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1.0 INTRODUCTION

This report covers my professional work experience spanning over twenty (20) years. The purpose of this report is to present a detailed account of my professional work experience as a Quantity Surveyor, specifically focusing on the knowledge, skills, and competencies I acquired during the execution of construction projects. The report highlights the practical application of theoretical knowledge gained during academic training, demonstrating how professional expertise was developed through real-life project tasks and responsibilities.

In particular, the report outlines my involvement in various stages of the project, with emphasis on the execution stage, where I participated in activities such as measurement and valuation of works, preparation of interim payment certificates, cost control, contract administration, and effective communication with stakeholders. These responsibilities not only enhanced my technical competencies but also strengthened my problem-solving abilities, ethical judgment, and professional conduct as required by the standards of the construction industry.

This professional experience report is therefore structured to provide insight into the scope of work undertaken, the challenges encountered, and the lessons learned. It underscores the critical role of the Quantity Surveyor in ensuring project success and reflects my progressive development towards becoming a well-rounded construction professional.

2.0 PROFESSIONAL EXPERIENCE

My professional experience as a Quantity Surveyor spans over 20 years. During these twenty years of practice, I was a Resident Quantity Surveyor/Project Manager. I also performed some freelancing Quantity Surveying function with a Consultancy firm while I was working with Boulderdat Nigeria Limited since 14th January, 2019.

For the purpose of this mandatory professional experience report initiated by the Nigerian Institute of Quantity Surveyors, this report will be based on the recent completed projects and ongoing project I was and still involved in working with Boulderdat Nigeria Limited.

2.1a OVERVIEW OF PROJECT

A:

This project was initially located at Officers Quarter, No 20 Ribadu Rod, Ikoyi Lagos, but due to the size of the project, the project was relocated to Army

Barracks Ojo, Lagos State. This project is a new development on three floors comprising of ground, first, and second floor.

- A. PROJECT NAME: Construction of 2 Blocks of 12 Nr of 2 Bedroom Apartment and 1 Block of 3 Nr of 1 Bedroom Apartment. CLIENT: Nigerian Army
LOCATION: Army Barracks Ojo Cantonment, Lagos

DURATION: 1 year 6 months

NATURE OF WORKS: Structural works, Architectural Finishes, Mechanical and

Electrical Installations, Landscaping, and External works. CONTRACT VALUE: N969,000,000.00

2.1b OBJECTIVE OF THE PROJECT

This project is a residential hostel of the Nigeria Army student Officers, proposed to provide accommodations for the Nigerian Army Students who are under course.

- ❖ To provide affordable and organized living spaces for army personnel within the barracks.
- ❖ To provide support for army personnel on short- or long-term training.
- ❖ To improve the quality of life for army student officers by ensuring safe and decent accommodation.
- ❖ To optimize available land within the barracks for structured housing facilities.
- ❖ To foster communal living that promotes army discipline and teamwork

2.1c ROLES AND RESPONSIBILITIES

As part of the Quantity Surveying team, my professional responsibilities covered pre-contract and post-contract stages of the project. Key duties included:

Pre-Contract Stage

- 1. Preliminary Cost Estimates:** Prepared order-of-magnitude estimates and elemental cost plans using cost data from similar projects.

2. Preparation of Bills of Quantities (BOQ): Taking off quantities and preparation of price determination documents, including abstracts and schedules was carried out as well to ensure that the contract sum is viable.
3. Tender Documentation: Compiled tender documents including conditions of contract, specifications, drawings, and BOQs.

Post-Contract Stage

1. **Valuations and Interim Payment Certificates:** Prepared monthly valuations for work done and issued interim certificates to the contractor.
2. **Variation Management:** Identified, measured, and priced variations resulting from design changes and client instructions.
3. **Cost Control:** Cost control in construction which is the process by which managers keep expenses under control by managing labor, material, and overhead costs to ensure that the project finishes on budget was strictly adhered to in the cause of the project. I was able to achieve good cost control through these factors put into consideration;

❖ **Thorough estimates**

The cost estimates and cost control budget planning were thoroughly carried out. I looked through total expenditures in past projects and came up with realistic estimates on labor, materials, equipment, overhead, permits, and any other costs almost certain to encounter.

I resist the urge to be optimistic when no evidence supports it, and made sure I do not make estimates in a vacuum by getting a quick gut check from the team. I have each person involved in the project to take a look at the estimate.

❖ **Strong communication**

I was able to understand that the better the communication with the team, the more likely the project will stay on budget, and vice versa. If the team understands what they need to do and when, and they are provided with the resources they need when they need them, then you can avoid busting the budget.

With an open line of communication, I came up with ways to deal with costly crises as they arose. I ensured that we have everyone use the same communication app on their mobile devices to ensure that everyone is on the same page.

❖ **Daily reports and continuous updates**

There was a team providing us with daily reports on what is happening at the job site and continuously updating the plan. That way we were able to spot costs that were getting out of control or potential disruptions in the construction schedule. This allows us to take action to mitigate the issue.

Through constant monitoring, chances of nasty surprises was reduced in terms of reviewing the budget at the end of the project.

❖ **Backup plans**

There was a backup plan in place while we were planning for the project, we tried to spot potential risks that could threaten the budget and drew up a plan that spells out exactly what to do to prevent any further cost increases.

❖ **Trusted subcontractors**

Subcontractors could serve as a source of delay and cost increase as they may be unavailable when needed, or may not complete work up to standards. Communication issues sometimes may also result in abandonment. Either way, we have a cadre of trusted subcontractors we can turn to rather than constantly look for new ones at the last minute when we need them in the middle of a project.

We have overtime rated the subcontractors after each project and kept track of their performances. By keeping a database of these subcontractors, we have something we can check when preparing for our next project.

❖ **Limited change orders**

By limiting change orders in contracts to emergencies or our errors, we limit the damages to our bottom line. We have significantly slashed costs in projects through this method alone.

A lot of needs for issuing change orders were eliminated or worse minimized by preparing a thorough and clear statement of work. By coordinating closely with the client at the start of the project, we managed expectations as far as changing orders.

4. **Final Accounts:** Participated in preparing and agreeing on the final account with the contractor and client.
5. **Contract Administration:** Assisted in interpreting contract clauses, addressing claims, and facilitating dispute resolution.
6. **Reporting:** Report on variation and contractual issues were carried out in the cause of the project as a result of various financial claims by the contractors, subcontractors and suppliers. Throughout the contract period of the project, there was

financial statement prepared that generally served as the starting point for final account discussions.

In the course of the preparation also, I ensured that all contract instruction was accounted and all other potential cost related items were scheduled out including;

- ❖ Provisional sums
- ❖ Prime cost sum agreed on
- ❖ Loss and expense associated with extension of time
- ❖ Adjustment of provisional/approximate quantities
- ❖ Fluctuations
- ❖ Set-off/contra charges typically caused by contractor.

7. Preparation of variation for final payment certificate and reconciliation statement was also carried out

8. Project Planning and/or Management

- ❖ Planning and programming of the contract were done using the MS Projects software.
- ❖ Procurement of plants and materials was closely monitored to ensure items with lead time are procured on time
- ❖ The use of the MS projects makes this exercise easy to determine and schedule resources appropriately.
- ❖ The monitoring of the project was carried out through regular site meetings and ensuring coordination of all works being carried out on site.
- ❖ Preparing schedules of quantities for engineering works on site (civil, structural, piping and electrical) and the various methods of measurement.

9. Preparation of health and safety requirements for building projects.

There are statutory provisions that provide for health and safety in buildings whether during construction or after completion. The minimum legal requirements relating primarily to health safety and welfare of the workforce which must be considered in the planning and execution of construction works are specified under regulations provided in laws such as the Labor Act Cap L1 LFN 2004, the Factories Act Cap F1 LFN 2004, the Employees Compensation Act 2010, Fire Service Regulation 2019, Corona Virus Disease (Covid-19) Health Protection Regulations, 2021, and the National Building Code 2006. The health and safety rules and regulations prescribed under the relevant statutes not only regulate health and safety in the construction process but also stipulate minimum standards for the use of the developments after construction. The Nigerian Social Insurance Trust Fund Management Board implements the Employees Compensation Act

which makes provisions for compensation in cases of death, injuries, diseases and disability arising from employment.

The health and safety requirement for this construction project was drafted and managed by the project managers and enforced by the main contractor, [Bouldermaat Nig. Ltd] for the project.

PICTURS SHOWING STAGES OF THE CONSTRUCTION OF 2 BLOCKS OF 12 NOS OF 2 BEDROOM APARTMENT AND 1 BLOCK OF 3NOS OF 1 BEDROOM APARTMENT OFFICERS QUARTERS OJO LAGOS





2.2 PROPOSED CONSTRUCTION OF A TWIN DUPLEX 4 BEDROOM APARTMENT NIPSS, KURU JOS PLATEAU.

2. PROJECT NAME: Construction of Twin Duplex of 4 Bedroom Apartment.

CLIENT: Nigerian Army

LOCATION: NIPSS Kuru,

Plateau DURATION: 7 months

NATURE OF WORKS: Structural works, Architectural Finishes, Mechanical and

Electrical Installations, Landscaping, and External works. CONTRACT VALUE: N69,780,460.00

2.2a OBJECTIVE OF PROECT

The key objective of the project is to provide a good accommodation for the army moderators who will be teaching in the institution.

2.2b ROLES AND RESPONSIBILITIES IN THE JOB EXECUTION

- ❖ Preparation of Bill of Quantities for the proposed work.
- ❖ Reporting of work progress.
- ❖ Controlling of Cost throughout the project life cycle.
- ❖ Tracking and monitoring of cost to prevent cost overrun.
- ❖ Preparation of the schedule of work.
- ❖ Preparing interim valuation certificate.
- ❖ Preparing of handing over documents.
- ❖ Handing over of the project to the Director of NIPSS.

**PICTURES SHOWING THE CONSTRUCTION OF TWIN DUPLEX 4 BEDROOM
APARTMENT NIPSS**



2. PROJECT NAME: Ongoing Construction of 24 Rooms UTR Hostel.

CLIENT: Nigerian Navy

LOCATION: Ile Ife, Osun State

DURATION: 12 months

NATURE OF WORKS: Structural works, Architectural Finishes, Electrical Installations, and mechanical installations, Landscaping, and External works.

CONTRACT VALUE: N1,000,000,000.00

2.3a OBJECTIVE OF THE PROECT

- ❖ To provide affordable and organized living spaces for naval personnel within the barracks.
- ❖ To provide support for naval personnel on short or long term training.
- ❖ To improve the quality of life for naval staff by ensuring safe and decent accommodation.
- ❖ To optimize available land within the barracks for structured housing facilities.
- ❖ To foster communal living that promotes naval discipline and teamwork.

2.3b ROLES AND RESPONSIBILITIES IN THE JOB EXECUTION

1: Cost and Financial Management

- I. Cost Control: Monitor actual project cost against the budgeted cost to avoid cost overruns
- II. Valuation of Work: Prepare interim valuation for work completed on-site to facilitate a sub-contractor's payment
- III. Cash Flow Management: Forecast and track project cash flow to ensure funds are available as needed
- IV. Variation Assessment: Evaluate and certify costs arising from design changes, site conditions or client request.

2. Contract Administration

1. Compliance Monitoring: Ensure that all parties adhere to contract terms and conditions.
2. Claims Management: Assess contractor claims for extensions of time, additional costs, or disruptions.
3. Documentation: Maintain accurate records of contractual correspondence, variations, and site instructions.
4. Dispute Resolution Support: Provide cost data and documentation to assist in resolving disputes if they arise.

3. Measurement and Valuation

- I. Re-measurement of Works: Measure actual work done on-site and reconcile it with drawings and specifications.
- II. Bill of Quantities Updates: Update quantities to reflect changes and ensure accurate cost implications.
- III. Final Account Preparation: Prepare the final account at project completion, detailing all costs incurred.

4. Risk and Value Management

- i. Risk Monitoring: Identify and manage financial risks (e.g., inflation, delays, and material shortages).
- ii. **Value Engineering:** Recommend cost-saving measures without compromising on quality or functionality.

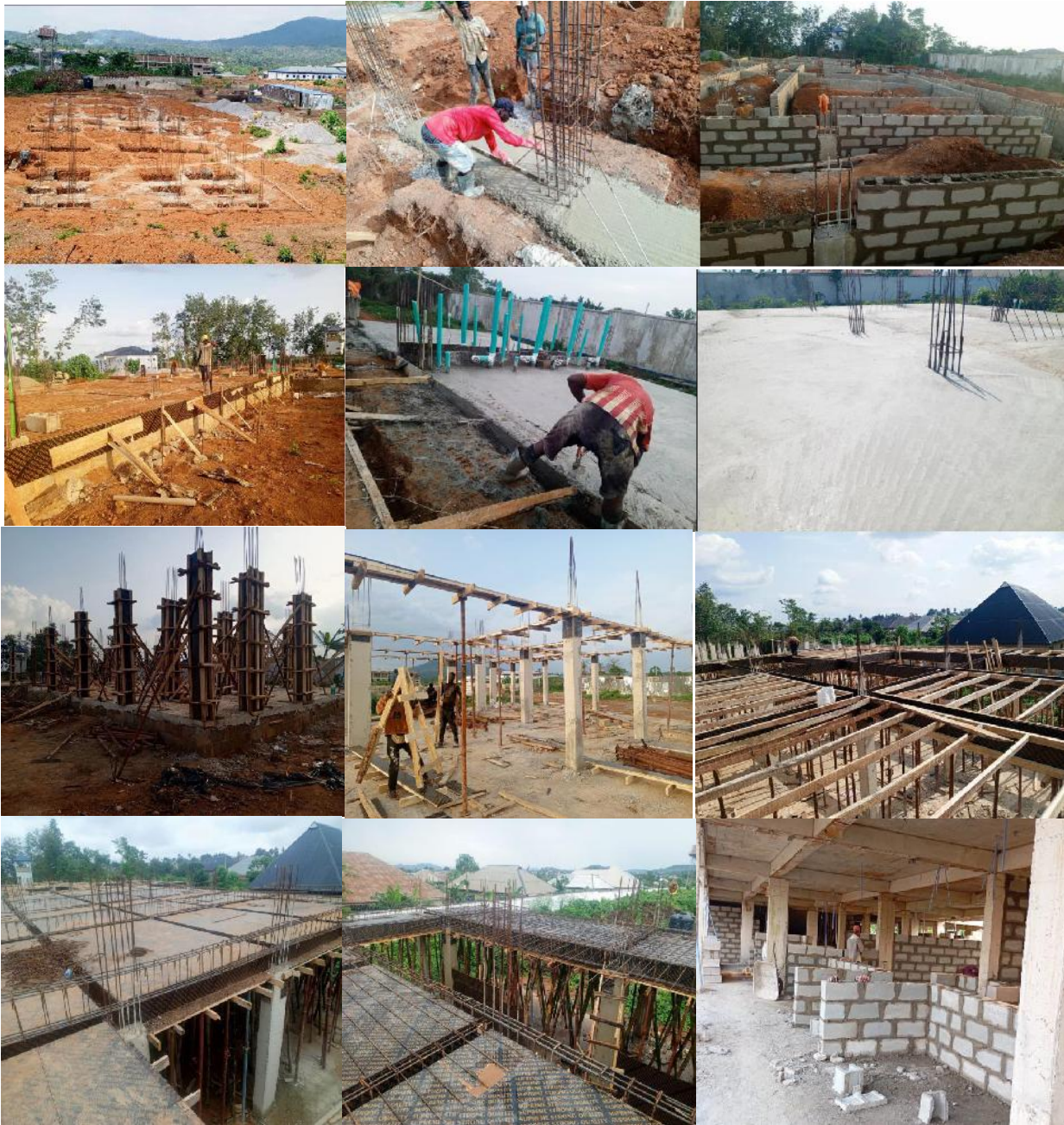
5. Site and Project Coordination

- I. Liaison Role: Act as a link between the client, contractors, consultants, and suppliers on cost-related matters.
- II. Progress Monitoring: Assess progress of work against timelines to ensure cost and schedule alignment.
- III. Procurement Oversight: Monitor the supply and delivery of materials and subcontracted works to match cost forecasts.

6. Reporting and Communication

- I. Progress Reports: Provide regular financial and contractual reports to the client and project stakeholders.
- II. Advice to Client: Offer professional advice on project expenditure, potential overruns, and corrective measures.

**PICTURES SHOWING THE ONGOING CONSTRUCTION OF 24 ROOMS
UTR HOSTEL ILE IFE, OSUN STATE.**





3.0 PROFESSIONAL EXPERIENCES GAINED

3.1 Technical Skills

- I. Ability to carry out cost analysis and forecasting, ensuring proactive financial management.

3.2 Contractual and Legal Knowledge

- I. Acquired practical understanding of contract conditions, payment procedures, and variations.
- II. Gained insight into handling contractual claims such as extensions of time, loss and expense, and liquidated damages.

3.3 Communication and Coordination

- I. Worked closely with architects, engineers, and contractors, improving my interpersonal and negotiation skills.
- II. Enhanced report writing and presentation skills through regular progress and cost reports to stakeholders.

3.4 Problem-Solving

- I. Learned how to address cost overruns by suggesting value engineering options.
- II. Gained experience in reconciling conflicting interests between contractors and clients, promoting balanced solutions.

3.5 Professional Ethics

- I. Practiced integrity, transparency, and fairness in cost management and contract administration.
- II. Understood the importance of impartiality in evaluating claims and issuing certificates.

4.0 CHALLENGES ENCOUNTERED AND LESSONS LEARNED

Challenge 1: Frequent design changes from the client leading to cost escalation.

Lesson Learned 1: The importance of thorough design development before contract award.

Challenge 2: Market price fluctuations of construction materials.

Lesson Learned 2: The value of including price fluctuation clauses and maintaining contingency allowances.

5.0 CONTRIBUTION TO PROFESSIONAL DEVELOPMENT

This project provided me with:

- I. A deeper appreciation of the QS's role as the financial manager of construction projects.
- II. Experience required for professional charteredship/registration e.g. NIQS, QSRBN, etc.
- III. Confidence to manage future projects more effectively and apply best practices in cost and contract management.

6.0 CONCLUSION

The construction project offered invaluable exposure to the multifaceted duties of a Quantity Surveyor. Through active participation in pre-contract and post-contract activities, I enhanced my technical, contractual, and interpersonal skills. The experiences gained have strengthened my competence and prepared me for greater professional responsibilities in the construction industry.