

AN EXAMPLE OF THE LAYOUT FOR AN EXPERIENCE REPORT

Technical Member 750 to 1000 words

Member 1500-2000 words

The purpose of this example is to illustrate how to cross reference this report against the competencies. It is not intended to provide a template for the layout of Experience Reports in any other way. Applicants are strongly encouraged to choose a format which suits them and which best reflects the specialism and project chosen.

EXPERIENCE REPORT

Date: * 2012

R SMITH

Project: Anytown Station Renewals

Position: Section Quantity Surveyor

Client

* Rail
1 Main Street
London
N1 111

Scope of Works

Demolition of existing precast, pre-stressed concrete canopies and construction of new steel framed canopies to all 6 platforms at Anytown Station, associated works include the removal of redundant footbridge during Christmas possession (2007), replacement of all CCTV, PA, fire alarms, lighting, and other M&E works on each platform including the installation of 2nr lifts, demolition of existing platform buildings and construction of new platform buildings (first class lounge, buffet, waiting rooms, toilets, staff room) and finally resurfacing all platforms including replacement of all platform copings.

Constraints

Section completion dates,
LD's £1***** week / per phase

Preliminary Phase

Demolition and removal of redundant works footbridge and the first two canopy bays at the south end of platform 1 over a 72 hour Christmas possession

Phase 1

29wks to complete all works on platforms 1B, 2B & 3B

Phase 2

26wks to complete all works on platforms 4B & 6B

Phase 3

19wks to complete all works on platforms 4A, 5 & 6A

Phase 4

24wks to complete all works on platforms 1A, 2A & 3A

Conditions of Contract

ICE Design and Construct, Second Edition including * Rail Special Conditions NR9

Time for Completion

90 Weeks, contract award date 15 October 2007, contract start date 12 November 2007, completion date 26 June 2009

Contract Value

£*****

Role & Responsibilities

Working alongside a Senior QS, together we are sharing the entire post contract commercial responsibilities of the project

Analysis of Contract Documents

Upon receiving the contract documents an initial analysis and review was carried out with the site agent in order to produce a set of cost codes for the working estimate (**CMCore1A**). Our Budget and Cost dept in Surrey then produced the working estimate; this was then incorporated into The Company's reporting system (Prophet) to compare cost and value.

Subcontract Procurement

From the above exercise a subcontract procurement schedule was developed in order of programme priority, this was regularly monitored to ensure that we were on track with regards to the letting of the subcontracts. The size and complexity of the subcontracts have varied, which in turn determined the form of subcontract conditions being adopted. The conditions of subcontract on this project have varied from the simple ENL Form of subcontract agreements inc labour only through to CECA blue form for the larger packages (**CMCore2B&3A**). For the design subcontract we propose to use the ENL design agreement amended to suit the Main Contract including * Rail amendments (to date this is still subject to further discussion with our designer).

Cost Monitoring

When the works were underway and the majority of the larger subcontracts had been let a method of monitoring expenditure against tender allowance had to be set up to enable the site team to identify certain trends (**CMQS1B**), such as overspend, as soon as they occur. By spreading monies over the scheduled contract duration based on the submitted clause 14 programme and with the detailed monitoring of expenditure against these allowances we are able to produce a Financial Analysis which was easy to understand (**CMQS2A**). The FA also allows us to reallocate the allowances / expenditure to compensate for over and under spend where the works have been carried out differently to that anticipated at the pre contract stage

Applications for Payment, Certificates and Payments

Applications are submitted at 28 day intervals commencing from site possession. The NR payment regime starts ticking on the day of submission of the Application. Payment due date is

56 days after submission. Failure to submit the applications on the due date will automatically delay payment.

The Application is based on percentage complete against the scheduled items as they are detailed in the Contract Pricing Document (this particular format for the applications was agreed prior to submitting the first application) **(CMQS5A)**. To date, NR Valuations and Certificates have agreed with ENL Applications this is due to agreement of application prior to submission. Regular dialogue between both parties ensures that there are no big surprises either in application or certificate.

Alterations to the Employer's Requirements (Variations)

A Register of Alterations (AERs) is being maintained on site. Preliminary estimates are prepared and forwarded to NR, and a copy of the Contemporary Register is included with the Commercial Report provided for the * Rail Periodic Progress Meeting. Valued variations are also agreed and incorporated into the application for payment prior to submission **(CMCore2D)**, **(CMQS3E)**, these are also being incorporated into the FA which in turn update the anticipated final cost.

Etc. etc