



## **Preconstruction Manager / Estimator**

September 6, 2024

### **Primary Function:**

The primary functions of the Preconstruction Manager/Estimator will be quantity surveys, generate estimates, guide design, and subcontractor bid solicitation.

### **Contribution to Company Mission and Vision:**

The Preconstruction Manager/Estimator shall work collaboratively to ensure that the company continues to create communities that flourish, while supporting the foundational principles of pursuing outstanding locations and timeless designs. The Preconstruction Manager / Estimator shall maintain the integrity of the Old Town brand in all aspects of their position while contributing to the values of leading by example, proven trustworthiness, culture of creativity, selfless service, and sustainable space.

### **Role Absolutes:**

- 1) **Plan Review and Quantity Survey to Inform Budgets**
- 2) **Design Scope and Budget Alignment**
- 3) **Detailed Estimates and Scopes**

### **Primary Responsibilities**

- Prepare budgets, estimates, and pre-bid packages for construction projects under the CM at Risk, GMP pricing structure.
- Identify, track and implement value engineering opportunities and proactively guide the design.
- Critically analyze bid documents and understand risk and opportunities and articulate those to the construction team.
- Prepare material takeoffs and pricing at each phase of design development, and track variance reports at each phase.
- Assist with preparing detailed instructions to bidders and comprehensive bid packages and subcontractor bid forms.
- Generate subcontractor bidder lists and interest in the project to ensure all scopes of work are properly covered.
- Perform scope reviews, negotiations and prepare each subcontractor for final contract.

- Conduct and collaborate with the team for final award of subcontractors and turnover of the final budget to the construction team.
- Review the general contract budget with all project costs including subcontractor bids, material costs, equipment costs, general conditions and overhead and profit margins.
- Identify project opportunities and risks.
- Prepare and participate in the preparation and presentation of cost/budget information to senior management.
- Generate, monitor, and enforce preconstruction schedules to ensure proper buyout, and construction starts.

### **Leadership**

- Clear and concise communication amongst all teams both internal and external.
- Take initiative to coordinate budget estimates with Design and Development Teams.
- Manage the subcontractors to effectively gain competitive bids and interest in the projects.

### **REPORTING**

This position reports to Vice President of Pre-Construction & Estimating

### **Additional Qualifications:**

- Bachelor's Degree in Construction Management, Engineering or related discipline, or equivalent education and experience required
- Minimum 5-7 years previous experience construction estimating field
- Experience writing and negotiating subcontractor scopes of work
- Knowledge and understanding of real estate development and construction, preferably within the multi-family industry
- Strong capacity for research and problem solving
- Ability to complete estimates within tight deadlines, while working on multi projects simultaneously
- Ability to read, interpret, and evaluate drawings and specifications
- Knowledge and understanding of unit costs and the factors that affect construction costs
- Ability to adjust plans and schedule to respond to project conditions
- Candidate must possess strong decision-making, problem-solving and negotiating skills
- Strong computer skills including the ability to use estimating software, on screen takeoff software, spreadsheets, bid management and communication tools

- Experience demonstrated with MS Word and MS Excel
- Ability to communicate effectively and professionally both verbally and in writing
- Understanding of construction means, methods and sequences

**Acknowledgement:**

This job description has been designed to indicate the general nature and level of work performed by the employee with the Pre-Construction Manager/Estimator role at Old Town Companies. While facilitating plan reviews and quantity surveys to accurately update budgets, keeping design scope and budgets in alignment, and generating detailed estimates and scopes are the primary responsibilities of this role, this description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the employee assigned to the role.