

**REPORT ON PROFESSIONAL
EXPERIENCE AS A QUANTITY
SURVEYOR**

PREPARED BY

FOLORUNSO OMOLAYO JANET

P00249F

SUBMITTED

TO

**THE NIGERIAN INSTITUTE OF QUANTITY
SURVEYORS**

**IN PARTIAL FULFILMENT OF THE
REQUIREMENT FOR MEMBERSHIP INTO
THE INSTITUTE**

MARCH 2026

The Nigerian Institute of Quantity Surveyors (NIQS) serves as the regulatory and professional body responsible for maintaining standards in Quantity Surveying practice in Nigeria. The Institute is committed to promoting excellence in construction cost management, procurement systems, and project delivery through continuous professional development and strict adherence to ethical standards.

As part of its membership requirements, candidates are required to submit a Professional Experience Report to demonstrate their practical competence, technical expertise, and exposure to real-life construction projects.

With over sixteen (16) years of progressive experience in the construction industry, I have developed extensive expertise in cost management, contract administration, and project delivery. My professional exposure spans institutional, rehabilitation, and capital development projects within the public sector. Over the years, I have consistently contributed to the successful planning, execution, and completion of projects within budget and time constraints.

I have acquired strong competencies in core Quantity Surveying functions, including cost planning, estimating, tendering, contract documentation, project monitoring, and post-contract administration. These experiences have positioned me to deliver efficient, cost-effective, and value-driven solutions in line with client expectations and industry best practices.

EDUCATIONAL AND PROFESSIONAL BACKGROUND

Educational Qualifications

Bachelor of Science (B.Sc.) in Quantity Surveying, Joseph Ayo Babalola University (2021–2024)

Higher National Diploma (HND) in Quantity Surveying, Federal Polytechnic Ado-Ekiti (2014–2016)

National Diploma (ND) in Quantity Surveying, The Polytechnic, Birnin Kebbi (1992–1994)

National Business and Technical Examinations Board (NABTEB), 2013

CORE SKILLS AND COMPETENCIES

Strong expertise in cost estimation, cost planning, and financial control

Proficiency in contract documentation and tender administration

Advanced use of Microsoft Office tools for cost analysis and reporting

Effective communication and stakeholder management skills

Sound knowledge of construction methodologies and procurement systems

Ability to work independently and within multidisciplinary teams

Strong analytical and problem-solving capabilities

Commitment to safety, quality, and professional ethics

SERVICE TO THE POLYTECHNIC AND OUTSIDE POLYTECHNIC COMMUNITY

TITLE	POSITION	DURATION
Welfare committee of SANNIP	Member	2020-2024
Building Committee at Christ Apostolic Church Ado Ekiti	Secretary	2009 – Till date
Capital Project (Ad-Hoc Comm.)	Member	2022- 2025

WORK EXPERIENCE

PLACE OF WORK: The Federal Polytechnic, Ado Ekiti.

UNIT: Works and Services Department

DURATION: 2000 till date

TABLE: CAREER PROGRESSION

S/NO	PLACE OF WORK	POSITION	PERIOD
1	The Federal Polytechnic, Ado Ekiti	Assistance Technical Officer	2000-2004
2	The Federal Polytechnic, Ado Ekiti	Technical Officer	2004-2018
3	The Federal Polytechnic, Ado Ekiti.	Higher Technical Officer	2008-2010

4	The Federal Polytechnic, Ado Ekiti	Senior Technical Officer	2010-2013
5	The Federal Polytechnic, Ado Ekiti	Principal Technical Officer II	2013- Till date

PROFESSIONAL ROLES AND RESPONSIBILITIES

Assistant Technical Officer (2000–2004)

At this foundational stage, I gained practical exposure to Quantity Surveying functions and construction site operations.

Key Responsibilities:

Preparation of Bills of Quantities and preliminary estimates

Development of material and labour schedules

Preparation of interim valuations for ongoing works

Site supervision and monitoring of construction activities

Material analysis, stock-taking, and procurement support

Technical Officer (2004–2008)

In this role, I expanded my responsibilities in project supervision and cost management.

Key Responsibilities:

Preparation of detailed Bills of Quantities and cost schedules

Supervision of building and road construction projects

Preparation of dilapidation reports for maintenance works

Coordination of renovation and repair projects

Execution of assigned technical duties

Higher Technical Officer / Senior Technical Officer (2008–2013)

During this period, I actively participated in major institutional projects, particularly TETFUND interventions.

Key Responsibilities:

Preparation of Bills of Quantities for major capital projects

Participation in tendering processes and bid evaluation

Supervision and monitoring of project execution

Preparation of valuations and cost reports

Ensuring compliance with project specifications and standards

Key Projects Supervised:

Construction of School of Engineering

Construction of Digital Library

Development of Entrepreneurship Centre

Construction of Lecture Theatres and Classroom Complexes

Principal Technical Officer II (2013 – Present)

In my current role, I operate at a senior professional level, contributing to project planning, cost control, and overall project delivery.

Key Responsibilities:

Preparation of material and labour schedules for maintenance and capital works

Active involvement in pre-contract planning and tender documentation

Participation in tender opening, evaluation, and technical committees

Project supervision, monitoring, and performance evaluation

Ensuring projects are delivered within approved cost and time parameters

Providing technical advice on cost implications and variations

COMBINED PROFESSIONAL RESPONSIBILITIES

Across all roles, I have consistently performed the following functions:

Cost estimation and budgeting for construction projects

Preparation of cost reports and financial analysis

Monitoring project progress and cost performance

Measurement and valuation of works, including variations

Preparation and evaluation of contractor claims

Ensuring compliance with approved budgets

Assisting in tender analysis and procurement decisions

Interpretation of construction drawings and specifications

Site supervision and quality control

REVIEW OF RECENT PROJECTS (PERIOD 2020- TILL DATE)

Over the years I have been involved in a lot of projects, carried out as I served with the Federal Polytechnic Ado - Ekiti, Ekiti State. Some of the projects carried out recently in these years of professional experience are presented for review in this section.

PROJECT A

TITLE OF PROJECT: Proposed Construction and Furnishing Student Hostle

LOCATION: Federal Polytechnic Ado - Ekiti, Ekiti State

CONTRACT SUM: N454,693,182.66

PERIOD: 2022

POSITION: Project Quantity Surveyor

STATUS: Completed

ACTIVITIES CARRIED OUT IN THE ABOVE PROJECT

- Harmonizing and interpreting drawings for the project.
- Regular Technical Meeting with Contractor
- Valuing of Sub Contractor and Contractor work done
- Technical and Contractual correspondence
- Scheduling and Planning of Job activities
- Ordering of various Materials for job.
- Obtaining/negotiating Sub contract jobs.
- Monitoring actual cost against budgeted and putting mitigation plan were

necessary.

- Measured work done against payments Made.
- Take-Off measurement of Architectural, Structural, Electrical and Mechanical

Drawings to prepare bill of quantities.

- Preparation of Project Financial Statement; a monthly project financial analysis

PROJECT B

TITLE OF PROJECT: Construction of Classrooms and Offices Complex

LOCATION: Federal Polytechnic Ado - Ekiti, Ekiti State

CONTRACT SUM: N448,786,204.40

PERIOD: 2023

POSITION: Project Quantity Surveyor

STATUS: Completed

ACTIVITIES CARRIED OUT IN THE ABOVE PROJECT

- Harmonizing and interpreting drawings for the project.
- Regular Technical Meeting with Contractor
- Valuing of Sub Contractor and Contractor work done
- Technical and Contractual correspondence
- Scheduling and Planning of Job activities
- Recommending Equipment and man power requirement for specific job

task and the duration

- Ordering of various Materials for job.
- Obtaining/negotiating Sub contract jobs.
- Monitoring actual cost against budgeted and putting mitigation plan

were necessary.

- Measured work done against payments Made.
- Take-Off measurement of Architectural, Structural, Electrical and Mechanical Drawings to prepare bill of quantities.
- Preparation of Project Financial Statement; a monthly project financial Analysis

PROJECT C

PROJECT TITLE: Rehabilitation Repair and Maintenance of Old School of Environmental Studies (SES) Blocks 1 (LOT 4B)

LOCATION: Federal Polytechnic Ado - Ekiti, Ekiti State

DURATION: 2025

POSITION: Project Quantity Surveyor

PROJECT CONTRACT SUM: N113,366,490.00

STATUS: ON-GOING

ACTIVITIES CARRIED OUT IN THE ABOVE PROJECT

The following roles were thus carried out in the execution of the project:

- i. Preparation of in-house estimates based on assessment carried out.
- ii. Dilapidation Surveying and preparation of Dilapidation schedule
- iii. Mechanical Drawings to prepare bill of quantities.
- iv. Measurement (Take-off) and preparation of the contract Bill of Quantities
- v. Attendance to site meetings
- vi. Attendance meetings of consultants and client
- vii. Preparation of valuations
- viii. Revision of Bill of Quantities
- ix. Supervision and ensuring adherence to specifications

- x. Technical advice to client on variation items
- xi. Preparation of Variation Bill of Quantities
- xii. Comparative analysis and technical advice to the client on the choice of materials in terms of cost

PROJECT D

PROJECT TITLE: Rehabilitation Repair and Maintenance of Old School of Business Studies (SBS) Blocks 2, 3, and 4 (LOT 4A)

LOCATION: Federal Polytechnic Ado - Ekiti, Ekiti State

DURATION: 2025-till date

POSITION: Project Quantity Surveyor/ Project Manager

CONTRACT SUM: N263,576,885.00

STATUS: ON-GOING

ACTIVITIES CARRIED OUT IN THE ABOVE PROJECT

The following roles were thus carried out in the execution of the project:

- i. Dilapidation Surveying and preparation of Dilapidation schedule
- ii. Mechanical Drawings to prepare bill of quantities.
- iii. Measurement (Take-off) and preparation of the contract Bill of Quantities iii.
Attendance to site meetings
- iv. Attendance to meetings of consultants and client
- v. Preparation of valuations
- vi. Revision of Bill of Quantities
- vii. Supervision and ensuring adherence to specifications
- viii. Technical advice to client on variation items
- ix. Preparation of Variation Bill of Quantities
- x. Comparative analysis and technical advice to the client on the choice

of materials in terms of cost

PROJECT E

PROJECT TITLE: Rehabilitation Repair and Maintenance of Old School of Engineering Blocks B (LOT 1)

LOCATION: Federal Polytechnic Ado - Ekiti, Ekiti State

PROJECT DURATION: 2025-2026

POSITION: Project Quantity Surveyor/

CONTRACT SUM: N190,000,000.00

STATUS: ON - GOING

ACTIVITIES CARRIED OUT IN THE ABOVE PROJECT

The following roles were thus carried out in the execution of the project:

- i. Dilapidation Surveying and preparation of Dilapidation schedule
- ii. Mechanical Drawings to prepare bill of quantities.
- iii. Measurement (Take-off) and preparation of the contract Bill of Quantities
- iv. Attendance to site meetings
- v. Attendance meetings of consultants and client
- vi. Preparation of valuations
- vii. Revision of Bill of Quantities
- viii. Supervision and ensuring adherence to specifications
- ix. Technical advice to client on variation items
- x. Preparation of Variation Bill of Quantities
- xi. Comparative analysis and technical advice to the client on the choice of materials in terms of cost

PROJECT F

PROJECT TITLE: Rehabilitation Repair and Maintenance of Old School of Engineering Blocks C and D (LOT 4C)

LOCATION: Federal Polytechnic Ado - Ekiti, Ekiti State

PROJECT DURATION: 2025-2026

POSITION: Project Quantity Surveyor/

CONTRACT SUM: N317,879,550.00

STATUS: ON - GOING

ROLES PLAYED IN THE EXECUTION OF THE PROJECT

The following roles were thus carried out in the execution of the project:

- i. Dilapidation Surveying and preparation of Dilapidation schedule
- ii. Mechanical Drawings to prepare bill of quantities.
- iii. Measurement (Take-off) and preparation of the contract Bill of Quantities
- iv. Attendance to site meetings
- v. Attendance meetings of consultants and client
- vi. Preparation of valuations
- vii. Revision of Bill of Quantities
- viii. Supervision and ensuring adherence to specifications
- ix. Technical advice to client on variation items
- x. Preparation of Variation Bill of Quantities
- xi. Comparative analysis and technical advice to the client on the choice of materials in terms of cost

PICTURES FOR THE ABOVE-MENTIONED PROJECTSREPORT ON







SUMMARY OF EXPERIENCE GAINED

Over the given years of practice as a Quantity Surveyor, I have gained experience in the following skills:

1. Budget Estimating, Cost Control and Reporting:

The role of the Quantity Surveyor starts from the very beginning of the construction project. I have developed relevant skills in preparation of cost estimates at various stages. I have experience in cost control, monitoring, forecasting and reporting during construction; and preparations of cost statistics. I can perform site inspection; advise clients appropriately on level of dilapidations; and proffer solutions.

2. Contract Documentation:

Bill of Quantities is one of the essential contract documents. I have gained a vast experience in preparation of Bills of Quantities, which includes measurement and description of works, and drafting of preambles etc.

3. Post Contract Services:

I have gained experience in Post Contract Services such as: Preparation of Valuation for Interim Certificates and reporting on all matters in connection; Evaluation, negotiating and reporting on claims; and Preparation of Final Accounts and Total Expenditure on the Project.