

PROJECT ESTIMATOR JOB DESCRIPTION

Job Purpose:

Estimating is the first critical phase of any construction project. Exercise supervision over the entire estimating process; requires a high degree of professional expertise and understanding of all aspects of the construction process; complete knowledge of our company, its personnel, systems, and relationships.

1. Develop and maintain the master bid list for the company and advise which job should be selected to bid.
2. Maintain subcontractor/vendor master list and notify bidders through email bid invitation. Get input from Project Managers, Superintendents, and Construction Managers to assist in updating master list.
3. Develop a "score" sheet of key historical data; such as bid spread versus low bid, bid profit and overhead, and unit costs.
4. Implement a data base estimating system. Utilize spreadsheet format for both subcontract bids or unit price/manhour assembly pricing.
5. Review plans, specifications and addenda and prepare preliminary summary of the estimate.
6. Coordinate Bid Bond and insurance requirements for bids.
7. Provide detail take-off of key sub-bid items such as site work, concrete, masonry and finishes. Also develop "plug" estimates for missing sub bids.
8. Develop and ensure a good system of phone bid solicitation as a standardized procedure within the company. Ensure phone solicitation is completed 36 hours before bidding due date.
9. Develop for each bid a strategy for profit improvement and list clarifications with the bid proposal.
10. Develop value engineering suggestions and substitutions for each bid proposal.
11. Conduct a pre-bid conference making assignments and if successful conduct a post bid conference and assist in cost coding the estimate and buy out. Work closely with Project Managers, Superintendents and Construction Managers on buy out strategy making sure they understand the scope and coverage of subcontractor bids.
12. Attend pre-bid conference.
13. Provide pre-construction services for development clients such as budget estimates, site evaluations, permit tracking, value engineering, locating qualified designers.
14. Become qualified user of all Microsoft Office programs.
15. Utilize data software for detail take-off, for example familiarity with Blue-beam software.
16. Develop and maintain relationships with subcontractors, suppliers, and manufacturers

