



March 2026

## **Michelle ZHANG**

### **Consultant**

*MSc Construction Project Management, B.A. REM*

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#### **KEY EXPERIENCE**

Michelle is a Quantity Surveyor with 10 years' experience on foundations and substructure projects. Her experience covers the identification, research and drafting of claim notices and claim correspondence 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 major quantity surveying tasks including subletting, negotiation with sub-contractors, cost estimating, taking-off, cost control, cashflow forecast, interim payment application and assessment, valuation of variation, compiling records for variation claims, preparation of claims, maintaining commercial records, and settlement of final accounts.

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#### **CAREER SUMMARY**

##### **2026 to date – Consultant, Contract Dispute Consultants HK Ltd**

Michelle provides support to clients on claims and VO issues related issues relating to large infrastructure projects.

##### **2020 to 2025 – Project Quantity Surveyor, Bachy Soletanche Group Ltd.**

###### **Project:**

- **Contract No.20240177 Foundation for Public Housing Development at Yau Yue Wan Village Road, Tseung Kwun O**
- **HKIA Contract for Site Investigation & Underground Utilities Detection Works at Hong Kong Port and Airport Island**
- **Foundation & Basement Wall (Site 3A & 3B) for Proposed Development at Inland Lot No.9088, New Central Harbour front Site3, Hong Kong- (Diaphragm Wall, Clutched Pipe Pile and Bored Pile Foundation Works)**
- **Foundation and Excavation and Lateral Support Works for Integrated Basement and Underground Road in Zone 2A of the West Kowloon Cultural District (Bored Pile, SHP, PPW, ELS)**

###### **Her role included:**

- Provide contractual support to operation team on projects, such as helping to give advice on identifying claim events (such as delay caused by inclement weather, unforeseen ground conditions or changed due to client re-design) and assisting the senior quantity surveyor to draft letters of application for notice of claim
- Assisted Project Manager to draft letters to Subcontractors to record their delay, non-compliance or poor performance.
- Assisted Project Manager to draft letters to respond to subcontractors' letters regarding claims for disruption.
- Assisted to prepared correspondence of acceleration.
- Prepared valuation of SI, claims and final account amount, prepared budget review quarterly together with Senior QS
- Managed subcontractor processes including subletting works, call tendering & quotation, tender analysis, LOA and Sub-contract development, and work orders preparation.
- Prepared subcontractor payment certificates and final accounts.
- Prepared interim IPA to Client, negotiated with consultant QS to settle interim IPC monthly.
- Prepared cash flow forecast monthly, sales forecasting, and monthly subcon liability reporting.
- Assisted Project Manager to prepare cost report (income side).
- Communicated and negotiated with sub-contractors and the client to follow up project progress on QS duty
- Supported Project Manager in commercial reporting to management board.
- Represented QS function in project progress meetings.
- Other multitask role to support other teams on QS duty

##### **2014 to 2020 – Assistant Quantity Surveyor, Tysan Foundation Ltd.**

###### **Project:**

- **Design and Construction of Foundation Work at Shing Kai Road Substation for CLP Power Hong Kong Limited**
- **Foundation for Subsidised Sale Flats at Tung Chung Area 54 and Public Rental Housing Development at Chai Wan Road**



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- Foundation, Excavation and Lateral Support and Pile Cap Works for Proposed Development at Gage Street / Graham Street, Central I.L. 9065, Hong Kong (H18C)
- ELS & Foundation Works for Proposed Residential Re-development at 36 Severn Road, Hong Kong
- Site Formation, Foundation & Slope Stabilization for the Proposed Residential Development at TMTL 427, So Kwun Wat Road, Tuen Mun
- Foundation & ELS Works for Proposed Office Complex at Lam Lee Street, Kowloon Bay, N.K.I.L. No. 6312, Hong Kong
- Design & Construction of Vertical Earth Retaining Structure and Foundation Works for Proposed Comprehensive Residential Development (Phase 2 ) at Java Road, North Point
- Foundations, ELS and Pile Caps Works for Proposed Property Redevelopment at K.T.I.L. NO.713, NO.123 Hoi Bun Road, Kwun Tong, Kowloon
- ELS, Foundation and Pile Caps Works for Lohas Park Package Seven at TKOTL 70RP, Site C1, New Territories
- Construction of Footbridge Linking Runme Shaw Building and Meng Wah Complex of HKU
- Foundation, ELS, Pile Cap and Basement Slab Works for Proposed Residential Development at T.P.T.L. 226, Pak Shek Kok, Tai Po, New Territories

Her role included:

- Preparation of Subletting Documents including Subletting Quotation, Tender Analysis, Subcontract etc.
- Certification of Interim Payment and Settlement of Final account for Sub-contractor
- Communicated and negotiated with sub-contractors, Client QS to follow VO works
- Preparation of Measurement for valuations, variations and final accounts
- Preparation of Letters of Award, Insurance and Bond Documents at the beginning of the Project
- Assisted on preparing Interim Payments, VO submission to Client
- Assisted on preparing Cost Review
- Assisted on preparing for attending meetings and site inspections

#### **2013 to 2013 – Financial officer, Sindh Design and Decoration Co., Ltd. (PRC)**

Her role included:

- Monitoring work progress and time schedules
- Preparing SOR and tender documents, monthly payments
- Coordinating with the procurement officer and subcontractors
- Preparing progress reports and monitoring cash flow
- Checking variations that affect cost and draft reports to analyze profitability
- Performed value management and cost control

#### **2012 to 2012 – Assistant for Commercial Manager, Jin Yuan Real Estate Development Co., Ltd. (PRC)**

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### **ACADEMIC QUALIFICATIONS**

Master of Science in Construction Project Management – City University of Hong Kong (2014)

B.A.in Real Estate Operation and Management - Shandong University of Finance and Economic (2012)

### **LANGUAGES**

Mandarin, Cantonese, English

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### **CONTACT DETAILS**

#### **Contract Dispute Consultants HK Limited**

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