



## Estimating Administrator

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**Department:** Estimating  
**Reports to:** Estimating Director  
**FLSA Status:** Non-Exempt

**Approved by:** President  
**Revision Date:** June 12, 2023  
**Supervisory Role:** No

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### Essential Duties and Responsibilities

Administrative support of estimating department through preparation and coordination of bid submittal package for municipal construction projects as required by the owner/engineer bid package which includes instructions to bidders, design plans, specifications, and municipal standards by performing the following duties.

- Conduct daily search for prospective new bid opportunities via the internet and other sources.
- Maintain complete and up-to-date listing of prospective projects for department.
- Download or order plans and specifications and setup new estimating job folders/files.
- Order bid bonds prepare bid forms and bid envelopes and check for MWBE goals and solicitation requirements per the owners' programs.
- Review bid plans and specifications in order to identify all subcontractor and supplier trades associated with each project and setup an initial contact list for each project. Review list with estimator prior to issuing RFP's.
- Prepare and issue Request for Proposals (RFP) for all specific subcontractors and suppliers as required for each project bid. Track subcontractors/supplier responses to RFP and call to follow up with all contacts through out the bid solicitation process to ensure enough coverage of subcontractor/supplier bidding.
- Update and maintain subcontractor/supplier database.
- Ensure due diligence procedures are followed to solicit M/W/DBE subcontractors/suppliers to achieve participation goals and/or documentation as established by the owner of each bid, to ensure each bid is deemed qualified by either meeting M/W/DBE goals or meeting Good Faith requirements as part of each bid package.
- Notify Human Resources and Project Management Assistants if federal contracts are awarded as of date contract is awarded per OFCCP compliance. Become familiar with all state and federal sources and their requirements for project bid & administration.
- Setup bid project in HeavyBid estimating software, schedule team review meetings and other critical calendar reminders for team assigned to project bid.
- Monitor and manage the distribution of all addendums to the estimating team and solicited vendors.
- Issue contract bid documents to all subcontractors and suppliers by email, FTP, hard copy or other means to ensure subcontractors have adequate time to provide bid on or before our bid date.
- Assist Estimators in verifying bid amounts and gathering required documents needed to submit with the bids. Call all potential bidders to verify their intent to bid, answer questions or verify scope of their bid.
- Prepare all bid documents 48 hours prior to bid, review bid documents with the estimator to ensure completeness of all documents and ensure all owner signatures are in place in advance of bid day.
- Coordinate a team member to deliver bid as needed or submit bid through online means.
- On bid day, support estimator(s) to acquire all subcontractor/supplier bids, review scope of sub/supplier bids, ensure Prime's bid package is complete, qualified and delivered prior to the bid deadline.
- Update FDOT pre-qualification on a yearly basis; mail-out pre-qualification books as requested.
- Maintain costs history reports, post bid results and other bid or costs history data and directed by estimators.
- Maintain existing digital filing system.

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- Update Company resume and qualifications as required.
- Gain understanding of HeavyBid software so to be able to consistently update the activity, material and equipment databases to enhance accuracy and efficiency in the bidding process when instructed by estimator.
- File product literature in Estimating Department's product library.
- Send out reminders to subcontractors and material suppliers to solicit quotes for projects being bid.
- Send out documents for subcontractors' pre-qualifications and follow-up to ensure they are completed prior to bid.
- Maintain database for Prime's contracts, work completed and detailed experience reference sheets for future bids and marketing materials.
- Prepare marketing materials and negotiated pricing proposal packages as directed by estimator or director.
- Answer phone to assist subcontractors and suppliers with questions or direct them to appropriate team member to provide accurate/timely responses to their questions.
- Track progress of all bid results (if we were successful low bidder or not), collects bid tabs from the owner (for all bids), reviews other low bidders' documentation for full compliance with the bid specification, identifies any opportunities for bid protest to estimator, identifies new subcontractors or bid strategies used by other GC's to successfully be the low bidder and reviews with estimator for how to implement similar strategy on future bids.
- Assist estimating team with bid protest procedure if applicable, including acquisition of public record documents, provide and assist with details of the grounds of protest, submit protest documents in timely manner, follow up on responses and additional actions as deemed necessary by the estimator, director or owners.

### **Qualifications, Education, Experience and Certifications**

- High school diploma or G.E.D.
- College degree preferred, but not required
- Minimum Five (5) years' experience in construction industry with general contractor or construction manager.
- Experience in construction estimating, with experience in municipal hard bid estimating is preferred.
- Proficient in all current computer technology applications including Microsoft Outlook, Excel, Word Adobe, Bluebeam, HCSS (or similar estimating software) and database software

### **Physical Demands and Work Environment**

- While performing the duties of this job, the employee is regularly required to sit for extended periods of time. Employee is frequently required to move around office to communicate with staff. Occasionally must lift and/or move up to 20 pounds.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions

### **Competencies**

To perform the job successfully an individual should demonstrate the following:

- Adaptability
- Analytical Skills
- Attendance & Punctuality
- Communications
- Cooperation
- Customer Service
- Job Knowledge
- Planning & Organization
- Quality
- Safety & Security

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