



BW CONSTRUCTION

PRECONSTRUCTION MANAGER (FULL-TIME)

Position Description: Lead preconstruction processes for assigned project(s) until turnover to project operations. Prepare detailed bids and estimates for projects based on design drawings and specifications. Communicate information between project stakeholders (architects, engineers, owners, and subcontractors). Assist in transition of bids and estimates to field operations.

Reports To: Director of Preconstruction

Duties & Responsibilities: In the areas assigned:

- Serve as liaison with subcontractors, design team (architects, engineers, consultants) and the client. Point of contact for managing assigned trade subcontractors and distributing information
- Lead the document management for the project, including receiving drawings and specifications, providing the proper file structure and distribution to all parties
- Prepare detailed estimates by completing quantity take-offs, analysis, and studies for all items incorporated in the assigned scope
- Prepare and assemble bids and proposals for different contract types (Lump Sum, Guaranteed Maximum Price (GMP), Cost Plus, etc.)
- Support constructability reviews through communication with the project team, designers, and subcontractor market
- Use creativity to develop value engineering alternatives to the proposed scope that are more cost-efficient
- Display an understanding of all factors required for a comprehensive trade package scope including contract documents, site logistics, schedule, coordination, means and methods
- Coordinate with operations staff and supervisor to ensure that General Conditions and General Requirement items are properly addressed in the estimate
- Prepare scope requisitions for assigned trades as required; coordinate with project team to eliminate scope gaps and overlaps
- Prepare comparison analysis to previous estimate for assigned scope
- Obtain and evaluate subcontractor proposals relative to their scope of work. Document information into Bid Scope Sheet and organize and participate in post bid reviews
- Manage action items from post bid and finalize subcontract scope. Make recommendations to the Project Lead for subcontractor awards
- Analyze, organize, and maintain historical cost data for quick reference on future projects
- Supervise assistant estimators and/or interns as assigned
- Attend pre-bid meetings
- Participate in client meetings and actively present and review estimates
- Expand BW name and brand
- Expand subcontractor relationships

Qualifications: Bachelor's degree in a construction or engineering related field. 1+ year of experience (including internships) in an estimating-based role is preferred. Proven written and verbal communication abilities; proficiency with computer applications and estimating software, including Microsoft Office Suite and Microsoft Project. Ability to read, understand and interpret contract documents, drawings, specifications, scopes of work and project schedules. Demonstrates leadership, interpersonal skills, resourcefulness, and an entrepreneurial mindset.

Other: Opportunity to assist our growing development arm