

# expedite<sup>o</sup> group OF COMPANIES



advise

search

design

deliver

## A B R I E F H I S T O R Y

The Expedite Group of Companies has origins dating back to the 1980's when Peter Bell set up his first venture in the commercial property market. Involved in building highly complex technology-driven data centres, comms rooms and trading floors, the original business became one of the forerunners in the integration of IT into design & build and traditional construction contracts.

This expertise has evolved into a comprehensive commercial office capability; Expedite now take clients through a complete relocation journey with an emphasis on technology and building systems integration.

Over three decades, the company has delivered a broad range of services from sourcing offices for a five person company to the technology and infrastructure set-up of an asset management business, the design and build of scores of offices and the relocation of 2000 employees for a world leading oil and gas company.

From giving sound property advice, finding your new offices to designing and fitting out the interior, physically moving you in and helping you look after your environment - Expedite really does make your new office 'happen'.



Peter Bell has owned and managed businesses in the technology and construction sectors since 1989. He leads Expedite from the front and is actively involved in all aspects of the company with particular emphasis on understanding client's business direction and aspirations, thus ensuring ultimate customer satisfaction.

Peter has received recognition for business acumen from KPMG (Young Entrepreneur 1992) and the Institute of Directors (Diploma in Company Direction 1997).



Diploma in Company Direction



Young Entrepreneur 1992

## TESTIMONIALS

### Assured Guaranty

“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  
MANAGING DIRECTOR  
ASSURED GUARANTY

### Investor Relations Society

“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  
GENERAL MANAGER  
INVESTOR RELATIONS SOCIETY

### London Councils

“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  
HEAD OF FACILITIES  
LONDON COUNCILS

### RP International

“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  
BUSINESS OPERATIONS MANAGER  
RP INTERNATIONAL

### Hatstand

“Expedite listened carefully to our requirements and managed every aspect of our office move. The fit out works perfectly for us and their relocation service was second to none. They took ownership and went that ‘extra mile’ in every respect.”

Adam Bennett  
CEO  
HATSTAND

### Lawrence Harvey Group

“Using an independent rather than an agent was the best decision we made. Expedite were completely on our side and we got the very best deal possible.”

Thomas Glanfield  
CEO  
LAWRENCE HARVEY GROUP

### Phinsys

“It was the right decision working with Expedite – 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 perfect office!”

Stuart Conibear  
DIRECTOR  
PHINSYS

### TFS Healthcare

“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.”

Andrew Yetzes  
MANAGING DIRECTOR  
TFS HEALTHCARE

## INTRODUCTION

### WHO ARE WE?

Expedite is a specialist group of professional services companies, bringing together a wealth of practical experience in commercial office relocation.

### WHAT DO WE DO?

We provide advice, guidance and management services to clients seeking to acquire new office accommodation, fit-out new space, physically relocate and then ultimately look after the facilities and the environment. Our position is that of Client Representative at all stages of the process, working exclusively on our Customers' behalf ensuring they get the very best deal from landlords, contractors and suppliers.

We build long term relationships with our Clients through the lifecycle of their office occupancy and 80% of our business is repeat, recommended or referred.

### WHAT DO OUR CLIENTS SAY?

Our Clients say they enjoy a fully interactive and professional relationship which is based upon honesty, trust and integrity. We act solely on our clients' behalf and in their best interests and they tell us that our services and approach are unique. They say we **listen attentively** in order to understand their very personal and individual requirements.

They say we're fun, that we **care** and we go that extra mile to make sure every element of the process is thoughtfully considered and diligently delivered.

## expedite<sup>o</sup>advise

- Exit and Acquisition Strategy
- Impact & Opportunity Analysis
- Lease Renewal Negotiations
- Rates and Service Charge Appeals
- Dilapidations Consultancy

## expedite<sup>o</sup>design

- Detailed Design & Budgets
- Furniture Selection
- Fit-Out Specifications
- Planning Applications
- Contract Drawings

## expedite<sup>o</sup>search

- Space Analysis and Planning
- Market / Area Research & Analysis
- Premises Search & Lease Negotiations
- Building Appraisals & Surveys
- License to Alter Production

## expedite<sup>o</sup>deliver

- Tender & Procurement
- Fit-Out Project Management
- CDM & Quality Assurance
- Local Authority & Utilities Liaison
- Relocation Planning & Execution

# expedite<sup>o</sup>advise

Expedite **advise** is a team of consultant surveyors with expertise spanning every aspect of commercial property acquisition and occupancy. As the advisory division of the Expedite Group of Companies, we benefit from three decades of working on behalf of tenant occupiers from finding offices, fitting them out, to managing the ongoing facilities.

Our clients range from the smallest of SMEs and start-ups in serviced offices to large corporates with significant leasehold portfolios. In all cases, **we listen** in order to understand their business objectives and how property occupancy can facilitate these goals.

Extensive experience, both in-house and through our network of partners, gives us the capability to negotiate the best lease renewals, rates and service charge appeals, develop the most advantageous exit strategies whilst minimising and/or mitigating dilapidations liabilities.

Our advice and recommendations are always in context with Clients' commercial aspirations, helping them make **informed business decisions**.



# expedite<sup>o</sup>search

Our **search** division is a unique Tenant Representative service that focuses on helping companies find commercial offices and negotiate the very best lease terms with landlords and their representatives.

With no conflict of interest, we network with ALL commercial agents ensuring that the whole market is covered.

We take ownership of the complete process from initial search and selection to lease completion including Heads of Terms (HOTs), liaising with solicitors and producing Licence to Alter documentation for tenant fit-out works.

We undertake building surveys and appraisals, initial space planning (test-fit drawings) and advise clients independently on the overall costs and implications of tenure.

Signing up for a new office is a major business decision and Expedite search help you make sure it's the right one.



# expedite<sup>o</sup> design

During the office selection process, we have already started the process of space planning and will have a pretty good idea of how a layout might work.

Once the layout is fixed, our talented **design** team transforms everything we've learned about the Clients' business, it's people and it's culture into innovative ideas and 2/3D drawings, creating the definitive vision for the prospective office.

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 designers work closely with our Project Management team to produce pre-construction drawings and associated documentation including product specifications and scope of works.

We pride ourselves on offering a Cost Certainty Guarantee; our knowledge of product and construction processes, as well as long term relationships with contractors, allow us to commit to construction costs prior to the detailed office design proposal being completed.



# expedite<sup>o</sup> deliver

We named our project management division **deliver** because '**making your new office happen**' is not just about management, it's absolutely about delivering results!

Working closely with our **design**, team we turn the contract drawings into a complete suite of tender documentation for issue to Expedite preferred or client specified contractors.

Once the contractors are on board it's 'all systems go' to get everything completed on time and to budget. Furniture and other long-lead items are often ordered earlier and separately to overcome potential delays and to ensure the overall project timescales are met.

We liaise with local authorities for Planning and Building Regulations approvals to secure adherence to statutory Construction Design and Management (CDM) with our Clients' IT representatives to ensure early handover and access to comms rooms, as well as utility vendors to verify every key component is in place.

Finally our specialist relocation team dovetail with our project managers to plan and execute the physical relocation.



CASE STUDY

# Minova

INSURANCE

“ 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 strong. A great deal, and a great outcome for our organisation.”

Toby Ducker  
Chief Operating Officer  
Minova INSURANCE





## Project Overview

Further to their relocation to a larger floor at 1 America Square, Minova needed to sub-let the remaining 15,000 sq ft. 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 including Christmas and New Year to get the floor to viewable condition as early as possible. The floor was sub-let a few weeks later providing the required rent, rates and service charge recovery.

Subsequent to this project, Expedite were given the brief to refresh Minova's existing Internet Café. The final design included a simulated forest walkway, featured furniture creating an soft seating 'oasis' with reflected ceiling detail to mirror the circular shapes. The space was further enhanced by the creation of a snack bar and insulated phone booths.

## Business Objectives

Time = Money and the faster the initial project could be completed the sooner Minova would be able to attract a tenant / assignee and recover rent, rates and service charge. Thus every week the works continued, there was a a tangible and identifiable cost associated to it.

In the occupied floor, some areas were becoming 'tired' and management were keen to freshen up these areas for the benefit of the staff and visitors.

## Key Considerations

The reinstatement project was scheduled for 12 weeks but Expedite fast-tracked this to 8 weeks working over Christmas and New Year to avoid conflicts with other works scheduled in the building.

Minova are a company with high standards and a unique sense of style and it was to be a challenge to create an Internet Café that would meet their requirements. Equally this 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

“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  
Wandera





## Project Overview

The Wandera team are proven innovators in enterprise cloud services and security. The team founded ScanSafe (now part of Cisco), and are pioneers of the cloud secure web gateway market. They are a trusted provider to thousands of global businesses.

Expedite were chosen to Design and Deliver a full fit-out service for the new offices in Mortimer Street in the West End. The environment would need to stimulate the minds of their youthful and creative team and reflect the brand values of the company.

To maximise the bright open-plan space, meeting rooms, offices and the boardroom should benefit from glass partitions. The emphasis was to be on staff wellbeing with a 'funky' break out area and well-equipped kitchen part of the brief.

The overall environment would offer a balance between comfortable and professional to allow creative flow for brainstorming and innovation.

## Business Objectives

Wandera has recently secured additional funding to develop and grow the business and the new office was required to both accommodate the immediate increase in numbers as well as to continue to attract and retain high calibre staff.

The investment in the office environment needed to emphasise Wandera's well established brand and business model whilst demonstrating confidence in the market and the bright future ahead.

## Key Considerations

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 in the interim period prior to new employees joining. The design was therefore to create the feeling of a fully occupied office and to use the spare space intelligently for break out and informal meetings.

The power and data infrastructure was installed under the raised modular flooring to cater for the anticipated growth and Wandera invested in enough furniture to provide for a uniform layout.

The biggest challenge was obtaining a Wayleave for their telecoms circuit which transpired to be a fairly torturous process. Expedite liaised with Landlord representatives for over 3 months to ensure its eventual delivery.



CASE STUDY

# Lawrence Harvey Group

“Expedite got the very best deal possible and then delivered a fabulous design and fit out...a truly complete and professional service.”

Thomas Glanfield  
CEO  
Lawrence Harvey Group





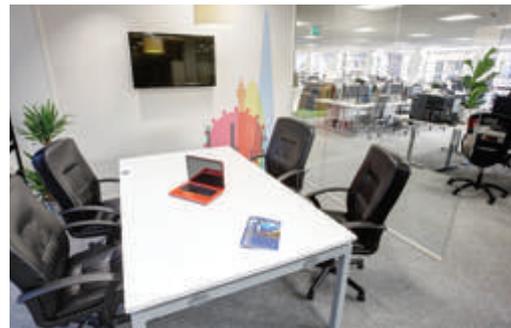
## Project Overview

Lawrence Harvey Search and Selection is a global recruitment business specialising in Enterprise, Change Management, Oil & Gas and Pharmaceutical sectors serving some of the world's leading organisations.

Their 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 licenses to designing and delivering the fit-out to the physical relocations... the absolute A to Z.

## Business Objectives

The offices had to be flexible, have the capacity to accommodate rapid expansion but most of all reflect the vibrant culture and philosophy of the company. The space needed to be in the heart of the City of London, have good natural light, be attractive to prospective employees and rewarding to existing staff.



## Key Considerations

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.

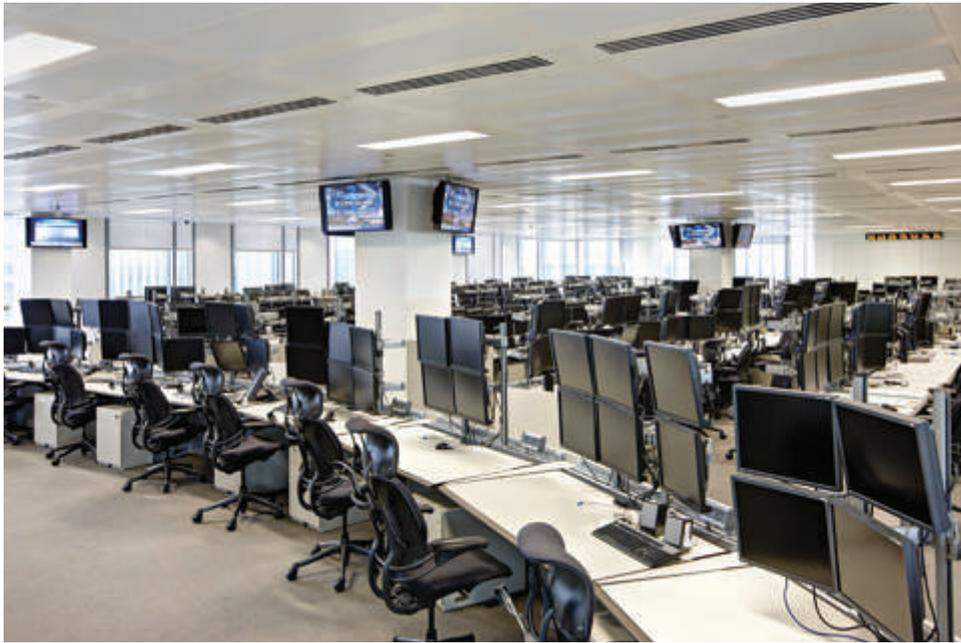
There were extensive changes to the Mechanical and Electrical services to accommodate the new layout and the requirements for the License to Alter were stringent.

## Rugby Football Union

“Within incredibly strict timescales Expedite ensured our offices were reconfigured ready for our World Cup schedule. Their Design and Delivery 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  
Rugby Football Union





## Project Overview

The Rugby Football Union is the national governing body for grassroots and elite rugby in England, with 2,000 autonomous rugby clubs in its membership. In the build up to the 2015 Rugby World Cup Expedite were appointed by the RFU to help re-organise their Twickenham headquarters offices in order to optimise space and maximise workflow efficiency prior to an unprecedented workload.

The work had to be undertaken quickly and without disruption following the hectic Six Nations Championship schedule.

## Business Objectives

Hosting the World Cup is the most prestigious accolade in the rugby world and it was paramount for the RFU to operate at full strength as well as being able to increase capacity and output.

With over 2.3 million match tickets sold and a global audience across 207 territories every element of the tournament would be under the spotlight and so every aspect of the organisation needed to be fully focussed on delivering a world class product.

The opportunity was always to set the benchmark for all future World Cups and demonstrate why England was awarded this prestigious event.

## Key Considerations

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.

# MF Global

“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  
MF Global





## Project Overview

MF Global (MFG) is a leader in the execution of trade clearing services in multiple locations throughout the world.

Due to lease expiry and the need to consolidate their London operations, MFG undertook a property review which resulted in the selection of four floors (110,000 sq ft) at 5 Churchill Place, Canary Wharf.

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 and upgrades to their Disaster Recovery site in Maidstone.

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 became lead consultants within the 'traditional' team which resulted in their overall project management of the migration of 850 staff and associated equipment from Tower Bridge over a 3 month period.

After 2 years working on the project, Expedite were subsequently employed to advise and manage the delivery of commercial office services to various international locations including New York, Chicago, Mumbai, Geneva, Dubai and Amsterdam.

## Business Objectives

The new offices were to be the flagship for MFG's occupation strategy as well as providing a world class EMEA HQ. Low latency connectivity to exchanges and the highest levels of resilience were fundamental to the selection of the buildings and the subsequent designs and specifications.

## Key Considerations

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 Malling and Interxion. We had to ensure that all procedural, technical, legal and contractual issues were consistently detailed and communicated.

# Testingcircle

“Expedite had been recommended to us to help us find the right space. They worked extremely hard to find what we were looking for and did a great job visualising the layout for us making it an easier decision to sign the lease. Their contractors did a great job and the whole process was managed extremely well from beginning to end.”

Tim Staton  
Chief Technology Officer  
Testing Circle





## Project Overview

Testing Circle is a leading independent IT recruitment consultancy and specialist software testing consultancy to leading Finance, Retail, Mobile and FTSE 100 clients.

Based in Richmond, the company decided to invest into creating a City office and Expedite were appointed to search for an appropriate office on flexible lease terms.

An appropriate sublet office was located in Cophall Avenue EC2 and Expedite negotiated the best deal possible. The offices were partially fitted-out but needed to be re-configured to Testing Circle's specific requirements.

## Business Objectives

The new offices were to give Testing Circle a new dimension in terms of market presence and an opportunity to re-organise their business and delivery models.

Re-configuring their Richmond offices into a pure training facility would increase capacity whilst keeping overall costs at optimum levels.

## Key Considerations

As with many sub-lease scenarios the legal process took significantly longer than a new lease and the delays put pressure on the fit out works. Rather than having 4-6 weeks to complete works Expedite had less than 3 weeks and so the project was fast-tracked with contractors working weekends / out of hours.

# HRA Pharma

“Expedite worked alongside traditional agents to ensure we received independent advice and full market coverage. It was a great decision; they found us exactly what we were looking for and dealt with all of the landlord and fit-out issues.”

Tony Fraser  
Managing Director  
HRA Pharma





## Project Overview

HRA Pharma is a leading European pharmaceutical company with a global product presence and local operations in nine European countries. Over the past decade the company has significantly grown its business in the fields of women's health and endocrinology.

Due to the growth of the UK operation HRA Pharma needed larger office space for their London HQ and Expedite were employed to search and secure new premises.

Having found and negotiated the lease for offices in John Street WC1, Expedite continued to design the interior and managed the fit-out including improvements to the base-build health and safety systems. Finally Expedite planned and executed the relocation of furniture, IT and other equipment.

## Business Objectives

The new offices needed to be close to the St Pancras Eurostar link to Paris as senior executives were frequently travelling between the two cities.

## Key Considerations

The offices were part of a 'mixed scheme' development and the commercial 'unit' had been treated discretely from a base-build perspective. Expedite had to work hard to get the offices to meet Building Control and Fire Officer requirements whilst including these disciplines into the original fit-out scope and delivery.

As the building did not previously have a commercial tenant there were no fibre connections for high speed internet so a Wayleave was required to facilitate this installation. The wayleave took 4 months to complete and HRA had to operate on ADSL lines for an initial temporary period.



# Ahmad Tea

“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 thier team.”

Abraham Afshar  
Managing Director  
Ahmad Tea





## Project Overview

Ahmad Tea is a UK-based family business, drawing on four generations of tea blending and tasting experience.

For the construction of their new Tea Blending facility in Southampton, Ahmad Tea employed Expedite 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.

The project culminated in the relocation of the whole operation into the new offices and blending, packaging and distribution warehouse followed by the demolition and landscaping of the old site.



## Business Objectives

The existing facility was ageing and did not reflect the company's market position, so the new offices and plant would give the opportunity to demonstrate progression as well as improve operational efficiency.

## Key Considerations

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.

CASE STUDY

# State Street Global Advisors

“Peter and his team are excellent! Taking care of the relocation of 400 staff on two separate occasions in less than 2 years was no mean feat but they did it with great skill and commitment whilst somehow making the whole thing fun!”

Bradley Walker  
Head of Corporate Real Estate  
State Street Global Advisors





## Project Overview

State Street Global Advisors (SSgA) is the asset management arm of State Street Corporation, one of the world's leading providers of financial services to institutional investors.

SSgA were located in numerous offices in St James and the City of London. Their requirement was to consolidate all of their operations into their own purpose-built headquarters in Canary Wharf over an 18 month time frame. Due to lease misalignment this meant relocating the business units twice whilst the new building was under construction – firstly into 1 Canada Square and 20 Bank Street and finally from those two locations into Churchill Place.

There were over 400 staff and associated infrastructure including PCs, servers, printers and 1000s of displays that needed to be decommissioned, packed, transported and re-commissioned. Each relocation was undertaken over two weekends with Expedite's team working long shifts to give SSgA's IT staff the maximum amount of time to test system connectivity.

Expedite planned and project managed the entire move processes including liaison with numerous technology and desking providers. They also co-ordinated the implementation of new hardware and took responsibility for the secure disposal of redundant equipment.



## Business Objectives

There had to be zero failures on each Monday morning so that there was a seamless transition for staff and 100% business continuity throughout the moves.

## Key Considerations

A full audit and cross-reference of desk positions and users had to be carried out in order to create the desk plan prior to the relocation.

The estate managers imposed strict access and circulation restrictions that needed to be closely adhered to. Lifts and loading bays were available for rigid time slots and so there was little or no margin for error.



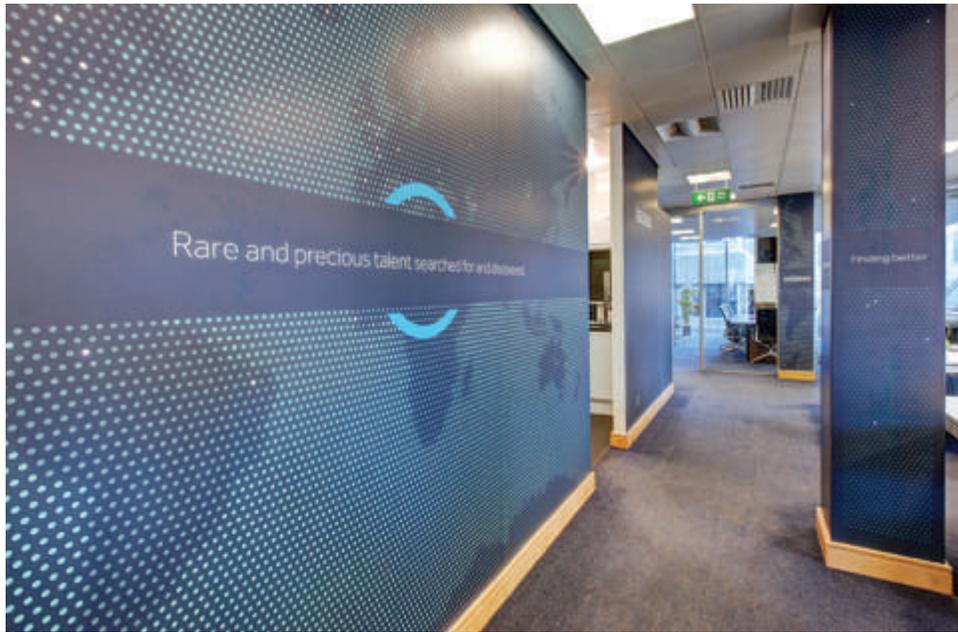
CASE STUDY

# TFS Healthcare

“They not only came up with great ideas but they delivered them – with enthusiasm and an impressive attention to detail.”

Andrew Yetzes  
Director  
TFS Healthcare





## Project Overview

TFS Healthcare is one of the UK's principal recruitment companies for placing nurses and healthcare professionals on a permanent and ad-hoc agency basis into NHS & Private Hospitals nationwide.

Their rapid expansion resulted in the requirement to re-configure and re-fresh their current offices at Two London Bridge to both accommodate more staff and to reflect the company's brand values.

Expedite were engaged to advise on the best use of the budget, how to maximise the opportunity and to provide ideas and inspiration for the refurbishment.

The project involved the creation of a contemporary 'Rewards Room', a revised Reception layout, a complete new tea point, the reconfiguration of the desking arrangement, soft and casual seating and the replacement of existing manifestation with extensive vinyl graphics throughout the offices.



## Business Objectives

The main objective was to emphasise the new brand identity and to communicate this to internal and external audiences. Attracting and retaining the best talent in the market was also key and so the investment was to be more in the people than the fabric of the building.

## Key Considerations

The designs and scope of work were kept as a surprise from the staff who were given a half day's leave on the Friday to give Expedite more 'prep' time for the long weekend ahead. The idea was to undertake all of the work in one weekend so that there was a real impact on employees when they arrived for work on the Monday morning.

A great deal had to be thus achieved in a short space of time and this took a high degree of close co-ordination with the building managers and the various contractors.

# Cheniere Energy

“ 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  
Cheniere Energy





## 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.

Having previously undertaken major projects for Enron and El Paso Energy, both also based in Houston, Expedite were known to Cheniere as experts in assisting US-based companies establish offices in London.

Subsequent to sourcing the building in Brook Street, Mayfair, Expedite were employed to manage the complete set-up of the offices from IT systems right the way through to cutlery and crockery!

## Business Objectives

Cheniere needed a high quality profile for its European clients as well as a fully functional environment for the business to undertake its global tracking of LNG shipping.

## Key Considerations

Staff were working in temporary offices in Grosvenor Street and there was pressure to open the office quickly. The specification was extremely high and special materials needed to be sourced and supplied within tight time frames.

The IT, audio visual and communications requirement was very challenging 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.



# Assured Guaranty

“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  
Managing Director  
Assured Guaranty





## Project Overview

Assured Guaranty (Assured), through its world-wide subsidiaries, is a leading provider of financial guaranty and credit enhancement products to investors, financial institutions and other participants in the global capital markets.

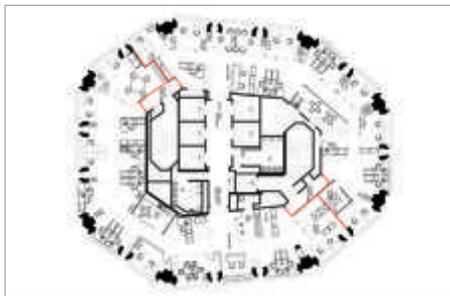
Further to the acquisition of Financial Security Assurance Holdings from European bank Dexia, Assured inherited a legacy commercial property portfolio including 12,000 sq ft across two floors in Angel Court EC2. Expedite were employed to advise on the disposal of the space which resulted in the segmentation of the floors into 3,000 sq ft units. The space was let through CBRE and Strutt & Parker, with Expedite representing Assured through all sub-lease negotiations with Head Lessor JP Morgan. Expedite managed all aspects of the sub-tenancies through to completion of the leases 3 years later; liaising with JP Morgan and DTZ on dilapidations negotiations which concluded with Assured saving over £200,000.

## Business Objectives

Further to the acquisition, the key was to minimise the duplicative overhead resultant from the inherited leases as quickly as possible. It was not Assured's core business to operate as a lessor and so the management of sub tenants and the associated issues needed to be outsourced. Financial determinism and close control of costs and contracts was thus critical to the business with regular cash flow reporting to the company's New York Head Quarters required.

## Key Considerations

The offices in Angel Court were in an aging building and there was stiff market competition for potential tenants of 6000-12,000 sq ft. With less than 4 years remaining on the lease the offices would only have suited SME businesses looking for smaller floor plates and flexible lease terms. It was thus decided to invest in the segmentation of the floors to improve the ability to let the space and to ensure that there was some return against the ensuing overhead. The sub-division of the floors included electrical and fire evacuation segregation to meet landlord and statutory requirements.



CASE STUDY

# APT

“Their design concepts reflected our brand, business personality and how we engage with our customers. Our staff and clients love the new space – thank you Expedite!”

Nicole de Wilde  
Director  
APT Group





## Project Overview

Founded in the 1920s, the APT Group is now a global business specialising in ‘unforgettable’ touring and cruising holidays. The business was operating out of two offices in Wandsworth and Amersham and decided to use the opportunity of breaks in their leases to consolidate the offices into one and accommodate their growing teams.

Expedite found the new offices, designed the interior, managed the fit-out and planned and executed the physical relocation. They also managed the lease closure at Wandsworth including extensive dilapidations negotiations which concluded with only partial re-instatement.

## Business Objectives

The initial requirement was to analyse a number of potential areas taking into consideration key staff commuting distances and various other commercial considerations. APT’s new offices needed to accommodate the amalgamated teams as well as provide capacity for future growth. It was also important to create a great customer experience for clients visiting the offices who would be planning ‘once in a lifetime’ tours and holidays. When Amersham emerged as the favoured area, Expedite undertook a detailed search for suitable offices which resulted in the successful acquisition of Chalfont Court.



## Key Considerations

As is often the case, the legal process took much longer than anticipated which condensed the fit-out and relocation programme so there was little room for manoeuvre or contingency. There was no air-conditioning system in the building, therefore a complete new system had to be designed and installed. A new riser was created through the floor plate with associated Licence and landlord approvals.

The works had to be undertaken in conjunction with landlord works to refurbish the reception and other common parts. The project was delivered on time, on budget and harmoniously alongside the landlord’s contractors.

## First Rand

“Expedite’s process was thorough and professional. Since the major move we have employed them to undertake further moves and changes. They are diligent with a high attention to detail.”

Phil Griffiths  
ICT Manager  
First Rand





## Project Overview

First Rand is one of South Africa's largest listed financial services groups, active in fixed income, currency and commodities trading, debt capital markets, structure finance, corporate finance, mining and natural resources, private equity and selected international activities.

Having already consulted to First Rand on the fit-out of their new office's infrastructure and comms room, Expedite were then briefed to project manage and execute the relocation of 150 staff, desktop PCs and 30 servers into 20 Gracechurch Street. Expedite appointed a dedicated project manager to plan and coordinate the move.

Within this planning process Expedite managed to flag-up a number of issues and, in consultation with contractors that were part of the fit-out process, rectified the problems.

First Rand were particularly impressed with the flexibility Expedite built into their relocation process. The relocation was carried out over 2 weekends to allow interim commissioning of the link between the 2 buildings.



## Business Objectives

The relocation had to be seamless from a business continuity perspective. The Expedite team had to plan and manage the work independently from First Rand's own IT team, allowing them to concentrate on their day to day operational activities.

## Key Considerations

Disruption to First Rand's business was to be avoided by managing the move after 5pm on each Friday evening and completing by each Saturday morning, allowing First Rand's IT team to carry out testing of the Servers, WAN and LAN over the rest of the weekend.

# Hatstand

“Expedite listened carefully to our requirements and found exactly what we were looking for. They took ownership and went the ‘extra-mile’ in every respect.”

Adam Bennett  
Managing Director  
Hatstand





## Project Overview

Hatstand are a specialist niche IT consultancy focussed on trading systems technology predominantly for investment banks.

Due to their, continued growth this was the second time Hatstand had employed Expedite to find new offices in the space of 3 years. They were given the brief to find good quality and affordable space in EC2 to accommodate the increased staff head-count and facilitate future expansion.

Space was found in Augustine House in Austin Friars that completely met the requirement and Expedite negotiated the best terms possible, meeting all of Hatstand's commercial and strategic objectives. Once terms were agreed the space was planned, designed and fitted out prior to the management of the relocation including all of their IT systems.

## Business Objectives

The new offices needed to provide flexibility for growth and maintain Hatstand's central City of London presence.

## Key Considerations

The lower ground floor offices had good natural light but the main windows looked out onto landlord condenser units. Expedite negotiated with the landlord to agree to a large graphic to be installed across the face of the condenser units with dedicated lighting which completely transformed this outlook.



# Investor Relations Society

“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  
General Manager  
Investor Relations Society





## Project Overview

The Investor Relations Society is the not-for-profit professional body and the focal point for those involved in investor relations in the UK. Their current offices were to be re-developed thus ending a 15 year tenure in the West End. It provided an opportunity for the business to consider other areas of Central London and, with many of IRS's partners and members based in The City, the Coleman Street premises 'fit the bill'.

Expedite designed and fitted out the new offices, then planned and executed the relocation. They dealt with lease issues and dilapidations negotiations and liaised with the agents, building managers and landlords at both locations.

## Business Objectives

It was important for the new offices to project IRS's open and inclusive culture and to provide a comfortable and convenient venue for members, associates and partners to meet and collaborate. It also needed to give the employees a bright and inspiring place to work with the ability to break-away from their desks for informal meetings and refreshments.

## Key Considerations

Timescales were tight which gave little opportunity to accommodate changes to the specification, therefore, the design brief had to be clear and decisive – which it was!

Through robust negotiation Expedite were able to save IRS 75% of the previous landlord's re-instatement claim which amounted to a saving of tens of thousands of pounds.

CASE STUDY

# Zenith Bank (UK) Limited

“ They managed the fitting out of our office in Cornhill and also provide excellent Facilities Management support – it’s a Godsend! They’re very client focused; a very strong delivery. ”

Andrew Martin  
Chief Executive Officer  
Zenith Bank (UK) Limited





## Project Overview

Trade financiers Zenith Bank PLC were to set up a new European HQ in the centre of the financial district in the City of London. Expedite were employed to design and scope the works required to transform three floors of the Grade II listed building in Cornhill into a functional and fully operational office in less than three months.

Once the design and scope were completed, Expedite worked with the landlord, lawyers and building managers to ensure that the works were included into License to Alter documentation and approved by The City of London Council.

Expedite subsequently managed the fit-out and ensured all elements met with the specification and quality standards.

## Business Objectives

Zenith needed to be up and running in a tight timetable to meet Group directives and the requirements of the FSA. The office was to be opened in a formal ceremony including high profile representatives from the UK and African banking communities.

## Key Considerations

A complete IT infrastructure was required to be built from scratch including a fully equipped and highly resilient comms room. External signage was a delicate issue and took a great deal of negotiation with the local authorities.

The building was ageing and multi-tenanted which presented some quite specific challenges and so Expedite were employed to provide ongoing Facilities Management services.



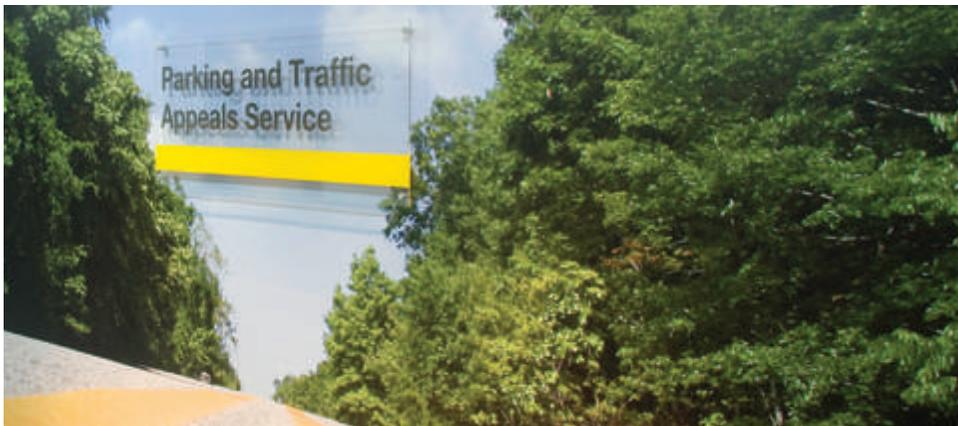
CASE STUDY

# London Councils (PATAS)

“Expedite were fundamental in securing our Angel Square premises and getting the right deal with the landlord. They managed the fit-out, our relocation and dilapidations and were excellent throughout.”

Tony Bryan  
Head of Facilities  
London Councils





## Project Overview

The Parking and Traffic Appeals Service (PATAS) was established by The Road Traffic Act 1991 and provides the administrative support to the Parking and Road User Charging Adjudicators.

The Adjudicators consider appeals against Penalty Charge Notices issued by the London local authorities. The Service receives and processes appeals and schedules hearings.

With their lease at New Zealand House on Haymarket expiring, a new location with extended facilities was sought with Angel Square in Islington emerging as a perfect fit.

Expedite were initially appointed to appraise the existing open plan Cat A fit-out and Mechanical and Electrical (M&E) installations and obtain a fast-track M&E Design to suit the proposed layout of which was 60% cellular.

Expedite eventually took on the management of the 11,000 sq ft fit-out as well as technical consultant and liaison roles representing London Councils with the landlord's solicitors and agents Knight Frank.

## Business Objectives

The opportunity to provide an enhanced environment for the staff and public was clearly presented with the expiration of the lease and any new building had to deliver improvements at all levels.

## Key Considerations

The lease for Angel Square was finally signed in November but access to commence the fit-out was not permitted until 19th December. With dilapidations necessary at New Zealand house it meant that the whole process including relocation had to be completed by 31 January...and it was!

# Natural History Museum

“Our offices are spread over 4 floors and it took some real thought and imagination to optimize 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  
Natural History Museum





## Project Overview

The Natural History Museum (NHM) is a world-class visitor attraction, welcoming more than five million visitors annually as well as a leading science research centre. It cares for more than 80 million specimens spanning billions of years.

Having evolved over decades in this magnificent 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.

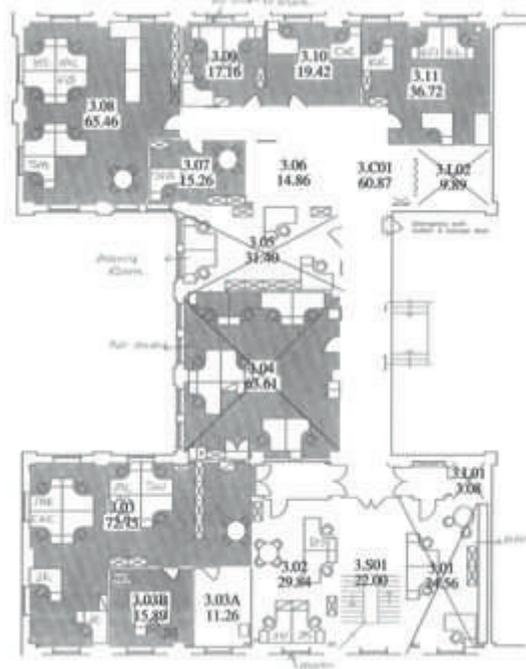
The implementation and relocation project was to be undertaken over a single weekend to minimise disruption.

## Business Objectives

The Museum was in need of a departmental re-organisation as the original office layout was inefficient and fragmented. Bringing individuals and departments into one floor or wing would serve to ease communication and collaboration. The overall aim was to improve workflow efficiency throughout the organisation.

## Key Considerations

There was a great deal to do in a very short timescale 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.



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”

Peter Bell  
GROUP CEO



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