

ADELE WOJTOWICZ, FICCP, PQS, CET

2 – 970 Southgate St., Victoria, BC V8V 2Y2

Phone: (905) 301-3025

Email: adelew@proedgecs.com

Website: www.proedgecs.com

CURRICULUM VITAE

Ms. Wojtowicz’s expertise spans such areas as construction claims preparation and defense including delay and loss of labour productivity analyses, contract and claims management and risk mitigation, and educational seminars. Projects cover multiple sectors of the industry and projects ranging in value from \$1 million to \$1.4 billion performed in Canada, the Middle East, India, Central America and the Caribbean.

Personal attributes include: innovative, motivated, excellent communication and analytical skills, strong work ethic, meticulous attention to detail, multi-tasker, problem-solver, experienced in leadership, teamwork and collaboration, able to work independently, excellent success rate in the settlement of claims demonstrating the strength and quality of the work produced.

PROFESSIONAL HISTORY

- Principal of ProEdge Claims Services Inc.
- Contracts and Claims Manager, Canadian Highways International Joint Venture
- Claims Consultant, L. Tardif Construction Consultants (aka Tardif, Murray & Associates/TMA)
- Project Coordinator, Matthews Contracting Inc.
- Contract Administrator, Wm. R. Walker Engineering Inc.

PROJECT EXPERIENCE BY SECTOR

Highways:

- Highway 407 ETR, Toronto, Ontario: Full-time claims management for Canadian Highways International Joint Venture on \$1 billion CAD development and design-build project. Responsible for contractual issues between the JV and the provincial government, claims preparation, quantification, development of entitlement and negotiation positions for over 200 disputed scope issues. Administration of JV partner prime scope contracts. Conducted delay and loss of productivity analyses on earthworks operations and prepared the \$28 million CAD claim for additional costs for the JV design-build contractor.
- Highway 6, Cross Israel Highway, Israel: Establishment of risk management, information management and claims procedures, and advising on claims’ development and resolution strategies for the joint venture performing the \$1.1 billion USD highway development & design-build works.
- Highway 407 ETR Expansion, Toronto, Ontario: Delay analysis to establish impact of inclement weather, and preparation of \$24 million CAD claim on behalf of the contractor to the insurer.

Power Generation:

- Canadian Nexen Power Plant Expansion, Yemen: Delay analysis and claim on behalf of the EPC contractor, negotiation advisory services & presentations to the owner.
- Abaco New Power Station, Abaco, Bahamas – Ms. Wojtowicz performed the delay analysis on behalf of the EPC contractor, presented findings to the owner, and performed an assessment of the contractor’s outstanding commercial items.
- Garabito ICE Thermal Power Plant, Costa Rica: Project advisory services to the EPC contractor with respect to subcontract tendering, bid review and preparation of initial subcontracts on \$700 million USD project.
- Lowman Bay Power Plant, St. Vincent & the Grenadines: Delay analysis and preparation of a claim for delays and disputed scope issues on behalf of the EPC contractor on this \$63 million USD project.
- PPN Combined Cycle Power Plant, India: Analysis of contractual risks and opportunities, establishment of information and change management processes, investigation of major scope change and delay issues for the EPC contractor on the construction of this \$60 million USD project.
- HUBCO Narowal Power Plant, Punjab, India: Project advisory services to the EPC contractor re. contractual issues, developed standard subcontract documents for this \$300 million USD project.
- Canadian Solar 1 Project, Napanee, Ontario – Preparation of claim for delays and impact of site conditions for a subcontractor.
- Bimini Power Plant Expansion, Bahamas: Project advisory services to the EPC contractor with respect to contractual matters and disputes, and entitlement to claim.
- Bonaire Ecopower Power Plant Project, Curacao: Advisory services to the EPC contractor to assist in developing subcontract documents.
- Hatchet Bay Power Station, Bahamas: Project advisory services to the EPC contractor with respect to contractual issues, delays, entitlement to claim and relief from liquidated damages.
- St. Kitts Diesel Power Plant, St. Kitts and Nevis: Advisory services to the EPC contractor to review and advise on entitlement and negotiation options re. disputes arising from the owner and from the main subcontractor.
- Xstrata Nickel Power Plant for Reglan Mine, Nunavik, Quebec: Ms. Wojtowicz was engaged by the EPC contractor to prepare subcontract documents for major subcontractors including drafting of back-to-back provisions with the prime contract.
- Gesner Wind Farm Project, Muirkirk, Ontario: Development of tender package and owner-trade contractor contract documents for use by the EPC contractor.
- Yanbu Cement Power Plant, Yanbou, Saudi Arabia: Advisory services to EPC contractor regarding tendering of subcontracts.

Government Works:

- Various Utility Relocation Works, Ontario: Review and edit company-wide standard construction contracts (prime and subcontract documents) and advise on risk mitigation.
- Windsor Justice Facility, Windsor Ontario: Delay analysis for the general contractor to establish causes and responsibility for one-year delay to project completion and preparation of a \$12 million CAD claim submission.
- Windsor Justice Facility, Windsor, Ontario: Ms. Wojtowicz was engaged by the general contractor as expert at a modified arbitration regarding over 50 disputed scope changes.
- Bermuda Magistrates' Courts & Hamilton Police Station, Bermuda – Research and advise the general contractor re. entitlement to claim for delays and impact of changes.
- Newmarket Courthouse, Building and Site Assessment, Newmarket, Ontario: Retained by the lead firm investigating environmental and health concerns raised by building occupants. Liaise with various technical consultants, review and amalgamate consultant findings and reports, and author the final expert report to the government.
- Tannery Park and Coronation Park, Oakville, Ontario: Expert report on behalf of the municipality, analysis and expert opinion on the general contractor's claims for delays.
- East Markham Community Centre & Library Project, Markham, Ontario: Preparation of claim for extended duration costs for a subcontractor.
- Clean-Up of DYE-M Distant Early Warning (DEW) Line Station, Cape Dyer, Nunavut: Ms. Wojtowicz was engaged by the EPC contractor to review and provide expert opinion on entitlement to claim for delays and additional costs.
- Employment & Immigration Canada: Data compilation and management during a Canada-wide 1 year study, presentation of results on "Technical Changes in Construction and Their Effects on the Construction Trade Labour Market".
- Lock 1 East Wall Rehabilitation Project, St. Lawrence Seaway Authority, St. Catharines, Ontario: On-site contract administration for the general contractor.
- Shedden Waste Disposal Site and Cutler Acid Plant Site Rehabilitation, Cutler, Ontario -- Ms. Wojtowicz provided on-site contract administration for the consulting engineer on behalf of the owner.

Airports, Hospitals, Transit, Universities:

- Terminal 1 Airport Development, Toronto, Ontario: Ms. Wojtowicz was retained by several contractors to analyze and prepare loss of labour productivity and impact claims on this \$3.3 billion CAD project.
- Peel Memorial Centre for Integrated Health & Wellness, Brampton, Ontario: Worked in-house with a major subcontractor to review and quantify costs and analyze impacts arising from a major insurable event; services included quantum, delay analysis and quantification of the impacts of acceleration on loss of labour productivity.

- Southlake Regional Health Centre Redevelopment, Newmarket, Ontario: Retained by the general contractor to prepare its claim for extended duration costs.
- North Bay Regional Health Centre, North Bay, Ontario: Advisory services with respect to delays and extra work claims for a subcontractor.
- Humber River Regional Hospital, North York, Ontario: Contract advisory services to a subcontractor.
- Union Station Train Shed Roof Renewal, Toronto, Ontario: Ms. Wojtowicz conducted an earned value analysis, loss of labour productivity analysis and prepared a claim on behalf of the contractor.
- Sheppard West Station & Southern Twin Tunnels, Toronto, Ontario: Preparation of extended duration claim for a subcontractor.
- Union Station Revitalization Project, Structure and Underground Mechanical/Electrical Services, Toronto, Ontario: Contract review and advisory services to a subcontractor.
- Ryerson University Centre for Computing and Engineering, Toronto, Ontario: Ms. Wojtowicz was engaged by a major subcontractor to prepare a delay and impact claim.
- University of Waterloo Quantum Nano Building, Waterloo, Ontario: Ms. Wojtowicz was retained by a major subcontractor to conduct delay, earned value and loss of productivity analyses and prepare the claim.
- McMaster University Health Sciences Interstitial Space Clean Up and Asbestos Abatement: Ms. Wojtowicz conducted the delay and loss of productivity analyses, and prepared the claim on behalf of the abatement contractor.
- Humber College Robert A. Gordon Learning Centre Phase 7, Toronto, Ontario: Working on behalf of the general contractor, Ms. Wojtowicz conducted a delay analysis and prepared its claim.
- Brock University Student Housing, St. Catherines, Ontario: On behalf of the owner, Ms. Wojtowicz conducted a review and assessment of the general contractor's claim.

Commercial:

- Ripley's Aquarium of Canada, Toronto, Ontario: Contractual review, delay and loss of labour productivity analyses and claim development for a major subcontractor.
- Niagara Falls Casino/Gateway Project, Niagara Falls, Ontario: Contractual review, delay and loss of labour productivity analysis and claim development for a major subcontractor.
- Casino Windsor Expansion, Windsor, Ontario: Retained by a subcontractor to conduct a delay and loss of labour productivity analysis and prepare the claim to the general contractor.
- 550 Wellington St. West Condominiums & Thomson Hotel, Toronto, Ontario: Preparation of delay and acceleration claim for a major subcontractor.

- Aura at College Park Condominiums, Toronto, Ontario: Preparation of claim including loss of labour productivity analysis for a major subcontractor.
- 81 Bay Street Mixed Use High Rise, Toronto, Ontario: Assessment of the impact of changes and graphical presentation of the impacts on construction sequence and schedule for a major subcontractor.
- Neptune 2 Tower at Waterpark City Condominiums, Toronto, Ontario: Delay analysis and preparation of claim on behalf of a subcontractor.
- 111 Richmond Road Condominiums, Ottawa, Ontario: Ms. Wojtowicz conducted an earned value and loss of labour productivity analysis, and prepared a claim on behalf of a subcontractor.
- Bay Adelaide East & West Tower Condominiums, Toronto, Ontario: Preparation of loss of labour productivity analysis and claims for major subcontractors.
- Novotel Vaughan, Concord, Ontario: Disputes advisory services for a major subcontractor.
- Hotel X, Toronto, Ontario: Preparation of loss of labour productivity claim on behalf of a subcontractor.
- 330 King Street East Condominiums, Toronto, Ontario: Advisory services to a subcontractor re. contractual disputes.
- 44 King Street West Scotiabank Remediation Work: Development of claim on behalf of abatement contractor.
- Yorkdale Shopping Centre Expansion, Toronto, Ontario: Preparation of loss of productivity and extended duration claim on behalf of a major subcontractor.
- Maple Leaf Square Multi-Use Complex, Toronto, Ontario: Advisory services re. delays, schedule and contractual issues to a subcontractor.
- Liberty Square, Markham, Ontario: Preparation of loss of labour productivity claim on behalf of a subcontractor.
- Audi Dealership Downtown Toronto: Loss of labour productivity analysis and preparation of claim for a subcontractor.
- Don Mills Parking Garage: Preparation of delay and acceleration claim on behalf of a subcontractor.
- 560 Westmount Road, Waterloo, Ontario: Preparation of acceleration claim on behalf of a subcontractor.
- Canadian National Institute for the Blind National Office, Toronto, Ontario: Advisory services to the general contractor re. a delay claim.

Water and Wastewater Treatment:

- Water Supply Expansion, Brockville, Ontario: Ms. Wojtowicz was retained by the general contractor to analyze and demonstrate to the owner the impact of changed site conditions, preparation of negotiation document for new unit pricing for completion of the work.

- Ashbridges Bay Wastewater Treatment Plant Expansion: Subcontractor advisory services.
- Port Darlington Water Pollution Control Plant Expansion, Bowmanville, Ontario: Ms. Wojtowicz provided on-site contract administration for the general contractor.
- Lakeview Water Treatment Plant Expansion, Mississauga, Ontario: On-site contract administration for the general contractor.
- Washagamis Bay Indian Reserve Water Supply and Sewage Services, Kenora, Ontario: Ms. Wojtowicz worked on the pre-design site investigation, quantity calculations, and provided contract administration on behalf of the owner.
- Whitedog and Grassy Narrows Indian Reserves Water Supply and Sewage Services, Kenora, Ontario: Preparation of contract drawings, quantity calculations.
- Sault Ste. Marie Infrastructure Project – Working for the prime consulting engineer on the \$70 million CAD project, Ms. Wojtowicz was responsible for database management of project costs and progress.

Industrial:

- New Courier Facility, Ontario: Project advisory re. information capture and management to support delay and loss of productivity claim, authoring of contractual correspondence for installation contractor.
- Belledune Flue Gas Desulfurization Plant, New Brunswick: Ms. Wojtowicz performed a schedule analysis to determine responsibility, amount and causes of delay in defense of a \$13 million claim submitted by the contractor.
- Aluminum Smelter, Quebec: Delay and productivity analysis in defense of an \$8 million claim by the civil contractor.
- Northumberland Strait Forcemain Outfall, Borden, Prince Edward Island: Preparation of claim on behalf of the general contractor for revised methodologies and delays on the construction of a 700-metre forcemain outfall.

DEVELOPMENT OF PROCEDURES, SEMINARS, WORKSHOPS:

- Ms. Wojtowicz developed the standard tender and subcontract documents, and formulated company procedures for information capture and management for an international EPC contractor located in Germany, for worldwide projects valued between \$250 million USD - \$500 million USD, and conducted in-house educational seminars on best practices for subcontract tendering.
- Ms. Wojtowicz developed standardized information management procedures and conducted in-house seminars for clients on such matters as:
 - Ontario Construction Act Prompt Payment and Adjudication Provisions,
 - Effective Jobsite Documentation and Information Management,
 - Claims Management.

- “Information Management for Construction Claims”, Ontario General Contractors Association
- “Basic Principles of Effective Claims Mitigation and Management”, AACE Toronto Chapter
- “Technical Changes in Construction and their Effects on the Construction Trade Labour Market”, Canadian Construction Association

PUBLICATIONS:

“Ontario Construction Act: Practical Considerations for Subcontractors in Proposed Lien Act Changes”, Daily Commercial News, December 28, 2017

Five-part series published in the Daily Commercial News, “Pro-Active Tips to Increase Your Success Rate of Claims”:

- “Part 1 – Dear Diary...”, May 16, 2017
- “Part 2: Consistency is Key – The Value of a Work Breakdown Structure”, May 23, 2017
- “Part 3: Extra, extra! How to Deal With Extra and Changed Work”, May 30, 2017
- “Part 4: Read All About It – The Importance of Keeping Meeting Minutes”, June 1, 2017
- “Part 5: Submittals and Responses: Prioritize, Track and Notify”, June 6, 2017

CERTIFICATIONS:

FICCP -- Fellow - Institute of Construction Claims Practitioners

PQS – Professional Quantity Surveyor - Canadian Institute of Quantity Surveyors (CIQS)

CET – Certified Engineering Technician - Ontario Association of Certified Engineering Technicians and Technologists (OACETT)

Member – Association for the Advancement of Cost Engineering (AACE International)

EDUCATION:

Sault College of Applied Arts and Technology
Honours Graduate, Civil Engineering Technology

Carleton University
Mass Communication/Media Studies

Continuing education:

- Construction Adjudication (Ontario Dispute Adjudication for Construction Contracts)
- Negotiation & Mediation (University of Toronto)

Proficient in MS Word, Excel, PowerPoint; aptitude in MS Projects; working knowledge of (have used at various times): Procore, Jonas and P6 Primavera.