

## ADVERTISEMENT FOR EXECUTIVE ARCHITECT

UCLA requests a written response to this Request for Qualifications (RFQ) for the purpose of selecting an Executive Architect for the two proposed projects listed below:

- **UCLA Wilshire Center ITS Multi-floor Renovation** – Project 20180729-1122-11
- **UCLA Wilshire Center CHR Full-floor Renovation** – Project 20180728-1121-11

The **UCLA Wilshire Center ITS Multi-floor Renovation** project would renovate approximately 62,080 square feet on four complete floors (approximately 15,520 square feet per floor) of the UCLA Wilshire Center building to provide new office space for Information Technology Services (ITS) based on a modernized, functionally-centric office concept to help facilitate greater inter-departmental communication and cooperation. The renovated office space will need to accommodate approximately 19,072 square feet of individual workspaces, 15,057 square feet of project rooms and collaborative space, 6,166 square feet of flexible/alternative office space, 2,581 square feet of exhibition/client meeting space, 6,166 square feet of independent/secured work space, and stacked IDF rooms to facilitate significant cabling requirements.

The **UCLA Wilshire Center CHR Full-floor Renovation** project would renovate one floor (approximately 15,520 square feet) in the UCLA Wilshire Center building to provide a functional space for Campus Human Resources (CHR) by optimizing departmental adjacencies and responding to a strong need for private offices (or sound proof workstations). The renovated office space will need to accommodate approximately 6,944 square feet of individual workspaces (57 staff offices & 8 student workstations), 300 square feet of front desk reception area, 850 square feet of training/multi-purpose space, 1,335 square feet of conference room space (5-6 separate rooms), 3 supply/printer/file rooms located throughout the floor, 400 square feet of break/kitchen space, and 200 square feet of IT lab/storage space.

For both projects, the Executive Architect shall provide space planning and programming services and help determine the best use of available space. To the extent possible, the final space plan should promote some degree of flexibility and feature a more equitable distribution of space with good daylighting characteristics.

Responses to this RFQ should demonstrate familiarity and experience in the design of large office suites, creative strategies for harvesting natural daylight, and an understanding of how to help facilitate collaboration between teams within larger departments. Final selection and appointment of the Executive Architect for the proposed projects is contingent upon budget approval for both projects. The projects are subject to review and approval by the UC Board of Regents or their delegated authority. This RFQ is for full design services for the UCLA Wilshire Center ITS & CHR renovations; however, the University reserves the right to defer negotiations concerning services other than pre-design studies until the completion of the pre-design phase.

UCLA will select the Executive Architect based on qualifications in response to this RFQ.

### **Downloading the RFQ Packet:**

A digital copy of the RFQ packet can be downloaded from the ARC PlanWell Public Plan Room (website below) starting at **10:00 AM on Tuesday, July 31, 2018**.

ARC PlanWell Public Plan Room:  
www.crplanwell.com

ARC Document Solutions  
1736 S. Sepulveda Blvd.  
Los Angeles, California 90025  
phone: 310.477.6501  
website: www.e-arc.com

All questions relating to obtaining copies of the RFQ packet should be directed to ARC at the location indicated above. All interested parties will make arrangements with and payment to ARC directly. (NOTE: The RFQ packet will not be issued at the University's office).

Responses to the RFQ are due by **2:00 PM on Tuesday, August 21, 2018**. A shortlist of firms will be determined by a screening committee; further steps in the selection process will be at the discretion of the selection committee.

Every effort will be made to ensure that all persons have equal access to contracts and other business opportunities with the University within the limits imposed by law or University policy. Each Candidate Firm may be required to show evidence of its equal employment opportunity policy.

**Loana O'Reilly-Rosenblatt**

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**For questions related to this RFQ, please contact:**

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