



BUILDING CONTRACTORS CONTRACT ADMINISTRATION EXAMINATION CONTENT INFORMATION

January 2020

The Contract Administration portion of the examination consists of 50 equally weighted questions covering the management and operation activities of a construction company.

You should be prepared to respond to examination questions on any of the content areas listed. Questions asked and content areas tested on previous examinations should not be assumed to be the only possible questions to be asked or content areas to be tested on this examination.

The examination will have questions relating to the following content areas and necessary knowledge for each area includes:

- reading and interpreting plans and specifications
- reading and interpreting codes
- basic mathematics
(addition, subtraction, multiplication, division, calculations of area and volume, fractions, decimals, percentages, calculating the sides of triangles, square roots, powers of numbers, and solving simple algebraic equations for unknown variables)

The percentage of questions shown for each content area may vary by as much as plus or minus three (3) percent. Please refer to the Candidate Information Brochure and the Reference List for additional information.

Content Area A **28%** **Preconstruction Activities**

1. Preparing cost-estimates

- knowledge of cost-estimates in bidding estimate using take-offs
- knowledge of material estimating and costing
 - knowledge of labor estimating and costing
 - knowledge of equipment estimating and costing
 - knowledge of overhead costs
 - knowledge of contract requirements
 - knowledge of financing requirements
- Understanding scope of work

2. Obtaining and evaluating bids

- knowledge of estimates from subcontractors and suppliers
knowledge of unit price and lump sum methods for bids
check bid specifications for completeness
- knowledge of general specifications
 - knowledge of plans
 - knowledge of site and codes
- determine proper bid by calculating margins of profit
- knowledge of calculating profit
 - knowledge of fixed and variable costs
 - knowledge of profitability break-even point

3. Estimating using systems approach (square foot method)

- ability to figure overall job costs
ability to interpret charts for square foot estimating
knowledge of estimating software

4. Understanding penalties and contingencies

- knowledge of liquidated damages
knowledge of regulatory requirements (e.g., OSHA, DEP, impact fees)

Content Area B **38%** **Project Contracts**

1. Understanding Types of contracts

- knowledge of lump sum contracts
knowledge of cost-plus contracts
knowledge of guaranteed maximum price contracts
knowledge of unit cost contracts

2. Defining primary contracts

- knowledge of general conditions for contracts
knowledge of supplemental conditions for contracts
knowledge of special conditions for contracts
knowledge of specifications for contracts
knowledge of lien laws
knowledge of Residential Recovery Fund
knowledge of Chapter F.S. 558

3. Developing subcontractor agreements

knowledge of contract law
knowledge of work orders
knowledge of monitoring subcontracts
knowledge of contract documents
(e.g., addenda)
knowledge of insurance certification requirements

4. Executing contract amendments

knowledge of change orders
knowledge of authorizations (e.g., field orders)
knowledge of change directives

5. Obtaining payments and draws

knowledge of payment methods
knowledge of payment procedures
knowledge of payment schedules
knowledge of schedule of values
knowledge of payment for onsite/offsite material
storage
knowledge of partial release of lien
knowledge of interior punch list

6. Closing out contracts

knowledge of the concept of and what constitutes
substantial completion
knowledge of release of retainage funds
knowledge of warranties
knowledge of final release of lien
knowledge of final punch lists and their
relationship to contract documents
knowledge of certificate of occupancy

Content Area C **20%**
Obtaining Licenses, Permits and Approvals

**1. Identify licenses required for different scopes
of work**

knowledge of Chapter FS 489
knowledge of 61.G F.A.C.

2. Obtaining permits

knowledge of activities which require permits
knowledge of local requirements
knowledge of exemptions from inspections,
permits, and approvals

3. Arranging for inspections

knowledge of local requirements
knowledge of proper sequence of inspections
knowledge of special inspections
(e.g., threshold, environmental, plumbing)

Content Area D **14%**
Construction Procedures and Operations

1. Developing construction schedules

knowledge of follow-up with suppliers (submittals)
knowledge of time for architect and engineer to
approval submittals
knowledge of shipping, scheduling, deliveries,
storage, and lead times
knowledge of flow charts, Critical Path Method
(CPM)
knowledge of progress, predictions (i.e., look
ahead), deficiencies in scheduling
knowledge of scheduling software

2. Coordinating construction activities

knowledge of subcontractor meetings
knowledge of daily logs for subcontractors and
contractors
knowledge of scheduling personnel and contractors
knowledge of scheduling subcontractors and
suppliers
knowledge of safety meetings
knowledge of inventory controls
knowledge of sustainability (e.g., LEEDS, Green
Globe)