DIRECTOR OF CONSTRUCTION

Job Title	Director of Construction
Department	Real Estate Development
Location	2321 Main Street, suite 300, Littleton, CO 80120
Reporting to	Ryan Snyder

Company Overview:

Continental Development Company is a subsidiary of Continental Realty Group – a multi-family investment firm that has successfully invested over $2.6 billion in multi-family assets around the country for over 40 years. Continental's success has been derived from its intensive research and analytical approach. Our research guided strategy maintains our disciplined, time-tested principles of real estate investment that have yielded above market returns for over 40 years.

Continental Development Company is focused on developing innovative multi-family projects in growth corridors along the Front Range of Colorado. Continental Development Company seeks to build a vast array of residential projects. We seek to create architecturally beautiful buildings with unique aspects. Our mission is to create mixed-income housing utilizing creative financing solutions. Our projects are ambitioned to be catalysts of positive community outcomes and will harmonize with the cultural and built environment that exists. Currently, we have nearly $400M of development projects in our pipeline – all multi-family high rise developments. Continental is seeking to sustain a development pipeline of 2-3 projects under construction annually and will gradually expand outside of the Front Range of Colorado over time. Our development company will work closely with the operations division to hand over and maintain project proforma's through the anticipated hold of each investment (can be anywhere from 2-10 years).

Purpose of the Role/Role Overview:

The Director of Construction's (DC) principal role is to harmonize the design, schedule, budget, and ultimate buildout on each project. Specifically, the DC will be charged with driving value during the design process, negotiating contractor agreements, will assist and track entitlement matters and processes, and will be responsible for ongoing oversight of the contractor during the building process. This role will rely on in-depth and tenured construction experience of nearly all construction types of multi-family real estate. The Director of Construction will be influential in design and constructability decisions and will work closely with the principal of Continental Development Company to ensure each project is not only profitable but innovative, unique, and well thought out. This role will require adherence to the detailed and research driven approach that Continental requires. If the development pipeline is enhanced and sustained additional construction management personnel may be on-boarded. Any such personnel will work under the Director Construction and the DC will be responsible for oversight and management of any future construction managers.

Continental is an innovative but disciplined investment company. We expect to be innovative developers while meeting the investment requirements from our investors. The DC should expect to work on many different projects and of different construction types and various micro markets along the Front Range of Colorado.

General Duties/Key Responsibilities:

- Assist in the design process and oversee the constructability during design and will drive any necessary value engineering to meet investor viability thresholds.
    - Drive real-time value engineering decisions during the design process to mitigate exhaustive and time-killing value engineering re-draws.
    - Applicant must have a deep knowledge and understanding of MEP systems and fundamental structural knowledge to guide the project team to the correct decision making. The DC is expected to have adapted to partial electrification changes mandated by the 2022 Denver Building code and will prepare any Continental projects for complete electrification by 2030. Continental is expecting the DC to be innovative in this realm and come up with cost-effective and 'future-proofing' solutions to projects.

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- The DC will be responsible for the review, markup, and ultimate approval of any design drawings. DC will be expected to closely manage the contractor and any such 'Value Engineering Log'.
    - The DC will drive the contractor into frequent update of the change/ VE log and steer the design team into reflecting valid design changes.
    - The DC will counter track any proposed value engineering ideas and values and cross reference those data points at contractor pricing milestones.
    - The DC will provide ongoing, timely, Bluebeam markups for the design team and contractor to drive value engineering ideas and harmonize the design team with the contractor.
    - All markups are expected within 1 week of the release of each milestone set and to be solely conducted in Bluebeam.

- The DC will lead all efforts to scrutinize any pricing efforts ("bids") provided by any contractors. DC will be responsible for organizing bids into CIS codes and a format that can be directly transposed into Continental's modeling tools in Excel.
    - The DC will analyze and tabulate current and historical bid pricing on each project in a bid tab table.
    - In the case of a competitive bidding process, the DC will analyze and tabulate a competitive bid matrix in which each bidder is appropriately measured per cost/CSI code.
    - The DC will analyze the clarifications, exclusions and qualifications of every bid document provided by contractors or subcontractors. The DC will compile a list of targeted risks identified within the clarifications, exclusions and qualifications and work diligently with the principle, and others within the company, to eliminate or reduce identified risks. The DC will track progress and timelines of this list and keep the rest of the team accountable for the risk mitigants.

- The DC will be responsible for oversight, review and management of any geotechnical studies and reports and ensuring that the information is harmonized with contractor and structural engineer.

- The DC will be responsible for any environmental studies/impact and any necessary cleanup/remediations or reporting to achieve a buildable site. Meticulous documentation will be required.

- Assist in managing the entitlement path with any project.
    - Responsible for review of civil documents for constructability and viability
    - Entitlement milestones will be placed on each project and the DC will be responsible for driving the coordination of all dry & wet utilities, grading, and infrastructure work.
    - Maintain entitlement/predevelopment schedules (to be maintained in Smartsheet)

- Shall solely produce, orchestrate, and manage all project bidding, including RFP packages, subsequent interviews, and updated pricing exercises. All pricing exercises are to result in a bid tab that can be transposed into Continental's model.
    - This will require Excel skills and the ability to create, format and produce professional bid packages, to the standard of Continental. To be clear, the DC will have to produce this solely for the foreseeable future.

- The DC will be responsible for any permit set submittals and the tracking of each request/response from the AHP. The DC will drive the permit submittal and review timeline and will report ongoing to the principle and to any onboard investors.

- The DC will be responsible for driving contract negotiations with contractors, with the oversight of the principle, and will work efficiently with Continental's attorneys to furnish agreeable documents. DC will be expected to heavily negotiate pre-construction agreements, GMPs, any other legal or binding construction documents (including any - short form legal construction agreements). Legal proficiency is mandatory with respect to contract review and efficient mark-ups.

- The DC will work closely with the principle, development manager and any internal/3rd party risk manager to procure the appropriate insurance vehicles for each project (CCIP/OCIP, Builder's Risk). DC will scrutinize and heavily negotiate ancillary insurance products proposed by the contractor (SDI and any gap coverages).

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- Produce a detailed cost plan/buy-out schedule for each project – and the management/oversight/reporting of such execution.

- Manage the procurement process with the contractor and work closely with the principle of Continental Dev Co with respect to any early procurement items.

- Responsible for cost analysis and reporting for every project (this will be maintained in our internal proforma and harmonized with our external reporting system – Northspyre)

- Responsible for construction oversight/reporting.
    - DC will be expected to be able to create professional construction reports for investors/lenders. These reports could be monthly and/or quarterly. The professional quality of these reports will be heavily scrutinized to ensure Continental's standards of detail and analytics are maintained.

- Responsible for overseeing the efficient processing of RFIs, RFQs and change orders. Continental expects the DC to administer accountability to the contractor and the architect. DC will be required to report on the amount and response time of RFIs, RFQs and change orders per project.

- Responsible for any reporting requests/requirements from construction lenders and equity partners. DC will create and administer reporting that meets or exceeds established reporting Continental standards. Reports may utilize 3rd party software such as Northspyre, Procore, Excel and others. DC is expected to bring or learn an expert level aptitude in any forementioned 3rd party software and integrate into standardized monthly reporting.

- Will work closely with the development team and Continental's controller to timely process draw requests and review every invoice for accuracy. Continental strives to pay our vendors/contractors and other 3rd party advisors on a net 30 basis, particularly when it is outside of a bank loan draw process. With respect to construction loan draw packages, the entire development team is expected to expeditiously work with the controller to compile draw packages for approval as soon as practical. DC will commit to timely respond and work with Continental's controller to vet and approve construction related invoices with a 'net 30' goal.

- Foster solid business relationships with general and sub-contractors and bring those relationships to assist in the business side of Continental's projects.

- Ensure subcontract orders are placed in line with projects financial targets, the program and/or procurement schedule. Ensure adequate quotations are available for comparison giving due regard to value and program. Ensure

- Ensure all orders are issued in line with company procedures and include all relevant documents, dates, terms, and conditions. DC will be responsible for warranty oversight.

- Will diligently work to efficiently handover any documentation, final reporting, operating information/data and any other actions required to ensure the absolutely success of the lease up team/property management company and Continental's asset management team. The DC will provide an ongoing open door to the asset management to assist in any way.

- The DC will work under and closely with the Principle/Partner of Continental Development Company – of whom will be heavily involved. This is a position that requires an entrepreneurial mindset and attitude and the willingness to wear many hats and create new processes, standards, operating procedures and reporting mechanisms. Any person who does not thrive in such an environment will not fit well in this opportunity.

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Position Requirements:

Experience:

- ⇒ Minimum of 10 years' experience in construction and multi-family development
- ⇒ 10+ years of Project management experience (must demonstrate reporting methodology and example reports of what you have been accustomed to doing)
- ⇒ 3+ years in high-rise multi-family development/development
- ⇒ Ideally, experience in entrepreneurial firms and/or willingness to build things from scratch.

Knowledge:

- ⇒ Every employee at Continental is expected to be proficient (advanced Excel level) in Excel. Excel is our main tool of analysis and will be a foundational tool for any position at Continental.
- ⇒ Expertise in AIA contracts
- ⇒ Proficiency in project management software – Procore, MS project, Smartsheet
- ⇒ Expert proficiency in Bluebeam Revu
- ⇒ Professional proficiency in Word, PowerPoint, and OneNote. The ability to professionally format and produce reports is required.

Skills & Abilities needed to thrive in this role:

- ⇒ Self-motivated and self-starter. People with an entrepreneurial mindset thrive at Continental. People who need constant direction, motivation and 'to-do's' will not fit well at this company.
- ⇒ Excellent project management skills required.
- ⇒ Analytical and methodological approach to construction required.
- ⇒ A People-person who can maintain relationships while holding others accountable is required.
- ⇒ The ability to creatively problem solve and look (and learn) for new solutions.
- ⇒ Bring established/historical construction wisdom but be open minded and actively seek fresh solutions to tired problems. Must seek to be innovative (and take the initiative to be innovative, and drive innovation in the company).
- ⇒ Positive outlook with patience to wait for project and financial success (patience may require years)
- ⇒ Efficiency is required within the company. We are a small firm where people wear a lot of hats. You will be expected to do many things. Continental has maintained a measure of flexibility when it comes to the workplace and how individuals apply themselves – this requires transparency from all parties, a mindfulness of efficiency when in the workplace (not coming to work to sit around and talk all day) and requires individuals to constantly produce measured work results (emails do not count).

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Required Values & Attitudes:

⇒ **Humility.** Continental Development Company is not a place to bring or inflate your ego. Our mission is to serve and to create community. If you do not bring a constant attitude of 'community-first' you will not fit in here. Everything we do, think, and analyze should be with the foundational thought of 'what will be best for this community'. We do not have a 'profit over people' mentality – we strongly believe that by putting the well-being of people first that the profits will come later.

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⇒ **Integrity & responsibility.** Behind every one of our communities is a hard-working individual that has entrusted us with their money. We would not have the honor of owning, developing, and managing people's home if it weren't for people who trusted us with their investment capital. At Continental, we value the investors who empower us as much as we value the people who live in our communities. We honor our investors (small, medium, or large) through transparency, availability, responsible management of their investment and adherence to the agreement(s) we have entered into with them.