



Definition of responsibilities for Estimating Staff

Responsible to: Chief Estimator and ultimately the Managing Director

Subordinates: Assistant and Trainee Colleagues

Objectives: To promote the company and to achieve the following objectives.

1. To provide the Directors with an accurate and reasoned estimate of cost for each construction project.
2. To ensure good relationships with our Clients, their Consultants, our Consultants, Sub-contractors and suppliers.
3. To obtain sub-contract and material quotations for elements of construction projects.
4. To lead the estimating process and the preparation of tender submission documents.
5. To actively research and advise upon alternative construction processes.
6. To audit the administration of each tender and ensure compliance with company procedures.
7. To actively participate with the project team to the benefit of each project.
8. To monitor and report upon submitted tenders and market trends/conditions.
9. To adopt an approach to estimating commensurate with the likely contractual arrangements. The likely commercial relationship should be reflected in our analytical approach and openness in discussions.

Responsibilities:

1. To promote and maintain good and professional relations with the Client, Consultants, Sub-contractors, Suppliers and Statutory Authorities.
2. To work with Surveyors, Design Co-ordinators, Buyers, Contracts Managers and Project Managers to engender and lead a team approach for each tender submission.
3. To audit the tender documentation and bring to the attention of the Chief Estimator and Managing Director any discrepancies, shortfalls, contradictions, risks etc. that are included within the documents.



Responsibilities Cont'd:

4. When directed, Estimators will be required to review tender documentation and summarise the submission requirements.
5. To prepare a detailed cost estimate for the project including preliminaries, attendances, statutory fees, increased costs, labour, sub-contractor, plant, consultant fees etc.
6. To liaise with Contract Managers to establish a method of construction and programme for the works.
7. To obtain competitive quotations from sub-contractors and suppliers for the provision of identified work packages to achieve the most advantageous estimate of cost for construction.
8. To ensure that terms and conditions of the main contract and sub-contractor/supplier quotations are fully included within the estimate of cost.
9. To provide a list of sub-contractor/supplier quotations utilised within a cost estimate.
10. To provide a tender summary sheet for each submitted tender signed by two Directors, one of whom should be the Managing Director or Chief Executive.
11. In the event of a tender being accepted by the client, provide a complete set of quotations and tender documents detailing the calculation of the tender sum and an explanation of the construction methods included within the cost estimate.
12. Upon our being notified of the acceptance of a tender submission, the Estimator shall notify the Managing Director and Commercial Director.
13. The Estimator and Chief Estimator shall attend the "Handover from Estimating" meeting that will be convened by the Commercial Director
14. The Estimator shall attend the Pre-Contract Meeting convened by the Contract Manager.
15. To arrange for the estimate to be completed a minimum of one working day in advance of the date for submission of tenders.
16. To make arrangements and take responsibility for the delivery of tenders, ensuring that ALL tenders are submitted in strict accordance with the requirements of the Client.
17. Tender opportunities or documents shall not be declined or returned to the Client without the express agreement of the Managing Director.