



## TARNZEN DUNCAN : SR. COMMERCIAL & CONTRACTS CONSULTANT



### Profession

Contracts Administrator  
Claims Consultant  
Quantity Surveyor

### Nationality

Zimbabwe

### Years of Experience

+19 [10 Middle East; 9 Africa]

### Education / Qualifications

- Heriot Watt University, UK.  
Master of Science Degree in  
Quantity Surveying: 2011-2013
- Higher National Diploma in  
Quantity Surveying: 2000-2003
- Pursuing MRICS membership  
- Student number 5626375

### Computer Proficiency

Microsoft Office packages; AGS-  
[Dutco Balfour Beatty Project  
control package]; MS Office,  
Basic Auto Cad and basic CCS.

### Key Skills & Achievements

- Contract administration and cost management responsibilities developed through interaction with experienced colleagues and clients gained while continuing with academic qualifications.
- Team player with strong interpersonal and communication skills and a proven track record of delivering commercial solutions for large and complex projects.
- Ensuring projects operate within pre-set and anticipated cost levels and through in compliance with agreed contract requirements for pre and post-contracts.
- Ensure all risk qualifications are closed/minimized prior to execution of the contract for pre-contracts.
- Strong construction background on major projects which comprises different construction processes.

## PROFILE SUMMARY

Mr. Tarnzen Duncan has extensive experience in many construction sectors which include; Infrastructure, Airports, Underground Railways (Metro), Residential, Commercial, Mixed -Use ,Theme Parks, Malls, Residential, Building Services and Hotels. I have worked in the Middle East since 2007 and have experience in most forms of international construction Contracts including but not limited to FIDIC, JCT, bespoke contracts and NEC gained in UAE, Qatar, Bahrain.

He is very competent and can manage projects with minimum/without supervision utilising the core principles and professional ethics gained in his studies to be a Member of the RICS. He has worked extensively in the measurement, site valuations ,cost control, contract administration and tendering of building and civil engineering forms of contract/ works . His studies have also included experience with all forms of dispute resolution. He is results driven and used to working to deadlines and reporting to senior management.

## PROFESSIONAL EXPERIENCE

### SCHEMA MANAGEMENT GROUP LIMITED

JULY 2015 – PRESENT

#### SR. COMMERCIAL & CONTRACTS / CLAIMS CONSULTANT

Recent Projects: R1029/1-Latifa Bin Hamdan Street [Sep 2017 to present]  
AMI/250 Al Maktoum International Airport

Seconded to M/s NCTC

#### Duties:

- Serving notices, identify impacts, update of the notification log
- Identifying impact events and providing a risk assessment on exposure
- Administer and respond to any contractual correspondence
- Interface with other Departments of NCTC and in particular with the Planning dept. to ensure the programme identifies all impacts as they have been identified and notified
- Support the development of claims based on availability
- Validating claims events to establish legitimacy of the claims events
- Researching of data and group claims' facts under relevant events
- Review of Claims notices
- Participate in meetings

#### CONTRACTS MANAGER

[Jul 2015 - Sep 2017]

1. Project: Dubai Creek Harbour (Value: 44 Billion AED)
2. Project: Dubai Theme Park Project (Value: 1.3 billion USD)
3. Project: Eagle Hills Mixed Use Residential, mall and hotel (Value: 3.5 Billion BHD)

#### Highlights of Skills;

- o Contract management on a variety of different types of background which based on standard forms and bespoke contracts.
- o Able to interpret contract requirements at any given situation in accordance with specific contracts be it standard contracts or bespoke contracts.
- o Proficient in use of all Microsoft office applications, i.e. Excel, Word, PowerPoint, Outlook mail and a variety of construction IT applications, i.e. Auto -Cad , Primavera and BIM.
- o Ability to adapt to the various different IT software used on projects involving various commercial applications, i.e. Oracle Unifier, Aconex, PmWeb , CCS and BIM .
- o Post contract & Pre Contract. Worked on Theme Park Shows and Rides for Dubai Parks and Resorts. – Meraas Holding Projects.
- o Pre-contract. Mixed Use developments for Eagle Hills (Bahrain) and Dubai Creek Harbour -Emaar Properties projects.

#### Duties:

- Prepare, review and recommend interim and final payment certificates to the client for payments based on progress and milestones.
- Review, assess, prepare and recommend variations based on entitlement per applicable Standard Form and bespoke contracts. Assess the time and cost impact associated with the variations based on applicable contract documents and establish star rates where applicable.
- Review, prepare and recommend extension of time; prolongation and disruption claims for time and cost entitlements based on applicable Standard Form and bespoke contracts.
- Close out of Contractors and Consultants final accounts.
- Advise delivery teams on contractual aspects, risks and approach to avoid or reduce claims from Contractors and Consultants.



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- Maintain payment, variation and claim schedules for weekly updates and monthly reports.
- Ensure compliance with all contract requirements and deliverables during the contract period, i.e. Contract insurances, bonds, NOCS, HSE plans etc.
- Assess and monitor cash flow for Contractors and the Employer.
- Ensure cost is assessed periodically with earned value and ensure total cost falls within required budget.

### **Pre-contract duties:**

- Establish evaluation criteria for cost and technical scoring during the tendering process for tender evaluation purposes.
- Review and evaluate tenders submitted including drafting tender recommendation reports with advice on how the client may best allocate and manage the risks involved.
- Review cost estimates, plans from inception, concept design, Schematic, Detailed Design up to award of tender to ensure they align with budget including updates for design changes.
- Ensure that at contract formation all cost and risk issues in tenders were closed without major risk or potential for variation and EOT claims per contract requirements and within the budget.
- Manage tender queries, issue tender addendums and discuss, negotiate post tender clarification and managed two stage tendering for many design consultants and contractors.
- Ensure all deliverables and templates are included in the contracts, i.e. Performance/advance payment/retention bonds, insurance certificates, warranties and guarantees, variation orders and instructions and standard EOT letters in accordance with applicable clauses.
- Putting together all tender documents for tendering purpose.
- Pre-qualification and selection of contractors, consultancies and sub-contractors/sub-consultants for approval and recommendation to client for approval.
- Assess and recommend claims and variations for consultants.
- Review monthly commercial reports in line with current project deliverables and update cash flow review, certified payments, applied payments and provisional sums budget allocation and subcontract approvals.
- Review payment applications from the consultancies and Contractors, certify and recommend for client's approval.

### **CONTRACTS ADMINISTRATOR / SENIOR QUANTITY SURVEYOR**

Nov 2014 – Jul 2015

Hill International (Project Management Consultant)

As Contracts Administrator for Hill International as PMC for Underground Metro, his role involved monitoring the Stations comprising Facades, MEP and Architectural and Civil Engineering contractual issues comprising, deep excavation, Geotechnical Monitoring, tunneling, temporary road diversions and the making good all the affected roads.

Project: Underground Qatar Rail project (Value: 2.5 Billion USD)

### **Project responsibilities :**

- Contractual issues arising on Tender Plans, Invitation to Tender etc. Compiling tender estimates and plans and tender reports to be submitted to the client for the expenditure of Provisional Sums.
- Review and recommendations for response to contractors submissions regarding prequalification approval of recommended subcontractors for Provisional Sums and lump sum works to be undertaken by the principal Contractor.
- Review and recommend to the client on submissions regarding project deliverables such as Professional Indemnity Insurance, Direct Warranty Agreements, Performances Bonds, Advance Payment Bonds and Subcontract Agreements.
- Review and approval of payment applications for certification. Preparation of budgets for provisional sums expenditure and payment application cash flow forecasts.
- Review, recommend and agree claims and variations and maintain claim and variation schedules.
- Provide rebuttal analysis on illegitimate claim/variation notices and particulars.
- Review monthly commercial reports in line with current project deliverables that involves cash flow review, certified payments, applied payments and provisional sums budget allocation and subcontract approvals.
- Attend commercial meetings and record minutes of the meeting as required.
- Prepare responses to contractual correspondence.

### **SENIOR/CONTRACT QUANTITY SURVEYOR**

Mar 2012 – Sep 2014

ALEC - Al Jaber LEGT Engineering & Contracting (Management Style Contractor)

Senior/Contract Quantity Surveying for a Fit out Contract at the New Doha Airport .

Project control responsibilities: Contractor

Project: Doha Airport Contract – CP110 (Value: 150 Million USD)

### **Project control responsibilities:**

- As a point of contact between the Joint Venture Contractor and the Cost Consultant D.G Jones I prepared Interim Valuations, submission of Variations for Supply-chain for the fast track retail and catering Fit-Out Packages, CP110, CP111 and CP112. I reviewed all subcontractor submissions for Variations and contractual impact of RFI's and drafting of related notices and preparation of claims for time and cost per the contract. I also liaised with site management to detail and assess the time impact in order to justify the variations and claims.



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- Assist, support and provide guidance on payment applications on monthly basis with full supporting documentation in an efficient and timely manner in accordance with the contract.
- Continuous updating of project cost and value estimates for controlling cost during construction.
- Advise tender team of contract pitfalls and advise them to price where necessary in the contract under risk allowance or contingency sum and advising project team of the appropriate procurement routes of subcontract packages.

### **Project control responsibilities:**

- Administration of subcontractor / supplier accounts from preparation of requisition, subcontracts documentation and authorization of subcontract payments and agreement of final accounts.
- Defend unsubstantiated claims raised by Subcontractors by rejecting in accordance with provisions of the contract. On potential claims situations, ensure all notices are issued strictly in accordance with provisions of the principal contract to the client to protect Contractor's rights and entitlements
- Managing control and distribution of commercial documents by ensuring all documents stored and distributed appropriately.
- Preparation of subcontracts and material procurement schedules.
- Setup commercial quality control documents for NDIA project in line with ALEC procedures.
- Review correspondence issues regarding main contract and subcontractor's contractual issues.
- Monitoring of trades/production in line with required production levels.
- Subcontract Management: preparation of subcontract list, subcontract documents, subcontract adjudication and appointment.
- Contract close-out.

### **CONTRACT ADMINISTRATOR /SENIOR QUANTITY SURVEYOR**

**2007 - 2012**

Dutco Balfour Beatty LLC (Building and Civil Engineering including roads/Interchanges)

Initially responsible for Nominated and Domestic subcontractors undertaking Heavy Civil /Infrastructure works connecting to the Mall and building works at Dubai Mall and further responsible was for the specialist Fit -Out works for investors, occupiers, Property and development companies and government authorities.

Sr. Quantity Surveyor (2009- 2012)

Project: Fit Out projects at the Dubai Mall , Three finishing Harbor ,different developers, private Owned houses

Value: 205 Million USD

Contract Administrator for MEP and Civil Work packages (2007 -2009)

Project: The Dubai Mall (World's largest Mall) - Building construction including infrastructure, the Mall and Fit out

Value: 1. 5 Billion USD

### **Project control typical responsibilities:**

- Cost control and financial management – Client and Supply chain accounts
- Preparation of valuation or applications for payments on monthly basis with supporting documentation in an efficient and timely manner in accordance with the contract.
- Pursue early warning, team working, risk assessment to develop trust and mutual understanding and respect with other contractual parties. Scrutinize all Variation and RFIs related notices and formulating Claims within the Boundaries of the Contract and Liaise with all Site Management in justifying Variations and claims. Assist on supporting with contemporary records to justify disruption and prolongation claims by using bottom up approach.
- Appointment of own subcontractors and those nominated by the client and preparing contractual subcontract documentation.
- Reporting to the Managing Quantity Surveyor and attending management (financial reports) CVR regularly and on a monthly basis.
- Continuously updating contract cost and value estimates for controlling cost during the construction phase.
- Defend unnecessary claims raised by Subcontractor by rejecting in accordance with provisions of the contract.
- Managing commercial document controlling and ensuring that all documentation is kept and distributed appropriately.
- Prepare and agree final Account for main contract and subcontracts.
- Prepare project cash flow to compare with cash flow forecast and budget
- Preparation of earned value calculations and detailed projected outturn of cost on monthly basis
- Review subcontractors and client`s contractual issues.
- Monitoring of trades/production.
- Contract close-out.

### **MEP QUANTITY SURVEYOR**

**2004 - 2007**

MILEAGE AIR

Worked as MEP Quantity Surveyor on government power stations, residential and commercial properties and blood transfusion plant involving disposal of waste material.

Project Quantity Surveyor (2006- 2007)

Project: Botswana Power Co-operation Offices; Molepolole, Kanye and Blood Transfusion waste pipe drainage system ( Stainless steel pipes) Value: 800,000.00 USD



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Project Quantity Surveyor (2004- 2006)  
Project: Cresta Lodge Hotel ,Refurbishment  
Value: 18 000 000.00 USD

### **Project Control responsibilities**

- Contract Administration.
- Subcontractor appointment.
- Analysis of subcontractor valuation and submission of star and fair rates.
- Preparation of accurate and prudent cost/value (CCVR) analysis.
- Ensuring quality and accurate records are kept and filed.
- Adherence to risk management processes and procedures and compile with value management.
- Budget preparation and cash flow forecasts.
- Claims and Variations.
- Interim payment applications and final account.
- Review correspondence issues regarding Subcontractor and client contractual matters.
- Take offs, final accounts for both main contract and subcontractors.

### **PROJECT QUANTITY SURVEYOR**

1999 - 2004

Murray & Roberts Zimbabwe (Building and Civil Contracts including Roads/Dam)

Project Quantity Surveyor (2003- 2004)

Project: Zimbabwe Tomato Factory and Emerald Park Offices ,including external works that comprises pavements, connecting roads and associated drainage  
Value: 130,000.00 USD

Project Jr. Quantity Surveyor (2002- 2004)

Project: Letombo Mall and Cricket Union Office Blocks –including external pavement connecting roads and associated drainage.  
Value: 300,000.00 USD

Project Student Quantity Surveyor (1999- 2002)

Project: Letombo Mall and Cricket Union Office Blocks –including external pavement  
Value: 198,000.00 USD

### **Project Control responsibilities**

- Sub-contract enquiries / negotiation / placement.
- Accountable to the Senior Quantity Surveyor for commercial and contractual aspects of the project.
- Ensuring compliance with the contract documents; drawings, conditions of contract, Bills of Quantities and specifications.
- Quantities take-off for ordering purposes, material enquiries and procurement.
- Valuations and preparation of final accounts for the principal contract and Subcontractors.
- Preparation of accurate and prudent cost/value (CVR) analysis.
- Ensuring good quality and accurate records are kept.
- Budget preparation and cash flow forecasts.
- Execution of Subcontracts and selection of domestic subcontractors.
- Liaison with site managers and package managers on technical issues for recording of RFI, COVIs and so forth.
- Record site outputs to ensure compliance with allowable.