

Dawn Adams

dawn



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Professional Profile

Dawn is a professional Quantity Surveyor with over 25 years' experience in the Namibian construction industry. Over this period she has acquired broad based knowledge across a variety of sectors including health, education, commercial property, public sector and infrastructure.

Dawn is able to apply her arbitration/mediation skill set to the early stages of any project advising clients on the best possible outcome.

Having managed her own practice for nearly two decades, Dawn has a proven track record, providing clients with clear advice to support a client's project in terms of scope, budget and schedule, anticipating the risks for all stakeholders concerned. Her ability to form an integral part of a team has proven instrumental in the successful completion of projects.

Dawn has a transferable skill set, having worked in diverse suite of contracts in the construction industry. She is able to combine these with her skills in alternative resolution disputes to assist clients achieve profitable project completion.

Successful program management requires essential core skills to effectively work with senior management; technical teams and operational personnel to build rapport and trust to ensure everyone's issues are understood and managed accordingly. Dawn navigates this complex territory with ease, adding considerable value to any project.

Qualifications

Bachelor of Science in Quantity Surveying (University of Cape Town)

Member of Namibia Council for Architects and Quantity Surveyors

Diploma in Real Estate Valuation (University of Stellenbosch)

Certificate in Arbitration (Association of Arbitrator in Southern Africa)

High court accredited Mediator by Government of the Republic of Namibia

Areas of expertise

Estimating

Procurement

Project Management

Change Control

Contract Administration

Final Accounting/project close out

- Advising on contractual matters including method of procurement, time frame, etc possible dispute scenarios

- Finalising and negotiating financial budget

- Cost analysis and contract reporting

- Advising on contractual matters based on chosen method of procurement and contract

CONTRACT SUITE worked on:

- FIDIC; JBCC, General Conditions of Building Contract (White form of Contract), General Conditions of Contract (GCC)

References for quantity surveying:

Dr J Briedenhann –BV Investments +261 81 231 6169

Mr Thabu Roodt – Namibia Construction +264 81 204 2581

Mr Alwyn Harmse, Fisher, Quarmby & Pfeiffer Attorneys +264 61 233 171

Relevant experience

Dawn Adams and Associates Quantity Surveyor

January 2000 – present

Founder and director of Dawn Adams & Associates Quantity Surveyors

Professional Quantity Surveying practice in Namibia providing traditional quantity surveying service as well as adjudication, arbitration and consulting expert witness.

Health facilities:

Renovation and upgrading of district hospital and accommodation in 3 phases, Northern Namibia (N\$81mill)
2001-2004

Role: Project Quantity Surveyor on behalf of Catholic Health Services and Ministry of Health and Social Services

Key responsibilities

- setting budget estimates including preparing elemental estimate for financing and cash flow
- advising on General Conditions of Building contract (White Form of Contract)
- alternative design solutions costs, etc,
- producing and evaluating procurement documents,
- cost control during contract
- finalising and negotiating project close off
- cost analysis of final account

Achievements:

- being part of consulting team from the onset of the project and having been able to determine the extent of information on site for alterations set a platform for providing accurate cost data and hence
- established effective budget control
- providing information to client to implement strategic investment of savings during construction period
- investment advice effected additional infra - structure for employer

Renovation and upgrading of district hospital and accommodation in various phases, Central Namibia (currently at phase 4) (N\$101mill)
2004-present

Role: Project Quantity Surveyor on behalf of Catholic health Services and Ministry of Health and Social Services

Key responsibilities

- Budgeting cost estimates based on cost analysis of previous project for master plan
- Preparing elemental cost estimates for each phase as per financial plan from employer
- Preparing procurement documentations
- Financial tender analysis and advising on suitable contractors
- Cost control and administration
- Project close off and cost analysis for each phase
- Currently in Phase 4 – on hold due to dispute

Achievements:

- Provided skills transfer to contractor assisting them to understand and implement contractual issues and clauses
- Thus facilitating a smooth and dispute free environment for phase 1 to 3 between contractor and employer
- Phase 1-3 were delivered on time and within approved budget

Educational facilities:

Extension and renovation of existing sports hall, Windhoek (N\$22mill)
2017-2019

Role: Project Quantity Surveyor on behalf of Deutsche Höhere Privat Schule (German school)

Key responsibilities

- setting budget estimates including preparing elemental estimate for European financing and cash flow purposes,
- advising on contract
- alternative design solutions or life cycle costs,
- producing and evaluating procurement documents,
- cost control during contract
- accurate cost reporting and cash flows
- finalising and negotiating project close off

Achievements:

- Diligent cost control and reporting resulted in the employer being able to provide other renovations to the existing school facilities linked to the sports hall
- Updated and current financial reporting in addition to auditing the values of overseas suppliers and accounting for unforeseen costs, provided employer with accurate cost information and advice resulted in additional infra-structure to school in the given budget.
- Final project closing was achieved with negotiation with contractor with an overall budget saving of 18,5% of the available budget.

New Portuguese International Language Centre at International School, Windhoek (N\$13mill)
2001-2002

Role: Project Quantity Surveyor on behalf of Portuguese Embassy and Windhoek International School

Key responsibilities

- Same as above

Achievements:

- Budgeting estimating established accurate data for procurement of tenders
- Approved contract amount fell within 0.3% of set budget
- Accurate cost control and reporting and advising on contractual issues regarding the "Agreement and schedule of conditions of building contract (White Form of Contract)" to employer, senior team architect and technical team ensured a successful completion within project time

Residential facilities:

Commercial and accommodation development phase 1 and 2, Windhoek (N\$42mill)
2015-2018

Role: Project Quantity Surveyor on behalf of private developer

Key responsibilities

- Establishing budget and preparing viability study
- Providing alternative viability solutions and design criteria for maximum return on investment producing and evaluating procurement documents,
- cost control during contract
- accurate cost reporting and cash flows
- finalising and negotiating project close off

Achievements:

- Accurate cost control with negotiating additional requests and changes by employer
- Accurate financial reporting resulted in a satisfied employer who achieved the targets of the viability study for both phases
- Time management within the contractual guidelines and reporting on construction contractual developments, ensured the project to be completed on
- Cost analysis from finalizing project ensures accurate data in order to provide accurate forecasted budget estimates for similar construction projects.

Three residential developments along coast line of Namibia (N\$47mill)
2006-2011

Role: Project Quantity Surveyor on behalf of private commercial developer

Key responsibilities

- Same as above

Achievements:

- Developments completed profitably with all units sold prior final completion
- Accurate cost budgeting provided basis for developer to finance projects successfully

Commercial facilities:

Commercial development including head office and retail facilities, northern Namibia (N\$88mill)

2012-2015

Role: Project Quantity Surveyor on behalf of government of the republic of Namibia

Key responsibilities

- Setting project budget for master plan
- Phasing of budget in accordance to employer financial resources
- Preparing procurement documents
- Advising on contractual issues
- Financial tender analysis and recommendation
- Assisting employer on contractor appointment
- Cost administration of allocated budget during contract period
- Financial reporting and budget control
- Negotiating and advising on variations
- Project close off and cost analysis

Achievements:

- Successfully implemented cost savings to complete project as per master plan
- Good communication between technical team and employer ensured successful completion of project on time and within budget

New high rise head office phase 1&2 (N\$140mill)

2008-2010

Role: Project Quantity Surveyor on behalf of government of the Republic of Namibia

Key responsibilities and achievements:

- Setting budget and providing advice procurement methods to implement project within given time constraint
- Working closely with architect to establish design alternatives for achieving set budget
- Productively procured phase 1 (bulk earthworks) and phase 2 (main building) contractors
- Establishing team repertoire and reporting to employer
- Delivered the project 12% below budget
- Project was delivered on time

Retail/industrial facilities:

Retail and industrial development – bulk store & retail store with commercial component (N\$94mill)

2013-2015

Role: Project Quantity Surveyor on behalf of private commercial employer

Key responsibilities and achievements

- Preparing project budget and assisting technical team and client to propose development to company director
- Prepared a financial fee proposal and attended presentation meetings to company board
- Assisting architect in preparing procurement documents in order to fast track tender process including advising on contractual matters
- Successfully negotiating with consulting team and contractor the design development in order to stay within budget
- Established good working relationship with senior project manager and consulting team
- Effective cost control and management for senior manager to make decisions regarding scope and budget
- Project was completed within time and approved budget

Industrial warehouse conversion to retail space, phase 1 and 2 (N\$16mill)

2009-2012

Role: Project Quantity Surveyor on behalf of private developer

Key responsibilities and achievements:

- Establishing good working relationship with technical team and employer
- Advising employer on various design options and setting budget
- Establishing budget control
- Advising employer on contractual implication of changes to the scope
- Assisting employer on viability of proposed retail facilities
- Projects were completed in time and within approved budget

Veterinary facilities

Five new veterinary clinics and accommodation (N\$60mill)

2010-2014

Role: Project Quantity Surveyor on behalf of international donor and government of the Republic of Namibia

Key responsibilities and achievements:

- Advising and assisting consulting team with financial and technical aspects of preparing a consultant fee offer to procure
- Advising employer and senior team manager on aspects of contractual issues regarding Conditions of Contract for Construction for Building and Engineering Works Designed by the Employer as issued by the Federation Internationale des Ingenieurs-Conseils (FIDIC),
- Successfully calling for bids via prepared procurement documentation
- Assisting project manager with negotiating variation orders, preparing cost reports for effective cost management
- Finalising with project manager and contractor final costs
- Providing cost analysis data to user ministry for future veterinary clinics projects

Alternative dispute resolution

Contractual disputes in sectors including civil engineering, commercial to residential (N\$2mill to N\$14mill)

2018

Role: Expert quantity surveyor for mediation, adjudication and arbitration for private and government dispute matters

Key responsibilities and achievements:

- Acting as arbitrator in construction dispute currently
- Preparing reports for awards
- Using expert knowledge of industry in facilitating alternative dispute resolution

Expert witness in dispute matters

Industrial, commercial, school and accommodation facilities, south of Namibia (N\$500mill)

2017

Role: Expert quantity surveyor for private court case

Key responsibilities and achievements:

- Establish actual value with respect to replacement cost by visiting site and measuring all facilities including agricultural assets
- Successfully determining the cost and accurately using cost data from cost analysis from previous projects to determine value of facilities and agricultural assets
- Providing historic cost data and successfully leading the matter to conclusion
- Employer negotiated more than was proposed

Industrial complex including seven 14hectar industrial facilities including infra structure (N\$80mill)

2018

Role: Expert quantity surveyor for private mediation

Key responsibilities and achievements:

- Establish actual value with respect to replacement cost by visiting site and measuring all facilities including agricultural assets
- Successfully determining the cost and accurately using cost data from cost analysis from previous projects to determine value of facilities and agricultural assets
- Providing historic cost data and successfully leading the matter to conclusion
- Employer negotiated more than was proposed