

MUHAMMAD SHALABY, MSc, PMP, MRICS APC

Contracts & Commercial Manager

MSc Project Management & Construction | BSc. Civil Engineering | mshalaby1981@gmail.com | +966564563525 | Jeddah, Saudi Arabia

Summary

- A master's degree (MSc) holder in Project Management & Construction and a Certified Project Management Professional (PMP) by the US Project Management Institute.
- 10 years' experience in Saudi Arabia and 9 years' experience in Egypt in Planning, Managing and Closing out Infrastructure Public Works Contracts exceeding +3billion SAR.
- Represented all parties of the construction industry Clients, Consultants and Contractors.
- Experience in managing Saudi Public Works Contracts for government employers with a hand on-experience in managing NEC contracts and understanding of managing FIDIC and ad-hoc contracts under different legal systems from Islamic Shari'a, civil codes to administrative laws.
- Provided independent assessment to government employers under the governing Saudi Tenders & Procurement Law, Led to Dispute Resolution in a variety of disputes amounting to +70 million riyals and facilitated amicable settlement agreements.

Education

- MSc. Project Management, Helwan University, Egypt, 2019.
- BSc. Civil Engineering, Zagazig University, Egypt, 2003.

Accreditation

- Project Management Professional (PMP), PMI, US, 2018.
- Royal Institution of Chartered Surveyors MRICS APC, 2019
- Saudi Council of Engineers, KSA, Credential, 2012.
- Egyptian Engineering Syndicate, Egypt, 2003.

Strengths & Specialties

- Fact-Finding, Contractual Analysis, Contract Interpretation, and Legal Reasoning.
- Bid Analysis, Negotiation, Selecting Vendors, Risk Assessment, Risk Allocation and Mitigation.
- Planning, Coordination, stakeholder management, Communication and Governance.
- FIDIC, NEC, Public Works Contract, Saudi Tenders and Procurement Laws.
- Commercial Negotiations, Change Management, Change Order Claims and Dispute Resolution.
- Variations, Cost analysis, Extension of Time (EOT) Claims and Delay Analysis (AACE RP29 – SCL).
- Contract Management & Procurement Strategies (Contract types according to projects' requirement)

Experience

Program Contracts Manager (PMC- Acting PMO)

Jeddah Municipality, [WSP Middle East (Louis Berger)], Jeddah.

Sep 2020 – Present

- Supervising the management and closeout of the CSM-Projects Program (+ 65 Projects) for Jeddah Municipality that comprises 2 billion riyals of construction contracts.
- Implementing commercial/contractual matters within a multi-disciplinary team.
- Ongoing assessment and flag-raising of commercial/contractual risks.
- Apply basic knowledge of contract law and industry best practice.
- Identify potential claims, checking for compliance with applicable contractual terms and ensuring effective negotiation and settlement of claims.
- Reviewing and assessing contractors' extension of time (EOT) and variation claims and preparing counter-claims, where possible, under contractual obligations and applicable law.
- Reviewing all program letters contractually (when necessary) before issuing.
- Coordination and Planning with projects' stakeholders to respond to different projects issues.
- Reviewing contractors' payments contractually, and its compliance with approved payment plan.
- Prepared an independent assessment of a dispute with a Saudi contractor under a design-build public works contract and led to a +55 million riyals settlement agreement.

Project Manager & Contracts Lead (PMC-Acting PMO)

Jeddah Municipality, [Oqby Consultants], Jeddah.

Dec 2018 – Sep 2020

- Led the management and planning of ongoing construction contracts exceeding the sum of 200 million riyals within the South East Region of Jeddah Municipality.
- Led projects' teams in supervising ongoing projects according to the provisions of each contract.
- Planned and Prepared master work plan, procedures for projects' teams and validated them with different stakeholders.
- Performed contractual and performance risk assessment and gave early warnings for uprising risks and plan risk responses, by means of preparing and monitoring periodic reports.
- Responsible for the timely preparation of legal and contractual documents such as; Request for Proposals (RFPs) and other legal or contractual documents.
- Gave technical & contractual advice to government officers and contractors, to maximize the value of available resources.
- Reviewing progress payment certificates versus contract obligations.
- Record lessons learnt for all future modifications.
- Coordinate internally and externally with the Finance department assisting in correct billing and collection of revenues.

Senior Contracts & Project Controls Engineer (Acting Technical Manager)

Wedian for Contracting, Jeddah.

Jan 2012 – Dec 2018

- Studied, reviewed, planned projects along project life cycle (Tender study and pricing, Risk assessment, Negotiation, Contract agreement, Planning, Initiation, Contract administration, Issuing Interim Invoices, Claims&VOs preparation and Project closeout and Record lessons learnt)
- Direct Planning and contractual supervision for an NEC contract with the National Gas Company (GASCO) as a subcontractor for civil works and infrastructure in (Jeddah, Taif, Abha and Qassim). The main contractor was Kosan Crisplant – France- a specialist company in power field.
- Acted as technical office manager with various roles and responsibilities including planning and coordination, contract administration, design review and quantity surveying for all running projects.
- Responsible for studying and pricing projects in pretender stages.
- Responsible for progress measurement, developing baseline schedules and updates
- Developing weekly and monthly reports with eyes on resources and procurement plans.

District Engineer / Manager, Head of Planning Section

Ministry of Water Resources & Irrigation, Sharkia, Egypt.

Aug 2003 – Jan 2012

- Managed the entire engineering activities for the urban district of Fakous city (600,000 citizens) with a budget of +160 million riyals of infrastructure construction and maintenance contracts for a variety of infrastructure projects (water channels, gates, locks, bridges, culverts, and retaining walls).
- Developed projects' scope, budgets, tender packages, and led the technical assessment of contractors' bids.
- Created execution master scopes and schedules, monitored contractors' performance and contractors' performance.
- Issued maintenance orders balancing emergencies & priorities with available contractual quantities and available budget.
- Issuing task orders for maintenance contracts according to the actual needs.
- Developing bid packages for different projects in the district.
- Prepared and presented contracts & project progress reports.
- Carried out contractual closeout statements, documentation, and issued contractual certificates of completion.

Structural Design Engineer

Union Engineering Consulting Office, (Part Time), Egypt.

Aug 2003 – Jan 2012

- Gathering clients' requirements & defining design objectives.
- Carried out structural design and integrity for Residential Buildings, Villas and medium and high-rise buildings.
- Reviewed the integrity of structural, architectural and MEP drawings and made the necessary coordination.
- Supervising construction and negotiating contractors.

Personal Information

- Date of Birth: February 1981.
- Languages: Arabic (Native), English (Professional).
- Family Status: Married, 3 Kids.

Professional Training Courses

- Professional Diploma in Contract Management and Construction Law.
- Professional Diploma in Arbitration.
- Forensic Delay Analysis, (AACE RP 29E-03 – SCL)
- Planning and Control.
- FIDIC Contracts, Modules 0-6.
- Risk Management, Procurement and tendering.
- Arbitration & Dispute Resolution in Construction.
- Fundamentals of Quantity Surveying and Commercial Management preparing to RICS membership

Engineering Software Skills

- Primavera P6,
- MS Project,
- MS Office (Word, Excel, PPT),
- AutoCAD,
- ARC GIS,
- SAP, ETABS and Safe.