

**REPORT OF WORKS EXECUTED AND  
EXPERIENCE GAINED**

**BY**

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**SUBMITTED TO  
THE NIGERIAN INSTITUTE OF QUANTITY  
SURVEYORS (NIQS)**

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# CHAPTER ONE

## 1.0 INTRODUCTION

The Record of Professional Experience is a mandatory scheme of the Nigerian Institute of Quantity Surveyors (NIQS) designed to equip prospective members with the practical knowledge and professional competence required for effective Quantity Surveying practice. Candidates with a minimum of ten (10) years post-qualification experience are required to document their professional activities over the period under review in preparation for the Test of Professional Competence (TPC) Examination.

This report outlines my academic background, professional experience, duties performed on various construction and civil engineering projects, and the practical knowledge gained in the course of discharging my responsibilities as a Quantity Surveyor within the Nigerian Construction Industry.

**Details of my educational background with dates are as follows:**

## PERSONAL DETAILS

**Sex:** Male

**Nationality:** Nigerian

**Date of Birth:** March 25, 1985

**Marital Status:** Married

**Address:** Off Ikeagwuani Street, Onireke, Opposite Ojo Military Cantonment, Lagos

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## CAREER PROFILE

A proactive and result-oriented Quantity Surveyor with proven ability to work effectively within multidisciplinary teams in a dynamic and challenging construction environment. I possess sound knowledge of project cost management, contract administration, procurement planning, and financial control of construction projects from inception to completion.

I am proficient in the use of Microsoft Office applications, particularly MS Word and MS Excel, for cost analysis, documentation, report preparation, and project financial monitoring with a strong commitment to economy, safety, quality assurance, and timely project delivery.

## **INSTITUTIONS/TRAININGS ATTENDED WITH DATES**

- Enugu State University of Science and Technology (ESUT) – 2024 (M.Sc. in View)
- Doma Computer Academy, Enugu – 2010 – 2011
- Enugu State University of Science and Technology (ESUT) – 2004 – 2009
- Comprehensive Secondary School, Akwashi Ngbo – 1997 – 2003
- Army Children Primary School II, Enugu – 1991 – 1997

## **ACADEMIC QUALIFICATIONS**

- M.Sc. Construction Project Management – In View
- Proficiency Certificate in Management – 2013
- Diploma in Computer Application – 2011
- B.Sc. Quantity Surveying – 2009
- WASSCE – 2003
- WASSCE (Nov/Dec) – 2005
- First School Leaving Certificate – 1997

## **KEY SKILLS:**

- Micro Soft Office – MS Word, MS Excel, Internet and Email Proficiently.

- Thorough understanding of promotional and advertising activity
- Ability to speak English.
- Ability to exceed company's targets.
- Maturity.
- Confidence.
- Perseverance
- Patience.
- Commercial awareness.
- Numerical skills.
- Ability to work to tight deadlines and multi-task.
- Good understanding of methods to assess work styles.
- Ability to work in fast paced and evolving environment.
- Ability to trouble shoots independently.
- Ability to be assertive and persuasive without being too aggressive.
- Can work to challenging targets and deadlines and deliver when under pressure.
- Self-motivated and competitive.
- Hard working and flexible to work in shifts.

## **1.1 AIM**

The aim of this scheme is to ensure that prospective members of the Institute acquire adequate practical and professional competence required for Quantity Surveying practice before being examined for professional membership.

## **1.2 OBJECTIVES**

The objectives of the scheme include:

- To prepare candidates to acquire practical knowledge of Quantity Surveying practice.
- To expose candidates to construction methodologies, techniques, and site operations.

- To develop professional competence in cost planning, contract administration, and procurement management.

# **CHAPTER TWO**

## **2.0 SUMMARY OF WORKS EXECUTED**

During the period under review, I was actively involved in the execution and financial management of several building and civil engineering projects across Lagos State, Ebonyi State and Enugu State in the capacity of a Quantity Surveyor. My responsibilities on these projects covered pre-contract cost planning, tender documentation, post-contract cost control, procurement support, valuation of works, and final account preparation.

Details of projects executed and my roles are presented below:

### **2.1 CONSTRUCTION OF POULTRY AND FISH FARM AT OJO BARRACKS, LAGOS**

On this project, I was responsible for the preparation of preliminary cost estimates and detailed Bill of Quantities for the construction of the poultry pens, fish ponds, feed storage facilities, and administrative office block.

I carried out measurement and costing of substructure and superstructure works which included excavation, reinforced concrete works, blockwork, roofing, floor finishes, plumbing installations for water supply systems, and drainage works within the farm premises.

I also prepared material schedules for structural elements such as concrete, reinforcement, sandcrete blocks, roofing sheets, and plumbing fittings. During construction, I participated in site inspections to verify work progress for interim valuation and payment certification.

## **2.2 CONSTRUCTION OF DRAINAGE ALONG EGWU ACHI – AGWUNTA ROAD, OJI RIVER, ENUGU STATE**

I was involved in the measurement and cost estimation of civil engineering works associated with the construction of surface drainage channels along the project route.

My duties included:

- Taking off quantities for earthworks such as excavation and disposal
- Measurement of concrete works for base slabs and side walls
- Estimation of reinforcement for structural components
- Measurement of formwork to sides of drainage channels
- Preparation of cost build-up rates for in-situ concrete works
- Preparation of labour and equipment schedules

I also participated in site visits to monitor work progress and assisted in preparing interim valuation reports based on the percentage of completed drainage works.

## **2.3 RENOVATION AND UPGRADE OF FILLING STATION AT AMUWO-ODOFIN, LAGOS STATE**

I participated in conducting condition survey of the existing filling station to assess the extent of deterioration and determine the scope of renovation works required.

My responsibilities included:

- Preparation of approximate cost estimate for renovation works
- Measurement of demolition works
- Measurement of replacement structural elements
- Preparation of BOQ for architectural and structural upgrade
- Evaluation of contractor's quotation
- Preparation of tender analysis report

I was also involved in the valuation of executed renovation works for the purpose of interim payment certification.

## **2.4 CONSTRUCTION OF 1KM OMILA – TEDI LINK ROAD, OJO, LAGOS STATE**

On this road project, I carried out quantity take-off for earthworks, sub-base, base course, and surface dressing.

My involvement covered:

- Measurement of clearing and grubbing
- Excavation and compaction of subgrade
- Measurement of laterite fill materials
- Preparation of cost analysis for haulage of materials
- Measurement of culverts and minor drainage structures

I also assisted in the preparation of fluctuation claims due to variation in material prices during the project execution period.

## **2.5 CONSTRUCTION OF MINI SPORTS AND EVENT CENTRE AT OLUSISI STREET, ONIREKE, LAGOS**

My duties included preparation of BOQ for the proposed sports facility comprising reinforced concrete structural frame, block walls, roofing system, floor finishes, electrical and mechanical installations.

I prepared:

- Reinforcement schedules
- Concrete volume analysis
- Finishing schedules

- Electrical installation quantities
- Plumbing works measurement

I also participated in site meetings and monitored project cost performance in relation to budgeted estimates.

## **2.6 RESIDENTIAL DEVELOPMENT PROJECT AT UNITY STREET, DIAMOND ESTATE, LAGOS**

On this project, I was involved in the supervision and coordination of construction activities for both substructure and superstructure works.

### **Activities Carried Out**

- Site setting out and foundation layout
- Excavation and foundation works
- Reinforced concrete works for structural members
- Blockwork to required levels
- Formwork and reinforcement installation for columns and beams
- Casting of structural elements in accordance with approved drawings

### **Construction Stage Involvement**

I participated in routine site inspections to ensure that construction works were carried out in accordance with project specifications, structural drawings, and required quality standards.

## **2.7 PILING WORKS AT OBADORE, LAGOS**

I was involved in piling operations carried out at the project site and participated during the statutory stage inspection by the Lagos State regulatory authority.

### **Activities Carried Out**

- Setting out of pile points

- Boring to specified depth
- Placement of reinforcement cages
- Concrete pouring into bored piles
- Pile head trimming after concrete setting

### **Regulatory Inspection**

A stage inspection of the piling works was conducted by the Lagos State Building Control Agency (LABSCA) to verify:

- Pile depth and integrity
- Reinforcement detailing
- Concrete quality
- Compliance with approved structural drawings

The piling operations were executed in accordance with standard engineering practices and regulatory requirements.

## **2.8 BUILDING CONSTRUCTION PROJECT AT AKINJIRI STREET, TEDI, LAGOS**

I was engaged in site supervision and coordination of construction activities during the execution of the project.

### **Activities Carried Out**

- Site clearing and leveling
- Setting out of building layout
- Excavation and foundation works
- Reinforcement works for columns and beams
- Casting of structural members
- Block laying to specified height

### **Construction Stage Involvement**

Regular site inspections were conducted to monitor progress of work and ensure compliance with approved construction drawings and specifications.

## **2.9 ISU-ORIEAGU – OBEAGU – EZZAGU ROAD, ONICHA LOCAL GOVERNMENT AREA, EBONYI STATE.**

The project involved the construction of a **17.1-kilometre dual-lane carriageway** using **150mm thick rigid concrete pavement**, including the provision of necessary hydraulic structures such as culverts, side drains, and other stormwater control facilities to ensure structural durability and effective surface runoff management.

### ***Scope of Work Executed:***

- Site clearing and grubbing along the road alignment
- Earthworks including cutting, filling, and subgrade preparation
- Installation of sub-base and base course layers
- Construction of 150mm thick reinforced rigid concrete pavement
- Provision of reinforced concrete hydraulic structures (culverts, drains, headwalls, wing walls)
- Construction of longitudinal and transverse drainage systems
- Installation of formwork, steel reinforcement, concrete batching, placing and curing
- Quality control testing of materials (concrete, aggregates, subgrade)
- Traffic management and environmental protection measures

## **2.10 RESIDENTIAL DEVELOPMENT PROJECTS IN LAGOS STATE**

I was involved in the cost management of several residential developments located at:

- Dominion Avenue, Lagos–Badagry Expressway
- Tedi Town, Ojo
- Onireke, Amuwo-Odofin
- Chief Moses Otomiewo Street, Lagos
- ITT Nig. Ltd Housing Estate, Satellite Town
- Peace Estate, Tedi, Ojo

**My roles on these projects included:**

- Preparation of preliminary cost estimates
- Detailed measurement of building works
- Preparation of Bills of Quantities
- Preparation of material and labour schedules
- Tender documentation and contractor selection support
- Interim valuation of works executed
- Variation assessment and pricing
- Preparation of payment certificates
- Final account preparation and agreement

I also carried out market surveys to determine prevailing prices of construction materials such as cement, reinforcement bars, aggregates, roofing sheets, tiles, electrical fittings, and plumbing fixtures for effective cost planning and procurement.

# CHAPTER THREE

## 3.0 EXPERIENCE GAINED

Through my involvement in the execution of the aforementioned projects, I gained extensive practical experience in the following areas of Quantity Surveying practice:

### 3.1 PROJECT COST MANAGEMENT AND MEASUREMENT

I was involved in the measurement and quantification of building and civil engineering works in accordance with standard methods of measurement. This enhanced my ability to prepare accurate Bills of Quantities (BOQ), material schedules, and labour schedules for effective project cost planning and control.

I also carried out physical measurement of completed structural elements for the purpose of valuation, variation assessment, and preparation of interim payment certificates.

### 3.2 PREPARATION OF COST DOCUMENTATION

I actively participated in:

- Preparation of Bills of Quantities for building and civil engineering projects
- Preparation of approximate estimates during feasibility stage
- Preparation of fluctuation claims and reports
- Build-up of rates for new work items
- Comparative rate analysis for contractor selection
- Preparation of tender analysis and tender reports
- Preparation of procurement plans in liaison with relevant departments

These responsibilities improved my understanding of project financial planning and budgetary control mechanisms.

### **3.3 CONTRACT ADMINISTRATION**

I gained practical experience in:

- Preparation of interim valuation reports
- Valuation of work done for payment certification
- Preparation of certificates of payment
- Preparation and agreement of final accounts
- Review of BOQs without architectural drawings
- Application of the Public Procurement Act (2007) in project procurement processes

This exposure enhanced my competence in financial administration of construction contracts.

### **3.4 SITE SUPERVISION AND COORDINATION**

I supervised both on-site and off-site concrete works to ensure compliance with project specifications and standards. I also attended site meetings involving Architects, Engineers, Builders, Contractors, Sub-contractors, and other stakeholders to discuss project progress, financial implications of variations, and cost control strategies.

### **3.5 PROCUREMENT AND MARKET SURVEY**

I conducted market surveys for construction materials to ascertain prevailing market prices for cost planning purposes. I was also involved in materials

procurement and vendor selection processes to ensure value for money in project delivery.

### **3.6 CONDITION SURVEY AND REPORTING**

I carried out condition surveys on existing structures to determine their structural integrity and estimated cost implications for renovation and upgrade works.

### **3.7 EXPOSURE TO CONSTRUCTION EQUIPMENT**

My site experience exposed me to the use of construction equipment such as:

- Concrete Mixers
- Bulldozers
- Block Moulding Machines
- Tippers and Trucks

This improved my understanding of construction technology and productivity analysis.

### **WORKSHOPS/SEMINARS ATTENDED**

➤ **30th NIQS Biennial Conference and General Meeting:** *Integrated cost management solutions for sustainable infrastructure projects delivery: a key to national economic development* Wednesday 21st - Friday 25th November, 2023

➤ **NIQS 2-Day National Workshop:** *Innovative and sustainable construction practices: Building a resilient, cost based and knowledgeable-driven industry with integrity* Wednesday 21st - Thursday 22nd August, 2024

➤ **NIQS National Conference and Annual General Meeting:** *Strengthening the Quantity surveying practices and processes for growth and sustainability in turbulent economy* Wednesday 27th - Friday 29th November, 2024

➤ **NIQS National Workshop:** *Standardizing Procurement Excellence” enhancing transparency and efficiency through the Nigerian Bureau of public procurement standard bidding document* Wednesday 30th - Thursday 31st July 2025.

➤ **31st NIQS Biennial Conference and General Meeting:** *Building Nigeria: Enhancing National Development through fiscal reforms, infrastructure planning and the new government imperative Integrated cost management solutions for sustainable infrastructure projects delivery: a key to national economic development* Wednesday 19th - Friday 22nd November, 2025

# CHAPTER FOUR

## 4.0 CONCLUSION

Considering the professional activities undertaken during the period under review, the objectives of the NIQS Professional Experience Scheme have been substantially achieved. Over the past Fifteen (15) years, I have been actively involved in diverse construction and consultancy services across different states in Nigeria.

My participation in building and civil engineering projects, professional workshops, and multidisciplinary collaboration within the construction industry has significantly enhanced my technical knowledge, practical skills, and professional competence in Quantity Surveying practice.

The experience gained has adequately prepared me for the Test of Professional Competence (TPC) Examination and for effective professional practice as a Quantity Surveyor.

**APPENDIX A**  
**SITE PICTURES OF EXECUTED PROJECTS.**



*Fig 1.1 Leo Street, Onireke, opposite Ojo barracks, Lagos*



*Fig 1.2 Leo Street, Onireke, opposite Ojo barracks, Lagos*



*Fig 1.3 Leo Street, Onireke, opposite Ojo barracks, Lagos*



*Fig 1.4 Leo Street, Onireke, opposite Ojo barracks, Lagos*



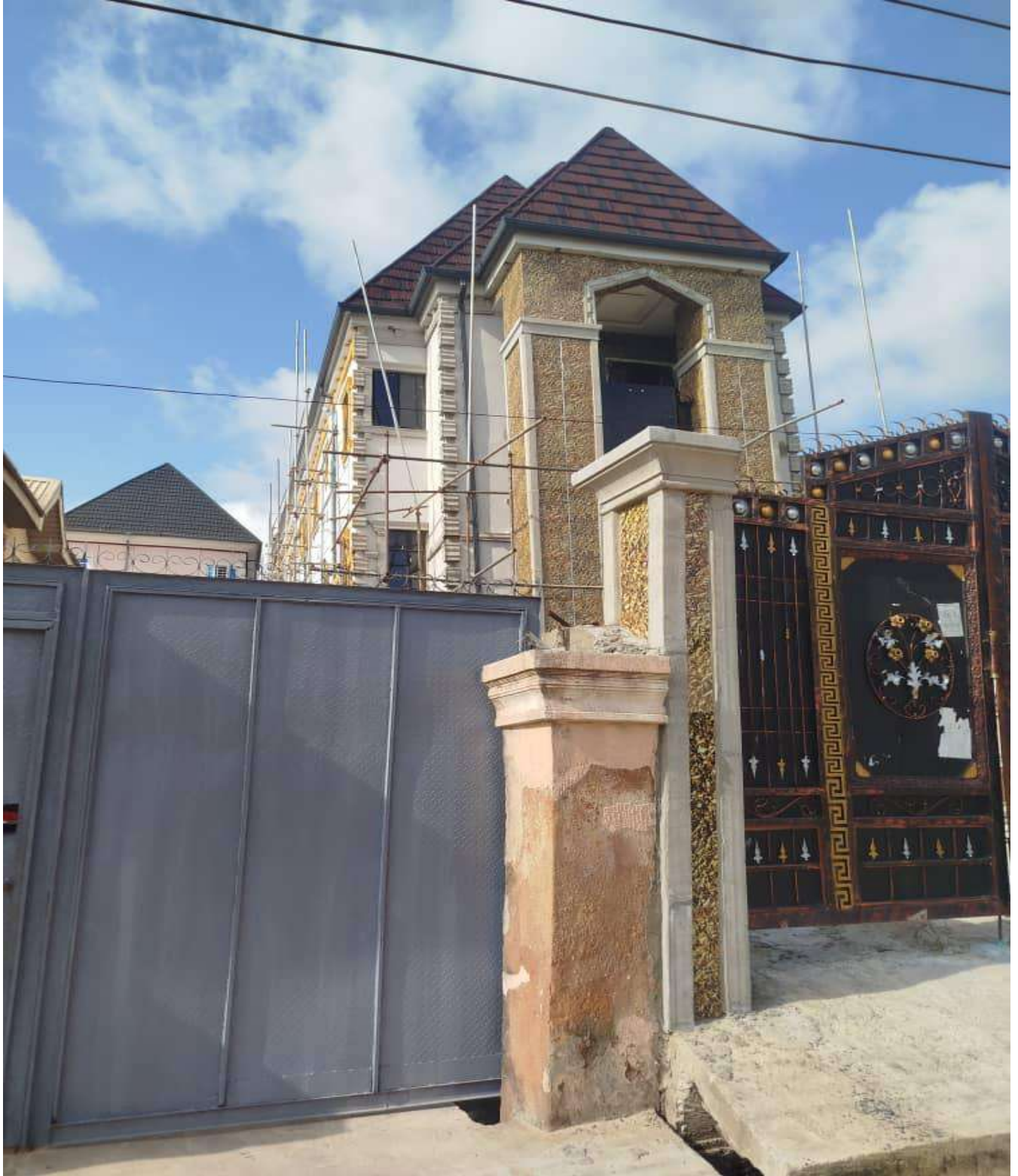
*Fig 1.5 Leo Street, Onireke, opposite Ojo barracks, Lagos*



*Fig 1.6 Leo Street, Onireke, opposite Ojo barracks, Lagos*



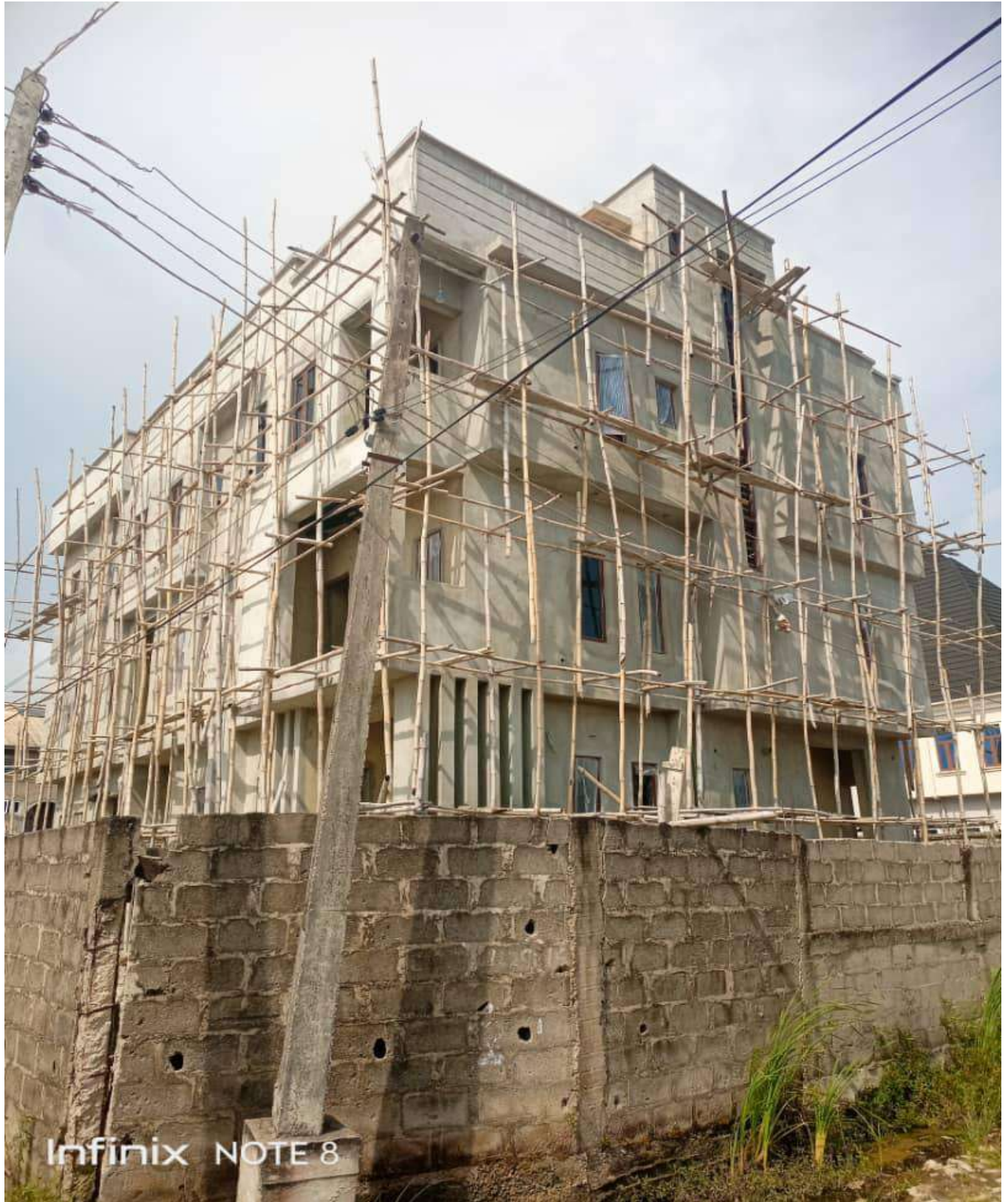
*Fig 1.7 Leo Street, Onireke, opposite Ojo barracks, Lagos*



*Fig 2.1 Unity Street, Diamond estate Lagos*



*Fig 2.2 Unity Street, Diamond estate Lagos*



*Fig 3.1 Project at Akinjiri Street, Tedi, Lagos*



*Fig 3.2 Project at Akinjiri Street, Tedi, Lagos*



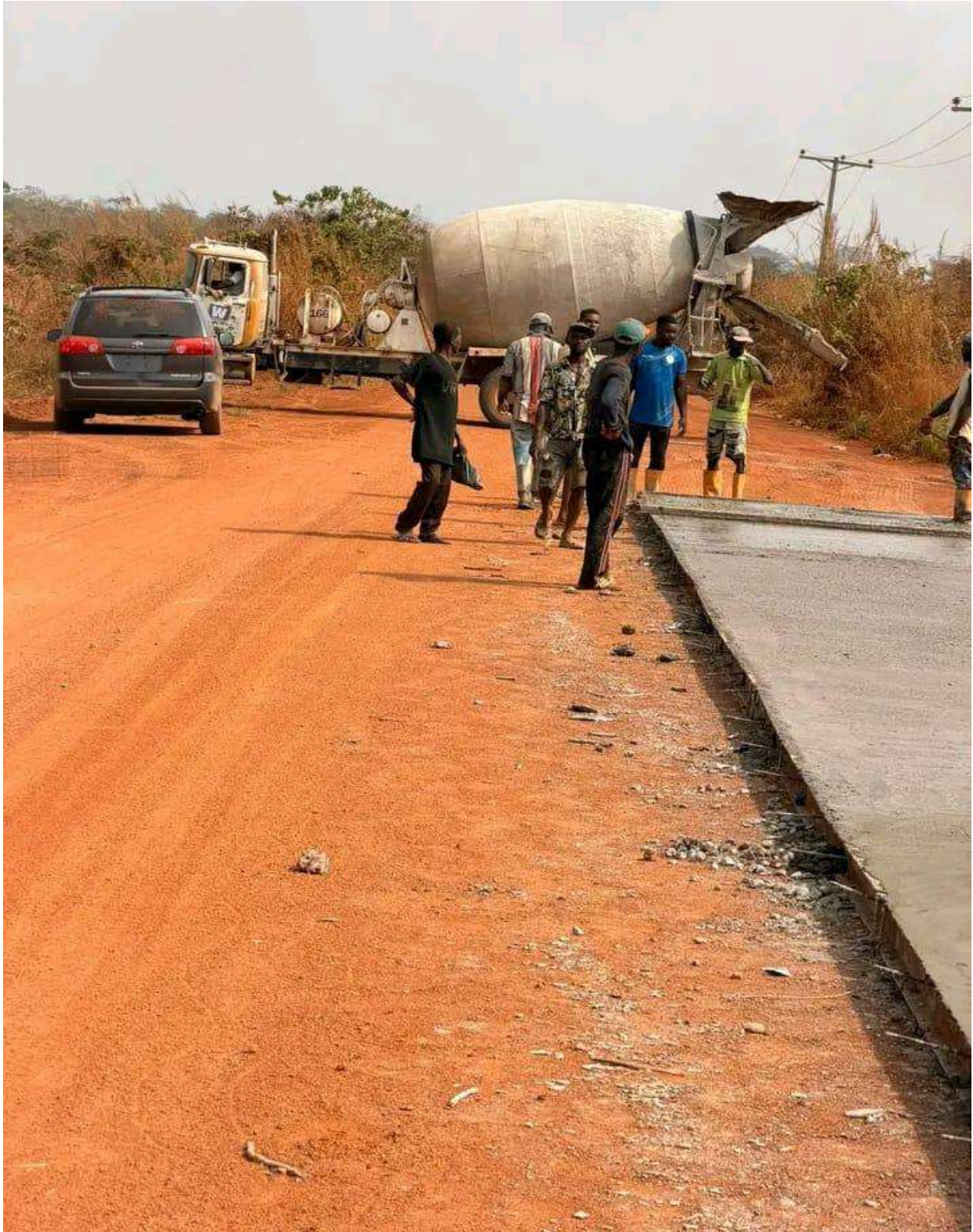
*Fig 4.1 Pilling working at Obadore, Lagos during LABSCA visit for stage inspection*



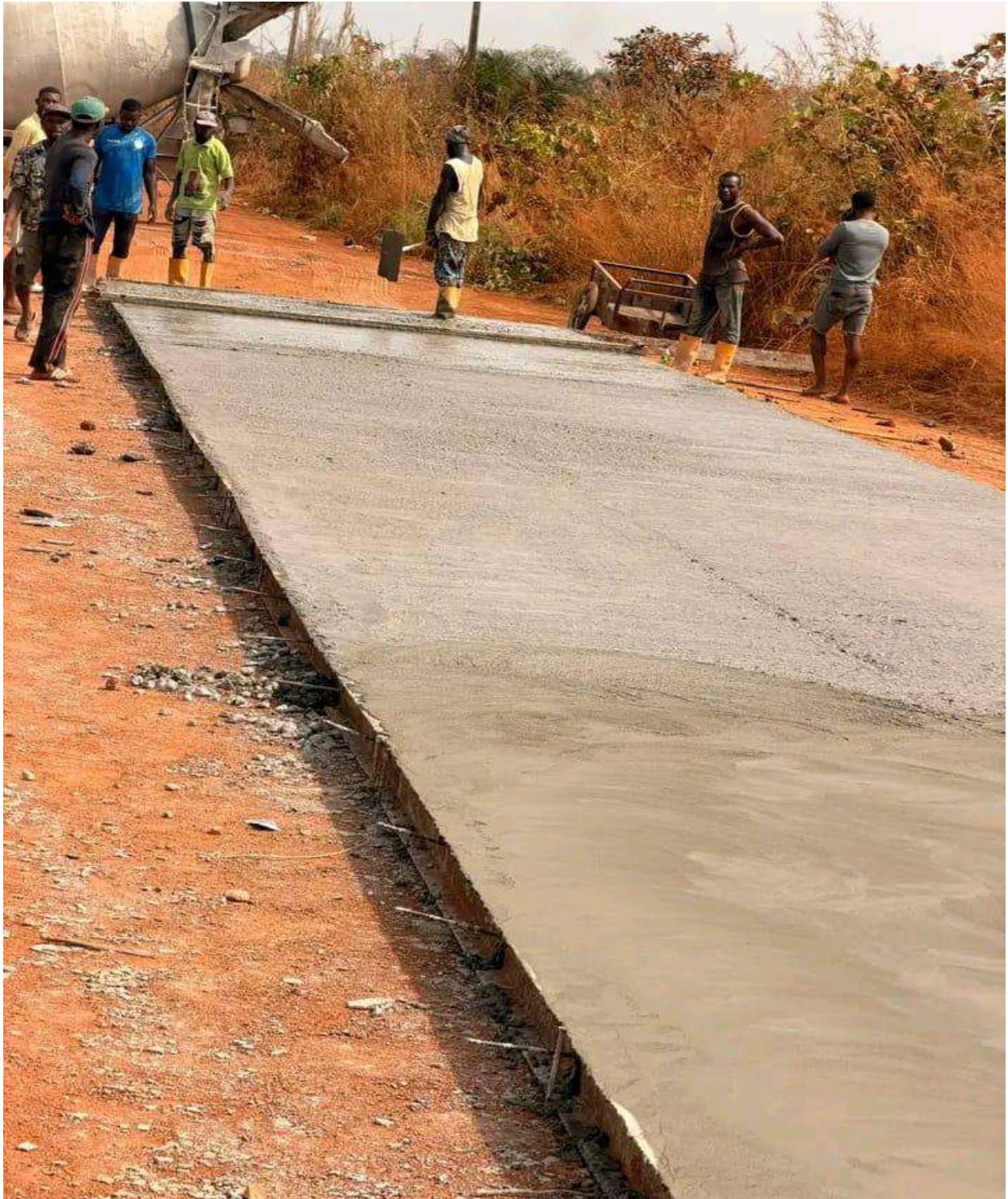
*Fig 4.2 Pilling working at Obadore, Lagos during LABSCA visit for stage inspection*



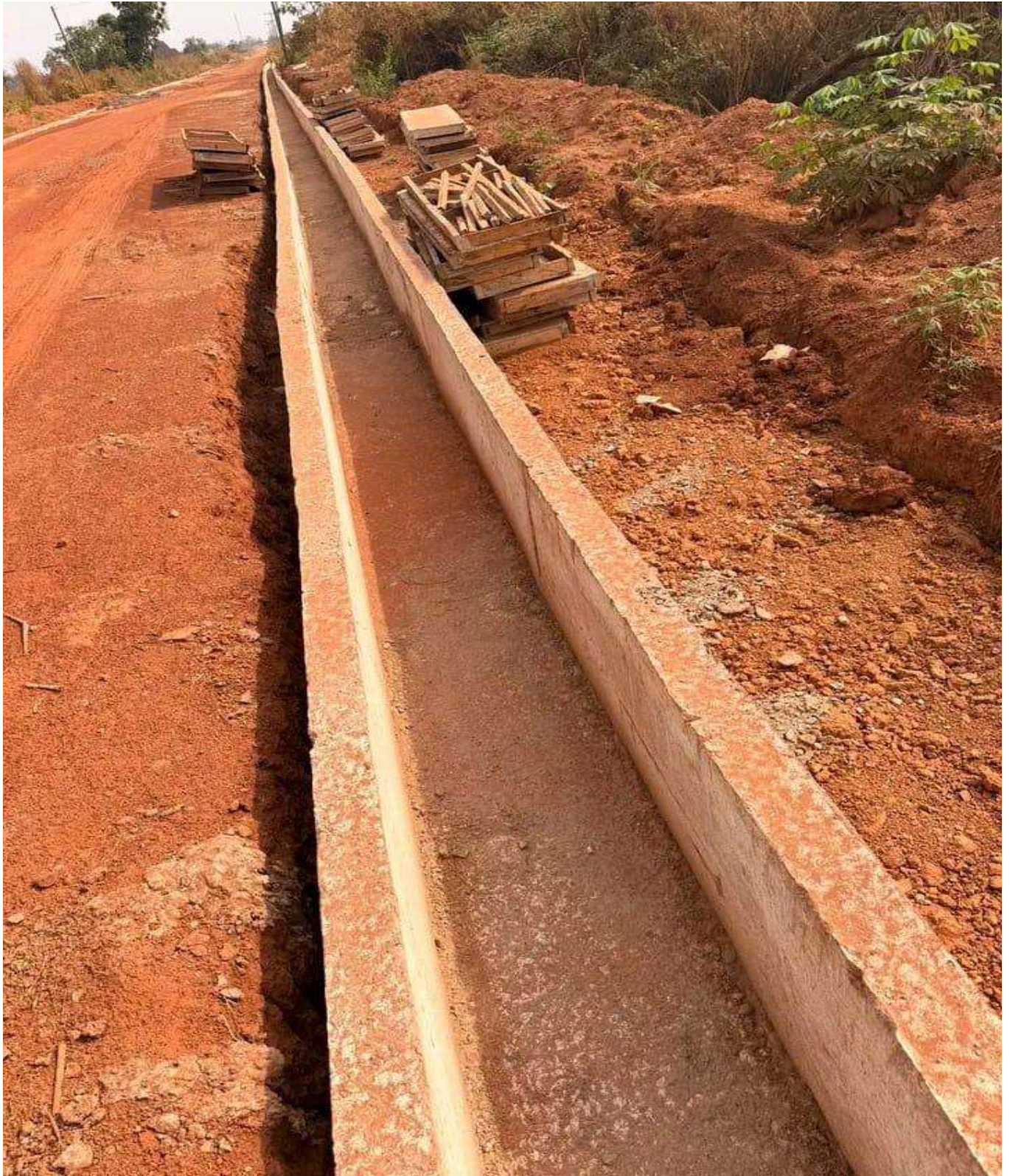
**Fig 5.1** Construction of 17.1km Isu-orieagu -obeagu, ezzagu Road (15cm Rigid pavement thickness and Hydraulic structures) Onicha LGA



**Fig 5.2** Construction of 17.1km Isu-orieagu -obeagu, ezzagu Road (15cm Rigid pavement thickness and Hydraulic structures) Onicha LGA



***Fig 5.3 Construction of 17.1km Isu-orieagu –obeagu, ezzagu Road (15cm Rigid pavement thickness and Hydraulic structures) Onicha LGA***



**Fig 5.4** Construction of 17.1km Isu-orieagu -obeagu, ezzagu Road (15cm Rigid pavement thickness and Hydraulic structures) Onicha LGA