

## Estimating Administrator

Title	Estimating Administrator
Division	New Work   Pursuits Team
Office Location(s)	East Peoria
Offices Supported	All
Reports To	Estimating Director
Direct Reports	N/A
Last Updated	June 2022

### Summary:

The Estimating Administrator will work collaboratively with estimating department from project pursuit through proposal submittal. The Estimating Administrator will have the following duties:

- Review project specifications for bonding, insurance, minority participation, project specific pre-qualifications, and all other proposal requirements
- Prepare summary sheet to be submitted to the bonding company requesting appropriate bonds, insurance, and other items
- Prepare bid form and proposals for all offices
- Assist preconstruction services department in preparing proposals and RFQ's
- Prepare Federal and Design Build Proposals as required
- Prepare project specific statements of qualifications as required by the specifications
- Prepare proposal cover letters, clarification letter, spreadsheets, bid item details, sub list's etc. to be submitted with bids
- Prepare Minority Good Faith Efforts for bids and bid proposals
- Maintain and oversee all minority requirements for states, universities, municipalities, federal, government etc.
- Prepare all quarterly and annual prequalification forms to be submitted to requesting clients and prospective clients
- Prepare all quarterly and annual prequalification's for State and Federal government entities
- Prepare and maintain renewal of licensing and registration for all states, counties, cities, municipalities, etc.
- Governance of all annual reports of State, Federal and Client licensing and prequalification's and congruency across all entities
- Work closely with CFO obtaining confidential financial information for prequalification's, proposals etc.
- Prepare Contracts, Bonds, Change Orders for Execution
- Review legalities of specs, bid forms, contracts, proposals, licensing, prequalification's
- Stay informed of all State, Federal and Municipal rules, regulations, and procedure's regarding bidding
- Oversee Dun and Bradstreet monthly reports for company, maintain critical information therein. Print D&B reports for company, subcontractors, clients etc.
- Tracking of prospective projects in conjunction with the New Work Pursuits Coordinator

- Remain aware of RCC Safety policies and statistics for submittal with proposals
- Prepare, maintain, and distribute current bid schedule to all company members weekly
- Send out bid results company wide and to bonding company
- Maintain file of bid results for historical purposes, bonding company utilization and auditors / Archive successful and unsuccessful projects quarterly
- Maintain and update all wage, taxes, and insurance rates in estimating system
- Support all estimators in the estimating department
- Maintain confidentiality of all private company information
- Ability to multitask with excellence in fast-paced environment, critical thinking and attention to detail, forward planning and thinking for future tasks and tasks at hand
- Cultivate and maintain positive client and subcontracting relationships

### **Key Functions:**

- **Project Proposal Lead:** Manage and lead all aspects of proposal and bid form creation. Including preparation of prequalification packages, technical proposals, and RFP response packages. Coordinate with insurance company for project specific requirements and bid bonds. Notarize and obtain signatures of Owners for the above.
- **Team Structure:** In addition to working with the estimating project teams, this position will work collaboratively with the executive team members from all office locations to develop project proposals and bid documents. Developing and maintaining relationships with clients, design firms, subcontractors, and suppliers will be expected in this role.
- **Innovation & Technology:** Assist in maintaining and updating estimating department systems, such as wage rates, insurance comp code rates, city codes, crew codes, and craft codes as needed in estimating system  
Individual should possess strong mathematical and computer skills. Proficiency with all MS Office products (Word, Excel, Access, PowerPoint)



**Qualifications:**

- 5 – 10 years' experience
  - Associates Degree Preferred / High School Diploma or equivalent
    - Construction, Engineering, Architecture, or Similar Administrative Background
  - Strong organization skills, good time management, professionalism, and ability to work well with others. Sense of selflessness / humility / enterprise first mentality, emotional and social intelligence.
  - Certifications/Licenses required = none
  - General office conditions for day-to-day work
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This job description in no way states or implies that these are the only duties to be performed by the associate(s) incumbent in this position. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of the fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification as necessitated by business demands. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each job duty proficiently. The requirements listed in the document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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Associated received: \_\_\_\_\_

Department manager: \_\_\_\_\_

Human resources: \_\_\_\_\_

Submitted on: \_\_\_\_\_