

## Estimator

Project Frog Inc. provides technologically advanced component buildings that assemble easily on-site, giving architects and builders a fast and cost effective way to create beautiful and energy-efficient buildings. We are currently looking for an Estimator to join the Pre-construction team in our San Francisco office to assist in the estimating of projects and in developing our next generation of building solutions.

### Job Responsibilities

- Works integrally with Product, Procurement/Implementation, and Business Development/Sales
  - Collaborates directly with our Product team to prepare detailed quantity surveys and conceptual cost estimates of building components based on early conceptual phase sketches and models
  - Communicates effectively with internal product Procurement team responsible for acquisition and delivery of products
  - Corresponds with internal Implementation team responsible for managing external prime and sub-contractors. Estimator is accountable for completing projects maintaining team's Estimate Schedule, including identification and adherence to critical milestone dates
  - Assist Business Development team with proposals as related to estimate and consultant agreements and clarify scope and approaches to projects and procurement in design-build, lease-leaseback, and hard-bid contracting arrangements
- Solicit quotes from suppliers to identify cost effective design development of component building products
- Benchmark cost of building components to devise accurate unit estimates with minimal variation
- Solicit subcontractor/installer estimates
- Participate in identifying and implementing costing strategies around vendor procurement and installation services with goal of continuous improvement
- Develop unit installation rates for new subassemblies and components while maintaining precision of existing rates
- Prepare and track estimates from Schematic Design through Construction Documents, including preparing variance summaries between estimates with a full understanding of the Request for Proposal (RFP)/Request for Quote (RFQ), and Requests for Information (RFI) processes
- Issue and manage pre-bid Requests for Information (RFI) as they relate to the estimating process
- Develop process with other teams to create an automated approach to estimating projects and participate in evolving the Bill of Materials (BOM) creation out of BIM models

- Create and maintain a historical estimate database to reflect the most current, accurate and essential information by region to facilitate the preparation and review of new estimates
- Create estimating templates

### Specific Skills, Education, and Experience Required

- A four-year bachelor's degree, preferably in Construction Management or related field
- Ability to create conceptual cost estimates with minimal information
- Minimum 3+ years of experience in estimating with an emphasis on relevant industries
- Excellent verbal and written communication skills, with the ability to understand and adapt to sensitive client and partner relationships
- Good understanding of estimating Structural, Architectural and MEP building systems
- MS Excel, MS Project, CM Software, and quantity take-off software experience

To apply for this position, please send us a cover letter and your resume to [careers@projectfrog.com](mailto:careers@projectfrog.com), with the job title, Estimator, noted in the Subject heading. Applicants must meet the above-mentioned qualifications to be considered for this position. Due to the high volume of applications received, we are unable to comment on the status of an individual application. Your application will be reviewed and you will be contacted if you are chosen to move forward in our hiring process.

## PROJECT FROG

As a venture backed company, headquartered in San Francisco, CA, Project Frog is revolutionizing the building industry by applying technology and process to overcome the inefficiencies inherent to traditional construction. More than just a forward-thinking company, we are a team using each other's strengths and knowledge as resources to create bright, inspiring and sustainable structures with minimal environmental impact. We are award-winning business professionals, researchers, product designers as well as accomplished entrepreneurs and innovative builders who are looking for bright people to join our team. Our corporate culture is collaborative, fun and results-focused while encouraging open exchanges of new ideas and innovation. For more information, visit [www.projectfrog.com](http://www.projectfrog.com).