**Preconstruction Manager at Stevens Construction Corp.**

Bloomington, MN

**About Stevens Construction Corp.**

Stevens Construction is a full-service general contractor serving the Midwestern region from our corporate office in Madison with regional offices in Bloomington, Minnesota and Milwaukee, Wisconsin. For 68 years we have helped change the skyline of our communities working on various projects including commercial, multi-family, student living, hospitality, senior living, retail, restaurant, financial, office and industrial buildings. SCC is dedicated to building strong relationships, the pursuit of excellence, and the development and empowerment of our quality people. We strive to enrich the lives of those we service.

**Responsibilities**

The Preconstruction Manager will be performing all functions and management associated with Preconstruction and Estimating of all current and future projects. This position has the overall responsibility for the successful delivery of preconstruction services to our clients from marketing and negotiating, to handing over to Construction Operations.

* Takes initiative in Business Development.
* Develop a project from the first client contact to subcontract formalization.
* Manage the preconstruction process from conceptual level through contract execution.
* Review proposal specifications, drawings, attend pre-bid meetings, etc. to determine scope of work and required contents of estimate.
* Manage the design-build MEP trades through preconstruction process.
* Prepare and send out Bid Documents.
* Consolidate all risk and opportunities for the overall project cost.
* Review all final estimate packages to ensure accuracy and completeness prior to formal quotation.
* Present project estimates and budgets to Clients and other stakeholders.
* Maintain and make corrections and/or adjustments to Clients budget to maintain project budget.
* Develop and maintain professional relationships and the highest ethical standards with clients, and other customers.
* Ensure project turnover from Preconstruction to Construction Operations is done properly with all information transferred.