

Dorota Gutkowska

Address: 37/407 Warrigal Road,
Eight Mile Plains, 4113 QLD

E-mail: dgutkowska@gbsqd.com

Mob.: +61 424 127 110

Languages: English (fluent),
Polish (native)

Key skills

Civil/Construction Engineering

Quality and Project Management

Computer programs: Autodesk AutoCad,

Autodesk Robot Structural Analysis, MS Office, Primavera P6

Driving license

EMPLOYMENT RECORD:

February 2021 – Present

Consultant, GBSqd, Australia

gb2 is a highly specialised consultancy service where partners guarantee excellence by being fully involved throughout every stage of the commission. Our long-standing expertise and reputation for objectivity means we are regularly appointed to act as an expert witness in intricate and often high-profile engineering and construction dispute resolution cases. We have testified in all forms of dispute resolution including litigation, arbitration, adjudication and mediation.

Responsibilities:

- ✓ Interpretation of technical records (construction drawings and specifications, weekly/monthly reports, welding records, technical correspondence, RFIs)
- ✓ Developing the technical and strategic approach for resolving delay claims and other scheduling issues
- ✓ EOT claims assessments and programme updates analysis
- ✓ Creation of as planned vs. as built tables on the basis of provided contractual data
- ✓ Getting clear conclusions from large amounts of data (delay causations)
- ✓ Delay calculations and chronologies preparation
- ✓ Critical path tracing and sequence of works comparison
- ✓ Writing coherent and concise text (facts description) that can be incorporated into an official expert report
- ✓ Presenting the progress of works in graphic form, in a clear and understandable way: S-curves, Gantt charts
- ✓ Liaison with lawyers, other claims consultants and appointed contractors

May 2017 – February 2021

Consultant, HKA, Australia

HKA is a privately-owned organisation providing construction claims and consulting services.

I was a member of claims specialists advising and assisting the project owners and contractors on matters concerning claims, contentious commercial issues and disputes across contracts on construction and engineering projects. Construction knowledge and experience gained in project management assignments I successfully used on daily basis fulfilling the following responsibilities:

- ✓ Interpretation of technical records (construction drawings and specifications, weekly/monthly reports, welding records, technical correspondence, RFIs)
- ✓ Developing the technical and strategic approach for resolving delay claims and other scheduling issues
- ✓ EOT claims assessments and programme updates analysis
- ✓ Creation of as planned vs. as built tables on the basis of provided contractual data
- ✓ Conducting IAP analysis in P6 Primavera
- ✓ Getting clear conclusions from large amounts of data (delay causations)
- ✓ Delay calculations and chronologies preparation
- ✓ Critical path tracing and sequence of works comparison
- ✓ Writing coherent and concise text (facts description) that can be incorporated into an official expert report
- ✓ Presenting the progress of works in graphic form, in a clear and understandable way: S-curves, Gantt charts
- ✓ Liaison with lawyers, other claims consultants and appointed contractors

July 2016 – March 2017

Project / Commissioning Administrator, STEPAN Polska, Poland

Stepan Polska is a branch of Stepan Company headquartered in Northfield, Illinois, USA. Stepan Company is an innovative, sustainable and global chemical solutions company. I was a member of Business Development Team and was working on an extension of chemical plant in Brzeg Dolny, Poland.

Responsibilities:

- ✓ procurement and tender process with contractors concerning variations
- ✓ preparation of documents required for Occupancy Permit issued by Building and Construction Authority
- ✓ support for Site Manager and Plant Engineer in construction project delivery
- ✓ assistance in preparation of Commissioning Plan for systems, coordination and cooperation with Pre-Commissioning Engineer and Commissioning Manager
- ✓ preparation of documents required by Technical Inspection Authority (UDT) and cooperation with Technological Engineer in order to apply for permission to use new equipment such as vessels, reactor etc.
- ✓ participation in pre-commissioning and start-up process of technological piping systems
- ✓ main contact person for contractors when it comes to testing phase and permission/document requirements
- ✓ administration of internal quality control procedures of pipelines, instruments and equipment
- ✓ archiving and control process of documentation: receipts of equipment, spare parts
- ✓ stocktaking of the warehouse and creation of database easy to use
- ✓ adaptation of US procedures for Maintenance Department into polish reality
- ✓ EHS reporting to Safety Manager
- ✓ permanent work in English due to working in international team

July 2015 – June 2016

Project Administrator / Engineer, TEBODIN Poland, Poland

Tebodin Poland is leading consulting, project managing and design company in Poland, employing over 300 engineers in offices in Warsaw, Gdansk, Wroclaw, Krakow and Poznan. Performing mainly in the following segments: industrial buildings, food and pharmaceutical industry, energy and environment, chemical industry, commercial real estates. I worked in construction site office on reconstruction of the production plant and was responsible for:

- ✓ working closely with the bid team in checking the accuracy of bill of quantities prepared by potential contractors,
- ✓ participation in contract terms negotiation between Investor and potential contractors,
- ✓ working with the project team upon the project's commencement to finalise Project Realization Plan,
- ✓ site office administration,
- ✓ supervision over the flow of information between project participants,
- ✓ providing help for Investor Supervision in realization control,
- ✓ documentation archiving,
- ✓ verification of contractor reports,
- ✓ EHS control (photographs, reports, direct commands to workers),
- ✓ carrying out quality control, checking if everyone obeys Project Realization Plan rules throughout the project's delivery,
- ✓ responsible for contact with Investor (mainly in English),
- ✓ participation in meetings related to the execution of works and meeting minutes preparation,
- ✓ preparation of weekly programs, staging reports and delivering them to Investor within contractual due date,
- ✓ monitoring and reporting of progress to management and site staff,
- ✓ financial reports preparation, subcontractor payment control,
- ✓ coordination of Project Manager's activities.

July 2014 – June 2016

Investment Assistant, Biuro Inwestorskie Janusz Rybka, Poland

Polish firm in the field of public procurement and construction market which offers a range of investor services such as: comprehensive investment management, performing the function of Contract Engineer, investment supervision, conducting tender procedures based on Public Procurement Law or FIDIC, consulting and training in the field of public

procurement, enforcement of warranty claims due to concluded contracts with contractors.

Responsibilities:

- ✓ carrying out control of project implementation compliance at construction site
- ✓ FIDIC contracts basics
- ✓ working closely with the Inspector
- ✓ monitoring the progress according to schedule
- ✓ minutes preparation from Weekly Meetings, design problems solving meetings and others
- ✓ confirmation of defects removal, preparing recommendations for contractors in written form according to contract clauses
- ✓ providing assistance in inspections, acceptances of works and take overs
- ✓ preparation of investment reports (financial, progress of works)
- ✓ liaising with the contractor and environmental supervision
- ✓ conducting financial settlements (also remotely)
- ✓ correspondence administration
- ✓ minor translations into English, i.e. acceptance certificates, payments certificates

ADDITIONAL QUALIFICATIONS:

| | |
|-----------------------|--|
| September 2020 | MIEAust – Member of the Institution of Engineers Australia |
| April 2020 | ACI Arb – Associate Member of CI Arb |
| December 2019 | Contract Foundations, Engineering Education Australia |
| November 2018 | Short Course in Project Planning & Control Using Primavera P6 |
| December 2017 | The Experts Witness Training – Introduction Course |
| November 2013 | Internal Auditor of the Integrated Management System ISO 9001, OHSAS 18001 |

EDUCATION:

| | |
|------------------------------------|--|
| February 2014 – July 2015 | Wroclaw University of Technology, MSc in Civil Engineering (Distinction) |
| October 2010 – January 2014 | Wroclaw University of Technology, BEng Civil Engineering |
| September 2007 – May 2010 | Bolesław Krzywousty Secondary School no. VIII, Wroclaw, Poland |

PUBLICATIONS / ACHIEVEMENTS:

| | |
|----------------------|--|
| November 2015 | Award of the Chairman of the Lower Silesian Regional Chamber of Civil Engineers in <i>CONSTRUCTOR TEMPORIS FUTURI</i> master thesis competition. |
| November 2015 | Three papers on non-destructive concrete testing, Defektoskopie 2015: 45th International Conference and ECNDT Exhibition |
| November 2015 | Publication in monthly magazine „Building Materials” about acoustic concrete testing |

REFEREES

1. Sergiusz Leszczyński, Plant Engineer / Corporate Project Engineer
Stepan Polska, ul. Urazka 8a, b, c, 56-120 Brzeg Dolny, Poland
e-mail: sergiusz.leszczynski@stepaneurope.com, Mob.: +48 667 650 909
2. Connie DeSautelle, Project Manager
Stepan Company, 1135 Skokie Blvd. Northbrook, IL 60062, USA
e-mail: cdesautelle@stepan.com, Mob.: +1 847 414 6883

3. Waldemar Gajewski, Project Manager

Tebodin Poland, ul. Józefa Mehoffera 10, 31-322 Cracow, Poland

e-mail: waldemar.gajewski@tebodin.com, Mob.: +48 601 369 515

4. Janusz Rybka, CEO

Biuro Inwestorskie Janusz Rybka, ul. Idzikowskiego 32a/3 , 54-129 Wrocław, Poland

e-mail: j.rybka@biuroinwestorskie.pl, Mob.: +48 602 256 007