

## **Jean BERNARD Consultant Quantity Surveyor**

<http://www.migservices.org/>

### Follow up Contracts **Contract administrator**

Management of Projects contractual issues including third parties from commencement of contractual arrangements until settlement and final discharge of obligations.

Measure, monitor and evaluate the performance of the Project with respect to financial and commercial issues and facilitate the monitoring and follow up.

\*To provide recommendations, advice and support to Project Management concerning all issues affecting the financial outcome of the Project and to coordinate the overall process of administration and control of subcontract agreements.

\*Prepare and process contractual arrangements with third parties as per Company's procedures.

\*Evaluate and interpret Main Contract, Sub Contracts and Supply conditions and obligations and advise Project team on liabilities and risks under the contractual arrangements.

\*Manage and secure Projects interests with necessary bonds, warranties, insurances, undertakings, etc until final discharge of obligations.

\*Detect Variations and Changes to the Contract in liaison with the Quantity Surveyor and prepare, demonstrate, negotiate and follow up of Final Accounts, Variations and Claims, until settlement.

\*Develop and manage contractual issues related to time and cost implications, for all contractual arrangements.

\*Control, administration and reporting of each sub-contract/supply on the project, to ensure that the sub-contract/supply is properly formulated, controlled and closed out.

\*To agree and submit Monthly Applications for Payment to the Engineer/Employer.

\*To assist the project Director during the absence of the Project manager in reporting these milestones.

## **Legal Advice and Construction Contract**

Pre-Contract – BOQ production, estimating, cost planning & quantities checks

- QS Site Support – high quality QS support for construction and refurbishment projects
- Claims & Disputes – dispute avoidance, contractual advice, delay analysis, adjudication & arbitration
- Carrying out periodic valuations of work in progress, including forecasting of final costs and sales.
  - - Preparation and monitoring of project cash flow forecasts.
  - - Measuring, valuation, submit and negotiate contract variations.
  - - Preparing to submit and negotiate project final accounts.
  - - Certification of subcontractor monthly valuations and final accounts.
  - - Ensuring business commercial processes are adhered to at project level.

- Regular communication with project management and specialist subcontractors to ensure

## Follow up Contracts >Site Engineer

- Preparing a master requisition for the exact materials, equipment and plant for the re-engineered project specification and drawings.
- Obtaining quotations for each element of major plant, equipment and sub-contract required by the re-engineered project.
- Consulting and participating with the buyers in procuring the exact materials, equipment and plant for the re-engineered project specification.
- Contributing to the work of the planner in developing from the analysis a bar chart programme document, labour histogram and planned production 'S' curve and ensuring that production measurement taken from the project works.
- Organising, examining, and assisting in the preparation and approval of under signature 'work packages' for the project, in accordance with the company approved incentive schemes, and supervise all submissions for payments in respect of these packages to ensure the entitlement is within the parameters of the company agreement.
- Ensuring that all Health and Safety requirements pertaining to the project are in place and verify that all staff employed upon the works have received instruction in their obligations under this legislation and are working safely.
- Ensuring that finishes are carried out to the highest of standards so as to ensure a quality finish.
- Formalise issues and complaints from customers and contractors
- Attend pre start, progress and handover meetings.
- Ensure an effective commissioning / customer handover process.
- Constantly review the performance of sub contractors and terminate contractors.
- Commission new suppliers where appropriate.
- Ability to manage cost reporting of all allocated projects Cost Forecasting, Anticipated Final Cost, Cost of Work Done, Gross Billing and Current Contract Value.
- Liaise with suppliers and customers on a regular basis to discuss new and existing product requirements.
- Liaise with transport and logistics departments to ensure the most efficient and cost effective modes of transport