



POSITION: Estimator

Location: Columbus, OH

Reports to: Preconstruction Manager

ABOUT US

MAC Construction is a multi-generational family business with over 50 years of excellence in commercial construction. Now led by the 3rd generation of McEnery family members, brothers Steve and Matt, we continue the legacy of our founders by building enduring projects and partnerships with clients.

Our diverse portfolio includes multi-unit retail, restaurants, offices, and industrial facilities across the region. With each project, MAC aims for exceptional results and a positive legacy impact for clients, engaged team members, and the neighboring community.

Our values, learned from our family's leadership, are embodied in the acronym C.R.E.S.T.: Customer Focus, Respect for People, Excellence in Execution, Safety, and Team Collaboration.

OUR VALUES

- **Customer Focus:** We consistently deliver exceptional service by educating, collaborating, and engaging with our clients. Our goal is to make a positive impact beyond the construction site, building lasting relationships based on trust, integrity, and timeliness.
- **Respect for People:** We treat everyone with kindness, compassion, and respect. We honor our heritage and operate with honesty and transparency, dedicated to investing in our team's growth and development.
- **Excellence in Execution:** We strive for excellence in every project we undertake by committing ourselves to completing every project on time. We pay attention to detail, uphold high standards, and continuously seek improvement to ensure the highest quality outcomes.

- **Safety:** We maintain safety in every aspect of our work, from conference rooms to construction sites. We take responsibility for our actions, overcome challenges with determination, and always prioritize safety.
 - **Team Collaboration:** We value teamwork and believe that collaboration leads to better results. We foster an inclusive environment where every team member's contribution is respected and valued, working together to achieve our common goals.
-

ESSENTIAL FUNCTIONS

Bidding Process Management

- The Estimator will manage the entire bidding process, from Request for Proposal (RFP) intake and review through to project award and handoff to Project Management for execution in the field.
- Responsibilities include setting up projects in Procore, building estimate framework/worksheets, distributing bid packages and documents to subcontractors and vendors, managing bid RFI process, assembling and qualifying bids, and preparing proposals for the owner review.

Estimation and Proposal Preparation

- Provide detailed, accurate estimates demonstrating a deep understanding of the construction process and how project specific constraints or circumstances impact the typical order of work, time, or cost of a project and reflect this in the project estimate proposal.
- Provide schedule parameters to stakeholders on the project to set expectations for anticipated durations and site operational cost requirements.

Historical Data Utilization

- Maintain and utilize historical pricing information for comparison to active bids, and for use in conceptual estimating ahead of formal bid documents.

Project Success Foundation

- This role is crucial for ensuring that complete, accurate, competitive bids are created and communicated effectively to the project management team, providing a solid foundation and setting the project up for success.
-

RESPONSIBILITIES

Request For Proposal (RFP) Intake

- Review and analyze RFPs to determine project requirements and scope.
- Proactively coordinate with internal teams to ensure all necessary information is distributed for feedback from internal teams to meet bid schedules.
- Review any initial questions or conflicts identified in the bid intake process and resolve so clear direction is provided to downstream vendors.

Project Setup in PM Software

- Set up new bid projects in Procore for tracking and documentation.
- Ensure accurate and complete project details are entered.
- Prepare information for distribution, including drawings, specs, and trade scope checklists for inclusion in bid invitation.
- Build estimate worksheet, standard inclusions and exclusions that apply to the estimate.

Development of Scopes and Distribution of Bid Packages

- Review project documents and assemble bid strategy/plan and corresponding bid schedule with check-in milestones with Precon Manager and other internal team contributors.
- Develop detailed scopes of work and bid packages based on project plans and specifications.
- Identify and contact potential subcontractors and vendors and incorporate into the bidding tool in Procore.
- Distribute bid packages and ensure all necessary documents are included, timelines provided, and bid return instructions are clearly communicated.

Communication with Subcontractors and Vendors:

- Proactively manage subcontractors and vendors to confirm bid status and address questions.
- Prepare and distribute bid clarification documents to address any discrepancies or unexplained variations in scope, time, or cost.
- Maintain open lines of communication throughout the bidding process with all project stakeholders.
- Effectively convey your bid plan to bidders to ensure timely and complete bid submissions, minimizing time required for go back and verification work.

- Track and manage all questions, conflicts, or other misalignments identified in the bid process via Procore to Manage Bid RFIs
- Receive, document, track, and respond to Requests for Information (RFIs) from subcontractors and vendors to ensure continuity of information and context to the project management team.
- Communicate clarifications to all bidders promptly.
- Prepare and submit upstream complete RFIs to project owners and designers.
- Prepare and distribute bid revisions issued by the owner or design team during the bid phase.

Site Visits and Documentation:

- Visit project sites or other venues as necessary to become familiar with items or assemblies that may impact project cost, schedule, or constructability.
- Take site pictures and mark up drawings to document conditions and conflicts. Organize and distribute/post site photos via project management software.
- Survey existing space with Matterport to create a 3D model of existing conditions. Prepare and make this available for vendor reference.

Bid Assembly and Qualification:

- Collect and review bids from subcontractors and vendors.
- Analyze and evaluate vendor proposals for accuracy and completeness to the scope you have established for the trade section.
- Administer bids via Procore Bidding and Estimating Tools, ensuring current and accurate information is entered and updated through the completion of the bidding process.
- Level bids in preparation for Project Management team review and buyout, ensuring all pricing received reflects complete and accurate scope of work.
- Provide feedback and recommendations on bidding vendors to the Project Management team for their reference in vendor selection and procurement.

Preliminary Project Schedules:

- Develop a preliminary project schedule to determine overall expected duration, and communicate estimated timeline to project stakeholders for use in determining if they are going to bid.
- Review anticipated manpower requirements with the PM team and incorporate staffing requirements into the estimate.
- Review Vendor feedback received bid review process to verify schedule duration is accurate for their particular trade scope.

Proposal to Owner Assembly:

- Compile bid data and prepare formal proposals for owners in the Procore Estimating tool.
- Ensure proposals align with owner expectations and project requirements and specifications.
- Present and explain bid proposals to owners.
- Address any questions or concerns to ensure clarity and alignment.
- Secure Owner approval/Project Award, ready for Pre-con Manager to execute Owner Contract.

Coordinate and Lead Project Handoff Meetings with the Operations Team:

- Prepare budget from estimate
 - Establish and maintain a matrix to clearly define the owner's responsibilities.
 - Create comprehensive checklists highlighting notable scope inclusions and exclusions for each vendor.
 - Assess and verify allowances or contingencies to ensure they are appropriate and sufficient.
 - Identify material packages suitable for direct purchase to streamline procurement and reduce costs.
 - Review budget with project management team.
- Ensure all documents are accurate, complete and posted to proper locations in Procore prior to meeting for PM review.
- Schedule and run handoff meetings to transition projects from estimating to project management team.
 - Provide Agenda ahead of meeting
 - Record notes and distribute minutes
- Ensure all relevant information and documentation are transferred during the meeting, and gather feedback on meetings from attendees.

Manage Historic Cost Catalog:

- Maintain and update historical cost data for future estimates.
- Ensure data accuracy and accessibility, and update as new project estimates become available.

Relationship Building:

- Build long-term relationships with architects, engineers, subcontractors, and vendors.
- Foster a collaborative and supportive working environment.

SKILLS & QUALIFICATIONS

Organizational and Time Management Skills

- Exceptional organizational abilities are vital for managing multiple tasks, documents, and deadlines effectively.
- Excellent time management skills are crucial for prioritizing tasks efficiently and meeting deadlines in a fast-paced construction environment.
- The ability to handle various responsibilities simultaneously while maintaining high-quality work is essential for success in this role.

Attention to Detail

- A keen eye for detail is necessary to ensure accuracy and completeness in preparing estimates and proposals.

Communication Skills

- Strong verbal and written communication skills are necessary for effective collaboration with project teams, subcontractors, and stakeholders.
- Demonstrated ability to proactively initiate and maintain communication with customers, suppliers, and tradespeople.
- Proven track record of exceeding follow-up expectations through phone calls and emails.
- Thrives in a fast-paced environment where clear and consistent communication is essential.
- Communicate bid results to all participants after project selection.

Self-Motivation and Proactivity

- Highly motivated and self-directed with a strong work ethic, ensuring timely communication without needing prompting.
- Proactive and self-motivated individuals who can identify and address tasks independently.
- Demonstrated accountability and reliability in completing tasks accurately and on time.

Technical Proficiency

- Proficiency in construction software such as Procore or equivalent, Bluebeam, and general productivity software such as Microsoft Office is required.

Adaptability and Composure

- Adapting to changing priorities and handling unexpected challenges with composure is essential in the dynamic construction industry.

Collaboration and Support

- A collaborative mindset and willingness to support project teams and colleagues are critical for success in this role.
-

EDUCATION & EXPERIENCE

- High School Degree or Equivalency
 - Associates/College level coursework in Construction Management or a related field preferred
 - Minimum of 3 years of experience in a construction estimating role
 - Proficiency in construction estimating software and tools
-

PHYSICAL REQUIREMENTS

- Complete all physical requirements of the job with or without reasonable accommodation to perform the essential functions of this job successfully.
 - Endure potential exposure to weather such as heat and/or humidity and cold.
 - Endure exposure to fumes, airborne particles, dust, asphalt, and moving mechanical parts. Conditions can also include the risk of electrical shock and vibration.
 - Endure potential exposure to a loud work environment.
 - Must be able to walk, climb stairs, sit, stand, and reach with hands and arms.
 - Be able to talk and hear at normal levels.
 - Be able to see with close vision, distance vision, color vision, peripheral vision, depth perception, and adjust focus.
 - Use hands and fingers to operate tools and other business machines.
 - Lift and/or move up to 50 lbs.
 - Travel as needed.
 - Adhere strictly to the MAC Drug-Free Workplace Policy and pass drug screens as requested.
-

COMMITMENT

With this signature, I acknowledge that I have thoughtfully read, considered, and agree to everything included in this Job Description. This includes attesting that I will meet all included requirements and qualifications:

EMPLOYEE SIGNATURE

MAC EXEC SIGNATURE

EMPLOYEE NAME

MAC EXEC NAME

DATE

DATE
