

**ESTIMATOR**  
**Performance Review**

<b><u>Performance Criteria</u></b>	<b><u>Possible Points</u></b>	<b><u>Points Awarded</u></b>
1. Maintain 25 % hit ratio	10	_____
2. Accurate take-offs & quantities for bids	10	_____
3. Develop unit job costs for all phases of work <ul style="list-style-type: none"> <li>a. Compare each projects estimated costs to historical cost data</li> </ul>	10	_____
4. Limit amount “left on the table” for each bid <ul style="list-style-type: none"> <li>a. Goal = &lt; 3 %</li> </ul>	10	_____
5. Exceed 1 % in buyout savings <ul style="list-style-type: none"> <li>a. Negotiate material discount</li> </ul>	10	_____
6. Seek value engineering opportunities	10	_____
7. Maintain Bid2Win database	10	_____
8. Pre-job planning: <ul style="list-style-type: none"> <li>a. Package job information for Field Managers at the pre-job planning meeting               <ul style="list-style-type: none"> <li>i. Budgets &amp; Cost codes</li> <li>ii. Schedules</li> <li>iii. Work phases or categories</li> <li>iv. Purchase orders</li> <li>v. Subcontracts</li> <li>vi. Equipment assigned</li> </ul> </li> <li>b. Attend &amp; lead pre-job planning meetings</li> </ul>	10	_____
9. Convey project changes to Field Managers	10	_____
10. Periodically attend jobsite meetings & walk jobsites	10	_____
11. Target project sizes as directed by annual strategic plan	10	_____
12. Collaborate with Owner on cost estimates & highest mark-up	10	_____
13. Collaborate with Operations throughout the project & project closeout <ul style="list-style-type: none"> <li>a. Provide input throughout construction process</li> <li>b. Attend and participate in post-job reviews</li> </ul>	10	_____
14. Track time spent on various tasks <ul style="list-style-type: none"> <li>a. Take-offs, Estimating, Value Engineering, Change Orders, Buyouts</li> </ul>	10	_____
15. Participate in Work Acquisition meetings	10	_____
<b>TOTAL</b>	150	_____