



March 2025

Michelle Chong

BEng (Hons), MSc, NEC Accredited Project Manager
Consultant

KEY EXPERIENCE

Michelle is an E&M claims surveyor with 10 years' experience in the construction industry. Her experience covers the identification, research and drafting of particulars for claims and missing items on major infrastructure projects. She offers advice to the project team in relation to contractual issues and assisting in defending subcontractor claims. Her background also covers all of the major quantity surveying tasks including subletting, negotiation with subcontractors, cost estimating, taking-off, cost control, cashflow forecast, interim payment application and assessment, valuation of variation, compiling records for variation claims, preparation of claims, keeping track of commercial records, and settlement of final accounts. She holds MSCs in both Quantity Surveying and Construction Law and Dispute Resolution and is an Accredited NEC Project Manager.

CAREER SUMMARY

July 2024 to date – Consultant, Contract Dispute Consultants HK Ltd.

Michelle provides support to clients on E&M and related issues relating to large infrastructure projects. She is currently supporting a contractor identifying and preparing claim notices and particulars for a high-profile cultural development. Her previous assignments included assisting a contractor in the preparation of a disruption document for access delays on an urban highway tunnel fit-out project being constructed under an NEC3 Target Cost contract.

January 2021 to July 2024 – Senior Quantity Surveyor, Beijing Urban Construction Group / Chevalier (Construction) Co. Ltd. Joint Venture

Project: Contract 3408 – Third Runway Concourse and Apron Works (HK\$16bn)

Michelle's role included:

- Provision of contract administration including provision of contract advice on the main contract and the subcontracts in relation to all E&M and AS works;
- Research and preparation of notices of delay, notices of claim and missing items in respect of ongoing works on the terminal;
- Attending progress meetings to identify potential claim issues;
- Preparation of correspondence to defend subcontractor's claims;
- Preparation of valuation of variation;
- Preparation of tender documents and tender award;
- Preparation of cost report, cashflow forecast and cost control over the E&M aspects of the project.

July 2014 to January 2021 – Quantity Surveyor, MJ Consultants Ltd.

Project: Design & Build Main Contract of Organics Waste Treatment Facilities Phase 1

NTT Communications Corporation Wonder 9 Data Centre at TKO Industrial Estate

Michelle provided contract administration support to various clients on projects ranging from school, healthcare, hotel developments, data centres and waste treatment facilities. Her role included preparation of payment applications, valuation of variation, assist in updating Cost Report, and on site remeasurement.

Projects included:

- Subcontract for supply and installation of FS&PD system for redevelopment of Island School at 20 Borrett Road, Mid-level, HK;
- MVAC and electrical installation subcontract for Jockey Club One Health Tower for City University of Hong Kong;
- HVAC, electrical and ELV installation for guestroom floors for proposed hotel development at DD221, Wai Man Road, Sai Kung, N.T;



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- HVAC installation subcontract works for proposed hotel development at China Resources Headquarters, HK;
- Plumbing and drainage installation nominated subcontract for proposed hotel development at DD221, Wai Man Road, Sai Kung;
- Electrical installation subcontract for the main contract for the SHAW Auditorium, HKUST;
- HVAC, electrical, ELV, LVSB, FS, plumbing and above-ground drainage system subcontract for Hong Kong Science and Technology Parks Corporation Works Contract No. PD/WC/239 Main Works for Conversion of Office to Full Wet Laboratory in Building 6W.

ACADEMIC QUALIFICATIONS

Graduate Diploma in English and Hong Kong Law (Common Professional Examination) – Manchester Metropolitan University (2024)

Master of Science in Construction Law and Dispute Resolution – The Hong Kong Polytechnic University (2023)

Master of Science in Quantity Surveying – The University College of Estate Management (2020)

Bachelor of Engineering (Honours) in Manufacturing Systems Engineering – The City University of HK (2014)

PROFESSIONAL QUALIFICATIONS

NEC4 Accredited Project Manager (2024)

HKIS Probationer

CONTACT DETAILS

Contract Dispute Consultants HK Limited

Room 505, 5/F., 299QRC, 287-299 Queen's Road Central, Hong Kong

tel: (852) 2470 6033 fax: (852) 2470 6133

email: info@contractdispute.com.hk

www.contractdispute.com.hk