

CURRICULUM VITAE

VICKY, FUNG HAU CHI



QUALIFICATIONS

BSc (Hons), Quantity Surveying, City University of Hong Kong
MSc, Construction Project Management, City University of Hong Kong

MEMBERSHIPS

Member, Royal Institution of Chartered Surveyor
Member, Hong Kong Institute of Construction Adjudicator
Associate Member, Chartered Institute of Arbitrators (ACI Arb)

PERSONAL DEVELOPMENT

Secretary, Hong Kong Institute of Construction Adjudicators
Sub-Committee Member of Lighthouse Club (Monthly Get-Together)

PROFILE

Vicky Fung is a Chartered Quantity Surveyor with over 12 years' pre and post contract experience and her skills include tender preparation, contract administration, cost reporting, and budget and claims management. Vicky provides specialist cost, procurement and contract advice on high-value and complex infrastructure and building projects including universities, a sports complex, residential housing, government and public buildings and a rail terminal.

Vicky has provided the assistance to the named expert in the preparation of quantum expert reports of the Arbitration case in Hong Kong. In her current role, Vicky involves in the preparation Mediation case in Hong Kong by supporting documents from the quantum and delay aspects.

EXPERIENCE

BUILDING

Large Infrastructure Mediation (2021-2022)

Vicky is responsible for the preparation of the mediation case in Hong Kong for the large infrastructure project in Hong Kong. She is responsible for the quantum analysis of re-rating due to the change of the conditions, character and circumstances of the projects. She is also responsible for the preparation of the prolongation claims by analysing the Labour cost, plant cost, insurance, staff, MEP staff, site overhead, head office overhead, site running cost etc.

RAIL

MTRC - Shatin Central Link (2019-2021)

Vicky was responsible for the preparation of the claim documents for the Shatin Central Link by identification of the quantum quantities for labour, plant and staff. She has been involved for the analysing the delaying documents by investigating the AIs, Site Diaries, RFIs, RISC, correspondences etc.

OIL & GAS

Large Ethanol Manufacturing Arbitration (2018-2019)

Vicky assisted the named quantum expert on the quantification of onshore and offshore contract of the ethanol manufacturing project in Australia.

INFRASTRUCTURE

Large Infrastructure Arbitration (2017-2018)

Vicky assisted the named quantum expert on the quantification of excavation and multiple handling of fill materials on a civil engineering project in Hong Kong.

RAIL

Design, Supply and Installation of External Wall Systems and Internal Glazing / ABWF for West Kowloon Terminus Station (North)(2017)

Assisting in the preparation of the Sub-Contractor's extension of time claim. Vicky was responsible for drafting the claim narratives.

Vicky was responsible for the assist in the preparation of the prolongation cost claim by identify & categories the delaying events. She also responsible for handling the site costs including site staff, site offices, maintenance of site office, utilities, equipment, plants, insurance, etc.

BUILDINGS

Liantang/Heung Yuen Wai Boundary Control Point – Buildings and Associated Facilities (2017-2018)

As contract administrator, Vicky was responsible for:

- Ensuring that the contractor was not exposed to risk resulting from non-compliance with the existing contractual procedures, requirements and obligations;
- Reviewing and drafting responses to both retrospective and contemporaneous project correspondence;

- Ensuring the contractor's contractual entitlements were maintained in relation to project notifications, submissions and the like

Baptist University (2016)

Vicky was responsible for undertaking a full range of post contract quantity surveying duties, which included, but was not limited to, monthly progress reporting, applications for payment, the procurement of various works and attending coordination meetings with designers to ensure all change was identified and pursued via the variation mechanism under the contract.

Tseung Kwan O 66B Residential Project (2016)

Vicky prepared the final account and was also responsible for the preparation of interim payment, sub-contractor payments, purchase orders and variation works. On a monthly basis she reported to the Managing Director the status of the project and managed cash-in and cash-out to ensure the financial stability of the company.

Grand Austin Site C and The Austin Site D Residential Development (2016)

Vicky was appointed to prepare for the payment application, variation orders and Final Account. She also assisted in the preparation of a commercial claim.

Extension of Tamar Link-Bridge Project (2015)

Vicky was responsible for undertaking a full range of post contract quantity surveying duties which included the preparation and presentation of the final account.

Administration and Academic Building (AC3) in City University of Hong Kong (2013-2014)

Vicky was responsible for the preparation of the final account. This required Vicky to attend regular meetings with the project and design teams to ensure all variations, instructions and re-measurements were included and finalised.

Superstructure Works for Redevelopment of New Hong Kong Red Cross Headquarters (2013)

As a contractor's quantity surveyor, Vicky was responsible for the preparation of tender documents, bill of quantities, tender addendum, tender queries and the tender award.

Fire & Ambulance Station (2010-2012)

Vicky provided pre-contract cost planning and tendering services to the project. Vicky developed the cost estimate from concept through to pre-tender and assisted in the development of the tender packages for the project.

Tseung Kwan O Complex in Area 44, Tseung Kwan O

As the contract administrator, Vicky was responsible for preparing payment applications, variations and attending meetings with the Employer and end users.

INFRASTRUCTURE

Design, Supply and Installation of External Wall Systems and Internal Glazing / ABWF for West Kowloon Terminus Station (North) (2017)

Assisting in the preparation of the sub-contractor's Extension of Time claim. Vicky was responsible for drafting the claim narratives.

West Kowloon Terminal External Wall System (2015)

Vicky was the Contractor's contract administrator for a major infrastructure project in Hong Kong. She was responsible for the preparation of payment applications to the main contractor; subletting full packages of the external wall system installation, waterproofing system, fall arrest system and scaffolding systems to ten sub-contractors. She was also responsible for cash flow management, profit margin and mark-up percentage reporting in budget review meetings.

EMPLOYMENT RECORD

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|---------------|---|
| 2019 -Present | Insite Solution Limited Hong Kong SAR, China Consultant |
| 2019 | LogiKal Project Intelligence Hong Kong SAR, China Consultant |
| 2017-2019 | HKA Hong Kong SAR, China Consultant |
| 2016-2017 | Les Pearce and Lau Association Limited (Secondment to YKKAP Façade HK Limited) Hong Kong SAR, China Senior Quantity Surveyor |
| 2015-2016 | Permasteelisa Group HK Limited Hong Kong SAR, China Project Quantity Surveyor |
| 2013-2015 | Construction Industry Council Hong Kong SAR, China Manpower Officer (Technical Quantity Surveyor) |
| 2012-2013 | Langdon and Seah Hong Kong SAR, China Quantity Surveyor |
| 2010-2012 | Architectural Service Department Hong Kong SAR, China |

Vicky Fung
MHKICAdj, MRICS, ACI Arb, MSc (CPM), BSc (Hons),

Quantity Surveying Graduate

LANGUAGES

English (Fluent)
Mandarin (Fluent)
Cantonese (Native)

CONTACT INFORMATION

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