



OLGA MARKOU : SR. CONTRACTS & CLAIMS CONSULTANT



Profession:

Civil Engineer/
Sr. Contracts /Claims Consultant

Nationality:

Greek

Years of Experience:

20+

Education/ Training

1995: Attended seminar regarding recycling programs, National Technical University in Athens

1992: Awarded the Degree of Civil Engineer

1986-1992: Student at the Civil Engineering School at the National Technical University in Athens

1974-1986: Student at the Arsakeion School of Psychico, Athens-Greece

Professional Affiliation

1993 Technical Chamber of Greece

1995 Association of Civil Engineers of Greece

Computer Proficiency

Microsoft Office (Word, Excel, PowerPoint), Autocad 2010

SUMMARY

Olga is a seasoned Contracts Manager, with more than 20 years' experience in International projects. She has been part of the SMG Team for over six years, the most recent assignment was the Construction of the reputable Louvre Museum where she led our Claims Prevention Team, performing tasks related to Contracts and Claims. Olga is very methodical and organized in her work, and has a great sense of time for the required deliverables.

She has excellent command of FIDIC Contracts and understands Planning principles and Quantum. She has worked in the UAE for the past ten years and internationally for over twenty years. Her involvement was in Building and infrastructure projects from airports, Ports, infrastructure and ports. She has worked in the past with reputable companies such as Hochtief, Faber Maunsell and Hill International.

PROFESSIONAL EXPERIENCE

SR. CONTRACTS & CLAIMS CONSULTANT

Jan 2014 –present

Schema Management Group – Dubai, UAE

Contracts and Claims support services, for the Skycourts Dubailand Residential Complex Phase I & II, JBR Hotels H01, H02 & H03, Dubai Airport Concourse C3, Louvre Abu Dhabi, AMI250 Al Maktoum Airport – Project Construction Phase (Tasks- Drafting and review of contractual letters, review of variations. Investigated requirement & streamlined the process of Notification (identify, update, closure), identify impact events and update notification log at the contract required timings, Discovery forecast, etc.). Participated in the development of standard procedures for Contract administration of the major Capital Projects (Louvre, Concourse C3 & AMI250 Al Maktoum Airport).

CONTRACTS MANAGER

Sep 2008 – Dec2013

Khalifa Port Marine Consortium

Project: Marine Works, Dredging and Reclamation for the New Khalifa Port at Taweela, developed by Abu Dhabi Ports Company (ADPC). Contract value 1,600,000,000 US\$. Contract Completion Date November 2010, actual Completion Date May 2010.

Role: Administration of the contractual issues between the Employer and the Contractor deriving from the Design and the Performance of the Works, which inter alia include Permits (No Objection Certificates), Quality Assurance, Completion of the intended Milestones and Hand-over process.

Responsible for all contractual and co-ordination issues under the Consortium and the Employer's furnished insurance.

Prepared monthly progress report.

Prepared deliverables, reflecting the contractual implications; in particular for, the acquisition of the required No Objection Certificates (NOC), and the plan for the completion dates (regarding the works, which form the contractual milestones) of the Works.

Sr. CONTRACTS ADMINISTRATOR

Aug 2006 –Aug 2008

Hill International

Project: Provision of Project Management Services for Sama Tower - a 51 story iconic tower in Dubai, on Sheikh Zayed Road, for commercial and residential purposes, with one level underground basement, a community center on the roof and an adjacent 13 story car park building. Contract value 190,000,000 US\$.

Role: From May 2007 – until August 2008

Administer the contract agreements between the Employer and the contractors.

Follow-up of all contractual issues.

Follow-up the daily correspondence.

Evaluated claim submitted by a contractor and finalized the issue to the satisfaction of the Employer and the contractor; issued letter of general release.

Evaluated the tender submitted for the 'provision of property management services' and submitted a highly organized recommendation to the Employer



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Project: Provision of Project Management Services for Bawadi - a development of an 2,500 ha area for hotel, entertainment, retail, commercial and residential purposes.

Role: From August 2006 – until April 2007

Prepared, in co-ordination with the project director and the project Team, requests for proposal (RFP) associated with the provision of design consultancy services for the project, pre-qualified the tenderers, requested post-tender clarifications, organized post tender clarification meetings and prepared tender evaluation reports together with power point format presentations. Issued letters of intent (letters of acceptance LoA's) and letters of release for the design consultants, reflecting the Employer's requirements. Administered the preparation of contract documents for the design consultants. Administered the procedure (by providing advice on conflicting items) for reaching an agreement on the Contract documents between the Consultant and the Employer. Monitored the progress of projects from the early RFP stage with respect to the programme and provided immediate advice in the event their progress may affect the project overall completion date or milestone objectives together with recommended remedial action.

CONTRACTS ADMINISTRATOR

June 2003 – Jul 2005

Faber Maunsell

Project: Reconstruction and rehabilitation of the 18 stations on the Pireas-Kifissia Railway Line in Athens, Greece.

Employed by the Project Manager Faber Maunsell, responsible for the performance of the Scope of Works in conjunction with the agreed time-schedule and the Administration of the Contract. The Scope involved the demolition of the old structures, where existed, and development of new up-to-date railway stations, with two (one for each destination) platforms, elevators, escalators, underground pedestrian passages and all the related facilities to cater for an estimated 300,000 passengers per day. Construction was to be completed by June 2005, at an overall cost of approximately 124,000,000 US\$.

Role:

Project Engineer responsible for 2 railway stations. Attended the good performance of the Works. Administered the Contract between the Contractors and the Employer (specifying each party's contractual and financial responsibilities). Defined the required works for modifications and additions (works beyond the Scope of the Works) together with the relevant substantiation of their cost estimate. Provided the required information for regular updating of the programme during the performance of the Works.

CONTRACTS & CLAIMS Sr. ADMINISTRATOR

Sep 1997 – May 2003

HOCHTIEF

Project: Design & Construction of the New Athens International Airport in Greece.

Employed by the Main Contractor responsible for the Scope of the Works, which involved the development of a Site of approximately 30 km² to provide a Terminal, Satellite, Parallel Runways and all related facilities to cater for an estimated 17 million passengers per annum. Construction to be completed by 2001 at a cost of approximately 4,000,000,000 US\$.

Role:

From September 1997 until September 1998. She was assigned the role of Contract's Administrator for the Utilities and the Power Station of the New Airport in the group, responsible for managing the sub-contractors contracts.

From October 1998 to November 1999 she was assigned as Contracts coordinator for the management of the Client's and Third Parties' (Concessionaires) requests for modifications; served Contractor's Claims deriving from works at the interfacing areas, from the contractual aspect, for the works and services that were not within Hochtief's scope of works.

From December 1999, became Head of the Subsection of Hochtief's claims to the Client for all modifications, which involved liaison between the Client, the Client's Representative (Parsons) and Hochtief being responsible for the construction. Those implications reached the amount of 160,000,000 US\$. The subjects for which I was responsible included the following:

- Peripheral/Perimeter Road within the boundaries of the Airport plot (including changes for extensions and classification upgrade;
- Service Roads within the boundaries of the Airport plot (including changes for additions, and extensions and upgrades of the existing ones);
- Control Tower;
- Fire Rescue Main Station;
- Police Station;
- Sewage Treatment Plant;
- Water Supply Plant Buildings;
- 20kV Switchgear Buildings;
- Utility Systems for the Concessionaires' Buildings;
- Modifications within the Main Terminal Building;
- Natural Gas;
- Lighting System Category III for the eastern Runway and Taxiways



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From January to May 2001, she lead a Team responsible for the substantiation of Hochtief's Claim to the insurance company Allianz regarding remedial construction works due to design faults. Hochtief was compensated 8,300,000 US\$.

From March to May 2001, lead another Team responsible for the substantiation of Hochtief's objection against the Arbitration Claim from its sub-contractor. Hochtief won the case.

From August to November 2001, she lead the Team, in liaison with Hochtief's Headquarters, responsible for the financial-investment offer for the operation, upgrading and maintenance of the Sydney Airport. Hochtief won the competition for the sale of the Sydney Airport declared by the Australian Government.

From December 2001 to May 2003, followed-up and closed all contractual issues during the Defects Liability Period of Works.

CONTRACTS & CLAIMS ENGINEER

Aug 1997 – April 1995

Schema Management Group

Project: Renovation and upgrading of the Papageorgiou Hospital in Thessaloniki-Greece.

Employed by the Ministry of Health for the provision of PM services for the Works that included renovation of the Hospital for beautification and provision of upgraded Medical Services.

Role: From April 1995 until August 1997

Assigned the role of Contracts Engineer for packages regarding the civil/architectural / infrastructure and roadways works including the MEP systems required for the installation/operation of advanced medical equipment at the hospital, and the required coordination at the interfacing areas, in line with the set time frame.

COST CONTROL ENGINEER

Sep 1993 – Mar 1995

K.Karantanos & Partners Construction Company

New accommodation for the Military Association in Avlona, Attica - Greece. The project comprised of 1 and 2 story residences for Military officers with a Community Center, Sports Hall & landscaped areas.

Responsible for the: materials procurement, cost-control and preparation of the requests for payment.

Participation in feasibility study regarding organizing a recycling programme in the area of Western Macedonia - Northern Greece

STUDENT ENGINEER - Internship

Feb 1990-Sep 1992

Charagionis Construction Company

Employment as a student engineer (internship) regarding supervision of the construction of a commercial development in Athens