



expedite^{group}
EUROPE

Turn-key commercial property projects

“

Using an independent consultant / project manager rather than a commercial agent was the best decision we made.

Expedite were alongside us and 100% on our side throughout the whole acquisition and fitting-out process.

”

Thomas Glanfield
CEO, Lawrence Harvey Group

CONTENTS

WHO WE ARE 05

WHAT WE DO 07

consult 09

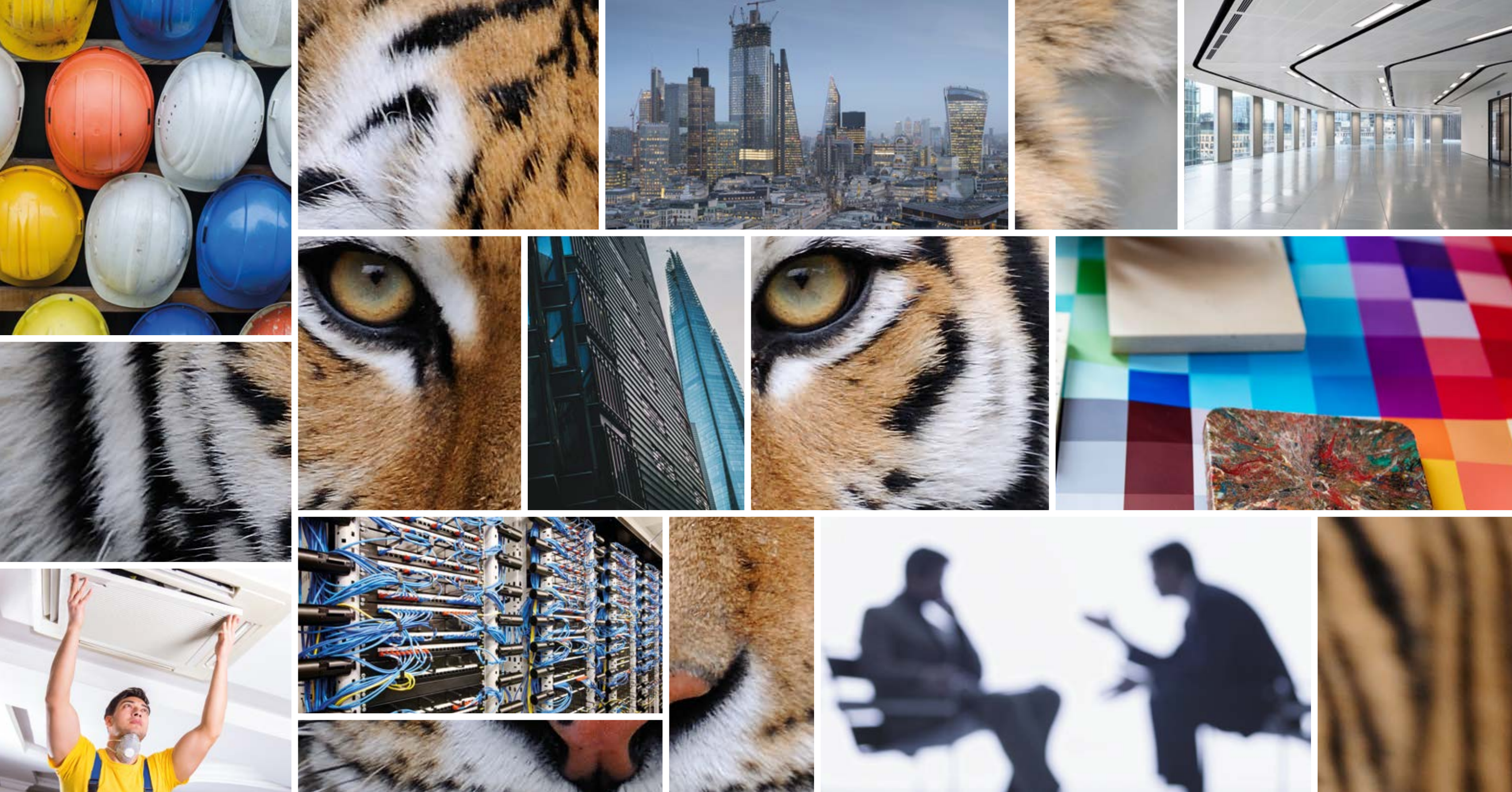
search 12

design 17

deliver 20

maintain 25

CASE STUDIES 29



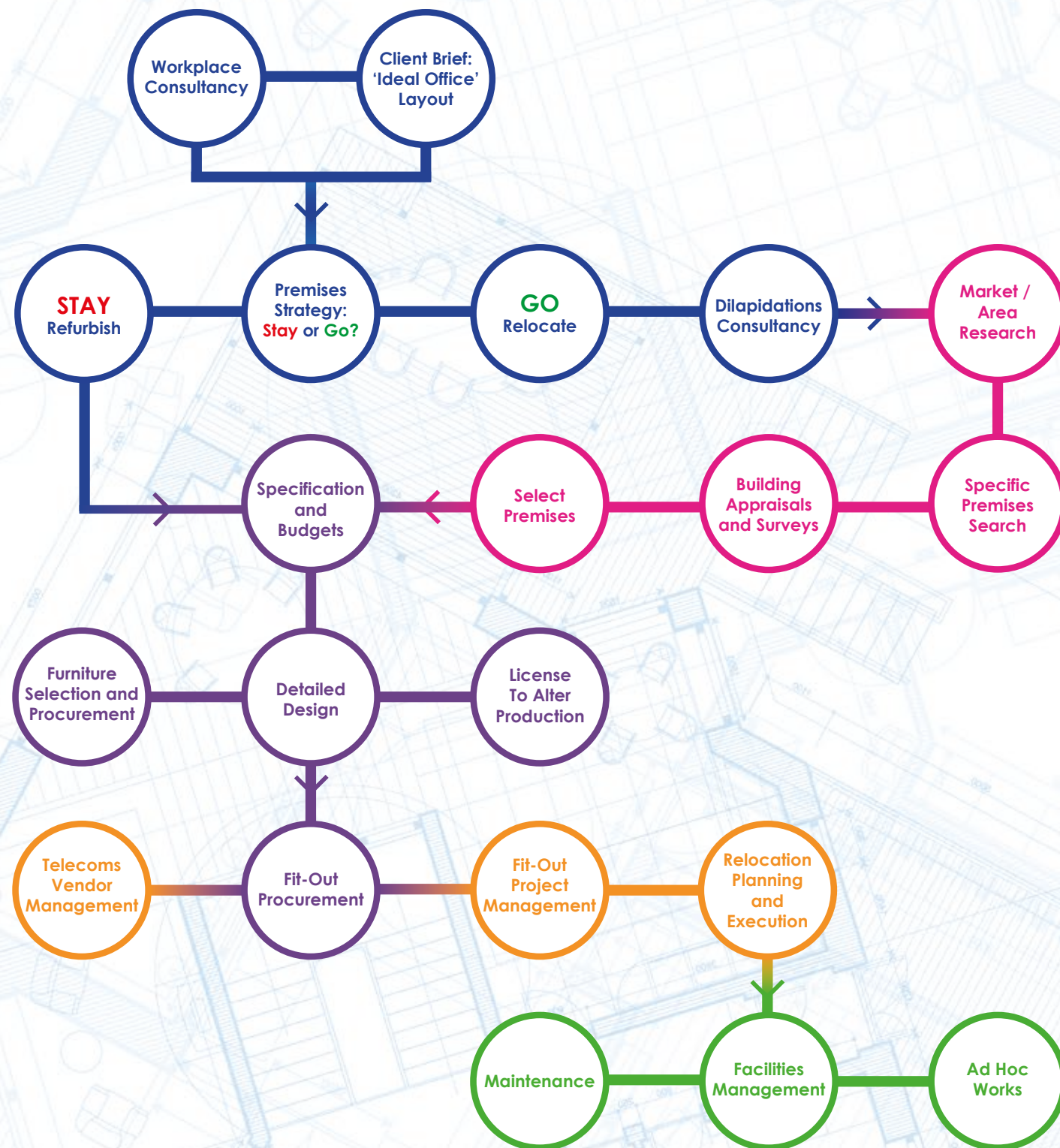
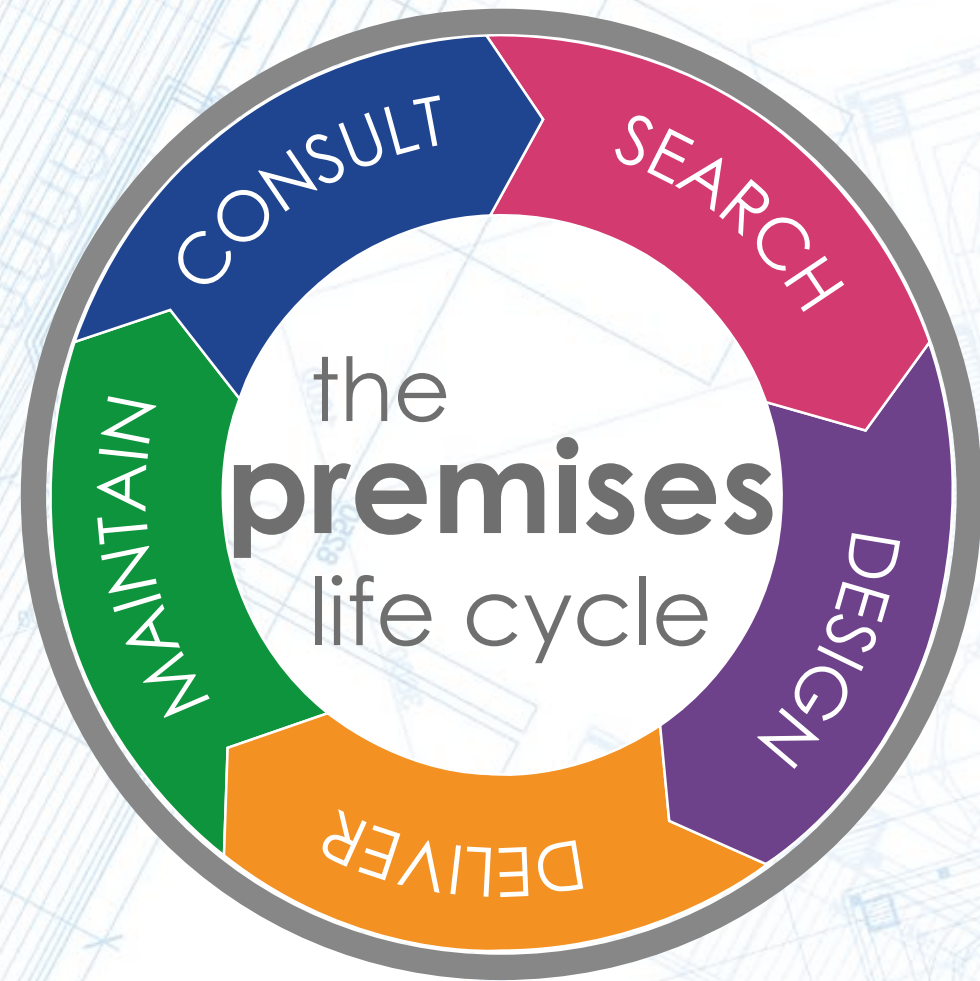
WHO WE ARE

Expedite Group Europe is a turn-key project consultancy with expertise spanning every aspect of commercial premises acquisition and occupancy.

We stand tenaciously alongside our clients to make sure they get the very best deals and outcomes through an often fraught and complex process in a market generally geared towards landlords and their representatives.

We're passionate about what we do and build extraordinary relationships with our clients, many of whom continue to work with us from one premises lifecycle to another.

We're here to serve and we're here for the long term.



WHAT WE DO

First and foremost...**we listen!** Whilst we have delivered 100s of relocations and refurbishments over the past 30+ years, we know that every client project needs to be treated like our first. Thus, we listen intently to what our clients are looking to achieve from a business as well as a premises perspective, so that everything we do is planned and delivered in context with these objectives.

Fully understanding the 'brief', we're able to provide a comprehensive range of services that cover the complete life- cycle of commercial property occupancy, from providing strategic consultancy to literally fixing a tap!

It's being prepared to do the little things as well as the major projects which differentiates us from the competition, our approach is completely service-oriented and non-transactional. The key to our relationships with our clients is that the advice and guidance we give them, from the outset, ultimately turns into practical delivery and on-going maintenance that we take responsibility for.

Thus, we not only take ownership of decisions throughout the acquisition or refurbishment process, we become vested in the same way as our clients in the success of the project and in the occupancy experience of the business, its employees and visitors.

We're listening and we're here with you for the full premises lifecycle.

CONSULT

Our independent team of consultant surveyors have **expertise spanning every aspect of commercial property acquisition and occupancy**. Through the advisory division of Expedite Group Europe, our clients benefit from three decades of working on behalf of tenant occupiers from finding offices and fitting them out, to managing the ongoing facilities.

Extensive experience, both in-house and through our network of consultant partners, gives us the capability to negotiate the very best new lease terms as well as lease renewals, rates and service charge appeals, and the development and execution premises exit strategies minimising and/or mitigating dilapidations liabilities.

Workplace Consultancy

People, premises and technology are generally the highest costs in any business and so understanding how they interact is essential to the optimisation of these assets. Our Workplace Consultants help to analyse and report on the utilisation of space, technology and facilities as well as the behavioural and cultural aspects of your business.

Client Brief

In the initial meetings with you, we look to understand your current business structure and strategy for the future as well as your anticipated space requirements. We capture every detail possible, enabling us to create an **Ideal Office Layout** to demonstrate how much space you will need when searching for new offices or reconfiguring your current environment.

Premises Strategy

In order for you to make an informed decision in relation to premises occupancy and strategy, we provide an in-depth analysis of the time, costs and business disruption implications of either staying in the current office and potentially refurbishing, or relocating to a new premises.

Should I STAY
OR Should I GO now?

Renewal Negotiations

If the decision is to stay in your existing office, then Expedite can assist in negotiating the very best terms for the lease renewal. By providing evidence of current market conditions and extolling our client's best position and options to terminate, there are a number of factors for landlords to take into consideration that we bring to the fore.

Exit & Dilapidations Consultancy

If the decision is to leave the existing office, we will represent you in the lease determination negotiations to ensure that you do not fall foul of compressed timelines which often occur when you look to acquire new offices.

Dilapidations can be a significant and under-estimated cost and can take many weeks to resolve. We provide professional advice and represent you in the negotiations with the Landlord to ensure you are not exposed to unreasonable costs for the reinstatement of the premises. In the majority of cases, we are able to save between 25% and 35% of dilapidations claims for our clients.

***“...they saved us over
£70,000 from the landlord's
excessive dilapidations claim”***

Ricardo Wanderley, Petrobras Europe Ltd



Market/Area Research

Based on your space requirements and the areas of interest to you, we are able provide an overview of the current 'stock' available in the market and specific costs for the offices in the preferred areas. We organise and undertake preliminary viewings with you in order to narrow down the areas of interest.

Specific Premises Search

Once we have narrowed down the areas of interest we undertake a detailed search, identifying all properties that are on the market. We filter out properties that clearly wouldn't work for you, prior-view prospective properties and shortlist those that fit your brief. This pre-qualification approach significantly speeds up the viewing process and avoids wasting your valuable time.

Staff & Business Impact Analysis

The location of your new premises will have a considerable impact on your staff which can result in cost and HR implications. We help identify these issues early in the process to allow you to make a fully informed decision on the new office location.

“Expedite saved us a huge amount of time by keeping us focussed on what would work and what wouldn't...”

SEARCH

Our dedicated premises search team provide a **unique tenant representative service** that focuses on helping companies find commercial premises and negotiate the very best lease terms.

Completely independent from landlords and thus non-conflicted, we act wholly in the tenant's best interests. We network/liase with ALL commercial agents ensuring that the whole market is covered giving our clients full access to ALL available properties.

We take ownership of the complete process from initial search and selection to lease completion - from Heads of Terms (HOTs), to Schedule of Condition liaising with solicitors and due-diligence consultants throughout.



Building Appraisals & Surveys

The highest cost of fit-out and ownership of commercial buildings lie in the Mechanical and Electrical services. Ensuring that the systems are operating and maintained correctly is the primary focus when we survey and appraise buildings. Our technical consultants advise on existing condition, cost of prospective reconfiguration and ownership as well as identifying any potential opportunities to claim contribution from the landlord for remedial or modernisation works.

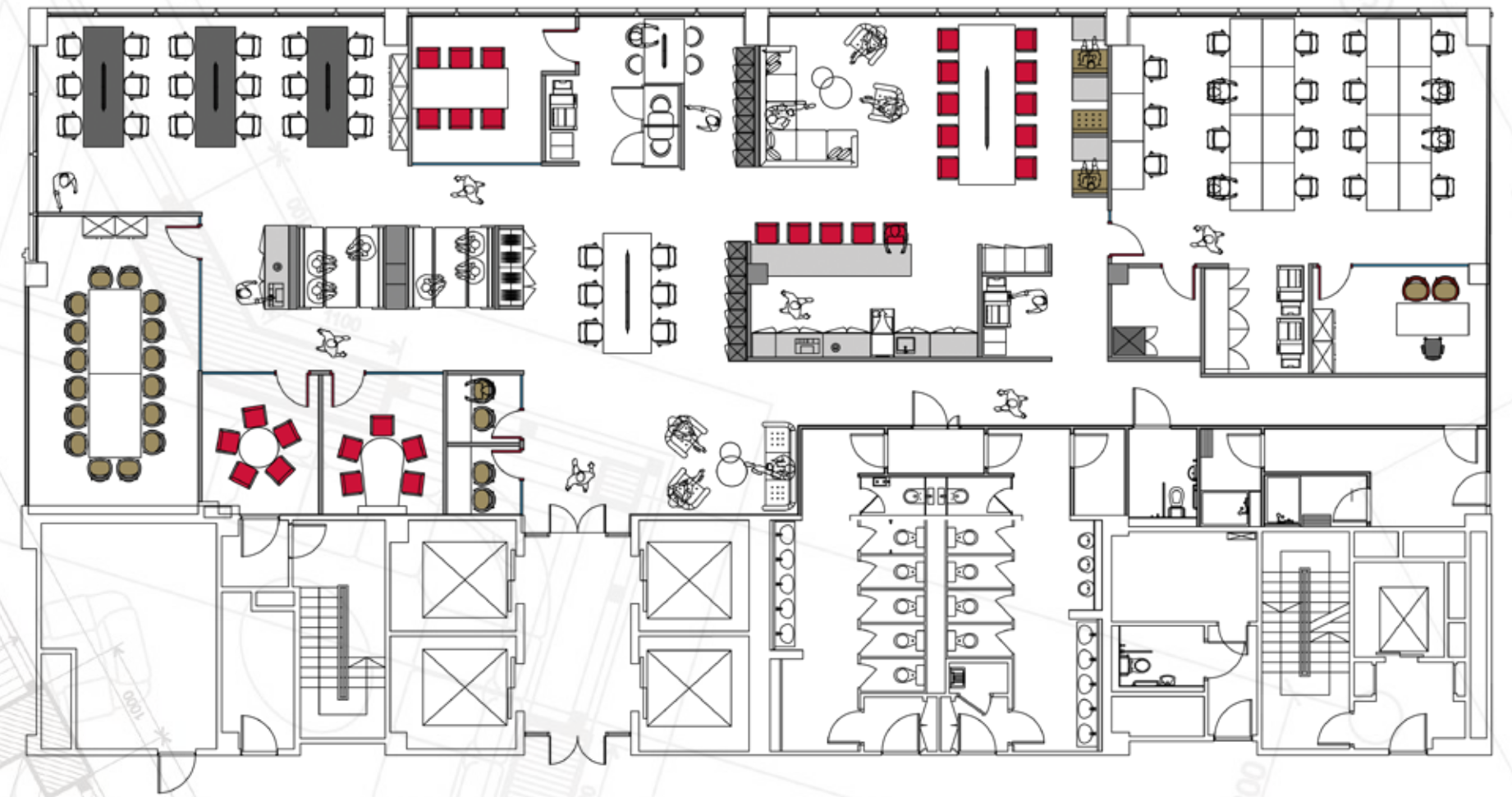
This basic due diligence is a prerequisite discipline in order to identify and avoid undue fit-out or maintenance expenses, ongoing health & safety issues and/or any potential business impact during your lease term.

Fit-Out & Ownership Budgets

We produce detailed budgets comparing the leasing information for the shortlisted buildings as well as an estimate for all other costs related to your lease, such as the fit-out, IT systems and relocation costs in order to provide a clear view of the potential expenditure for the new premises.

Lease, Licence & Wayleave Negotiation

Once we have agreed Heads of Terms with the landlord's representatives, we take full responsibility for the end-to-end lease process. We follow up the legal formalities for the lease drafting process with the solicitors and the Landlord's representatives and assist in preventing delays where possible. We liaise with the Landlord's surveyors for the review and approval of the Licence to Alter as well as establishing and tracking the Wayleave process for the internet line installation.



“...their surveys helped negotiate the very best deal with the landlord”

Tom Harney, MF Global

Test-Fit Drawings

Upon identifying buildings of interest and using your **Ideal Office Layout** as a template, we are able to quickly produce 'Test-Fit' drawings to show if and how the space will work, which often depends largely on the shape of the space. This process helps visualise which of the shortlisted properties will work for you.

DESIGN

During the office selection stage, we will already have a pretty good idea of how your ideal office layout might work in each location.

Whether you have your own specific ideas or you're in need of a little inspiration, our design consultants will help you to **create innovative and sustainable work spaces** that are inspirational to work in. Once your layout is fixed our designers can produce 3D renderings as well as 2D drawings used for License to Alter documentation and fit out specifications.

We recognise that design should never be at the expense of practicality, therefore we always aim to find the perfect balance between aesthetics and functionality. Our extensive knowledge of construction product and processes, as well as having long term relationships with a number of contractors, allow us to produce accurate construction cost estimates prior to the detailed office design proposal being completed.

Specification & Budget

Once the 2D space plan is fixed we're able to work with you to identify the level of quality you are looking to achieve for your new office and produce a detailed budget for the fit-out works. Our designers will have worked on the 'look and feel' for the finishes and our technical consultants will have provided preliminary design information for amendments to mechanical and electrical services. The M&E specification and costs are generally the elements which dictate the overall scope and scale of the works and budget.

Licence to Alter Production

Once the specification has been approved it's time to submit the proposed alterations to the landlord. It's important to deliver these plans at the earliest juncture - our strong advice and practice is to produce the application for Licence to Alter (LtA) during the lease drafting period in order for it to be approved along with the lease documentation. This avoids undue delays to the fit-out works as the landlord is under no pressure to approve this once the lease is signed.

Detailed Design

Whilst the LtA is being processed we are able to concentrate on the intricacies of the design and bring the specific features into the specification. This will include furniture items and other elements that will complete the environment you are looking to achieve. At this stage we are able to create 3D imagery in order to provide the visualisation of the spaces we are about to create.

Furniture Selection & Procurement

Furniture is a significant factor in successful office design and with the advent of agile and flexible working, businesses are relying more on furniture solutions to provide variety in their workplace environments. Expedite has access to every furniture manufacturer and wholesaler in the market and can steer you to suppliers who can deliver products in line with your budget and timescales.

Fit-Out Procurement

With a detailed budget, specification and schedule of works we are able to go to the market to procure the fit-out with a high degree of cost-certainty and quality assurance. We generally act as the Principle Designer and Construction Manager which gives us the responsibility to employ the contractors either through a tender process or a negotiated contract with approved suppliers.

Planning Applications

Dependent upon the scope of works and type of property, we may need to apply for planning permission. This requires technical documentation and liaising with the local authorities to gain approval to undertake any works that may have an impact on the aesthetics of the building/require formal approval by law.

***“...their design team captured
our company culture perfectly”***

Mary Ewan, RP International



Fit-Out Project Management

Whether undertaking the projects as main contractor or managing contractors on behalf of the client, Expedite ensures that everything that's in the design and specification is delivered on time and to the contract sum.

Establishing a good relationship with Building Management is one of the keys to making sure the project is delivered on time and to budget. Using standard forms of contract, Expedite pull the works into 'works packages', assuming full contractual accountability whilst providing quality assurance and cost certainty throughout.

CDM & Building Control

We control Construction Design and Management (CDM) on every project where this is a statutory requirement. We not only ensure close adherence to the design but also to the H&S Executive's guidelines and the landlord's H&S requirements. We have a non-compromising approach to H&S and pride ourselves on an impeccable record of quality and execution.

“Expedite worked it all out and executed the delivery like a well-oiled machine”

Zoe Palphramand, Natural History Museum

DELIVER

Once the design, specification and budget are approved, we move into the fit-out management / 'delivery' stage of the project.

Whether Expedite are employed to provide a complete turn-key solution acting as main contractor, or employing and managing contractors on our clients' behalf, we are 100% committed to **completing on time and on budget**.

We liaise with local authorities for Planning and Building Regulation approvals and ensure adherence to statutory Construction Design and Management (CDM). Liaising with our clients' IT representatives, we facilitate early handover and access to comms rooms for their internet circuit provider and make sure that every key, business critical component is in place.

Finally, we plan and manage the complete relocation process including dilapidations at your current premises.

IT & AV Integration

The integration of IT and AV into the design of the project is of ever-increasing importance to the success of fit-out projects. Ensuring that power and data connectivity and containment systems are included into the specification and onto the drawings is key.

Careful thought is required to make sure that IT works practically for the users, for instance when considering cable routing and accessibility within the furniture specification.

Telecoms Vendor Management

The installation of a new internet line comes with its own set of challenges; from excessive lead times and wayleave documentation to Building Management liaison and pre-commissioning line installation and testing. Expedite manage all of all these factors in order to ensure the delivery well in advance of the relocation.

Relocation Planning & Execution

Our relocation team follow a meticulous process to plan and execute the physical relocation. We offer temporary facilities management and IT Help Desk to assist with our clients' post-move workload so that your staff face minimal disruption. Our aim is to ensure that your office move is as stress free as possible.



MAINTAIN

Expedite's maintainance division stands out from the crowd not only for expertise, experience and attention to detail, but because we take the time to thoroughly understand your individual operational needs. Our dedicated team of maintenance specialists genuinely **take care of offices** and offer a variety of services from the simplest plumbing job to HVAC, electrical and data works and small refurbishment works.

If you've just moved in, our facilities management team will help you to set up every aspect of maintaining your office environment, including Health & Safety and the management of maintenance and support contracts. Most clients move every 5 years, so we've got an opportunity to work with you and support you during the whole duration of the lease period.



Facilities Management

We take care of your office facilities throughout the period of your lease and advise you on the statutory Health & Safety requirements you must meet whilst in occupancy. Our services include cleaning, PAT testing, water testing, Health & Safety Manuals, Fire Risk Assessments etc.

Maintenance

Maintaining your M&E, water and plumbing systems routinely is not only a Health & Safety requirement but will also mitigate dilapidations liabilities at the end of the lease. Maintenance services are generally undertaken out of office hours to minimise disruption to your working environment.

Emergency Call Out

Our team respond and react quickly and efficiently in times of emergency – we are generally on site within 2 hours in Central London. Clients who sign up to our Facilities Management contract or opt for enhanced maintenance response times enjoy a 24/7/365 service.

***“...they're responsive,
diligent and excellent value”***

Andrew Martin, UBA (UK)

Plumbing

We offer a reliable and professional plumbing service with the ability to fix anything from minor leaks to undertaking more extensive plumbing work. With water leaks being the biggest concern for most clients, we install and maintain leak detection systems with remote monitoring.

Electrical & Data Works

As well as making sure all of your electrical equipment is safe through PAT testing, we also ensure that all of your electrical installations are properly certified to meet the current regulations. We undertake a full range of electrical and data works, including small power and lighting systems, Audio Visual, Cat 5/6 cabling and satellite TV.

Air Conditioning & Heating

The largest source of complaints from staff about their office environment is in relation to AC and Heating (HVAC) systems - they are always either too hot or too cold! This is generally because many systems are poorly designed or not maintained properly. Expedite not only provide maintenance for HVAC systems, but also provide a consultative diagnostics service to analyse whether the system has been designed and installed properly from the outset.

Security & Access Control

Expedite supply, install and maintain fully integrated CCTV, access control and video entry systems. Working closely with your IT and Facilities teams, we can upgrade existing systems or retrofit new ones including all power and data connectivity requirements.





“Expedite have **looked after us** through a number of office relocations and disposals over the past 10 years. They manage all of our commercial property interests in a very **efficient** and **effective** manner.”

Nick Proud
Assured Guaranty

“They not only came up with **great design ideas** but they delivered them with enthusiasm and an **impressive attention to detail**. They helped us transform our new offices into a vibrant place to work in.”

Adam Bennett
Hatstand

“Expedite **listened very well** to our brief and turned our requirements into a fully integrated design and scope of works. We are really pleased with the new space - it's working well for us and our clients.”

John Gollifer
Investor Relations Society

WHAT OUR CLIENTS SAY

“Expedite designed and built 11,000 sq ft with **creativity, flair and great skill** in incredibly tight timescales and then physically moved us in. A **very impressive team** and great people to work with.”

Tony Bryan
London Councils

“Working to a tight time frame and budget, Expedite surpassed our expectations! They were **incredibly proactive** and their design team captured our company culture perfectly.”

Mary Ewan
RP International

“It was the right decision working with Expedite - a great personal service, always **very responsive** and an in-depth knowledge of the market. Only representing tenants, they have given us **invaluable advice and guidance** with finding our office.”

Stuart Conibear
Phinsys



CASE STUDIES

Rugby Football Union **Bladonmore**

Strive Insight **Petrobras** **Lawrence Harvey**

Royal Shakespeare Company **MF Global**

Ahmad Tea **Iberdrola** **Mapletree** **Wandera**

Cheniere Energy **Sparta Global**

Natural History Museum **UBA** **Minova**

K2 Partnering Solutions



K2 PARTNERING SOLUTIONS

55 Old Broad Street, EC2M 1RX

"Expedite's advice and guidance was invaluable in making the decision on our new office space. Our relocation and fit-out schedule was quite tight but Expedite were a great support in making sure we had a smooth transition."

-Simo Khubeka, Chief Compliance Officer

Industry Recruitment

Size 4,700 sq ft

Project Overview

Coming up to the end of the lease and looking to position their business in a more central location, K2 Partnering Solutions appointed Expedite to undertake the search for their new office. Alongside the office search, we designed and project managed the fit-out, the physical relocation and the dilapidations negotiations for their previous premises.

Unique Challenge and Opportunity

Following Expedite's advice and undertaking due diligence M&E surveys, the best property was identified from K2's shortlist. Our main challenge during the relocation process was getting the fibre line installed. The internet provider's procedure and the wayleave documentation delayed the service provision by a month, so Expedite's involvement was fundamental in chasing the Landlord and their representative for approvals of the formal documentation, as well as pushing the provider to deliver the service as soon as possible.



SPARTA GLOBAL

125 London Wall, EC2Y 5AS

"The landlord and their representatives did not make this project easy and we relied heavily on Expedite's experience and expertise to get us into the building just in time. They were excellent and on our side all the way."

-Tim Staton, Chief Operating Officer

Industry IT Consultants

Size 8,000 sq ft

Project Overview

Having secured business investment, Sparta Global made the decision to merge their London and Richmond offices. Expedite were appointed to undertake the search for new premises as well as to project manage the fit-out works, furniture procurement, physical relocation and negotiate dilapidations in the previous offices.

Unique Challenge and Opportunity

As the office chosen by Sparta was a sublease, the negotiations for the new lease and subsequent approval of works were a very lengthy and challenging process. The building records were incomplete and the information provided by Building Management was contradictory or unclear. Thus, the legal process required an in-depth involvement from Expedite in order to get the lease completed.







MAPLETREE

80 Hammersmith Road, W14 8UD

"Expedite have proven to be a valuable commercial property partner to Mapletree helping us with the acquisition and fit-out of our Hammersmith HQ as well as with our student homes portfolio."
-Cheong Hin Tan, Head of EMEA

Industry Investment Management **Size** 2,700 sq ft

Project Overview

Expedite assisted in securing Mapletree's first UK premises in Hammersmith and were subsequently appointed to undertake the fit-out works for the new office. The specification for the works was issued from Singapore and Expedite worked closely with Head Office personnel to ensure that the global standards for workplace occupancy, IT and security were met throughout the project.

Unique Challenge and Opportunity

Security and IT resilience were a particular focus for Mapletree. Expedite needed to source a security system and supplier which would meet the requirement for the Head Office in Singapore as well as design and build a fully dual-redundant comms room. A Wayleave was required to enable the installation of the fibre internet circuit and Expedite negotiated with the landlord for the circuit to be installed without the Wayleave being completed.



STRIVE INSIGHT

94 Webber Street, SE1 0QN

"Expedite looked after us with great enthusiasm and diligence. They helped us make the most from our new office and delivered the project on time and to budget. A great service!"

-Paul Whelan, Director

Industry Marketing Agency

Size 2,000 sq ft

Project Overview

Strive Insight were looking to move from a serviced office set up into their own premises. The space identified was a 2 floor office which previously accommodated a lighting showroom. Expedite designed and managed the fit-out works which included a meeting suite, collaboration space and open plan desking area.

Unique Challenge and Opportunity

The challenge came from the efficient utilisation of the space and creating a comms room under the staircase as well as providing fresh air to the LG meeting rooms.







AHMAD TEA

Winchester Road, Hampshire SO53 2PZ

"They're very professional, responsive and highly client-focussed. They gave great advice and assistance throughout our new-build project and relocation. We very much enjoy our relationship with their team."
-Abraham Afshar, Managing Director

Industry Manufacturing

Size 32,000 sq ft

Project Overview

For the construction of Ahmad Tea's new Tea Blending facility in Southampton, Expedite were employed as Client Representatives and project advisors. Working closely with the architects, Expedite's design team produced a modern, contemporary environment whilst honouring the legacy of Ahmad Tea's long established brand identity, history and values. A fundamental requirement was the complete IT infrastructure design and implementation including building a new comms room and the delivery of Audio Visual systems, IP CCTV and PC/Server networks.

Unique Challenge and Opportunity

The main challenge in this project was the management and integration of a number of different disciplines and vendors whilst the construction project was under the auspices of the main building contractor.



BMS

1 America Square, EC3N 2LS

"Since assisting us with the dilapidations and disposal of 15,000 sq ft, Expedite have helped us refresh and refurbish our America Square offices. Their all-round service, from design and planning through to delivery, was very impressive."

-Toby Ducker, Chief Operating Officer

Industry Insurance

Size 15,000 sq ft

Project Overview

After relocating to a larger floor, BMS needed to sub-let 15,000 sq ft of surplus space. Expedite advised on the marketing and disposal, recommending re-instatement to Cat A in order to show the floor in open plan format. The works were undertaken over an 8 week period and sub-let a few weeks later. Expedite were then given the brief to refresh BMS's existing Internet Café in which the final design included a simulated forest walkway and feature furniture, creating a soft seating 'oasis'. The space was further enhanced by the creation of a snack bar and insulated phone booths.

Unique Challenge and Opportunity

The reinstatement project was scheduled for 12 weeks but Expedite fast-tracked this to 8 weeks, working over Christmas and New Year. The Internet Café project needed to be undertaken whilst the business was in occupation and so time was of the essence and disruption needed to be kept to a minimum.





WANDERA

45 Mortimer Street, W1W 8HJ

"Expedite worked with us from the outset; making sure that the offices we selected were practically going to work for us. They then managed the whole process of landlord liaison and the fit-out as well as the physical relocation. We have been impressed with their attentiveness and tenacity throughout; we love the new office!"

-Priscila Renwick, Office Manager

Industry Telecoms

Size 4,400 sq ft

Project Overview

Expedite were chosen to Design and Deliver a full fit-out service for the new Wandera offices in Mortimer Street. The environment would need to stimulate the minds of their youthful and creative team and reflect the brand values of the company. The overall emphasis was to be on staff well-being and would offer a balance between comfortable and professional to allow creative flow for brainstorming and innovation.

Unique Challenge and Opportunity

Wandera acquired enough space to accommodate twice the number of staff currently employed and thus the challenge was for the office not to feel empty prior to new employees joining. The design was to create the feeling of a fully occupied office and to use the extra space for break out and informal meetings. We installed the power and data infrastructure under the raised modular flooring to cater for the anticipated growth, while liaising with Landlord representatives for over 3 months to ensure its successful delivery.





LAWRENCE HARVEY

150 Leadenhall Street, EC3V 4TE

"Expedite got the very best deal possible and then delivered a fabulous design and fit-out... a truly complete and professional service."
-Thomas Glanfield, Chief Executive Officer

Industry Recruitment

Size 6,700 sq ft

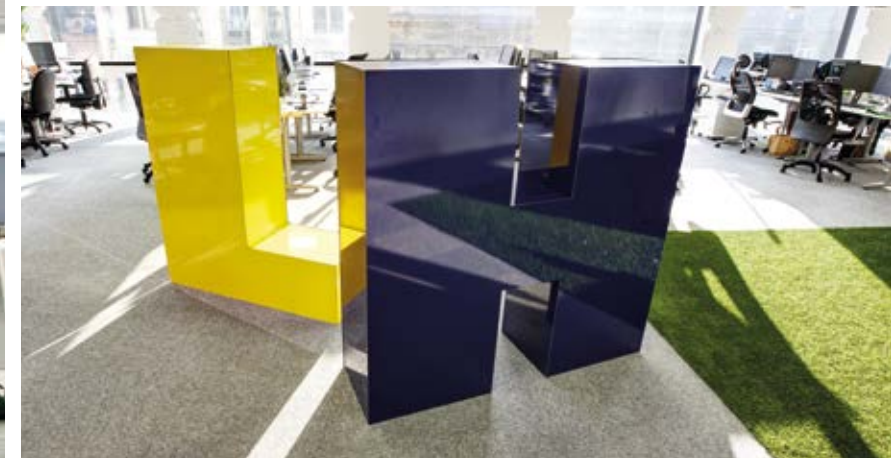
Project Overview

Lawrence Harvey is a global recruitment business whose continued and rapid growth resulted in 2 office relocations in 3 years – both of them managed by Expedite. From sourcing the premises, negotiating the leases and licences to designing and delivering the fit-out to the physical relocations... the absolute A to Z.

Unique Challenge and Opportunity

As the business predicted continued and exponential growth, the lease terms needed to be very flexible. Expedite negotiated an excellent deal on the Leadenhall Street premises that gave Lawrence Harvey the scope to expand without a long-term commitment.

There were extensive changes to the Mechanical and Electrical services to accommodate the new layout and the requirements for the Licence to Alter were stringent.





UBA

36 Queen Street, EC4R 1BN

"Expedite provide a comprehensive range of services to UBA and were pivotal in our relocation to Queen Street as well as dealing with all landlord and premises issues and projects. They deliver an excellent service."

-Andrew Martin, Chief Executive Officer

Industry Finance

Size 6,100 sq ft

Project Overview

Expedite were appointed to relocate UBA from St James into the City of London. The original office design accommodated for 20 staff and, within 2 years, the business had grown to over 30.

The space is split over the ground and lower ground floors and Expedite were appointed to create a new design and to project manage the refurbishment works.

Unique Challenge and Opportunity

As the staff were continually in occupation, the works needed to be undertaken predominantly out of hours. The security requirements around the banking environment needed to be adhered to and we needed to limit the impact on business. This entailed working over the Christmas and New Year period.



ROYAL SHAKESPEARE COMPANY

55 New Oxford Street, WC1A 1BS

"We had very tight timescales and needed an organisation to get to grips with our relocation project - Expedite did everything we asked and more! Staff and visitors love the new offices which were delivered on time and to budget, we're delighted with the results."

-Laura Stevenson, Head of Facilities

Industry Theatre

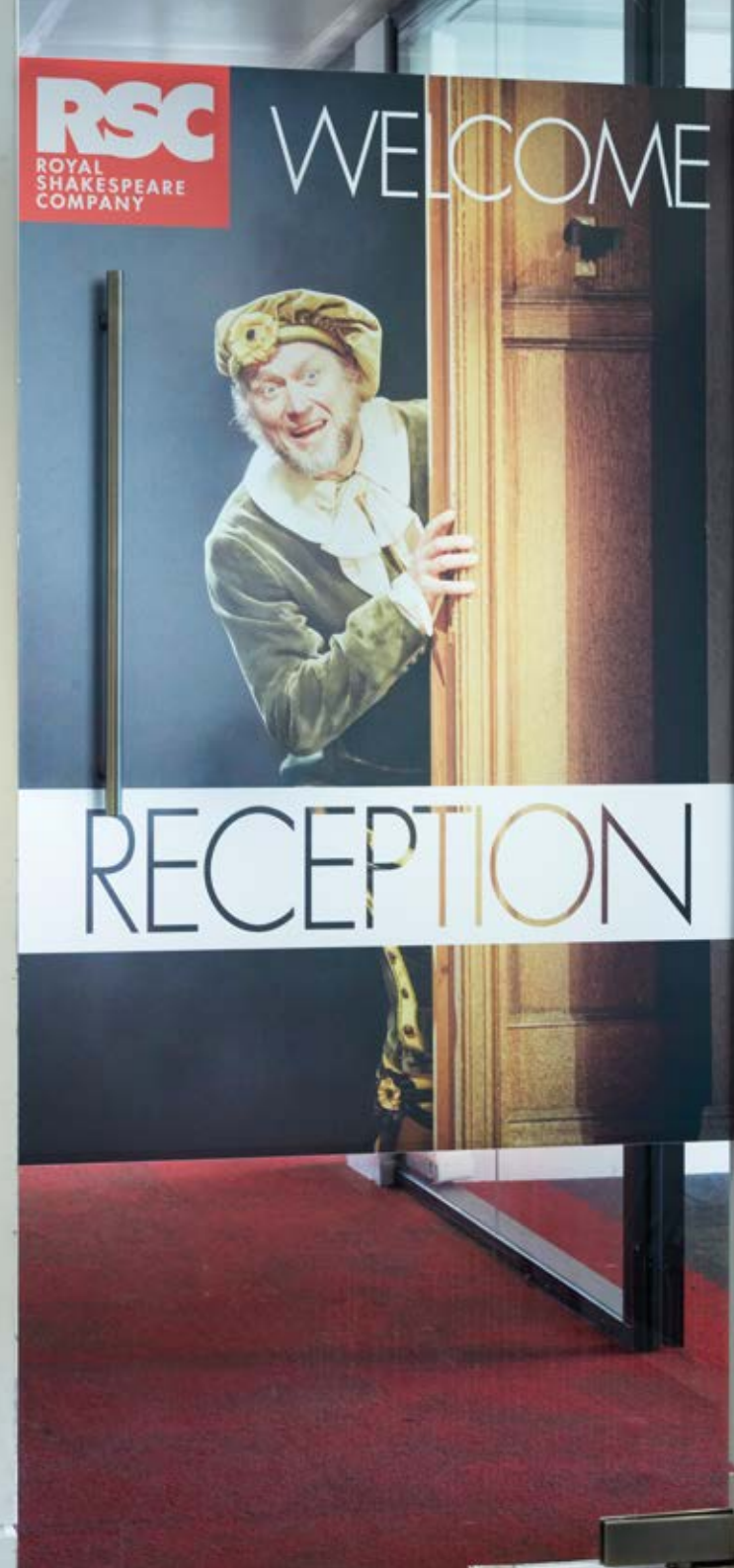
Size 3,000 sq ft

Project Overview

RSC were relocating their London office from the West End, they had identified the office space on the 5th floor at 55 New Oxford Street and needed assistance to design and deliver the fit-out. Expedite were appointed by the Head Office in Stratford Upon Avon to work alongside their own internal project manager and IT department to ensure all current working standards were met and that the project would be delivered on time and to strict budgetary constraints.

Unique Challenge and Opportunity

There were a number of stake holders involved in the design process which made decision making a more complex process than usual and Expedite had to submit a number of design iterations before the final version was agreed. This eventually put pressure on the production of Licence to Alter documentation and the eventual approval process from the landlord.





IBERDROLA

Avenue d'Auderghem 22-28, 1040 Brussels, Belgium

"Our Brussels office relocation would not have happened without Expedite. They dealt with all of the landlord and supplier issues and demonstrated genuine care and commitment throughout the project. Thanks very much to their excellent team."

-Eva Chamizo, Director of European Affairs

Industry Energy

Size 2,500 sq ft

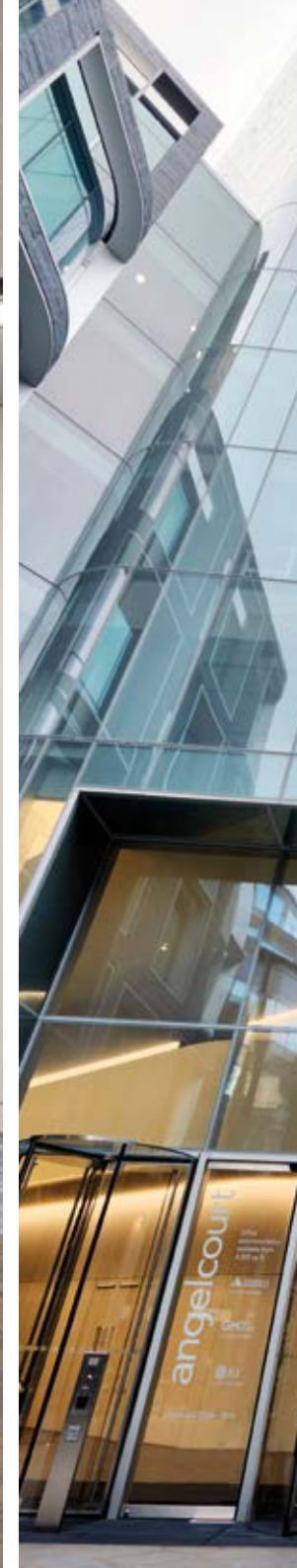
Project Overview

The Brussels Iberdrola were looking to relocate offices within the European Quarter. Although offices were identified quickly, the legal process involving the HQ in Madrid took more time than anticipated, leaving very little room for the works to be undertaken. Expedite were appointed to project manage the works, undertake the relocation and ensure that the staff would be in operation in the new space within the limited time frame.

Unique Challenge and Opportunity

The project involved an extensive security system specified and linked back to the company's HQ in Madrid. There were very few companies in Belgium that could install and maintain the system and Expedite worked closely with G4S to deliver this complex element in difficult commercial circumstances.





PETROBRAS

1 Angel Court, EC2R 7HJ

"Our relocation from the West End to the City was always going to be hard work but Expedite made things a lot easier for us by dealing with the landlords at either end. They anticipated problems and kept us on the front foot whilst delivering an excellent fit-out project."

-Ricardo Wanderley, Managing Director

Industry Petrochemicals

Size 4,300 sq ft

Project Overview

Petrobras were located in the West End and were looking to relocate into the City of London. Expedite were appointed to advise on the new premises requirement, the search for the new office, the project management of the fit-out works as well as the relocation and the dilapidations negotiations at the existing premises.

Unique Challenge and Opportunity

It was an 18 month long project and Petrobras had strict procurement procedures, directed from their head office in Sao Paulo, Brazil, which required a tender process for the selection of the buildings. As a brand new re-development, Angel Court had strict requirements and rules imposed by the Developer particularly in terms of amendments to the HVAC installations. This resulted in extensive contractual liabilities and collateral warranties imposed onto the consultants and contractors.



CHENIERE ENERGY

Berkeley Square House, W1J 6BY

"Expedite advised and managed the transformation of our Mayfair office into a world class European Head Office. They dealt with everything on our behalf, a truly professional company."

-Ann Raden, Head of HR and Facilities

Industry Energy

Size 5,300 sq ft

Project Overview

Cheniere Energy is a world-leading liquid natural gas (LNG) company based in Houston, Texas and needed to set up a new European Headquarters in London. Subsequent to sourcing the building in Mayfair, Expedite were employed to manage the complete set-up of the offices from IT systems right the way through to cutlery and crockery!

Unique Challenge and Opportunity

Staff were working in temporary offices, so there was pressure to open their new office quickly. The IT, Audio Visual and communications requirement was a challenge, with all systems managed by and accessed from Houston. Subsequent to successful occupation and 'go-live', Expedite were further employed to represent Cheniere's tenancy interests in the building as well as providing IT and FM support.



BLADONMORE

55 New Oxford Street, WC1A 1BS

"We needed a company that would listen to our specific needs and work with our team to deliver a first class project. Expedite did exactly that and we really enjoyed the journey with them in creating our fabulous new office."

-David Ladds, Managing Director

Industry Marketing Agency

Size 5,000 sq ft

Project Overview

Expedite were appointed to produce a Schedule of Condition in order to help protect Bladonmore from excessive liability at the end of their lease. This was followed by the design of the new premises, production of the Licence to Alter for the works and Project Management of the fit-out and relocation.

Unique Challenge and Opportunity

The delay in the legal process created a time constraint for the client who eventually needed to relocate prior to the full works being finalised. The works required 8 weeks on site which was fast-tracked to 6 weeks, allowing Bladonmore to occupy with only acoustic separation for the studios to be finished post relocation.







NATURAL HISTORY MUSEUM

Cromwell Road, SW7 5BD

"Our offices are spread over 4 floors and it took some real thought and imagination to optimise the layout and use of space. Expedite worked it all out and executed the delivery like a well-oiled machine – despite a number of last minute changes that we threw at them! We really appreciated their 'can-do' attitude, flexibility and professionalism."
-Zoe Palphramand, Project Manager

Industry Museum

Size 8,000 sq ft

Project Overview

The Natural History Museum (NHM) is a world-class visitor attraction, as well as a leading science research centre. Having evolved over decades in this building, departments were spread across 4 floors in various wings with offices accessed through a labyrinth of corridors. Expedite were contracted by NHM to re-design the layout of their offices to ensure that all departments were located on the same floor or in the same wing.

Unique Challenge and Opportunity

There was a great deal to be done in a very short timescale of one weekend and thus detailed planning of the works was critical. Original space plans required extensive alteration and, as is often the case, what was shown on the plans was not necessarily accurate and so when Expedite came to do the work they had to accommodate and execute last minute changes, each of which requiring NHM management approval.

MF GLOBAL

5 Churchill Place, E14 5HU

"Expedite have helped us with our office relocations and facilities in London, Geneva, Amsterdam and New York. Their planning and management of the relocation of 850 staff and equipment from Tower Bridge to Canary Wharf was simply brilliant! One of the best organisations I have ever had the pleasure to work with."

-Tom Harney, Head of Corporate Real Estate

Industry Finance

Size 110,000 sq ft

Project Overview

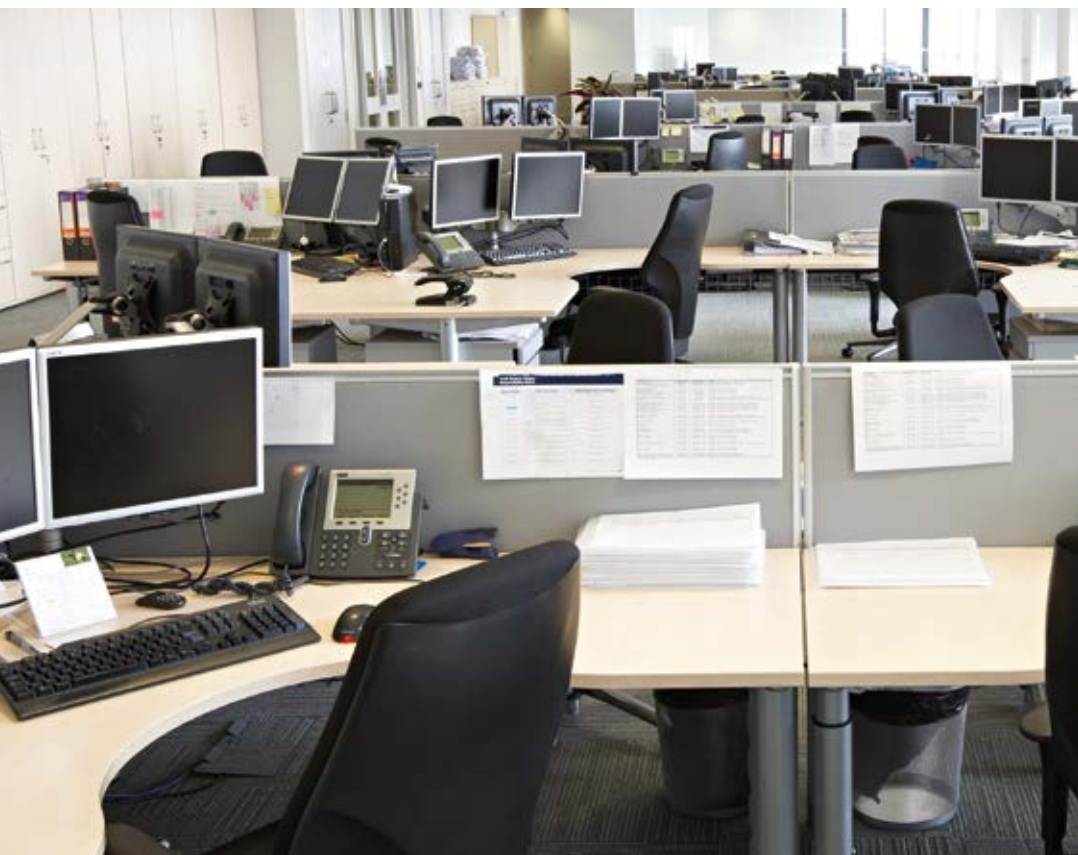
Due to lease expiry, MF Global undertook a property review which resulted in the selection of 4 floors in Churchill Place. Expedite were involved in assessing the building's fitness for MFG's intense trading environment as well as advising on the selection of a new off-site Data Centre. The role extended into the design and specification of all aspects of Facilities and Technology elements that needed to be integrated into the extensive fit-out programmes. Expedite project managed the migration of 850 staff and equipment from Tower Bridge over a 3 month period.

Unique Challenge and Opportunity

Expedite had to work closely with the heads of Procurement, IT and Corporate Real Estate in London, New York and Chicago as well as with the construction project teams in Canary Wharf, West Mallong and Interxion. We had to ensure that all procedural, technical, legal and contractual issues were consistently detailed and communicated.







RUGBY FOOTBALL UNION

2000 Whitton Road, Twickenham, TW2 7BA

"Within incredibly strict timescales Expedite ensured our offices were reconfigured ready for our World Cup schedule. Their Design and Deliver teams dovetailed perfectly and absolutely made our office 'happen'! We can't thank Expedite enough for their innovation, dedication and hard work."

-Jodie Connelly, Office Manager

Industry Sports

Size 22,000 sq ft

Project Overview

In the build up to the 2015 Rugby World Cup, Expedite were appointed by the Rugby Football Union to help re-organise their Twickenham headquarters offices in order to optimise space and maximise work flow efficiency prior to an unprecedented workload. The work had to be undertaken quickly and without disruption following the hectic Six Nations Championship schedule.

Unique Challenge and Opportunity

The physical re-arrangement of the office had to be planned for completion within an extremely tight deadline. Dovetailing the physical move with the technology decommissioning and re-commissioning was the most challenging aspect and Expedite's IT team of 20 technicians were to take the lead. Undertaking the 24 hour fast-track project would provide the RFU's IT and facilities teams with the maximum period of time to prove systems and set up for a seamless transition for staff coming into work on the Monday morning.



we
look
forward
to
working
with you

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