

2025

**PROFESSIONAL EXPERIENCE REPORT
SPANNING 15 YEARS (2010 TO 2025)**

SUBMITTED TO:
THE CHAIRMAN, MEMBERSHIP COMMITTEE,
THE NIGERIAN INSTITUTE OF QUANTITY
SURVEYORS (NIQS),
NATIONAL SECRETARIAT, ABUJA

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1.1 INTRODUCTION

I assumed duty on March 1, 2010 as the senior Quantity Surveyor at New Jordan Nig.Ltd in Oyo State I have worked in both consulting and contracting firm before this new place which has afforded me opportunity to have direct interaction and relationship with the professionals in the built industry for more experiential knowledge and exposure to Quantity Surveying professional duties/responsibilities as I climb my career ladder site from Quantity Surveyor to Senior Quantity Surveyor.

During this period of my career development, I have been privileged to work on different types of projects ranging from direct-labour to the conventional direct contracts within and outside the state. Some of these projects are listed in Appendix A as attached. Each of the project also has one lesson or the other to teach me.

1.2 PROJECTS EXECUTED

I have been involved in several projects ever since I joined the New Jordan Nig.Ltd, either as a member of project monitoring team (Consultant) or executory team. “Appendix A” shows the list of some projects that I have been a participant from 2010 till date.

2.0 MY PROFESSIONAL EXPERIENCE

2.1 TENDER ANALYSIS

Tender report/Analysis is a report that shows the breakdown of various rates into different work sections/elements among contractors bidding for a project and that of the Consultant Quantity Surveyor or In-house Estimate.

Tender Analysis is divided into two phases which are:

- i. Technical Evaluation
- ii. Financial Evaluation

i. Technical Evaluation: This stage shows how the contractors are assessed based on the requirements stated as the conditions that qualifies for the job on the advert. Listed below are some of the conditions or requirements for the pre-qualification of contractors;

- i. Evidence of registration with Corporate Affairs Commission (CAC);
- ii. Current Tax Clearance Certificate for the last three (3) years;
- iii. Certificate of Compliance with pension commission (PENCOM)
- iv. Certificate of Compliance from Industrial Training Fund (ITF)
- v. Certificate of Compliance from Nigeria Social Insurance Trust Fund (NSITF)
- vi. Evidence of registration with Landmark University, e.t.c

ii. Financial Analysis: Having prequalified some contractors at technical stage, the financial analysis of those contractors bid will be done. It includes comparison of Rates of work items, element, preliminary, financial and technical aspect of various contractors before negotiation to know whether the contractor is competent enough to execute the project. Through this analysis, a contractor is awarded the contract based on the assessment that his estimate is the closest or nearly above the Consultant Quantity Surveyor. It is also worthy of note that the lowest bid does not guaranty winning of the contract neither does the highest, but the most competitive and technically viable as well as financially competent.

2.2 PREPARATION OF BILL OF QUANTITIES

The bill of quantities is exclusively a contract document in most contract cases. It describes in detail the quantities and quality of resources that would be required for a project, the cost of execution of individual elements in the building leading to the total cost estimate of the project.

The bill of quantities is composed of the preliminaries bill, the work section bill (the project elements and the general summary). Provisional sums are inserted for works which the extent is not fully known. Prime Cost sums are inserted for works that will mostly likely be carried out by a nominated subcontractor or items to be supplied by a nominated supplier. They may also be used in cases where, at the tender stage, parts of the project have not been fully detailed and therefore the use of nominated sub-contractors allows the job to go to tender.

The bill of quantities is a special legal document prepared which serves as means of tender by contractors for building projects. It can be used for cost planning since the cost of each element is known.

2.3 FLUCTUATION

Construction projects are typically lengthy, often spanning several years to reach completion. In projects that extend over multiple years, the impact of fluctuating costs of materials, equipment, and manpower can be substantial and may adversely affect the profitability of the construction project for the contractor.

In construction contracts, fluctuation provisions establish a mechanism for addressing the effects of inflation. On some projects, contractors are expected to factor in cost of fluctuation when pricing their tenders. On other contracts, typically in large projects where contractors cannot take the risk for price escalation over the contract term, the contractor may be asked to tender based on current prices, i.e., prices at the base date specified in the tender documents. In such cases, the

contract includes fluctuation provisions outlining a mechanism for the contractor to be reimbursed for price fluctuations.

Over the years, I have had privilege to be involved in some projects that have spanned two to three years due to situation beyond the control of the organization and contractors, hence, the need to review the items' rates to cater for increment in the cost of materials and labour in compliance with the provision of condition of contract. One way that a JCT contract can help to minimize the impact of economic volatility on a construction project is with the use of fluctuations provisions. In JCT contracts generally, three options for incorporating fluctuations provisions are provided (Fluctuations Options A, B & C), depending on the requirements of the project and the contracting parties. In doing this, when contractors tendered for a particular project in our organization, there is always a base date in respect of that particular project, anytime needs arises to review rates of items for that particular project, that base date will always serve as our reference date in reviewing those rates. At times, we adopt data released by National Bureau of Statistics on inflation rate to review those rates of items but if contractors claim was based on materials cost alone we adopt a simple method of finding the disparity between old price and new price multiplied by quantities required to arrive at amount due to the contractor to cover for every extra cost incurred on the materials. Note that my job is to guide my establishment on the contractor's claim in order not to overpay him.

2.4 MEASUREMENT OF BUILDING WORKS.

One of the main or core duties of a Quantity Surveyor is to be able to measure accurately the quantities required for works. To do this, he must possess a good understanding in reading and interpretation of working drawings. In measuring quantities, there are some basic principles and procedure that must be followed which include

- **Taking off:** It involves the process of booking of figures or scaling dimensions from the Architectural drawings or Structural drawings using the prescribed scale by the Architect or

Engineer into a specially ruled sheet called “taking-off sheet” using the standard units, format and descriptions for the various work items as detailed in the Building and Engineering Standard Method of Measurement (BESMM 3 & 4).

- **Working-up:** This process involves two things which are squaring and abstracting. This involves the process of processing the booked dimensions in the taking off sheet into a summary format that can be readily transferred into the bill. The various work items, which involves entering of resultant lengths, areas, volume, number and weight in the squaring column are summed up and transferred to an abstract sheet. This process is called “Abstracting “. After which they are written in the prescribed order, total and reduced to the recognized units of billing. These are the principles we followed in the measurement of quantities I was privileged to be part of.

I have been actively involved and assisted in the taking off of most projects undertaken in the company using any of the latest edition of the Building and Engineering Standard Method of Measurement (BESMM) as the standard method of measurement.

2.5 SCALE OF FEES

The scale of fees approved and published by the Federal Ministry of Works and Housing in April 1996 has always been our main guide in calculating fees for Consultants in the Construction Industry. Some sections of the conditions of engagement and Consultancy Services agreement for Quantity Surveying and Project Management Services issued by The Nigerian Institute of Quantity Surveyor in October 2004 shall be incorporated as regards the methods and ways of remunerating the Consultants for their services:

2.5.1 Payment Stages

The proportion of the total fees payable to all categories of consultants for normal services at different stages of implementation is as follows:

Stage 1: 25% based on the Estimated Total Cost (ETC) of the project

Stage 2: 50% based on the Estimated Total Cost (ETC) of the project

Stage 3: 25% based on the Estimated Total Cost (ETC) of the project

The above is the position of the Federal Ministry of Works and Housing as at April 1996, while The Nigeria Institute of Quantity Surveyors (2004) stipulates that the fees payable to the Consultant QS, shall be made as follows:

Stages	Stage Description	Percentage of Fee
1	Preliminary Estimate	10
	Final Budget Estimate	15
2	Tender Documentation	20
3	Tender Analysis and report	5
	Contract Documentation	20
4	Contract Administration	25
5	Final Accounts	5
	Total	100

Over the years, I have prepared consultant fees for many of the projects carried out in my establishment that the services of consultants were engaged, and in a situation whereby the consultants prepared and submitted their fees, the scale of fees approved and published by the

Federal Ministry of Works and Housing in April 1996 has always been our main guide in assessing and confirming their payments.

2.6 MARKET SURVEY

Market survey is one of the methods adopted by the University company to get the necessary information for pricing bill of quantities. We carry out market survey virtually every month, in order to get the current prevailing prices of materials, the current rate of hiring plants, and the current rate of wages paid to the labourers. It is being done almost daily now that the market condition is experiencing galloping inflation nationwide.

Market survey is a process, which must be constantly done by a quantity surveyor in a firm, so as to be familiar with the current prices of materials and the likes, as this normally serves as a basis for comparing tender figures submitted by various Tenderers during tendering process.

2.7 PREPARATION OF MATERIAL SCHEDULE

Materials schedule shows the list of the various materials needed for the execution of a particular project in whole or part, inserting the current prices of each material to arrive at the total material cost of the work.

In preparing this, there is need for current materials prices which automatically requires market survey in order to know the current prevailing prices of construction materials. Materials schedule preparation also reveals the quantities of materials needed for each stages of the construction or the whole construction, including the amount to be spent on every stages of the work or for the whole construction. This helps the contractor to secure the material needed early enough so as to avoid delay in the delivery of the project and also to avoid over - purchasing or under - purchasing of materials.

In my establishment, materials schedule is prepared when the works are to be carried out in-house by direct-labour. We have done so many projects using this method, especially when there is paucity of fund to go by the normal direct contract method. The project is done in-house without involvement of consultants. Artisans and labour will be sourced within. In a situation

like this, we carried out materials and labour schedule, to guide in procuring materials and labour.

2.8 PREPARATION OF VALUATION

Clause 30 of the JCT form of contract provides for interim certificates so that payment can be made on account. Without such clause the contractor would not receive any payment until he had completed the contract. This would be an 'entire contract', in which one party must fulfil all his part of the contract before he can ask the other to carry out any of his part.

This clause also makes provision for the parties to agree the period of interim certificates by completing the necessary space in the appendix. Interim valuation is prepared based on agreement on appendix and in relation to clause 30.2 and 30.3 of JCT which lay down how amount due shall be calculated. The valuation will include the total value of work properly executed, variation (if any), materials and goods supplied by nominated suppliers and fixed by the contractor; work executed by nominated sub-contractors; the value of materials delivered to the site for use in the works, less the agreed retention; plus any fluctuations claims due. From this sum total is deducted the amount due under any previous certificates.

The Quantity Surveyor usually prepares a valuation and recommends to the Architect the sum which should be certified. It is the duty of the Architect to issue the certificate.

As part of my duties in the establishment, I do site visitation to sites for spot measurement which is usually carried out together with contractor Quantity Surveyor, taken note and valuing the materials and goods stored on site, insert the work done by contractor against the bill of quantity. In order to determine 'the gross valuation', the value of each of the constituent parts has to be ascertained. Those parts may be any or all of the following:

1. Preliminaries.
2. Main contractor's work/measured works/Builders work.
3. Variation.
4. Nominated suppliers.
5. Nominated sub-contractors.
6. Retention

7. Fluctuations in costs of labour, materials when allowed in the contract.
8. Advance payment reconciliation

2.8.1 PRELIMINARIES

I was made to know that Item priced in the preliminaries section of the bill of quantities can often form a major part of the work done in the early stages of the contract, and it is only right they should therefore be included in a certificate valuation. To do this, three method can be used.

1. **Proportion the preliminaries total against the contract period:** For instance, in a project where the preliminaries total is Five Million Naira (₦5,000,000.00) for contract period of Sixteen Weeks, the amount included would be Three Hundred and Twelve Thousand, Five Hundred Naira (₦312,500.00) per week.
2. **Proportion the preliminaries against the percentage of work done by the contractor:** To use this method, the executed/measured work must have been ascertained. It is from the percentage of the work done in relation to the total works expected to be carried out the preliminaries will be calculated.
3. **Individual assessment:** This method can be used where the preliminaries is not priced as lump sum, that is, each item can be considered and assessed individually. In accordance with Clause 13 of JCT that established the sacrosanctity of the Contract sum and Contract rates and prices and Since each item of preliminaries has its own rate, the quantity surveyor will only need to visit the site to know items of the preliminaries that have been done on site for him to know the amount to be included in the valuation.

2.8.2 WORK EXECUTED/MEASURED WORKS.

The quantities set out in the Bill of Quantities are the estimated quantities for the Works, and they are not to be taken as the actual and correct quantities of the Works to be executed by the Contractor in fulfillment of his obligations under the Contract.

The Quantity Surveyor shall, except as otherwise stated, ascertain and determine by measurement the value of the Works in accordance with the Contract and the Contractor shall be

paid that value in accordance with Clause 30. The Quantity Surveyor shall, when he requires any part of the Works to be measured, give reasonable notice to the Contractor's authorized agent, who shall:

- (a) Forthwith attend or send a qualified representative to assist the Quantity Surveyor in making such measurement, and
- (b) Supply all particulars required by the Quantity Surveyor. Should the Contractor not attend, or neglect or omit to send such representative, then the measurement made by the Quantity Surveyor or approved by him shall be taken to be the correct measurement of such part of the Works.

In the case of variations defined according to section 5.1.1 of the JCT conditions of contract. Therefore in preparing the variation account, valuation is done in accordance with the valuation rules laid out in section 5.6.1 of the JCT;

Over the years I have used the following two methods in taking care of variations in some projects;

1. Measurement and valuing on site
2. Day works

CONCLUSION

I have learnt over the years in the field of Quantity Surveying that the profession does not encourage quackery. It calls for diligence and versatility.

The profession has essential part to play in increasing the efficiency of construction work providing effective cost control procedure & ensuring value for money at all times. Quantity Surveyors have the capability to secure success of the projects by their effective technical & financial advice and thus have vital contributions to the economy. This report which serves as a summary of my activities in more than eighteen years of practice has afforded me the opportunity to critically look back and assess on daily basis my performance and output in my career.

It has also given me the opportunity to recognize the high level of versatility required when practicing Quantity Surveying and being familiar with all aspects of construction and to be current with new innovations and construction methods.

APPENDIX A

LIST OF ALREADY COMPLETED PROJECTS

- Construction of Mechanical Engineering Workshop at Landmark University, Omu-Aran, Kwara State.
- Construction of Internal Road Network for Landmark University, Omu-Aran, Kwara State.
- Construction of Kingdom Heritage Model School Udu, Delta State
- Construction of Kingdom Heritage Model School Mgbuoba, Port-Harcourt Rivers State.
- Renovation and management of the 4 Student Hostel at The Polytechnic, Ibadan