San Diego Ca

- Learn about contracting opportunities with Rental Car Companies
- Take advantage of small business opportunities
- Meet with Rental Car Decision Makers to discuss current business and contracting opportunities



*Scan QR for more information from participating airports.
Registration link for SAN added soon to list of airports in QR.*

Upcoming SAN Business Networking Opportunity

Save the Date

- Annual business networking event hosted by SAN Small Business Development Team
- Learn about partnering, teaming, and contract opportunities
- Build relationships with participating exhibitors

The event poster features a photograph of several people in business attire networking at an event. A teal banner across the middle of the photo contains the text "San Diego International Airport Meet the Primes". Below the photo, the event details are listed: "September 7, 2023", "5 PM - 7 PM pdt", "Balboa Park Club Ballroom", and "2150 Pan American Road West, San Diego, CA 92101". A small image of an airplane is visible in the bottom right corner of the photo area. Below the event details, there is a paragraph of text describing the event as a free networking opportunity with various stakeholders. A "Register at:" link is provided with the URL "https://SANPrimes23.eventbrite.com". A QR code is located at the bottom left of the poster. The San Diego International Airport logo is at the bottom right, and a copyright notice is at the very bottom.

San Diego International Airport
Meet the Primes

September 7, 2023
5 PM - 7 PM pdt
Balboa Park Club Ballroom
2150 Pan American Road West, San Diego, CA 92101

Join us for a FREE networking event with San Diego International Airport, contractors, concessionaires, public agencies, banks, business and financial support services, and regional partners. Attendees will form business relationships, obtain valuable resources, and learn about partnership and contract opportunities with airport stakeholders.

Register at:
<https://SANPrimes23.eventbrite.com>



SANDIEGO
INTERNATIONAL AIRPORT
LET'S GO.

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Vendor Portal

Vendor Portal powered by:



Register on the Vendor Portal now at www.san.org/business

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.



BID OPPORTUNITIES

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



MY CONTRACTS

LOGIN REQUIRED

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



CERTIFIED VENDORS

LOGIN REQUIRED

Find Certified Local Businesses

IMPORTANT:

- Registration for new vendor account
- Existing vendors: update your vendor account contact information (email) to ensure receipt of emails
- Bid opportunities notifications - current and past bids
- Local Business Enterprise (LBE) Certification
- LBE Directory

ACDBE & DBE Certifications

California Unified Certification Program (CUCP)

- Participate in statewide Unified Certification Program that provides:
 - “One-Stop-Shop” certification services seeking to participate in U.S. Dept. of Transportation funded contracts
 - Eliminates need for firms to obtain certifications from multiple agencies within the state
- 10 certifying agencies participate in CUCP and follow same certification procedures
- Statewide CUCP ACDBE/DBE Directory: <https://californiaucp.dbesystem.com/>



California Unified Certification Program (CUCP) Roster of Certifying Agencies

San Diego International Airport

(619) 400-2568

Email: sbd@san.org

CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

Office of Business Economic Opportunity

(916) 324-1700

Email: DBE.Certification@dot.ca.gov

City of Los Angeles

(213) 847-2684

Email: bca.certifications@lacity.org

Los Angeles County Metropolitan Transportation Authority (METRO)

(213) 922-2600

Email: certificationunit@metro.net



S.F. BAY AREA RAPID TRANSIT DISTRICT (BART)

(510) 464-6100

San Francisco Municipal Transportation Agency (SFMTA)

(415) 701-4436

San Francisco International Airport (SFO)

(650) 821-5021 (SFO Concessions Only)

City of Fresno

(559) 621-1163

Santa Clara Valley Transportation Authority (VTA)

(408) 321-5962

Email: Osdb.osdb@vta.org

San Mateo County Transmit District (SAMTRANS)

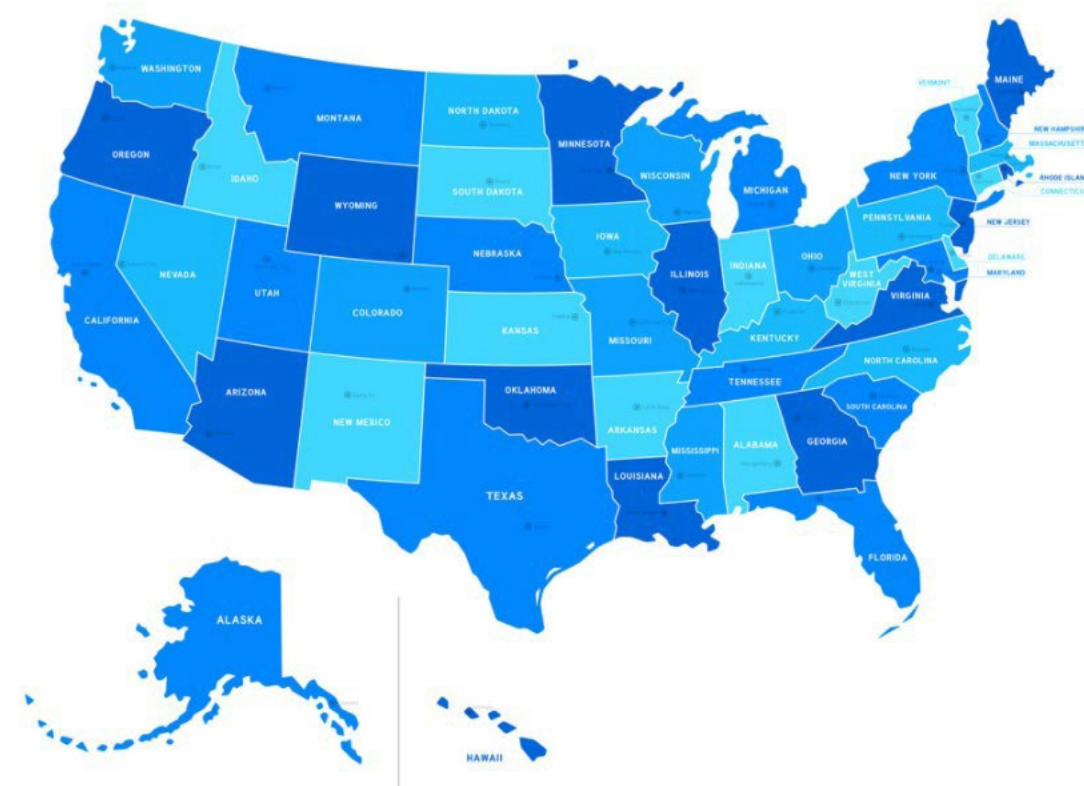
(650) 508-7939

Eligibility Criteria: 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 (*DBEs working on FAA contracts are only subject to SBA size standards. DBE working on FHWA and FTA contracts are subject to BOTH SBA size and DBE statutory gross receipts standards)	X	X
Firm's gross annual receipts does not exceed \$30.40 million (FTA and FHWA assisted projects only)	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

Interstate ACDBE/DBE Certification

- Must be certified in your home state first
- Participation in other state's DBE/ACDBE Programs to compete for Dept. of Transportation assisted contracts
- Out of State recipient interstate processing response (1 of 2) on case by case basis:
 1. Accept home state certification after confirming firm's certification valid (State A written confirmation/ State A's electronic ACDBE/DBE directory verified); OR
 2. ACDBE/DBE asked to provide home state application form, supporting documentation, notices/correspondences/no change affidavit/notices of changes/appeal documents. State A must submit onsite report to State B upon request.



Interstate Certification 49 C.F.R. §26.85

Support Documents Checklist

- Gather/scan all required documents before submission into California Unified Certification Program's Certification Portal
- Utilize Department Transportation's Application Checklist

Supporting Documents Checklist Link
(See page 15):

<https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/ready-apply>

UNIFORM CERTIFICATION APPLICATION SUPPORTING DOCUMENTS CHECKLIST



In order to complete your application for DBE or ACDBE certification, you must attach copies of all of the following REQUIRED documents. A failure to supply any information requested by the UCP may result in your firm denied DBE/ACDBE certification.

Required Documents for All Applicants

- Résumés (that include places of employment with corresponding dates), for all owners, officers, and key personnel of the applicant firm
- Personal Net Worth Statement for each socially and economically disadvantaged owners who the applicant firm relies upon to satisfy the Regulation's 51% ownership requirement.
- Personal Federal tax returns for the past 3 years, if applicable, for each disadvantaged owner
- Federal tax returns (and requests for extensions) filed by the firm and its affiliates with related schedules, for the past 3 years.
- Documented proof of contributions used to acquire ownership for each owner (e.g., both sides of cancelled checks)
- Signed loan and security agreements, and bonding forms
- List of equipment and/or vehicles owned and leased including VIN numbers, copy of titles, proof of ownership, insurance cards for each vehicle.
- Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm
- Licenses, license renewal forms, permits, and haul authority forms
- Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases
- Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years
- DBE/ACDBE and SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertification's, if applicable; and any U.S. DOT appeal decisions on these actions.
- Bank authorization and signatory cards
- Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm
- List of all employees, job titles, and dates of employment.
- Proof of warehouse/storage facility ownership or lease arrangements

Partnership or Joint Venture

- Original and any amended Partnership or Joint Venture Agreements

Corporation or LLC

- Official Articles of Incorporation (signed by the state official)
- Both sides of all corporate stock certificates and your firm's stock transfer ledger
- Shareholders' Agreement(s)
- Minutes of all stockholders and board of director's meetings

- Corporate by-laws and any amendments
- Corporate bank resolution and bank signature cards
- Official Certificate of Formation and Operating Agreement with any amendments (for LLCs)

Optional Documents to Be Provided on Request

The certifying agency to which you are applying may require the submission of the following documents. If requested to provide these document, you must supply them with your application or at the on-site visit.

- Proof of citizenship
- Insurance agreements for each truck owned or operated by your firm
- Audited financial statements (if available)
- Trust agreements held by any owner claiming disadvantaged status
- Year-end balance sheets and income statements for the past 3 years (or life of firm, if less than three years)

Suppliers

- List of product lines carried and list of distribution equipment owned and/or leased

NAICS Codes

United States[®]
Census
Bureau

North American Industry Classification System

Main History Development Partners Federal Register Notices FAQs Reference Files - NAPCS

NAICS Search

Enter keyword or 2-6 digit code
2022 NAICS Search Go

Enter keyword or 2-6 digit code
2017 NAICS Search Go

Enter keyword or 2-6 digit code
2012 NAICS Search Go

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.

- Research and identify all North American Industry Classification System (NAICS) codes applicable to your business
- NAICS code expansion
- Look for NAICS at U.S. Census Bureau's NAICS website: <https://www.census.gov/naics/>

ACDBE Certification Process & Timeline



CERTIFICATION PROCESSING TIME: 90 days from receipt of complete application

- California Unified Certification Program ACDBE/DBE Certification Portal and Directory: www.californiaucp.dbesystem.com
- San Diego Airport (SAN) Concessions, Rental Car Company Vendors, and Firms Competing for DBE Program SAN opportunities apply here by going to SAN's ACDBE/DBE Certification Portal: www.san.gob2g.com
- Federal Aviation Administration National Certified ACDBE/DBE Directory: www.faa.dbesystem.com

Helpful Tips Once You're Certified

- **MAINTAIN** your certification (annual updates)
- **RESEARCH** on DBE/ACDBE program opportunities. Pay attention to notifications of upcoming opportunities/RFPs by registering on recipient Vendor/Bid Portals
- **RELATIONSHIP BUILDING** through conferences outreach events, and pre-submittal meetings
- **LEVEL UP** through free business support service centers (*e.g. Small Business Development Center, APEX Accelerators, Small Business Administration, SCORE, and more*)



Contact Information

Small Business Development Department
San Diego International Airport
Small Business Development
website: www.san.org/smallbusiness
619-400-2568
SBD@san.org

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CRuiz@san.org

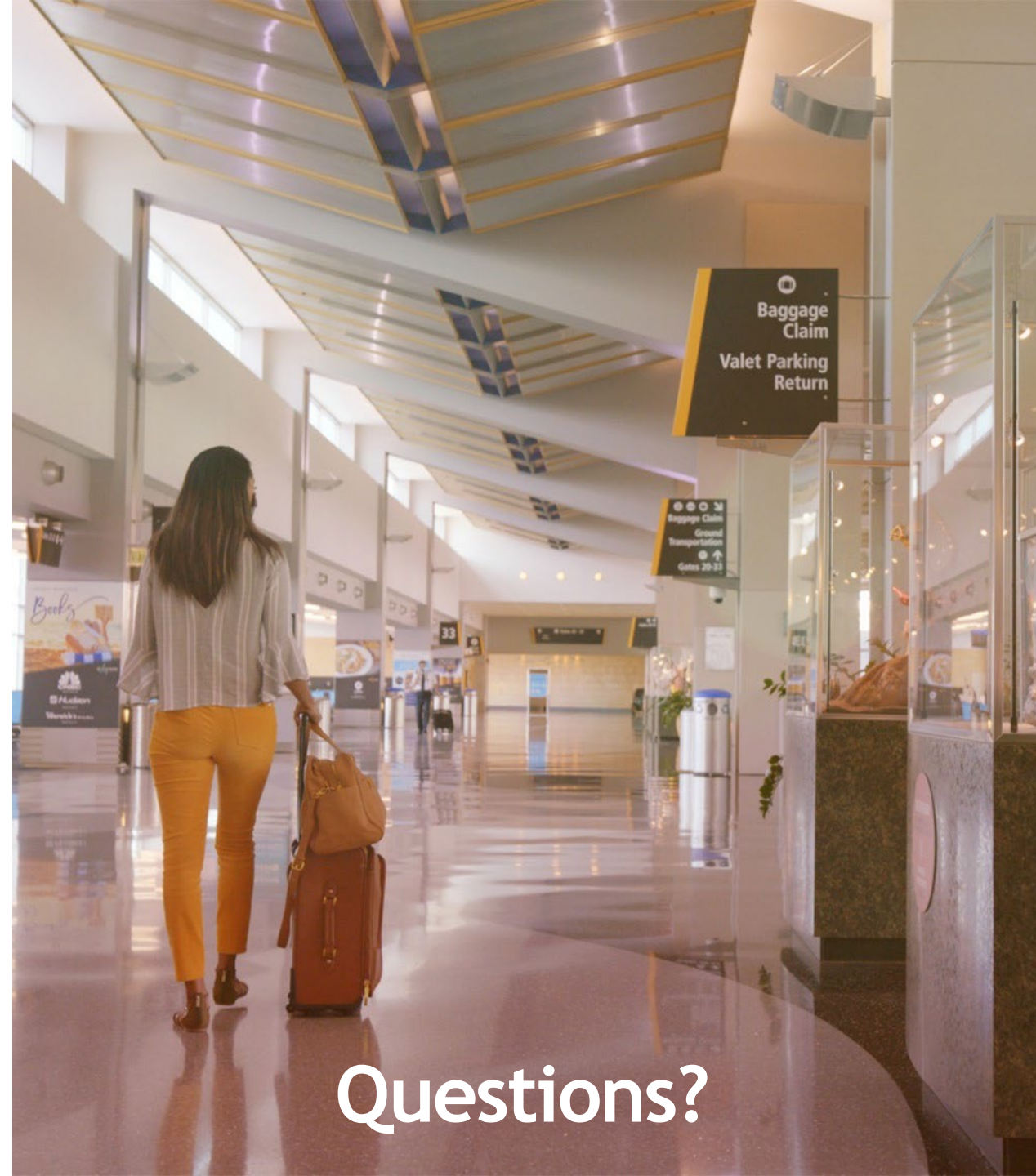
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CPham@san.org

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San Diego International Airport
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PCarranza.@san.org

IMPORTANT WEBSITES:

San Diego Airport ACDBE/DBE Certification Portal: www.san.gob2g.com
California Unified Certification Program ACDBE/DBE Directory: www.californiaucp.dbesystem.com
FAA National Certified ACDBE Directory: <https://faa.dbesystem.com/>
San Diego International Airport Vendor Portal: www.san.org/business



Questions?



Thank You!

Please scan the QR code to complete a brief survey to provide us feedback





Technical Assistance 1:1s