



THE
WORKSPACE
CONSULTANTS



about us

The Workspace Consultants are a team of workplace strategy, interior design and project management experts who can help support you in the relocation or refurbishment of your workspace.

Our **three senior partners** have a combined experience exceeding 60 years working **both within the UK and in mainland Europe**. Our project portfolio includes a diverse range of completed projects, from start-up offices to global administration centres, warehouses, and laboratories.

Our integrated approach to workplace strategy, design, and project management delivers **efficiencies and financial returns** to our clients. Here's how we can add value:

- by aligning workspaces with business strategy and goals, ensuring effective support of objectives
- by creating designs to to inspire and engage your staff, optimizing productivity while respecting your budget
- by guiding you through workplace change to maximise employee engagement and business performance
- with tender evaluation and contract administration to control costs without compromising quality
- through strategic procurement to ensure maximum value for your investment
- through reducing the costs associated with dilapidations

Our expertise shines when we are engaged early in the relocation or refurbishment process, allowing us to provide the most effective assistance.



our services



workplace strategy



design



furniture



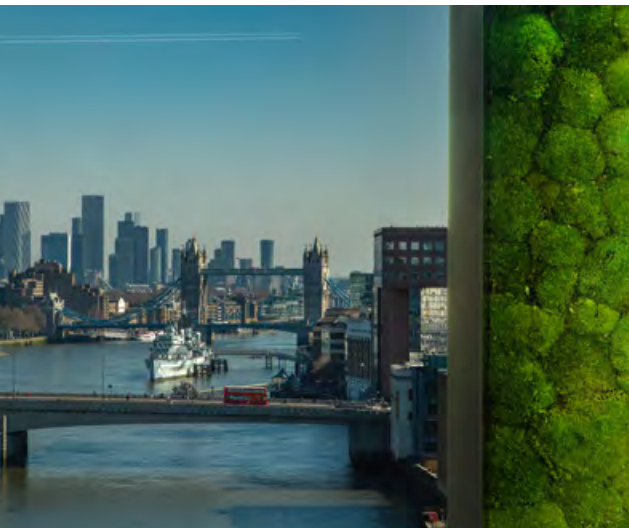
project management



move management



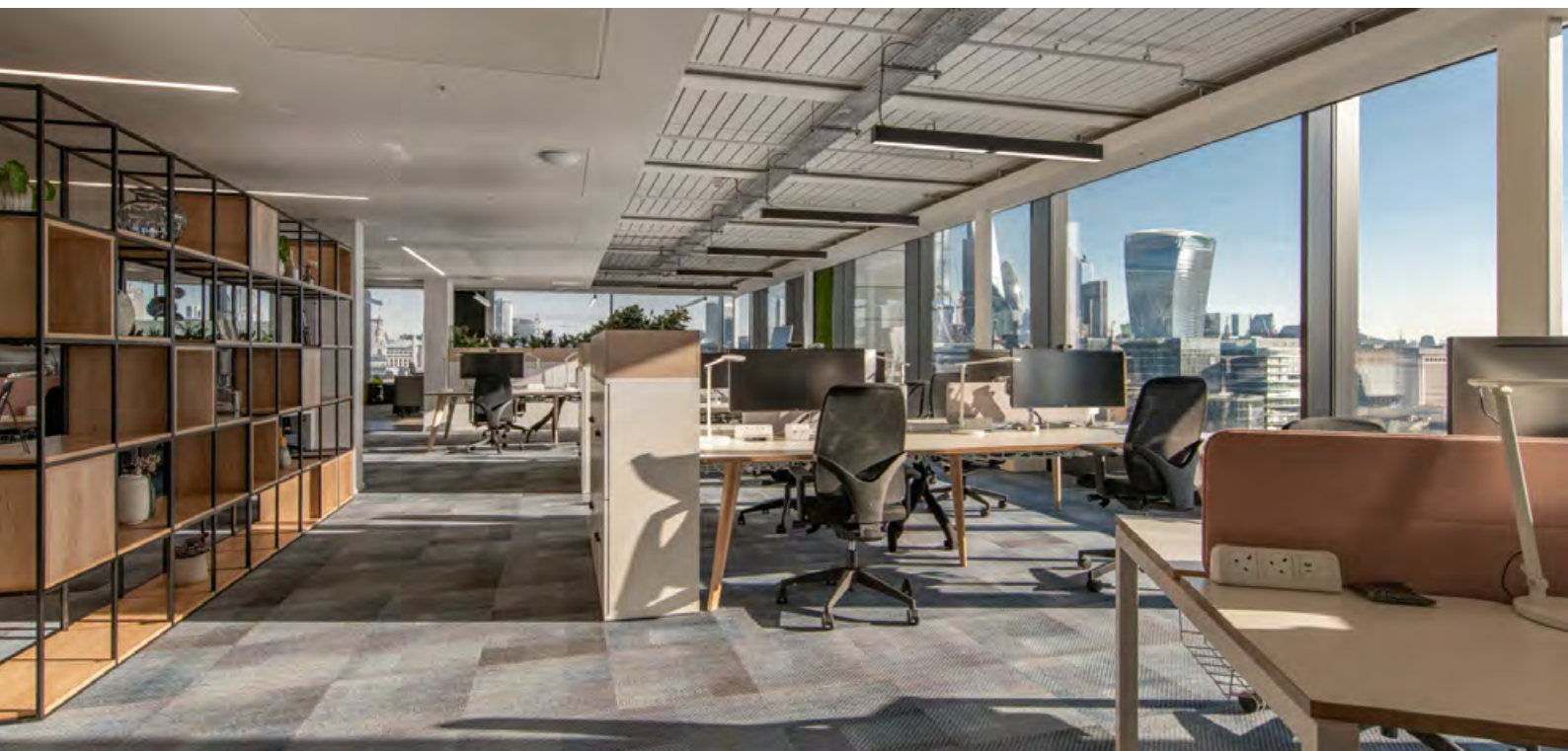
veritas london





“ When we first met in 2014/14, I think, I doubt any of us could have expected to complete not just one but two office design, fit out and moves. Let alone the second being done while a pandemic struck the world. As is often the way, in times of challenge, it highlights the strengths you value the most. The culture of partnership we have with businesses like TWC, trust, and judgement all played their part in the Riverside House project. It is a great space for our team to return to when the restrictions lift. Mike’s organisational skills and tenacity really kept the project focused and delivered an excellent result. ”

Caroline Mair - Deputy Chief Executive Officer





GRP london





Following an extensive search through a tendering process, TWC was awarded the contract to assist Global Risk Partners through each stage of the project from inception to sign off. The project was completed in April 2021 and the ethics and workstreams by Workspace kept all parties focused on the need to complete the project on time and in readiness for staff returning to work. The project has been a complete success with staff wellbeing placed at the very top of the priority list and with acknowledgements from staff, directors, stakeholders, and shareholders alike. The project would not have been successful without the support, guidance and disciplined ethics of TWC.

David Collis - GRP Group Property and Facilities Manager





workplace strategy

We understand that the workplace plays a pivotal role in driving **business performance, employee engagement, productivity and well-being**. Our team of workspace consultants specialise in developing tailored workplace strategies that align your unique business objectives, culture and employee needs. Our goal is to create dynamic and functional workspaces that inspire collaboration, foster innovation and enhance overall business performance.

Using our inclusive research based approach with evidence-based practice, we harness the expertise of our consultants across strategy, culture, technology, change, space planning and design, to meet the challenges and priorities of your business.

Our goal is to set you up for **long term success**. Our capability in change management means we make sure your team adopts new spaces smoothly, that we boost employee engagement and performance, and also embed ways of working across your teams. We help you set clear measures of success and support you to achieve these, making sure you realise the business performance benefits from your workplace.



workplace strategy services

Workspace Discovery & Assessment - We conduct a thorough analysis of your organisation's goals, challenges, and desired outcomes. By analysing information and data related to your people, culture, processes, technology and employee needs, we gain valuable insights. We validate and explore our findings with leaders, managers, teams, and individuals, which forms the foundation for clear workplace recommendations.

Workplace Study & Brief Development - We delve deep into how your workspace is utilised and identify where work is taking place. We validate our initial discoveries through experiential workshops, focus group interviews and observation days with leaders, managers, and teams. This helps us understand how space usage influences behaviour and how your current environment supports performance, productivity, and well-being. We also identify areas that need improvement, considering measures for success, business drivers, and new ways of working.

Strategy & Design - We provide clear, tailored recommendations, initiatives, and changes that shape your future workspace. These recommendations address your unique business needs, focusing on employee well-being, collaboration, productivity, and efficiency. Our aim is to provide you with a clear vision for your workspace and initial space analysis and planning.

Implementation and Change Management - We employ change management techniques to effectively communicate workplace changes, engage employees, and address resistance. We monitor progress and evaluate results, making necessary adjustments to ensure the successful adoption of your new workspace.



veolia
london





“ We contacted Workspace to see what solutions might be possible. They approached the task with imagination, professionalism and a can-do attitude while producing results which are self-evident and which, despite initial nervousness from some, has brought about a much refreshed working atmosphere and very positive comments indeed from all of our staff. What a result! ”

Robert Hunt - Chief Corporate Officer and External Affairs Director





cboe
london





“ The Workplace Consultants expertise and guidance resulted in the ideal new office space for us. It fits our needs precisely while being incredibly stylish and exceptionally functional. The design foresight of the shared spaces brings our team together naturally and comfortably, allowing collaboration across functions and levels. All along the process from detailed design conception to project management and finally moving, the team advocated for our needs and proposed solutions to complex problems with ease. ”

Lindsey Praechter - Head of Marketing, Europe





design

Telling us about **your business** and its vision for the future provides the detail we need to start working on your behalf.

We design spaces to increase your employees' **productivity, morale and wellbeing** as well as optimise your business success. We always present compliant innovative designs and this usually begins with space plans to confirm how much space you need. The output from the concept and design development stages will include plans, elevations, 3D visuals, finishes and furniture selection. We also work closely with our change and project managers to ensure that the design is **delivered successfully, on time and within budget.**

Attention to detail is fundamental to delivering the best design and collaboration with all members of the project team to ensure this is a key part of the process.

Our interiors are planned and designed to last and will continue optimising your workforce and financial returns, well into the future.



design services

Brief & Block Planning - All successful design starts with an in-depth analysis of how you need to occupy space. Confirming your overall workplace strategy will include space analysis and this is likely to be confirmed with either block planning or draft space planning. The process will define space requirements, zones as well as adjacencies and can be used to develop a more detailed General Arrangement Plan for the detailed design. (RIBA Stages 1 & 2).

Concept Design & Design Development - The Concept Design is the first true design stage and will often be informed by a space plan, its creation will provide initial design ideas and will need to be communicated through various means. Once agreed the concept forms the backbone of the Detailed Design where the production of various drawings provide the required information for a quantified specification and a budget. (RIBA Stages 2, 3 & 4)

Furniture Selection & Procurement - Furniture selection is an fundamental part of the design process and may even play a vital role in the productivity of your employees. As part of the design process we will identify ranges of products, with appropriate specifications, to support the design. We can also provide budgets and run a tender process or offer an open book quotation for supply. (We will not be one of the tenderers if we run the tender).

Visualisation - During the Concept Design phase, we often create a 3D model to inform the design process. It makes the design come to life in a way that 2D plans and elevations cannot and is a very useful tool to help clients understand the scheme. We can also render views of the model to provide photorealistic visuals. (RIBA Stages 2 & 3)



NG Bailey london





“ The Workspace Consultants were able to easily identify what we needed in terms of workspace, work style and staff and ensured we met the brief for all departments as well as our external client requirements. What seemed a daunting project to begin with was made extremely simple and the look and feel of our new office has been met with nothing but praise both internally and externally. Crucially, the project was also delivered on time and on budget ”

Jonathan Stockton - Group Director of Strategy and Performance





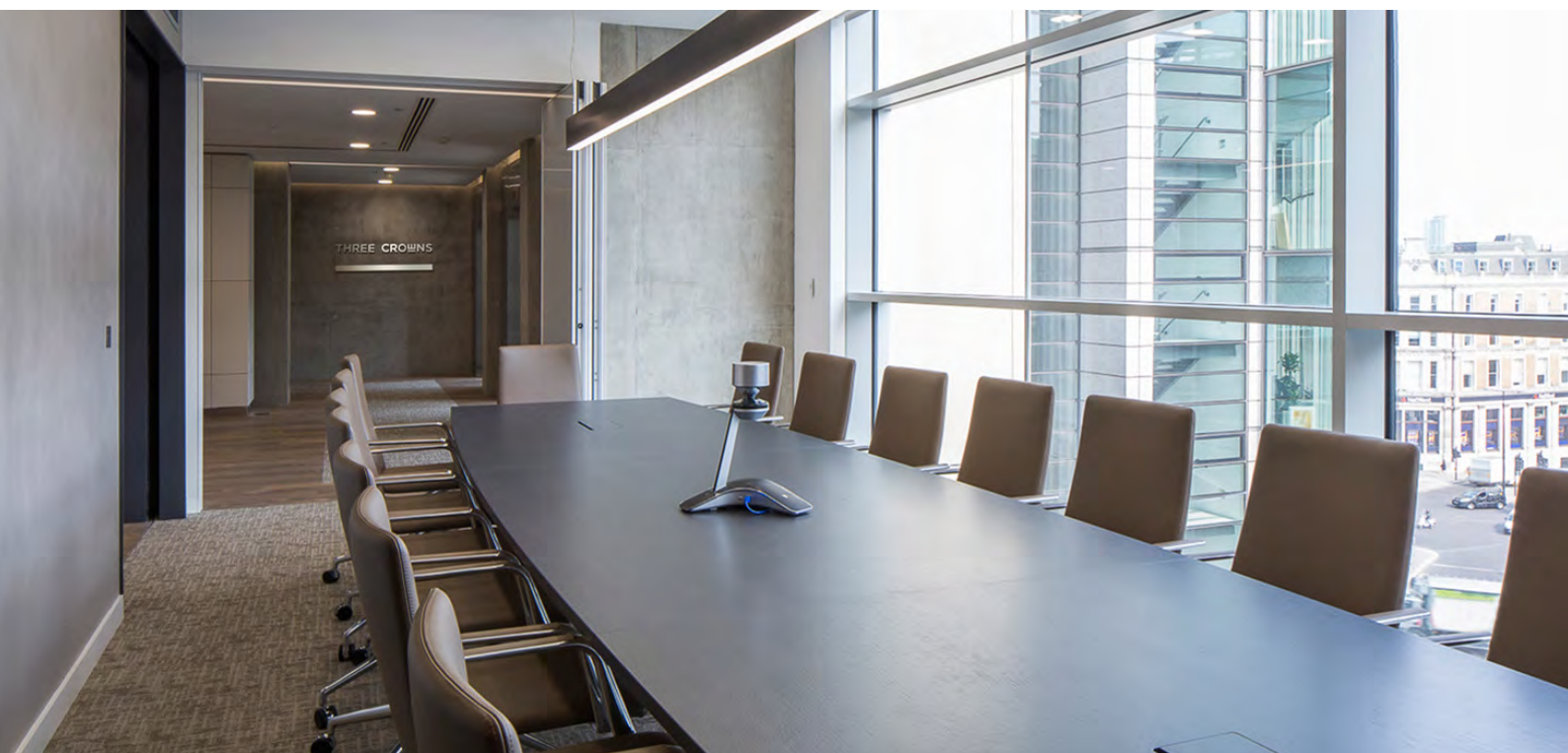
three crowns london





“ The Workspace Consultants worked very much as our part of our team, overseeing the selection of a design and build contractor, negotiating commercially appropriate budgets and taking control of the entire fit out to ensure we completed on time and to within 0.5% of our agreed budget. Diligent, committed, professional and commercial, their team was a pleasure to work with from the beginning. ”

James Hacking - Chief Operating Officer





furniture

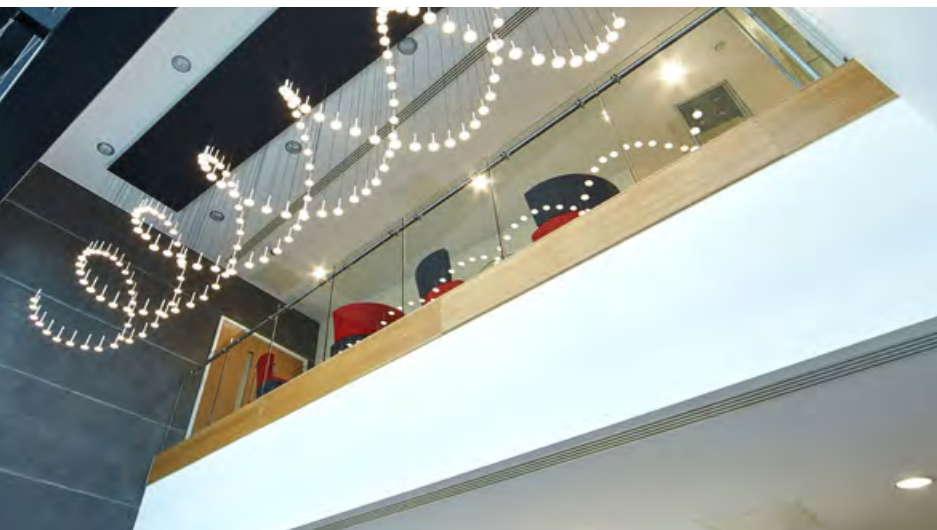
As a team, we have been involved in the office furniture sector for several years and there are not many manufacturers or UK suppliers that we have yet to hear about. We are well placed to help you through a potential mine field in variation of **quality, service levels and aftercare**. Whether as part of the design process or in a supporting role, we can advise you by presenting various products and by co-ordinating the overall specification.

We are always expanding our awareness of the office furniture sector and regularly update our knowledge base to reflect innovation, research and development. This includes understanding provenance, **sustainability, quality, and warranties**.

This brochure showcases projects where we have either been involved in the specification or supply of the furniture. It also provides further detail on 3 schemes by illustrating the type of information available from manufacturers.



horizon discovery cambridge





“ The Workspace team guided us through the full design, budget and tender process efficiently, accurately and with ease. The design we achieved is a very contemporary and colourful interior with flexibility running throughout including in the mechanical design. Working with Andy, Kathryn and Mike has been a pleasure. I am extremely grateful for their huge support, dedication, extensive knowledge and expertise. The project ran smoothly, to programme and budget. ”

Jade Kerri-Dibb - Facilities & Corporate Operations Director





displaylink cambridge





After 3 years at 140 Cambridge Science Park, Displaylink were looking for design and project management services for their relocation to a brand new 60Ksqft building at 220 CSP. The requirements were to build on our previous design whilst creating a more corporate space reflecting their business development. After workshoping the brief we developed the design to provide a natural warmer palette for a flexible office space supporting changing team sizes, collaboration and concentration. The ground floor provides a catered breakout facility as well as training & welfare spaces with the 1st & 2nd floors of the building dedicated to office areas, meeting spaces, labs & workshops.





project management

Achieving expectations, budgets and deadlines are fundamental to a successful business. Efficient project management whilst relocating or refurbishing your offices is central to its success and an in depth, professional knowledge of the process is key. The cost of resourcing this function in-house is often an underestimated drain on resources and any lack of experience may encourage contractors to take advantage.

Our expertise includes a detailed knowledge of the following:

Contract set-up meetings

Health and safety

Co-ordination of client contractors

Site set-up meetings

CDM regulations

Quality of workmanship

Regular site progress meetings

Fire strategy

Practical completion

Progress reports

Statutory approvals

Snagging and final handover

Dilapidations



project management services

Cost Consultancy - Providing your original tender included appropriate specifications, following the tender response evaluation, we work closely with fit-out and furniture companies on your behalf to achieve the optimal contract sum.

Contract Administration - It is important to get the contract right to protect both yourselves and the contractors that you decided to work with.

Specification & Budgets - A detailed specification document describes your chosen design and what is required to construct it. The budget allows you to understand what it will cost to achieve.

Tender Management - Getting the tender process right is key to receiving submissions from chosen contractors that are clear, inclusive and in-line with the brief and specification.

Project Co-ordination - As Project Coordinator our role is to coordinate activities, resources, equipment and information; bringing any issues to the attention of the client or site manager.



Our role in this project was to produce a brief and tender document and manage the tender process, choice of contractor and construction through to practical completion and go live. The structure of the project was to have a principal contractor on a Design and Build contract to carry out all the build works. Specialist Broadcasting contractors were integrated into the project as were IT contractors for the networking and servers. The comms room was intensive with 6 large data cabinets and UPS.



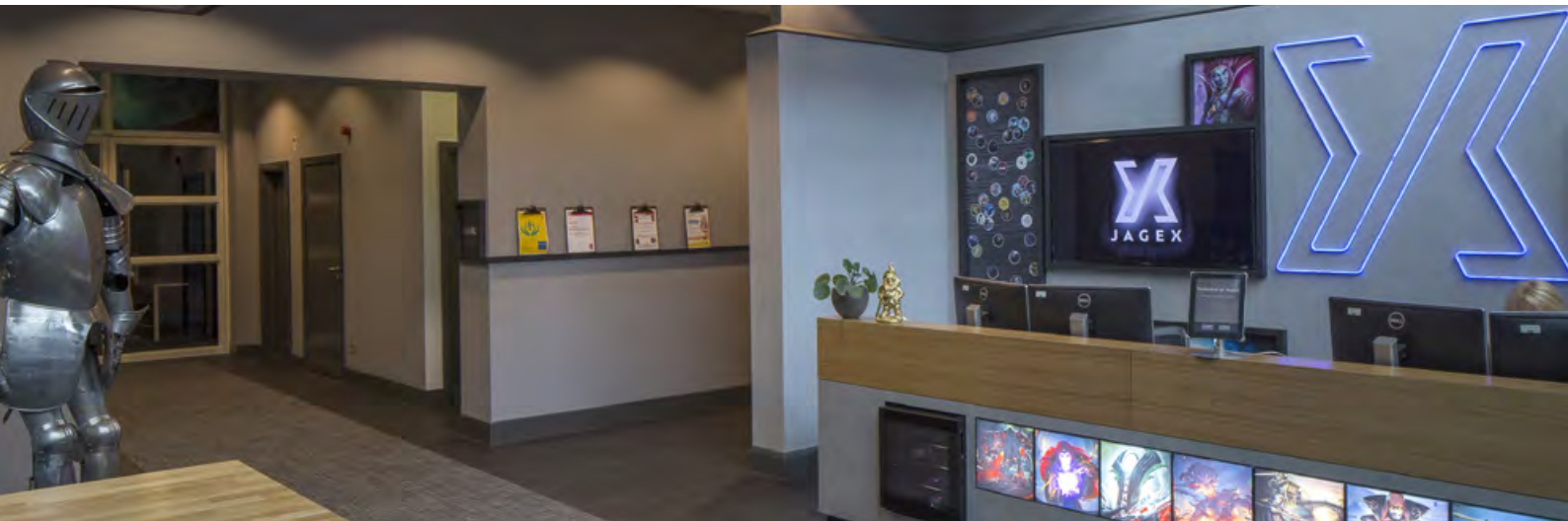


berkeley studios london





jagex
cambridge





“ We are all thrilled with our new office space; it wouldn't have been possible without the input from The Workspace Consultants, who ensured that everyone involved in the project worked together as a team. ”

Kevin Plomer - Customer Service Director





move management

We can help you to avoid many pitfalls by guiding you through an **early project planning process**. Our experience will ensure budget clarity by identifying all relevant requirements and costs ahead of time, as well as providing an 'order of play' to prevent overlap and confusion.

Items of equipment and furniture need to be quantified, measured, photographed, and labelled to ensure **accurate re-location schedules** and planning.

Many facilities departments manage smaller internal moves successfully, our service is designed to support you through the more **complicated and challenging projects** where many additional work streams are apparent.

Our relocation team will integrate seamlessly into the process supporting you to ensure success.



move management services

Relocation Management - Relocation Planning starts with fully understanding your goals. We need to understand what needs to be done and when, and then we need to advise you on how best to achieve it. The briefing process usually begins as part of the wider project, subsequent specific move management meetings allow us to provide a micro programme for the moves after the main contract is complete.

Implementation - Implementation begins with procurement and we will help achieve best value by a controlled and well specified tender process. We will identify areas of work to be completed and manage the tender for your consideration and approval.



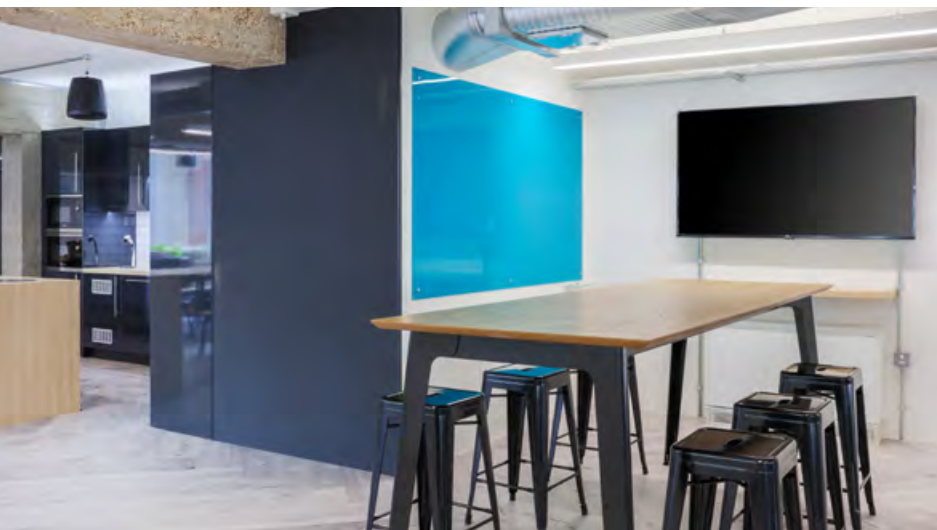
all response media london





“ We selected The Workspace Consultants to help us negotiate a contract with our fit out contractor and project manage the work. Not only did they save us money in the beginning but they also helped us ensure that the specification included everything we needed. The job was completed on time and to budget and furthermore, the whole experience was a pleasurable one. The Workspace Consultants were a valuable addition to our project team and they helped us resolve a number of challenges along the way. ”

Tim Choules - Director





servicenow
london





Servicenow engaged us as project managers for the expansion of their existing office in Staines. They already occupied the ground floor and were looking for a design for the first floor to reflect that the business had moved on from a tech led organisation to a more person based company. We worked closely with them to manage the tender process, cost negotiation, contract administration, cost consultancy, furniture selection & tender and project management services





fee structure

Through considered advice, design, competitive tendering and contract management, we expect our clients to **recover the cost of our fees** many times over.

We maintain a **completely transparent** fee structure policy and offer our clients three options:

- An estimated and quantified fee proposal*
- A daily rate invoiced against time sheets
- A fee based on an agreed percentage of savings (only available for delapidations).

*Our fee proposals are produced after an initial project meeting and list the required activities along with estimated timescales.



costello cambridge



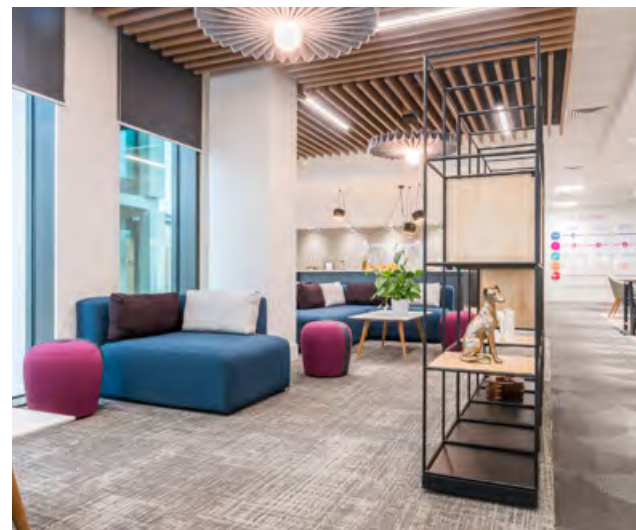


“

The Workspace Consultants have helped us to create a company HQ that we are all truly proud of. The office reflects the practical needs of our hardworking employees whilst also encompassing design flair, particularly the breakout/ touchdown space, which continues to be enjoyed by everyone who uses it.

”

Sophie Costello - Director & CEO





anglia ruskin london





Anglia Ruskin University (London) employed us to project manage the move to their new space near London Docklands. The space consisted of 32,000 sq ft on one floor with a range of spaces for different functions. We worked closely with them to manage the tender process, cost negotiation, contract administration, cost consultancy, furniture selection & tender and project management services.





founders

Mike Bird - **Projects Partner**



“My strength is to turn concept designs into buildable projects and produce detailed schedules of work with accurate prices helping you to fix your budgets. With over 20 years experience in the construction industry I am able to set-up and evaluate a tender process leading to a well managed contract. My architectural training also ensures a good eye for detail and quality of workmanship.”

m.bird@theworkspaceconsultants.com

Carol Chinn - **Design Partner**

“The employment of the right professional to design your workspace is key to its eventual success. I have been instrumental in producing innovative and inspiring workspaces for over 20 years. A successful project always begins with a strong knowledge of your business, I need to understand how your processes affect each other, how you expect to grow and what the key drivers are in your move”

c.chinn@theworkspaceconsultants.com



Vince Marino - **Business Development Partner**



“I have over 20 years of experience working with commercial property agents and end users, facilitating business change and development through real estate. I aim to help identify suitable buildings to support a multitude of business functions. Once buildings have been selected the detailed processes of Design and Project Management can proceed as required”

v.marino@theworkspaceconsultants.com



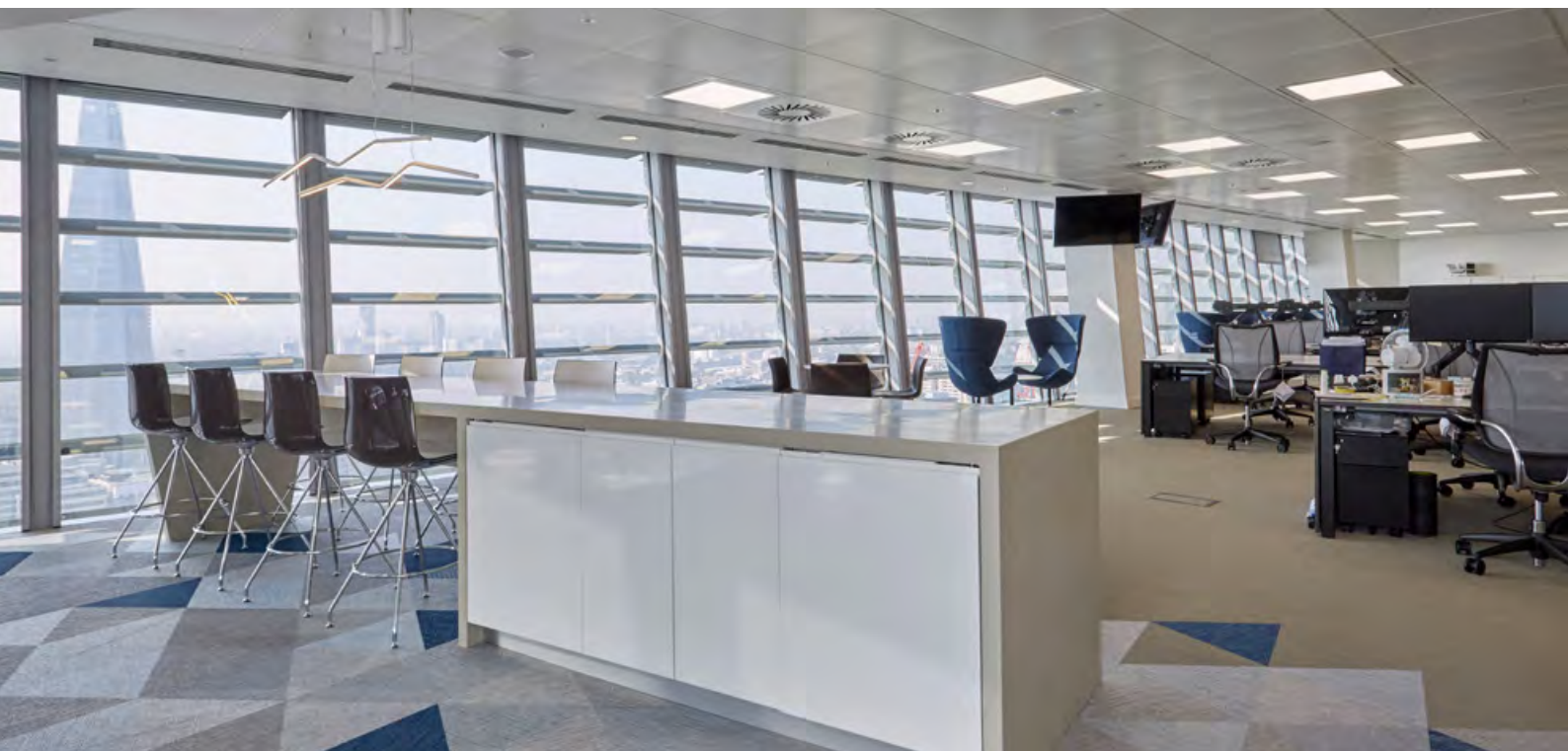
shard capital london





“ Employing The Workspace Consultants turned out to be the best (and most cost effective) decision we made during the entire project. Mike added value in every conversation, and ultimately saved us significant sums of money by advising us well, driving the contractors to achieving completion on time and keeping a keen eye on costs to ensure the project was delivered broadly within budget. But for his input, we would not have achieved any of these things. I would not hesitate to recommend Mike to anyone in a similar position, you won't regret it! ”

Toby Raincock - Director



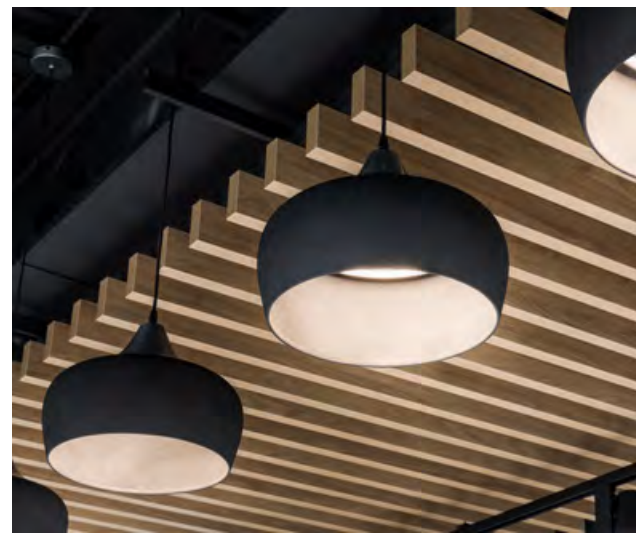


sanlam
london





Sanlam, a dedicated and innovative financial planning company, wanted their new workspace to embody the Sanlam brand identity. The focus was very much on the user experience – Sanlam wanted to create a collaboration hub and impressive teapoint area to open lines of communication.





clients

finance & insurance

Arrow Global - London
Bats Europe / CBOE - London
Beacon Wealth Management - Cambridge
BKL - London
BP Collins - Gerrards Cross
CEX.IO - London
Conning Asset Management - London
Global Risk Partners - London
Hollyport Capital - London
Monitise - Cardiff & London
NRI - London
Nordea Bank - London 2018, 2019
Ruffer - London
Sanlam - London
Shard Capital - London
Veritas Investment Management - London

education

Anglian Rushkin University - London
Bell College - Cambridge
Beifang Education Group - London
Northampton University - London
York St John University - London
iMet - Alconbury
Ridley Hall - Cambridge
Royal College of Optometrists - London
University of Bolton - Manchester
University of Sunderland - London
University of the Third Age - Cambridge
SAE - London

consultants

Aspect Ltd - London
BSPB - Ely
Innovia - Cambridge
RAND Corporation - Cambridge
Rede Partners - London
Simon Kucher & Partners - London
The Carbon Trust - London
The Climate Group - London
Ware Anthony Rust - Cambridge

technology

Accora - Cambridge
All Response Media - London
Audinate - Cambridge
Bango - Cambridge
Cambridge Touch Technologies
Clear-com - Cambridge
Comar Optics - Cambridge
Costello medical - Cambridge
Costello medical - Manchester & London
CMR Surgical - Cambridge
CRFS - Cambridge
Darktrace - London & Cambridge
DisplayLink - Cambridge 2016, 2018
Doldy Vivisol - London
Elektron - Cambridge
Endomag - Cambridge
Gamseys - London
Jagex - Cambridge
Horizon - Cambridge
iCheque - Cambridge
Mindray - Huntingdon
PCME - St. Ives
S2 Partnership Ltd - Cambridge
ServiceNow - London
Smart Holograms - Cambridge
SmartFocus - London
Solid Works - Cambridge
Spiral Software - Cambridge
Speechmatics - London
Toyota Connected - London
T-Systems - London, MK & Liverpool
Vix Technology - Cambridge
Wyfinity - London
Zeiss - Cambridge

legal

Constantine Canon - London
CEDR - London
Fasken Martinaeu - London
Hewitsons - Cambridge
Three Crowns - London & Paris

business

A.A.A.S. - Cambridge
Beam Group - Cambridge
Beauty Pie - London
Booking.com - Cambridge, London & Berlin
Capitol Air Services - Oxford
Certis UK - Cambridge
Crafted Media - Ipswich
Fairy Watrer Trust - London
Fujifilm - Bedford
Geant - Cambridge
GMSL - Cambridge
HASCS - Cambridge
Hollister - Wokingham
iCareHealth - Haverhill
Indivior - London
Kelway - Peterborough
La Doria - St Ives
Logicor - London
Medtronic - Watford
Milton Hall Estates Ltd - Cambridge
Mitsui Fudosan - London
Monitise Create - London
NARS Cosmetics - London
Navigator Gas - London
NG Bailey - London
One Housing Group - London
Octopus Energy - London, Manchester & Brighton
Panattoni - London
Ridgeons - Cambridge
Riverbed - London
Security Industry Authority - London
Seacourt Properties Ltd - Ipswich
Seadrill - London
Synthomer - Harlow
Veolia - London
Vistra - London
The Wildlife Trust - Bedford

media

Alghad TV - London
Gravity Media - London



nordea bank
london





“ The Workspace Consultants helped us to identify the best way to populate a challenging site, they showed us various options prior to the tender allowing us to concentrate on the design development and ensuring realistic cost comparison during the tender. ”

Truls Birkeland - General Manager, UK





geant
cambridge





An upcoming lease break at City House in Cambridge provided Geant with the impetus to either relocate or to refurbish to support both business consolidation and growth. Agile working had been successfully implemented in the central Amsterdam office so it was therefore decided to refurbish City House to a comparable standard with the Amsterdam office and implement flexible working where possible. We were employed to provide a budgeted feasibility study with a Space Utilisation Survey and to then develop the brief to provide a carefully constructed design and detailed budget. This design was then tendered and project managed through to completion.





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