

CAREER DESCRIPTION

ESTIMATOR



HiFive Development Services is a true Design-Build Company on the cutting edge of Project delivery. **HiFive** has loyal clients and does repeat business with many companies and organizations. If you are seeking a position working with a talented group of people, enjoy developing a personal relationship with your clients and like a challenge - please consider this incredible career opportunity.

The ideal candidate will have experience working with Hotels, Hospitality, Church and other Commercial Projects from \$2 - \$20M million. The **Estimator** is a critical position within HiFive and is responsible for:

Bid Administration

- Evaluating bid specifications and drawings, ensuring understanding of scope sufficient to successfully estimate the project;
- Working with **HiFive Design Group** to prepare Drawings with information necessary to establish Conceptual Estimates, Design Development Estimates and Contract Budgets;
- Preparing subcontractor bid packages;
- Soliciting, communicating and following up with subcontractors and vendors to obtain bids by specifying materials, identifying qualified subcontractors and negotiating price;
- Transmitting addenda and other bid information to subcontractors and vendors;
- Ensuring that we have the proper coverage from subcontractors on bid day;
- Demonstrating creativity and resourcefulness to gain better and more complete pricing from subcontractors;
- Resolving cost discrepancies by collecting and analyzing information;
- Utilizing ProEst for all takeoff and pricing; maintaining cost database within ProEst by updating information;
- Preparing construction budgets, assessing cost-effectiveness of products, projects or services, tracking actual costs relative to bids as projects develop.

Project Knowledge

- Reviewing bid requirements thoroughly and asking follow-up questions on every bid;
- Having a thorough understanding of the scope for specific trades assigned;
- Performing a comprehensive "bid day" analysis and scoping of specific assigned trades;
- Creating bid lists that fit scope of job, ensuring that we have the appropriate subcontractors for the project;
- Minimizing exclusions by "doing our homework";
- Identifying the biggest risks on projects; working to mitigate those risks;
- Analyzing information and evaluating results to choose the best solution and solve problems;
- Including value-engineering ideas on every bid;

Follow up

- Consistently following up with **HiFive Design Group** on design changes and updating bidders accordingly;
- Conferring with Consultants and Subcontractors on changes and adjustments to cost estimates;

Project Turnover

- Properly turning over bid documents to Project Management in a timely manner;
- Review drawings with Project Management team and highlight areas of risk.

QUALIFICATIONS

Qualifications required of the **Estimator**:

- 5+ years in Commercial General Contracting in Estimator capacity (*Design-Build a plus*);
- Strong familiarity with project management software, such as Microsoft Project, Microsoft Office (*Word, Excel, Outlook*), ProEst estimating software.

Contact Brian Zilch at brian@hifive1.com