

HUSSEIN IBRAHIM TEBIN

FCCM, CCP, PMP Certified

Construction Contract Manager and Claims Specialist

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Professional Summary

I am a highly experienced Construction Contract Manager and Claims Specialist with over 20 years of expertise across all phases of the contract life cycle, from Pre-Award through to Post-Award. My extensive skill set includes the preparation of comprehensive tender documents—such as Bills of Quantities (BOQs), cost estimates, and RFPs/ITTs—as well as issuing tender addenda and managing project budgets. I am adept at overseeing contract administration, including drafting and enforcing contract conditions, ensuring compliance, and conducting thorough technical and financial evaluations of tenders.

My expertise extends to handling complex claims related to project changes, delays, and other contractual disputes, where I employ strong negotiation skills to resolve issues effectively. I maintain seamless communication with all stakeholders, ensuring projects are delivered to the highest standards. My portfolio includes a diverse range of projects, including housing developments, luxury hotels, malls, high-rise towers, roads, drainage systems, infrastructure, educational institutions, mosques, and desalination plants.

Key Skills

- Tender and Contract Documentation: Preparation of tender documents, bills of quantities, and contract conditions to ensure compliance and clarity.
 - Cost Estimation and Budgeting: Accurate assessment of project costs, development of detailed budgets, and financial planning.
 - Construction Contract and Claims Management and Resolution
 - Negotiation and Conflict Resolution
 - Construction Law and Regulations
 - Project Management
 - Financial Analysis, Cost Control, and Risk Management
 - Technical Proficiency (Primavera P6, STAAD III, MS Office Suite, Construction Management Software).
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Education: B.Sc. in Civil Engineering: University of Khartoum, 1996

Certifications

- FIDIC Certified Contract Manager (FCCM)
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- Certified Cost Professional (CCP) - AACE International
 - Project Management Professional (PMP) - PMI
 - Planning & Scheduling with Primavera (P6)
 - Construction Law & Contracts, and Arbitration - Various Certifications
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Professional Memberships

- National Contract Management Association (NCMA)
 - Project Management Institute (PMI)
 - AACE International (AACET)
 - Saudi Council of Engineers (SCE)
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Professional Experience:

Contract Manager

Zuhair Fayez Partnership Consultants (Riyadh)

Feb 2021 – Present

Project: Housing for National Guard Military Personnel

Location: Khasm Al -An – Riyadh, Client: Saudi National Guard

The project consists of 6,000 typical villas, 45 mosques, 11 schools, two civil defense buildings, and two clinics, alongside comprehensive external infrastructure. This infrastructure includes key facilities such as a main elevated water tank with a capacity of 2,100 m³, an underground water tank with a capacity of 20,000 m³, and two lift stations with individual capacities of 10,000 m³ each, complete with submersible pumps and ancillary accessories, Roads, Stormwater drainage System, Sewer lines. with a budget of SAR 7 billion (\$1.9 Billion) and a delivery schedule spanning five years.

Responsibilities:

1. **Contract Oversight:** Manage all aspects of contract administration, ensuring adherence to terms and conditions throughout the housing project.
 2. **Claims Handling:** Identify, prepare, and resolve claims related to project changes and delays, while maintaining detailed documentation and supporting evidence.
 3. **Preparation Variations Documents:** Change orders document for time extension and additional works.
 4. **Cost and Risk Management:** Monitor project costs, prepare financial reports, and assess risks, developing strategies to mitigate potential impacts on timelines and budgets.
 5. **Tender and Compliance Review:** Oversee the evaluation of tenders for technical and financial compliance, and ensure the project adheres to relevant building codes and safety standards.
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6. **Stakeholder Liaison:** Coordinate with contractors, consultants, and clients to address issues and ensure effective communication.
 7. **Dispute Resolution:** Work with legal teams to negotiate and resolve disputes and claims, ensuring fair and timely outcomes.
 8. **Documentation Management:** Maintain and review comprehensive records of contracts, claims, and related correspondence to support or counter claims as needed.
 9. **Risk and Claims Assessment:** Evaluate and address risks associated with claims, providing recommendations for project adjustments to mitigate adverse effects.
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Contract Manager

Louis Berger -JV -Kuthban Al-Kuthban Engineering Service (Jeddah)

Feb 2018 - Jan 2021

Project: Implementation of Rainwater and Stormwater drainage System Projects in Jeddah.

Client: MOMRA. Jeddah Municipality

This landmark program is changing the stormwater drainage system of Jeddah City of by the execution of a multiple kilometres of drainage pipeline consist of Concrete Pipes Class 5 for gravity storm pipe for gravity storm pipe and Fiberglass-Reinforced Plastic Pipe (FRP) with large-diameter (varies from 500 mm to 3000 mm), jacking concrete pipes, a largest reinforced concrete shafts unit, Box Channel , Open Channel, Manholes, Catch Basin, Concrete Parallel/Perpendicular Road Drainage unit (PRD'S), Pump Station, with Connection to Existing Manhole and sea Outfall.

Responsibilities:

- Collaborated with legal teams to ensure contracts complied with relevant laws and regulations.
 - Managed project budgets, implemented cost control measures, and handled financial reporting.
 - Cultivated strong relationships with clients, stakeholders, and subcontractors.
 - Prepared detailed documentation for claims and disputes, achieving successful resolutions.
 - Developed pre-bid contract documents and ensured compliance with contract terms.
 - Supervised strategic contracts and monitored contractor performance.
 - Handled all commercial and contractual correspondences, including negotiations with clients and subcontractors, and managed project risk registers and contractual documentation.
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Cost Control Manager

PROGER International Engineering and Management (Riyadh)

Sep 2014 - Jan 2018

Client: Ministry Of Interior (MOI)

Project Name: Project of the Custodian of the Two Holy Mosques, King Abdullah Ben Abdul Aziz for Developing Security Locations of Ministry of Interior, Third Stage – KAP3.

Summary: KAP3, a KSA Ministry of Interior initiative, includes 610 sites across the Kingdom using 44 prototypes to meet the needs of 12 Ministry sectors, plus a Medical Center. The total project area is approximately 2 million m², valued at SAR 11.9 billion (~\$3.2 billion) with a duration of 1080 days.

Responsibilities:

- Monitor and forecast project costs by comparing actual expenses with scheduled costs, ensuring accurate invoice verification.
- Accurately record project expenditures and validate monetary claims from the main contractor.
- Provide comprehensive cost control support, including variation reporting, milestone tracking, and client billing preparation.
- Assist with the technical and commercial review of tenders and quotations, and prepare service agreements as needed.
- Engage in project meetings with departmental teams and external stakeholders to ensure alignment and communication.
- Analyze the Bill of Quantities (BOQ) to evaluate contractors' cash flow, profitability, and project motivations.
- Develop and manage project budgets, oversee expenditures, and produce financial reports to ensure adherence to the budget.

Contract Manager

Kanoo Group (Maskaba Contracting Co) (Dammam).

Nov 2004 - Aug 2014

Over a decade, I have been involved in numerous projects including Asdaf Compound (50 villas with infrastructure), Amwaj Compound (800 villas with infrastructure), Kanoo Hotel, Medical Tower of Dammam Hospital, Ras Tanoura Palace, Friday Mosque in Jubail, Jubail Academy College, Information Center Tower, Dharan Mall Extension, Kanoo Oil and Gas, and the development of King Fahd Park.

Responsibilities:

- Bid Preparation: Compile and prepare bid proposals in response to RFPs (Requests for Proposals) and ITTs (Invitations to Tender). Ensure compliance with all bid requirements, including technical and financial aspects, Coordinate with other departments to gather necessary information for bid submission.
- Project Analysis: Review project plans, specifications, and drawings to understand the scope of work, analyze project requirements and identify the key cost drivers.
- Quantity Takeoff: Measure and quantify materials, labor, and equipment required for the project, Ensure accurate and comprehensive quantity takeoffs for all aspects of the project.
- Cost Estimation: Prepare detailed cost estimates, including material, labor, equipment, subcontractor, and overhead costs, Utilize historical data, industry benchmarks, and current market rates to ensure accurate cost projections.

- **Coordination and Collaboration:** Work closely with architects, engineers, consultants, and subcontractors to gather accurate and up-to-date information, Coordinate with procurement, project management, and finance teams to align cost estimates with project budgets and financial goals.
 - **Bid Review and Clarification:** Review and clarify bids received from subcontractors and suppliers, ensure all bids are comprehensive and address any discrepancies or omissions.
 - **Client Interaction:** Communicate with clients to understand their budget constraints, priorities, and expectations, Provide cost-related advice and recommendations to clients during the pre-award stage.
 - **Oversee the preparation, execution, and compliance of procurement contracts,** managing contract performance and resolving any issues.
 - **Source and procure materials, equipment, and services for construction projects,** collaborating with project managers on specific requirements and timelines.
 - **Monitor and control procurement costs to ensure they remain within budget, and identify opportunities for cost savings.**
 - **Regularly assess vendor performance to ensure compliance with contractual terms and address any performance issues.**
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Construction Manager

Al-Hussan Engineering Consultant Office (Dammam)

Project

August 2000 - Sep 2004

Projects: I have been involved in several projects, including Al-Habdan Tower, Saudi Chevron Phillips Plant, the Administration Building for King Fahd Causeway Authority, Al-Hussan Hotel, Turki Commercial Tower, Marina Mall, and Azizia Desalination Plant.

Responsibilities:

- **Develop and implement comprehensive project plans, including timelines, budgets, and resource allocation, ensuring alignment with project goals and specifications.**
 - **Oversee day-to-day site operations, managing logistics, materials, equipment, and personnel while ensuring adherence to plans and safety regulations.**
 - **Enforce quality control procedures through regular inspections and audits to meet required standards and address any issues promptly.**
 - **Monitor and control project budgets, prepare cost estimates, review financial reports, and manage expenditures to stay within budget.**
 - **Develop and maintain project schedules, resolve delays and conflicts, and ensure timely completion of milestones.**
 - **Manage contracts with subcontractors and suppliers, negotiate terms, and address compliance issues and disputes.**
 - **Identify project risks, implement safety protocols, and develop mitigation strategies to ensure a safe working environment.**
 - **Maintain effective communication with clients, stakeholders, and project teams, providing updates, resolving concerns, and facilitating meetings.**
 - **Ensure compliance with local regulations, obtain necessary permits, and manage documentation for audits and project progress tracking.**
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- Supervise project team members, resolve conflicts, and motivate the team to achieve project goals efficiently and effectively.
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Site Engineer

Al-Owaidah Group for Contracting (Riyadh)

Nov 1998 - Jul 2000

Project: Modern International Slaughter in Makkah (Mina)

Responsibilities:

- Supervise daily site operations to ensure compliance with design specifications, quality standards, and safety regulations, managing subcontractors and construction workers for efficient progress.
 - Provide technical guidance and support, interpreting plans and verifying construction methods and materials to meet project requirements and industry standards.
 - Implement quality control procedures, conduct inspections, and address any defects or non-compliance issues in coordination with quality assurance teams.
 - Monitor project progress, track work completed, report on delays or issues, and maintain detailed records of activities, materials, and changes.
 - Facilitate effective communication with project managers, architects, and stakeholders, attend meetings to update on progress and resolve challenges.
 - Enforce safety protocols, conduct audits, and address safety concerns, while managing the delivery, storage, and use of materials and equipment efficiently.
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Resident Engineer

EPAC (Engineering, Planning & Architectural Consultant) (Khartoum)

Apr 1998 - Nov 1998

Project: United Nation Development project (IVAD)

Responsibilities:

- Oversee daily site operations to ensure compliance with design specifications, safety standards, and quality requirements, serving as the main contact for site-related issues.
 - Provide technical guidance by interpreting engineering drawings, approving materials, and enforcing quality control procedures. Monitor project progress, track milestones, and manage contract compliance, including invoice reviews and dispute resolutions.
 - Ensure adherence to health and safety regulations and local building codes, while maintaining effective stakeholder communication.
 - Supervise construction activities to align with design and contract specifications, and verify contractor valuations and materials transmittals.
 - Conduct regular inspections to ensure materials and workmanship meet project standards.
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Site Engineer

Dan Fodio for Commercial & Contracting Co (Khartoum)

Feb 1996 - March 1998

Projects: Giad Industrial City, Buildings includes:(Administration Building, Cars Assembly Warehouse, Residential City)

Responsibilities:

- Assist in daily site operations, ensuring adherence to project plans, design specifications, and safety standards.
- Support senior engineers by interpreting drawings and specifications, and conduct routine inspections to monitor work quality and material compliance.
- Maintain accurate site documentation, including progress reports and material records, while managing resources and coordinating with subcontractors and suppliers.
- Enforce safety protocols and address on-site issues promptly, providing technical solutions and supporting progress monitoring.
- Participate in training to enhance technical skills and ensure that all activities comply with local building codes and company policies.
- Manage subcontractors and oversee site work.