

PROJECT TITLE

RECONSTRUCTION AND UPGRADING OF THE
BAUCHI STATE GOVERNMENT HOUSE

PROJECT REPORT

ON

Professional Involvement in Cost Management, Contract
Administration and Project Monitoring

SUBMITTED TO

Nigeria Institute of Quantity Surveyors (NIQS)
No. 24, NIQS Crescent, off Michael Ama Nnachi Crescent
Cadastral Zone B6 Mabushi District
ABUJA

SUBMITTED BY

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REG.NO: P00518M

PROJECT CLIENT

Bauchi State Government

PROJECT LOCATION

Government House Complex

PERIOD OF INVOLVEMENT

March 2021- March 2026

MARCH , 2026

DECLARATION

I hereby declare that this Report is a true account of my Personal involvement and Professional experience in the **Reconstruction and Upgrading of Bauchi State Government House**. The Report was prepared under the Supervision of and The Ministry of Housing & Environment, No. 09 Yaya Abubakar Link, GRA Bauchi and Our able Director of Housing in Person of **QS. Yamai Muhammad**, mni, rqs and has not been submitted elsewhere for professional assessment.

Signature & Date: _____

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CERTIFICATION

I certify that the candidate actively Participated in the execution of the Project described in this report and that the experience gained is adequate for assessment by the **Nigerian Institute of Quantity**

Surveyors (NIQS)

Signature: _____

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Date: _____

26th February, 2026

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1.0 Introduction

The **Reconstruction and Upgrading of the Government House** was undertaken by the **Bauchi State Government** as Part of its Strategic Infrastructure renewal Programme aimed at Modernizing key Public Facilities and enhancing the efficiency of Government Operations. **Government Houses serve as the Administrative seat, headquarters and official Residences of State Chief Executives, accommodating executive offices, meeting facilities, residential units, and essential support services.** Over time, the existing facilities had experienced physical deterioration due to age, increased operational demands, and inadequate maintenance, thereby necessitating comprehensive rehabilitation and upgrading.

The Project was conceived to transform the Government House into a Modern, Functional, Secured, and aesthetically improved Complex Capable of Meeting Contemporary Governance requirements.

The scope of the intervention included Structural Rehabilitation of existing buildings, replacement of Obsoleses Architectural components, Upgrading of Mechanical and Electrical Engineering Services, installation of Modern security infrastructure, and Improvement of the external environment through Road

rehabilitation, Drainage Construction, Landscaping, and External lighting.

Specifically, the Building works involved Repairs to structural elements, replacement of worn-out finishes, installation of new doors, windows, ceilings, and floor finishes, as well as interior space reconfiguration to improve functionality. **The Engineering Services Component covered Complete Electrical rewiring, Upgrading of Power Distribution Systems, Installation of Standby Power Generators, Rehabilitation of Water Supply Systems including Boreholes and Storage Facilities, Upgrading of Plumbing Networks, and Installation of Air-conditioning and Fire Protection Systems.**

Given the Sensitive Nature of the Facility, A Major aspect of the Project Was the Enhancement of Security Systems. This included the **Reinforcement of Perimeter Fencing, Construction of Modern Gate Houses, and Installation of Closed-Circuit Television (CCTV) Surveillance Systems, Provision of Access Control Mechanisms, and Improvement of Internal Traffic Management within the Complex.** In Addition, External works were carried out to improve the overall environment, Including **Rehabilitation of Internal Roads, Construction of Storm water Drainage Systems to Prevent Flooding, Landscaping of Green areas, and Installation of Solar Street and Security lighting.**

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The Project was executed through a Structured Procurement and Contract Administration Framework in line with Public Sector Project Delivery Procedures.

The Implementation Process Involved Preliminary Condition Assessment, Preparation of Designs and Cost Estimates, Tendering and Contractor Selection, Site Mobilization, Phased execution of works, Progress Monitoring, Interim valuation, and Quality Control leading to Final Completion and Handover.

The Candidate Participated in the Project as a Member of the Professional Team Responsible for Cost Management, Project Monitoring, and Valuation of work done, and Contract Administration. The involvement Provided Practical Exposure to the Procedures and Responsibilities Associated with the Delivery of a Large-Scale Public Construction Project. The Candidate's duties included Site Inspections and Supervision, Measurement of Completed Works, Preparation of Valuation data for Interim Payment Certificates, Monitoring of Project costs against approved estimates, documentation of project progress, and Participation in Site Meetings with Contractors and Consultants.

In addition, the Candidate was involved in verifying Compliance with Contract Specifications, assessing variations where necessary, and Maintaining Proper Records of Site Activities and Financial

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Transactions. Through Regular Interaction with the Contractor, Consultants, and Client Representatives, the Candidate Gained Experience in **Professional Communication, Co-ordination, and Problem-Solving within a Multi-disciplinary Project Environment.**

This Report therefore Presents an overview of the **“Reconstruction and Upgrading Project”** with emphasis on the Project Objectives, Scope, Cost Considerations, and Implementation Process. It also highlights the **Candidate’s Professional Contributions and the Practical experience Gained in the areas of Cost Control, Valuation, Quality Assurance, and Contract administration.** The experience acquired from the Project has contributed **significantly to the development of the Candidate’s Professional Competence in the Management and Delivery of Construction Projects, Particularly within the Public Sector.**

2.0 Objectives of the Project

The Project was designed to achieve the following:

- 1. Modernization of Existing Government House Facilities**
- 2. Rehabilitation of Deteriorated Structures**
- 3. Improvement of Office and Residential Accommodation**
- 4. Installation of Modern Mechanical and Electrical Systems**

- 5. Enhancement of Security Infrastructure**
- 6. Improvement of Internal Roads, Drainage, and Landscaping**
- 7. Provision of a Safe, Functional, and Durable Environment**

2.0 Scope, Cost and Completion

3.0.1 Scope of Works

The scope of works for the Reconstruction and Upgrading of the was comprehensive and covered civil, structural, mechanical, electrical, security, external, and interior improvement components. The project was designed to rehabilitate aging infrastructure, improve functionality, enhance safety and security, and upgrade the overall physical and environmental condition of the complex to meet modern operational standards.

Civil and Structural Works

The Civil and Structural Component of the Project Focused on Restoring the Integrity, Durability, and Safety of Existing Buildings within the Government House Complex. The Works Commenced with the Demolition and Removal of Defective and Deteriorated Structural and Non-Structural Elements that were No longer Serviceable. These Included Damaged Concrete Members, Worn-out Finishes, Deteriorated Ceilings, and Obsolete Building Components.

Following Demolition, Structural rehabilitation and strengthening were carried out where necessary. This involved **Repairs to Cracked or Weakened Structural Members such as Beams, Columns, Slabs, and Foundations Using Approved Strengthening Methods and Materials.**

The Objective was to Restore Structural Stability and Extend the Service Life of the Buildings.

Roof Replacement Works were undertaken in areas where Roofing Sheets, Trusses, and Waterproofing Systems had deteriorated. New **Roofing Materials were installed along with Improved Rainwater Disposal Systems. Ceiling works Included Replacement of Damaged Ceiling Boards with Modern and Durable Materials** to enhance both **Aesthetics and Thermal Performance.**

Finishing works formed a Significant Aspect of the Civil Works. These Included **Installation of New Floor Finishes Such as Ceramic Tiles and Terrazzo where Appropriate, Re-Plastering of Internal and External wall Surfaces, and Application of high-Quality paints to improve Appearance and Protection against Weathering.**

Mechanical and Electrical Services

The Upgrading of Mechanical and Electrical Services were carried out to Ensure Efficient and Reliable Building Operations. The Electrical Works involved Complete Rewiring of Affected Buildings and Installation of Modern Power Distribution Systems, including

Distribution Boards, Circuit Protection Devices, and Energy-Efficient Lighting Fittings.

To Address the Challenge of unstable Public Power Supply, Standby Generators were installed to provide reliable Backup Power for Critical Operations within the complex. Associated works included Generator Housing, cabling, and Automatic Change-over Systems.

Plumbing and Sanitary works were also Upgraded. These Included Replacement of Old and Leaking Pipes, Installation of New water Supply lines, Rehabilitation of Sanitary Fittings, and Improvement of Drainage and Wastewater Disposal Systems. Water Storage Facilities and Pumping Systems were also upgraded where necessary.

Air-conditioning and Mechanical Ventilation Systems were Installed and Upgraded to provide thermal Comfort in Offices, Conference Rooms, and Residential Areas. In addition, Fire Protection Systems Such as **Fire Extinguishers, Hose reels, and Smoke Detection Devices** were provided in line with Safety Standards to Enhance Emergency Preparedness.

Security Installations

Given the Strategic importance of the Facility, Significant attention was given to improving Security Infrastructure. The Works included **the Construction and Reinforcement of Perimeter Fencing to Clearly**

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define and protect the Boundaries of the Complex. Controlled access Points were established through the Construction and Upgrading of Gate-Houses to Regulate Entry and Exit.

Modern Closed-Circuit Television (CCTV) Surveillance Systems were installed at **Strategic locations to Enhance** Monitoring and incident Detection. Security lighting was also provided around the perimeter, access points, and critical areas to improve visibility and deter unauthorized activities, especially during night hours.

External Works

The External Works Component Was aimed at **Improving Circulation, Environmental Management,** and the overall Appearance of the Premises. Internal Road Rehabilitation was within the Complex. **Carried-out to Repair Damaged Pavements, improve Traffic flow, and enhance accessibility**

Drainage construction and rehabilitation works were undertaken to Address Flooding and Erosion Problems. Properly designed Storm-water Channels were constructed to ensure efficient surface water disposal during the rainy season.

Landscaping and horticultural works were implemented to enhance the Aesthetic quality of the environment. These included Lawn Establishment, Tree planting, Flower beds, and General Environmental

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Beautification. In Addition, **Street lighting was installed along Internal Roads and Pedestrian Walkways to improve Safety and night-time Visibility.** New Pedestrian walkways were also constructed in selected Areas **to Enhance Movement and Accessibility.**

Interior Upgrading

The interior upgrading component was designed to improve space utilization, functionality, and the overall working environment. Office partitioning works were carried out to create additional functional spaces using modern partition systems that allow flexibility and efficient space management.

Conference Rooms and Meeting Facilities were upgraded to meet Contemporary Standards. The improvements included better seating Arrangements, Improved lighting, Acoustic Treatment, and Installation of Modern finishes suitable for official engagements and high-level Meetings.

Modern Ceiling Systems and Decorative finishes were installed in Offices, Corridors, and Public areas to enhance the Aesthetic appeal and Professional image of the Government House. These works also Contributed to Improved lighting Efficiency and indoor Environmental Quality.

Therefore, the scope of works was extensive and Multi-disciplinary, Requiring Careful Co-ordination among various Professionals and Contractors. The Interacted Approach Ensured that Structural Integrity, Service efficiency, Security, Environmental Quality, and Interior Functionality were all addressed, Resulting in a Modernized and Operationally Efficient Government House Complex.

3.0.2 Project Cost

The **“Reconstruction and Upgrading” of the Bauchi State Government** was financed Through **Capital Allocation** by the Bauchi State Government as Part of its annual Infrastructure Development Programme. The Funding arrangement ensured that the project was executed within the approved budget framework and in accordance with Public Financial Management Procedures.

Cost Management formed a Critical Component of the Project Implementation to ensure Financial Discipline, Accountability, and Value for money. The Candidate was actively involved in several Cost Control and Financial Management activities under the Supervision of the Ministry Project Team.

One of the key Responsibilities Undertaken by the Candidate was the Review of the Bills of Quantities (BOQ) to ensure that the Measure Items were in line with the Project Scope and

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Specifications. This Process enhanced the Candidate's Understanding of Cost Planning, item Description, and Pricing Structure for various Construction Elements.

The Candidate also Participated in the Measurement of Completed works on site. This involved taking detailed measurements of executed construction activities and verifying quantities against contract provisions. The measured works formed the basis for periodic financial assessments.

Based on the verified measurements, the candidate assisted in the preparation of interim valuations for payment to the contractor. These valuations ensured that payments were made strictly for work properly executed and certified, thereby protecting the financial interest of the client.

Continuous cost monitoring was carried out to compare the value of work done with the approved project budget. This helped in identifying potential cost overruns at an early stage and provided a basis for financial reporting and decision-making.

The project also involved some variations arising from design adjustments, site conditions, and operational requirements. The candidate contributed to the pricing and evaluation of variation orders by analyzing rates, preparing cost implications, and ensuring

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that such changes were properly documented and approved before implementation.

At the final stage of the project, the candidate supported the preparation of the final account by assisting in the reconciliation of quantities, evaluation of variations, and agreement of the final contract sum with the contractor.

Overall, strict cost control measures such as regular measurement, interim valuation, variation control, and financial reporting ensured prudent utilization of public funds and the achievement of value for money.

3.0.3 Duration and Completion

The project commenced after the formal award of contract and the contractor's possession of site. Following mobilization, the works were executed in phases to ensure effective coordination of activities and minimal disruption to essential government operations within the premises.

The overall project duration was approximately **12 to 18 months**, depending on the complexity of the various components and the phased implementation strategy. The phased approach allowed structural works, service installations, external works, and finishing operations to be carried out systematically and efficiently.

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Project progress was monitored through regular site inspections, periodic progress meetings, and review of the contractor's work Programme to ensure that activities were carried out within the approved timeline.

Upon substantial completion of the works, a series of completion procedures were carried out. These included snagging and identification of minor defects, which were subsequently corrected by the contractor to the satisfaction of the consultants and the client.

Testing and commissioning of mechanical and electrical installations, including power systems, air-conditioning units, water supply facilities, and security installations, were conducted to confirm that all systems were functioning properly and in accordance with specifications.

Final measurement of all completed works was undertaken as part of the preparation and agreement of the final account. After satisfactory completion of all contractual obligations and resolution of outstanding issues, a Practical Completion Certificate was issued, signifying that the project had been successfully completed and handed over for use.

The structured completion process ensured that the facility met the required quality standards and was fully operational at the time of handover.

4.0 The Candidate's Role and Professional Approach

The Candidate Participated actively in the Reconstruction and Upgrading of the as part of the Professional Team Responsible for Cost Management, Project Monitoring, and Contract Administration.

The Involvement Covered the Pre-construction, Construction, and Post-Construction Stages, Providing a Comprehensive Understanding of Project Delivery Procedures.

Pre-Construction Stage

At the Pre-construction Stage, the **Candidate was involved in the review of Architectural, Structural, and Services drawings together with Project Specifications to ensure Clarity of Scope and Consistency with the Proposed Works.** This exercise helped in understanding the Project requirements and identifying key cost elements.

The Candidate also Participated in **Site Condition Assessment to observe the existing State of Buildings and Infrastructure**. This Provided Practical insight into the nature of **Rehabilitation works and Potential Factors** that could affect **Project Cost and Implementation**.

In Addition, the Candidate **assisted in aspects of Tender and Cost Analysis by Reviewing Bills of Quantities and Comparing Submitted Rates where required**. This contributed to the Development of Skills in Cost Evaluation and Understanding Contractor Pricing.

The Construction Stage

During the Construction phase, **the Candidate undertook regular site inspections to monitor progress and ensure that works were carried out in accordance with approved drawings, specifications, and contract Conditions**. This exposure enhanced understanding of construction processes and sequencing.

The Candidate **was actively involved in the Measurement and valuation of work completed on Site; Verified measurements were used in the Preparation of Interim Payment Recommendations to Facilitate timely and Accurate Payment to the Contractor**.

Monitoring Contractor Compliance Formed an Important part of the role. **The Candidate observed the quality of Materials and Workmanship and reported any Deviations from Specifications for Corrective action**.

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Where Changes occurred due to site conditions or Client requirements, **the Candidate assisted in the documentation of variations and Preparation of their cost implications. Participation in periodic site Meetings also provided opportunities to discuss progress, address Challenges, and coordinate activities among the Project team.**

Post-Construction Stage

At the completion stage, the candidate supported the final measurement of works and contributed to the preparation and reconciliation of the final account. The candidate also participated in snagging inspections to identify defects and ensure that outstanding items were rectified by the contractor.

Project documentation was Compiled, including Measurement records, valuation summaries, variation details, and progress reports. **The Candidate further assisted the Professional team during the project Handover process to ensure a Smooth Transition to the Client.**

The Professional Approach

Throughout the project, **the Candidate adopted a professional approach based on accuracy in measurement, transparency in financial assessment, proper documentation of all project activities,**

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and effective coordination with consultants, contractors, and client representatives. This approach ensured accountability, supported informed decision-making, and contributed to the successful delivery of the project.

5.0 The Challenges and Solutions

Challenge	Solution
Work within operational facility	Phased construction scheduling
Security restrictions	Coordination with security personnel
Design changes	Prompt evaluation and approval
Material price fluctuations	Continuous cost monitoring

6.0 Summary of Experience Gained

The **“Reconstruction and Upgrading of the Bauchi State Government House”** Provided valuable Practical Experience in the

Core Professional Areas of Cost Management, Contract Administration, and Construction Supervision. The Candidate's Involvement in the Project enhanced Technical Competence, Professional Judgment, and Understanding of Procedures associated with the Successful delivery of a Large-Scale Public Sector Project.

One of the Major Areas of Experience gained was in **Measurement and Valuation of Construction Works. The Candidate Participated in taking site Measurements of Completed Work and Verifying Quantities against Contract Provisions and Drawings.** This process improved **accuracy in quantification** and **strengthened practical knowledge of standard Methods of Measurement.**

Closely related to this was exposure to the preparation of **interim payment certifications.** Based on **Verified Measurements, the Candidate assisted in Compiling valuation** data used for **Periodic Payments to the Contractor.** This experience Provided **insight into Payment Procedures, Certification Processes,** and the importance of ensuring **that payments reflect actual work executed.**

The Project also provided practical knowledge in **cost control and financial monitoring.** The candidate monitored the **value of work done** against the **approved contract sum** and **project budget.** This helped in understanding how to track project expenditure, identify potential cost

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deviations, and Maintain financial discipline throughout the project lifecycle.

Another important area of learning was **Variation Management**. The Candidate was involved in **identifying variations arising from design changes, site conditions, or client requirements**. Experience was gained in **Preparing cost implications, Analyzing rates**, and ensuring that Variations were **Properly documented and approved** before implementation.

The Candidate Further Contributed to **final account preparation**, which involved reconciliation of quantities, evaluation of approved variations, and assisting in the agreement of the final contract sum. This provided a comprehensive understanding of project financial closure procedures.

In terms of **Contract Administration**, the Project exposed the Candidate to the Interpretation of Contract Conditions, Documentation Procedures, and Compliance with Contractual requirements. Participation in site Meetings and Preparation of relevant records enhanced understanding of Professional Responsibilities in Contract Management.

Practical experience was also gained in site **Supervision and quality control**. The candidate observed construction activities, inspected Materials and workmanship, and ensured that work was executed in Accordance with specifications and approved standards. This reinforced

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the importance of quality assurance in achieving durable and satisfactory Project outcomes.

Finally, the project enhanced skills in **Professional reporting and Teamwork**. The Candidate Prepared Progress reports, Maintained site records, and worked closely with architects, engineers, contractors, and client representatives. This multidisciplinary collaboration improved Communication skills, Problem-solving ability, and appreciation of Teamwork in Project Delivery.

However, the experience gained from the Project Significantly Strengthened the Candidate's Professional Capacity in Cost Management, Contract Administration, and Construction Project Supervision within a Public Sector Environment.

7.0 Candidate's Personal Contribution

The Candidate Personally carried out:

1. Site measurements and quantity verification
2. Preparation of draft interim valuations
3. Maintenance of variation and cost records
4. Progress monitoring and reporting
5. Participation in snagging inspections
6. Assistance in final account preparation

These Tasks were Performed under Supervision and Contributed Significantly to the successful delivery of the project.

8.0 Competency Matrix

Competency	Exposure Level
Measurement & Quantification	Good
Cost Control & Financial Mgt	Good
Interim Valuation	Good
Final Account Preparation	Working Knowledge
Contract Administration	Working Knowledge
Construction Technology	Good
Variation Analysis	Good

areas of cost management, measurement and valuation, interim certification, variation control, contract administration, and project monitoring. Participation in site inspections, financial evaluations, documentation, and professional coordination contributed significantly to the development of practical skills and professional judgment.

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APPENDICES

Appendix A: Project Photographs (Before, During, After) - A4

Appendix B: Architectural and Engineering Drawings A3(Folded to A4)

Appendix C: Bills of Quantities Summary

Appendix D: Interim Valuation Samples

Appendix E: Final Account Statement

Appendix F: Project Work Programme/Schedule

Appendix G: Practical Completion Certificate

Appendix H: Site Meeting Minutes (Optional)