

FRANCIS MANALO LEAD QUANTITY SURVEYOR

Personal, Educational and Language Details:

Filipino Quantity Surveyor, graduated BSc in Civil Engineering in 2000 from Saint Louis University, Philippines, with 18 years continuous professional experience and with 12 years specific experience in quantity surveying, construction cost estimation and specification preparation in the Middle East. Mother tongue is Filipino and fully fluent in written and spoken English.

Key Skills:

Over 17 years as a professional Civil Engineer engaged in the fields of Planning, Design, Project Management, Engineering, Consultancy and Construction encompassing all phases from concept, design and development to installation, testing, quality control and quality assurance. 12 years as quantity surveyor with considerable experience in the preparation of quantity take-off, bills of quantities, cost estimates and specifications, including preparation of the instructions to bidders and contract documents. Skilled and experienced quantity surveyor, with design leadership experience in a wide variety of projects and with skills in coordination and management.

Experience:

2015-present: Fahd Alireza Engineering Consultants, Saudi Arabia – Lead Quantity Surveyor:

Responsible for leading the Quantity Survey team in Yanbu. Prepares tender/ bid documents/ requests for proposals (RFP) for all projects handled for 10%, 30%, 90%, 100% and Issued for Bidders (IFB) stage. Undertaking civil engineering cost estimating, project drawings and detailed specifications, schedule of quantities including quantities and materials take offs, unit rate analysis, man-hours prior to submission to the Client. Prepares Scope of Work, Bill of Quantities including Cost Estimates, Detailed Cost Estimates and Breakdown of Unit Rate (Unit Rate Analysis) including preparation of specific specifications and coordination with various vendors/suppliers. Coordinates the activities of the engineering design team prior to preparation and finalization of bid and tender documents. Quality Assurance/ Control and validate pay item description/ scope of work from BOQ to contract drawings and RFP documents. Coordinates with various suppliers/ vendors for quotations and technical data sheets to be used during the preparation of RFP documents and cost estimates. Attends meetings such as coordination, kick-off, inter-departmental, both Client and in-house to suit design stage submittals. Mentor and assist other team members in the preparation of Bill of Quantities as per CSI Codes. Projects completed include Security Check Points; Upgrading of Frontage Road; Prototypical Fire LIP Station; Nitrogen Gas Pipeline; Bachelor Housing Buildings at Jazan Economic City; Recreation Centre Building at Jazan Economic City; Construction of YTI Expansion; Construction of High Institute for Elastomer Industries at MYAS; Construction of Environmental Safety & Control Department; ES&CD Building at MYAS; Light Industrial Park Fire Station; Security Fence, Checkpoints and Roads; Construction of Medical Warehouse; Family Housing in Al Nakheel Haraa 2; Improvement of Regional Park, Phase 2; Housing Units for Mosque Staff, Phase 1; Horse Track, Phase 1; JTI Expansion, Phase 2; Red Crescent Building and Completion of RIC Facilities; RIC Support Facilities.

2007-2014: AR Al Naim Consulting Engineers (ACE), KSA – Lead Cost Engineer/ Quantity Surveyor:

Prepares budgetary cost estimates (Cost Plan) for task releases; tender/ bid documents/ request for proposals; provides inputs and recommendation for cost engineering requirements relative to staffing, project controls and preparing and analysing comparisons of scope, quantities and cost data between the project forecasts and the budget; civil engineering and design cost estimating, and detailed specifications, schedule of quantities and materials take offs, unit rate analysis; coordinates activities of engineering design team prior to finalization of bid and tender documents; coordinates with various suppliers/ vendors for quotations and technical data; attends meetings; evaluates, validates and recommends additional and deletion of scope of works if necessary during preparation of bid documents; provides assistance to construction supervision group on engineering related matters such as design and specification clarifications and changes, as-built, and scheduling; providing mentoring to other staff members as directed.

2003-2007: Landbank of Philippines (PMED), Philippines – Project Engineer:

Specific responsibilities included Project Engineer in-charge for buildings and facilities, on-going construction, renovation, relocation, expansion projects including ATM booths. Conducts pre-construction meetings with contractors and end-users; prepares, reviews and checks designs for civil and structural; verifies and assesses actual accomplishments and prepares update report; prepares progress billing for the Contractor; supervises building construction; ensures that works conform to specifications; prepares variation orders/ change orders; prepares memo and correspondence to the contractors; facilitates turn-over and final acceptance of the projects.

2001-2003: Department of Public Works and Highways, Philippines – Scheduling/ Site Engineer:

Site Engineer responsible for monitoring the work schedule of the Contractor especially manpower, materials and equipment's schedule; preparing cost estimates for DPWH prior to implementation; preparing PERT/CPM, Bar Chart/S-Curve for projects; preparing variation orders/change orders for projects; ensures that works conform to DPWH Standards and Specifications; performs surveying works for various road openings (farm to market roads).