



PROFESSIONAL PREFACE

Merza is a Chartered Quantity Surveyor/Engineer with over 18 years of experience in; commercial, contract, program/project & claims management and dispute mitigation/resolution, project controls & governance, procurement, legal. Managed large complex capital projects in a variety of industries. His professional trajectory has provided him with a skillset valuable to any organization undertaking the development and delivery of major infrastructure (rail, airports, highways & water), high-rise towers, commercial, and residential projects. His \$60B+ projects portfolio includes projects within Canada, UAE, and internationally, with the public and private sectors, using a variety of delivery methods such as DB, JV, DBB, EPCM, Alliance, and AFP (P3).

SCHOLASTICS

- LLM Construction Law, Arbitration and Adjudication
Robert Gordon University (UK)
- Arbitral Award Writing
Robert Gordon University (UK)
- MSc Project Management (PGDip)
University of Bedfordshire (UK)

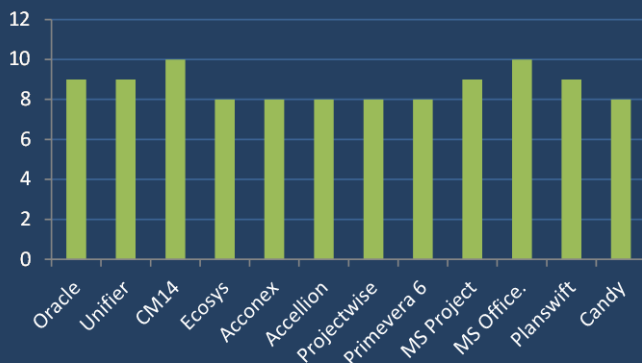
MEMBERSHIP & CERTIFICATIONS

- Fellow Member of Chartered Institute of Arbitrators (FCI Arb)
- Member of Royal Institution of Chartered Surveyors (MRICS)
- Member of Canadian institute of Quantity Surveyors (PQS)

CONTRACT FORMS KNOWLEDGE

- CCDC
- FIDIC
- NEC
- AFP/P3 Project Agreement
- Alliance Agreement

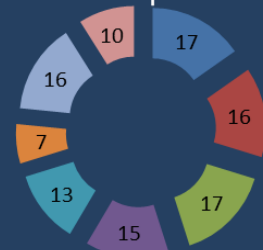
CONSTRUCTION SOFTWARE PROFICIENCIES



SKILLS & PROFICIENCIES

- Contract Management
- Claims Management
- Change Management
- Commercial management
- Budgeting & forecasting
- Scheduling and Critical Path
- Bidding & procurement
- Project Control management

Years of Experience



PROCUREMENT ROUTE INVOLVEMENT



CONSTRUCTION SECTOR EXPERIENCE

- Infrastructure – Rail, Road, Water, Highway, Tunnel
- Health Care/ Hospitality – Hospital, Hotel, School
- Residential - High Rise Towers, Villas, Palace
- Retail - Shopping malls
- Industrial, Institutional & Commercial Buildings
- District cooling plan, MEP

PROGRESSIVE WORK EXPERIENCE

- ✦ Participates in, and provides advice and input to, activities related to Commercial, Contract and Project Control matters of major projects including, cost, scope & change Management, Procurement, Contract administration, Cost Control, project controls.
- ✦ Deploy a combination of strategic thinking, commercial acumen and transactional experience to support the delivery of procurement services in the context of a complex organization with multiple business lines undergoing corporate transformation.
- ✦ Draft, evaluate, negotiate and execute all form of contracts and agreements not limited to; Bespoke Contracts for Contractor, Sub-Contractor, Consultants, Clients representative and Project management, Non- Disclosure Agreements, Facilities management Agreement, Service agreements and Master agreement.
- ✦ Develops contract negotiation, governance and management strategies to ensure that the appropriate contracting strategy and contractual clauses are applied to reduce risk and protect the interests of company.
- ✦ Manages the development and implementation of comprehensive strategies, methodologies, tools and techniques for commercial & contract management excellence.
- ✦ Manage or direct a team of Quantity Surveyors to perform contract administration & Project control functions on works and service contracts.
- ✦ Prepare tender documentation and perform procurement and tendering tasks. Review and comment on tender documents, bills of quantities, cost estimates produced by consultants. Participate in tender evaluation and recommendation.
- ✦ Knowledge of financial management, competitive tendering and contract administration practices; to monitor budget and expenditure allocations consistent with annual work plans and project reporting requirements; knowledge of forecasting; financial controls and audit.
- ✦ Leads the governance and advice in change & contingency management policy for compliance to the terms.
- ✦ Provides expertise in contractual interpretation and provides guidance to staff in the management of change orders, timing, notifications, and dealing with disagreements. Develops and implements mitigation tactics throughout the contract lifecycle.
- ✦ Provide expertise in the interpretation of contract documents to maintain a fair, impartial and unbiased position in the administration of construction & Service contracts. Provide guidance to staff in the interpretation and management of change orders, claims, notifications, and dealing with disagreements.
- ✦ Project management skills, and more specifically Project Controls skills, to formulate project goals and objectives, monitor project budgets, and prepare and present information for project approvals; to monitor project activities for adherence to timelines, budgets and project objectives; to understand the inter-related aspects of large-scale project implementation.
- ✦ Review monthly progress and cost reports. Review payment applications and invoices of Consultants/Contractors/Suppliers.
- ✦ Manage, monitor & perform all functions related to contract award, administration and close-out, including preparing contract documents; evaluating and processing amendments and change orders; monitoring contractor performance; processing invoices; and ensuring completion of all contract requirements.
- ✦ Development of procurement strategies and coordinate industry engagement, tender evaluation and negotiation; According to procurement strategies & project constraints, organize overall for the project the tender evaluation & supplier selection/negotiation process for complex procurements.

- ✚ Directly negotiates and resolves complicated high priority claims and assembles negotiating teams in cooperation with Legal using internal/external expertise, and liaises with them on claims negotiations, represents clients on hearings, court cases etc.
- ✚ Works closely with Project Delivery Teams during the negotiation and resolution of claims; and to promote compliance with claims management processes and reporting requirements; provide accurate and timely reporting of overall claims status; provide updates on the high priority claim resolution process.
- ✚ Prioritise the claims & leads claims negotiations staff to effectively manage and resolve claims, conduct related research and prepare lessons learned workshops to delivery teams (both AFP and non-AFP) to settle most of the claims from delivery teams level on a timely manner and train claims avoidance techniques.
- ✚ Sound knowledge of claims management policies, principles, procedures, and industry best practices to manage the claims management process to support the construction and infrastructure projects.
- ✚ Provides senior leadership oversight and direction to staff and project teams; delivers timely feedback to ensure a cohesive operational unit and the optimum use of team skills.
- ✚ Provide leadership on strategic initiatives within a department or project team. Provide advice and counsel to teams or individuals in all areas of professional expertise.
- ✚ Manages staff and monitors work assignments to ensure adherence to timelines; monitors the achievement of performance objectives; develops and implements action plans to address performance gaps.
- ✚ Works with the Capital Finance department to establish and maintain financial control systems and ensures the timely flow of cross-departmental documentation and information.

SOFT SKILLS

- ✚ Highly developed analytical, organizational, strategic planning and interpersonal skills; excellent business judgement; effective presentation, verbal, and written communication skills; ability to present complex information while simplifying technical issues for senior executives.
- ✚ Provide leadership on strategic initiatives within a department or project team. Provide advice and counsel to teams or individuals in all areas of professional expertise.
- ✚ Excellent relationship and stakeholder management and influencing skills and the ability to work in collaboration with colleagues, and stakeholders across organizational boundaries, building networks and addressing issues as they arise to ensure project deliverables; to build and influence value added relationships with diverse internal and external partners and stakeholder to achieve corporate wide objectives.
- ✚ Prepare announcements, briefings, presentations, and public-facing information sources, such as project websites and internal and external stakeholder communications.
- ✚ Overseen multidisciplinary teams in the management of main & sub-contractor deliverables by delivering on time, on cost, and quality in line with projects' requirements.

OVERALL WORK EXPERIENCE

✚ Manager Contract Administration	- Metrolinx – Toronto, Canada	- Feb'21 - Present
✚ Senior Contract Administrator	- Jacobs (Metrolinx) – Toronto, Canada	- July'18 to Feb'21
✚ Commercial & Contracts Manager	- Hassagawa Engineering-Inuvik, Canada	- Jan'16 to July '18
✚ Senior Associate	- Palma Development - UAE	- Oct'13 to Dec'15
✚ Senior Quantity Surveyor	- Pivot Engineering - UAE	- June'11 to Oct'13
✚ Project Management Assistant	- Ibis Hotels Pvt Ltd - United Kingdom	- Sep'09 to March'11
✚ Quantity Surveyor (Civil & MEP)	- Dowell International (Pvt) Ltd, Sri Lanka	- April'03 To Aug'09