



June 2026

Michelle Zhang

MSc Construction Project Management, BA REM
Consultant

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.

CAREER SUMMARY

2026 to date – Consultant, Contract Dispute Consultants HK Ltd., Hong Kong

Michelle provides claims and VO support to main contractors on major infrastructure projects in Hong Kong. In her current assignment she provides support to a main contractor on a large airport terminal project in Hong Kong.

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

Projects:

- **Contract No.20240177:** Foundation for public housing development at Yau Yue Wan Village Road, Tseung Kwun O
- **HKIA contract** for site investigation and underground utilities detection works at Hong Kong Port and Airport Island
- **Foundation and basement wall (Site 3A and 3B)** for proposed development at Inland Lot No.9088, New Central Harbourfront Site 3, 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)**

Michelle's role included:

- Providing contractual support to operation teams on projects, including helping to give advice on identifying claim events (e.g. delays 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;
- Assisting the Project Manager to draft letters to subcontractors to record their delay, non-compliance or poor performance;
- Assisting the Project Manager to draft letters to respond to subcontractors' letters regarding claims for disruption;
- Assisting to prepare correspondence of acceleration;
- Preparing valuation of SI, claims and final account amount, preparing budget reviews quarterly, together with the Senior QS;
- Managing subcontractor processes including subletting works, call tendering and quotation, tender analysis, LOA and subcontract development, and work orders preparation;
- Preparing subcontractor payment certificates and final accounts;
- Preparing interim IPA to the client, negotiating with the consultant QS to settle interim IPC monthly;
- Preparing cash flow forecasts monthly, sales forecasting, and monthly subcon liability reporting;
- Assisting the Project Manager to prepare cost reports (income side);
- Communicating and negotiating with subcontractors and the client to follow up project progress on QS duty;
- Supporting the Project Manager in commercial reporting to the management board;
- Representing the QS function in project progress meetings; and
- Other multitasking roles to support other teams on QS duties.



June 2026

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

Projects:

- Design and construction of foundation work at Shing Kai Road Substation for CLP Power Hong Kong Ltd
- Foundation for subsidised sale flats at Tung Chung Area 54 and Public Rental Housing Development at Chai Wan Road
- 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 and foundation works for proposed residential re-development at 36 Severn Road, Hong Kong
- Site formation, foundation and slope stabilisation for the proposed residential development at TMTL 427, So Kwun Wat Road, Tuen Mun
- Foundation and ELS works for proposed office complex at Lam Lee Street, Kowloon Bay, N.K.I.L. No. 6312, Hong Kong
- Design and 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
- Hong Kong Express Rail Link – 822A – HK\$3.2bn

Michelle's role included:

- Preparation of subletting documents including subletting quotation, tender analysis, subcontract etc.;
- Certification of interim payment and settlement of final account for subcontractor;
- Communicating and negotiating with subcontractors, and 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;
- Assisting with preparation of interim payments, VO submission to client;
- Assisting with preparation of cost review; and
- Assisting with preparation for attending meetings and site inspections.

2013 to 2013 – Financial Officer, Sindh Design and Decoration Co., Ltd. (PRC)

Michelle's role included:

- Monitoring work progress and time schedules;
- Preparing SOR and tender documents, and monthly payments;
- Coordinating with the procurement officer and subcontractors;
- Preparing progress reports and monitoring cash flow;
- Checking variations that affected cost and drafting reports to analyse profitability; and
- Performing value management and cost control.

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



June 2026

ACADEMIC QUALIFICATIONS

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

BA in Real Estate Operation and Management – Shandong University of Finance and Economics (2012)

OTHERS

Languages spoken: Mandarin, Cantonese, English

CONTACT DETAILS

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