

## ESTIMATOR

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The **Estimator** is responsible for evaluating bid specifications and drawings, ensuring that everything required to successfully bid and win the project is researched and taken into account when determining scope and values. Develop creative solutions to problems and identify creative ways to deliver additional profit if possible. Expertise in heavy civil work including excavation, asphalt, and concrete scopes of work.

### Major Duties and Responsibilities:

- Bid Administration
  - Prepares and maintains status of plan reproduction
  - Solicits and maintains communication with subcontractors and vendors
  - Prepares subcontractor bid packages
  - Transmits addenda and other bid information to subcontractors
  - Ensures that we have the proper coverage from subcontractors on bid day
  - Contacts supply houses to obtain additional subcontractor bids
  - Shows creativity and resourcefulness to gain better pricing from subcontractors
  - Submits 100% of bids and budgets by the bid deadline – no exceptions
- Project Knowledge
  - Review bid requirements thoroughly and asks follow-up question on every bid
  - Develops RFI's and clarifications and ensure adequate subcontractor coverage and shows interest
  - Performs a comprehensive "bid day" analysis and scoping of specific assigned trades
  - Understands how to fit subs to the size/scope of project
  - Creates bid lists that fit scope of job, ensuring that the right subs are assigned for the project
  - Minimize exclusions by “doing homework”
  - Include value-engineering ideas on every bid
- Project turnover
  - Translate budget into Viewpoint within 1 week of notification of low bid
  - Schedule handoff meeting to properly turns over bid documents and sub buyout information to Project Management in a timely manner
    - Review job cost with Project Management team and highlight any subs/material vendors that still need to be awarded
    - Complete project kick-off form to ensure compliance
- Subcontractor award
  - Thoroughly checks requirements to buy the proper scope
  - Awards subs in a timely manner to ensure release of materials
  - Releases materials for record only when possible
  - Ensures that subs are aware of (and commit to) the project schedule
  - Provide subs with as much information as possible (PM, Super, permit status, etc.)
- Subcontractor management
  - Seeks & qualifies new subcontractors, hold to Plote standards

### Required Skill/Knowledge:

- Bachelor's Degree in Civil Engineering or Construction Management or 8 – 12 years of heavy highway or airport experience
- Knowledge of heavy highway construction industry practices and procedures
- Demonstrated ability to multi-task across several bids at the same time
- Proficient in Microsoft Office - Outlook, Excel, Word and HCSS Heavy Bid and Heavy Job
- Strong verbal / written communication and negotiation skills
- Self-directed and motivated