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

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**PREPARED BY**



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**SUBMITTED**

**TO**

**THE NIGERIAN INSTITUTE OF QUANTITY SURVEYORS**

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

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## **GENERAL INTRODUCTION**

The Nigerian Institute of Quantity Surveyors (NIQS) over the years have been committed “To train and produce world-class Quantity Surveyors, regulate and continuously enhance quantity surveying ethical standards and technical competence aimed at providing quality services at all times. Promotion of Quantity Surveying principles of construction economics, costs, procurement and management as sine qua non for effective delivery of all types of capital projects and developments from conception to commissioning and maintenance in all sectors of the economy”.

The mandatory professional experience report was introduced by the Nigerian Institute of Quantity Surveyors to help reaffirm among quantity surveyors the desired level of competence required to render appropriate, standard, expected and acceptable professional services.

As a Quantity Surveyor with over sixteen (16) years of professional practice and experience, being engaged by several establishments ranging from private construction companies, Quantity Surveying Consultancy firms to Government organization, I have developed the requisite and fundamental knowledge of world-class construction cost services and procurement management skills that meets client needs and expectation.

While in practice, I’ve been involved in numerous projects that cannot all be captured in this report. I have mastered the fundamental skills of Quantity Surveying which includes: Budget Estimating, Cost Control and Reporting; Contract Documentation; Tendering and Contractual Arrangements; Post Contract Services and many more.

## **EDUCATION AND WORK EXPERIENCE BACKGROUND**

### **EDUCATIONAL QUALIFICATION OBTAINED WITH DATES;**

#### **SCHOOLS ATTENDED AND DURATION**

The Polytechnic Ibadan, Oyo State..... 2008 - 2010  
Federal Polytechnic, Ede, Osun State ..... 2006 - 2007  
Festac Grammar School, Festac Town, Lagos ..... 1993 - 1998

### **CERTIFICATES/QUALIFICATIONS OBTAINED WITH DATES;**

Senior Secondary School Certificate (SSCE).....2002  
National Diploma (ND, Building Technology) .....2007  
Higher National Diploma (HND, Quantity Surveying) .....2010

### **SKILLS AND ABILITIES**

- Proficient in the use of Microsoft office (Word, Excel, Access and Power Point)
- Operating system: Windows and Mac
- Drawings: AutoCAD, DWG True View
- Estimation: Autodesk Quantity take-off
- Interpersonal and good communication skill
- Administration & Management Skills
- Goal and result-achieving oriented; Ability to work alone and achieve the desired result
- Physical and Mental Alertness

- Ability to Work Effectively without Supervision
- Hazard Identification
- Excellent understanding of Project Technical requirements
- Excellent written and verbal communication skills in English
- Excellent interpersonal skills
- Leadership and Management skills
- Commercial Management/Contract Agreement and Cost Reporting
- Initiative and Earnestness in Seeking Increased Responsibility
- Co-operation, Ability and Willingness to Work with others.

## **WORK EXPERIENCE**

<b>ORGANIZATION</b>	<b>POSITION</b>	<b>PERIOD</b>
<b>Skyline Builders</b>	<b>Senior Quantity Surveyor</b>	<b>Jan. 2018 – Date</b>
<b>Constrkt Concept Limited</b>	<b>Project Quantity Surveyor</b>	<b>Feb. 2016 – Nov.2018</b>
<b>Bocom Construction Limited</b>	<b>Project Quantity Surveyor</b>	<b>Jan. 2013 – Sept. 2015</b>
<b>Marot Construction Company</b>	<b>Assistant Quantity Surveyor - Project Quantity Surveyor</b>	<b>Feb. 2011 – March 2014</b>

**Name of organization:** MAROT CONSTRUCTION COMPANY

**Location:** LAGOS STATE

**Position:** Assistant Quantity Surveyor

**Duration:** February 2011 – March 2014

**ACTIVITIES CARRIED OUT AS ASSISTANT QUANTITY SURVEYOR**

As an **Assistant QS**, my role was largely **supportive and technical**, focusing on measurement, documentation, and assisting senior staff.

As you gain experience as AQS, you transition into a **decision-making and leadership role**, where you manage contracts, negotiate with stakeholders, and take responsibility for financial outcomes.

A tabular representation of area(s) of some of my job responsibilities:

<b>Area</b>	<b>Assistant Quantity Surveyor (AQS)</b>
<b>Cost Estimation</b>	Supports in preparing preliminary cost estimates and budgets.
<b>Measurement &amp; Valuation</b>	Takes off quantities, prepares interim valuations, and assists in final accounts.
<b>Tendering &amp; Procurement</b>	Helps prepare tender documents and bills of quantities. Assists in evaluating quotations.
<b>Contract Administration</b>	Assists in monitoring compliance with contract terms.
<b>Financial Management</b>	Tracks expenditures, prepares cost reports under supervision.
<b>Stakeholder Communication</b>	Maintains records and communicates basic project information.
<b>Documentation &amp; Reporting</b>	Prepares progress reports and supports senior QS with documentation.
<b>Decision-Making</b>	Provides data and support for decisions.

**Name of organization: Bocom Construction Limited**

**Location: LAGOS STATE**

**Position: Project Quantity Surveyor**

**Duration: January 2013 – September 2015**

**Name of organization: Constrkt Concept Limited**

**Location: LAGOS STATE**

**Position: Project Quantity Surveyor**

**Duration: February 2016 – November 2018**

### **ACTIVITIES CARRIED OUT AS PROJECT QUANTITY SURVEYOR**

#### **Pre-Contract Duties (Pre-Construction)**

- Feasibility and viability analysis
- Assess project scope, constraints, and budget implications; provide initial cost advice to support go/no-go decisions.
- Cost planning and budgeting
- Prepare cost plans, budget estimates, and cash flow forecasts at each design stage.
- Develop elemental, trade, and provisional estimates; establish cost targets.
- Value engineering and cost optimization
- Identify alternatives to achieve the client's objectives while controlling cost and quality.

#### **Preparation of Tender Documentation**

- Produce Bills of Quantities (BoQ) or equivalent, schedules of works, and pricing documents; write contract strategy and scope of works.
- Procurement strategy and contract type selection
- Advise on procurement routes, contract forms (e.g., Lump Sum, Re-measurement, NEC/JCT/FIDIC types), and risk allocation.

### **Risk Management**

- Create and maintain a risk register with cost and schedule implications; quantify contingencies and allowances.

### **Design and Cost Coordination**

- Collaborate with design team to ensure cost implications of design decisions are understood; perform cost checks against brief.

### **Estimating and Benchmarking**

- Benchmark costs against similar projects; establish baseline estimates for comparison through design evolution.

### **Compliance and Reporting Setup**

- Ensure cost reporting framework, reporting cadence, and governance are defined; align with client requirements.

### **Tender Evaluation and Contractor Selection**

- Prepare evaluation criteria, assess bids, conduct cost/value comparisons, and participate in award recommendations.

### **Contract Administration Readiness**

- Prepare baseline contract data, schedules of subcontractors, and early subcontracting plan; anticipate changes in scope.

## **POST-CONTRACT DUTIES (POST-CONTRACT/COST CONTROL DURING CONSTRUCTION AND AFTER)**

### **Contract Administration and Governance**

- Ensure compliance with contract terms; manage correspondence, programmes, and change control processes.

### **Measurement and Valuations**

- Measure works completed, certify interim payments, and manage payment processes with clients and contractors.

### **Change Control and Variation Management**

- Assess, price, and record variations; re-baseline cost and schedule as needed; maintain variation logs.

### **Subcontract and Supplier Management**

- Prepare/issue subcontracts, manage procurement and changes at supplier/subcontract level; track commitments and payments.

### **Cost Reporting and Forecasting**

- Produce regular cost reports, earned value updates, and forecast final out-turn; monitor cost-to-complete.

### **Cash Flow and Financial Control**

- Update cash flow forecasts, monitor funding requirements, and manage retainage/escrow where applicable.

### **Risk, Opportunity, and Claim Management**

- Maintain risk/opportunity registers; assess potential claims (time/cost) and support mitigation.

### **Quality, Scope, and Scope Integrity Control**

- Verify that works measured for valuation align with contract drawings and specs; flag scope gaps.

### **Final Account and Settlement**

- Compile, negotiate, and settle the final account; close out contractual financials and notify stakeholders.

### **Compliance, Reporting, and Handover**

- Ensure all financial records, as-built information, O&M manuals, warranties, and close-out documentation are complete.
- Post-occupancy financial review (optional in some projects)
- Analyze cost performance against estimates after project handover; document lessons learned for future projects.

**Name of organization:** Skyline Builders

**Location:** LAGOS STATE

**Position:** Senior Quantity Surveyor

**Duration:** January 2018 Till Date

### **ACTIVITIES CARRIED OUT AS PROJECT QUANTITY SURVEYOR**

#### **An Overview**

The Senior Quantity Surveyor leads the commercial management of building projects, safeguarding profitability, ensuring cost and risk are controlled, and providing guidance to junior team members. Acts as the main client/contractor commercial interface on matters of cost, payments, and contractual compliance.

#### **Pre-construction responsibilities**

- Cost planning and feasibility
- Lead the development of the cost plan aligned with the client's brief and target cost; advise on value engineering opportunities early in design.
- Tendering and procurement strategy
- Prepare or supervise Bills of Quantities (BoQ) and tender documentation; define procurement routes, contract strategy, and pricing mechanisms.
- Estimating consistency and baselining
- Produce robust, design-stage estimates; set baseline costs and targets; benchmark against similar projects.
- Risk and opportunity planning
- Create and maintain a risk/uncertainty register with cost implications; identify and quantify opportunities to improve value or reduce cost.
- Design coordination on cost
- Coordinate with design team to ensure drawings/specs reflect the target cost; resolve ambiguities that affect pricing.
- Subcontracting strategy

- Develop subcontracting approach, prequalifications, and longlists; shape tender packages for key trades.

### **Compliance and governance setup**

- Establish cost reporting framework, contract strategy, and governance for the project; ensure readiness for later contracting and handover.
- Tender evaluation and award support
- Lead or support tender adjudication, value-for-money assessments, and award recommendations.

## **CONSTRUCTION PHASE RESPONSIBILITIES**

### **Commercial leadership and governance**

- Manage the project's overall commercial performance; maintain compliance with contract terms and company policies; chair or participate in regular commercial review meetings.

### **Valuation, payments, and cash flow**

- Prepare or supervise interim valuations; certify payments to contractors/subcontractors; manage client payments and cash flow forecasts.

### **Change control and variations**

- Assess, price, and record variations/changes; maintain variation logs; provide updated cost forecasts and re-baselined programmes as needed.

### **Subcontract and supplier management**

- Issue subcontracts, monitor performance, manage changes, and ensure timely supplier payments; handle subcontractor negotiations and recoveries.

### **Cost reporting and forecasting**

- Produce regular cost reports, earned value updates, and forecasts to project and client stakeholders; identify cost-to-complete risks.

**Cost control and corrective action**

- Monitor cost-to-complete against budget; implement corrective actions to protect margins; flag overruns early with mitigation plans.

**Risk, Claim, and Dispute Management**

- Maintain risk/opportunity registers; support any claims or disputes with data, records, and documentation; mitigate potential financial exposure.

**Quality, Scope Integrity, and Measurement**

- Ensure measured works align with contract drawings/specs; validate quantities for valuations; flag scope gaps or ambiguities.

**Programme and Cost Integration**

- Align cost plans with the project programme; coordinate with scheduling to understand cost implications of delays/accelerations.

**Client and Stakeholder Liaison**

- Maintain clear, proactive communication with clients, consultants, and internal teams on commercial matters.

**Leadership of the Site Commercial Team**

- Mentor and supervise junior QS staff; allocate tasks, review work, provide training, and manage workload distribution.

**POST-CONSTRUCTION AND CLOSEOUT RESPONSIBILITIES**

**Final Accounts and Settlements:** Lead or support the preparation, negotiation, and settlement of the final account; ensure all variations and claims are fully captured

**Handover and Documentation:** Compile and hand over final cost reports, as-built information, warranties, O&M manuals, and close-out documentation.

**Lessons Learned and Improvement:** Conduct post-project cost reviews; capture lessons learned to improve future projects' estimating and commercial processes.

### **Leadership, People, and Process Responsibilities**

- Team development and mentorship
- Develop junior QS team members; provide coaching, performance feedback, and career development guidance.

**Process improvement:** Identify and implement improvements to estimating accuracy, change management, cost reporting, and use of digital tools.

- BIM/technology integration
- Utilize estimating and cost-management software; integrate with BIM models where applicable; promote data-driven cost control.
- Compliance, ethics, and standards.

### **REVIEW OF PROJECTS EXPERIENCE AND EXPERTISE**

Over the years I have been involved in a lot of projects, carried out in the serving establishments and as well engaged by private individuals. Some of the projects carried out recently in these years of professional experience are presented for review in this section. Also, I have been part of/lead the initiation, Monitoring and Control (Cost, Time & Quality) in the Project Management Team as the Quantity surveyor.

I was Project QS for the below projects:

#### **All projects enumerated below are located in Nigeria:**

- Full Contract for Construction of 1500 Capacity Auditorium for AOCED Ijanikin Lagos
- Library Complex for College of Education Ijanikin Lagos Nigeria
- Construction of Modular Theater for National Orthopedic Hospital Igbobi, Lagos
- Full/Complete Renovation of Residential Duplex at Ikeja Lagos,
- Full Contract for Construction of Luxury Apartment at Banana Island Ikoyi Lagos
- Full Contract for Construction of Three Floor Semi-Detach Building at Banana Island Ikoyi, Lagos.

- Full Contract for the Construction of 4-Storey for Commercial Apartment Lekki Lagos
- Full Contract for the Construction of 7-Storey Residential Building in Bannana Island Ikoyi Lagos
- Full Contract for the Construction of Luxury Villa in Eko Atlantic Victoria Island
- Full Contract for the Construction of Luxury 9-Story Building in Eko Atlantic, Victoria Island Lagos.
- Construction of 4 .2km Road at Ogombo, Okun-Ajah Ibeju Lekki

### **COMBINED RESPONSIBILITIES FOR THE ABOVE PROJECTS**

- a. Precontract and Post- Control Works
- b. Pre-Contract and Post Contract advice from concept design to final design including cost comparison and benchmarking
- c. Establishing budget for all contract
- d. Undertake BOQ preparation and tender documentation including managing tender process
- e. Attend pre-tender meetings for tender clarifications
- f. Prepare and Analyze labour, material and plant's rate so as to build up costing, pricing and analysis of direct and indirect cost for the BOQ items
- g. Prepare and maintain vendor database, floating of RPF, RFQ and RFIs for the purpose of pricing.
- h. Working in project variation and claims
- i. Prepare monthly invoice statement, interim payment certificate and project final account
- j. Compare tender and construction stage analysis
- k.** Monitoring the usage of resources to ensure effective resource usage.
- l.** Preparation of Project Financial Statement; a monthly project financial analysis

## SUMMARY OF EXPERIENCE GAINED

I am an accomplished **Senior Quantity Surveyor** with extensive experience in the built industry, specializing in cost management, contract administration, and value engineering. Over the years, I have successfully delivered projects with quality construction outcomes by ensuring financial efficiency, maintaining compliance, and fostering collaboration among architects, engineers, and contractors. Known for my integrity, analytical skills, and leadership, I consistently provide cost-effective solutions while mentoring junior surveyors and driving projects to successful completion.

Over the years, I have honed my expertise in **cost planning, contract administration, and project management support**, ensuring that every project I handle is financially sound and strategically executed.

**Cost Planning & Control-** Skilled in preparing accurate cost estimates, budgets, and financial forecasts to ensure projects remain within financial targets.

**Contract Administration-** Experienced in managing tendering processes, negotiating contracts, and ensuring compliance with legal and regulatory frameworks.

**Project Management Support-** Collaborated closely with architects, engineers, and contractors to monitor progress, resolve disputes, and maintain project timelines.

**Value Engineering-** Applied analytical skills to identify cost-saving opportunities without compromising quality or safety standards.

**Risk & Dispute Resolution-** Proficient in assessing risks, preparing claims, and handling variations to safeguard project profitability and stakeholder interests.

**Leadership & Mentorship-** Guided junior surveyors and project teams, fostering professional growth and ensuring adherence to industry best practices.

**Precision in cost control** — consistently preparing accurate estimates, budgets, and forecasts that safeguard profitability.

**Strong contract management** — overseeing tendering, negotiations, and compliance with industry standards.

**Collaborative leadership** — working closely with architects, engineers, and contractors to align financial goals with construction excellence.

**Value-driven solutions** - applying value engineering to optimize resources without compromising quality.

**Mentorship & guidance** — nurturing junior surveyors and project teams to uphold best practices and professional growth.

## **CONCLUSION**

Through my journey in the building industry, I have developed a reputation for **integrity, analytical thinking, and results-oriented delivery**. My experience equips me to not only manage costs and contracts but also to contribute strategically to the success of projects, ensuring that stakeholders' expectations are met and exceeded.