



Construction Management Internship Program – Preconstruction Track

Location: Englewood, CO

Internships available for Fall and Winter 2025 or Summer 2026, lasting three to six months. Start dates will vary based on semester schedules and individual internship preferences.

Program Duration:

Adjustable based on academic schedule or company needs, but preferably 12 weeks or more.

Program Objectives:

- Provide interns with real-world experience in commercial construction.
 - Introduce interns to key concepts quantity takeoffs, bid analysis, and preconstruction planning.
 - Foster understanding of how estimators contribute to successful project planning and execution.
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Target Intern Profile:

- Students in Construction Management, Civil Engineering, or related fields.
 - Strong interest in preconstruction and estimating
 - Looking for a career in estimating or preconstruction management
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Program Structure:

Week 1: Orientation & Introduction

- Review Core Values, Vision, and Mission Statement
 - Discuss company history and key markets.
 - Introduction to software, company policies, and staff.
 - Overview of the construction process from bid to closeout.
 - Introduction to estimating roles & responsibilities.
 - Assign Mentor for Estimating
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Weeks 2–6: Estimating Phase 1

Learning Objectives:

- Understand how to read construction drawings and specifications.
- Assist in takeoffs for materials and labor.
- Participate in bid reviews and subcontractor outreach.
- Learn to use estimating software

Sample Tasks:

- Perform quantity takeoffs under supervision.
 - Compile subcontractor bids and organize them for review.
 - Attend pre-bid meetings with estimators.
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Weeks 7-11: Estimating Phase 2

Learning Objectives:

- Learn bid leveling with use of scope sheets
- Participate in document review for completeness and questions.
- Understand project clarifications and their importance.

Sample Tasks:

- Build scope sheet and level subcontractors on bid day
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- Review drawings and participate in Q&A Logs.
- Assist with project Clarifications for assign trades/tabs

Week 12: Wrap-up & Evaluation

- Intern presentation: what they learned and project contributions.
- Exit interview and feedback session.
- Certificate of completion and potential employment discussion (if applicable).

Ongoing Throughout Program: Mentorship & Training

- Weekly check-ins with assigned mentor.
- Lunch-and-learn sessions with different departments (safety, accounting, site supervision).
- Shadowing opportunities with different staff members.

Key Outcomes:

By the end of the internship, the intern will:

- Gain confidence in reading drawings and performing takeoffs.
- Understand the full lifecycle of an estimate from concept to bid submission.
- Become familiar with estimating tools and subcontractor relationships.
- Be better prepared for a full-time role in construction estimating or preconstruction.
- Opportunity for future career with Maxwell

Interested? Please forward a resume and cover letter to estimating@maxwellbuilders.net