



BUILDING CONTRACTORS CONTRACT ADMINISTRATION EXAMINATION CONTENT INFORMATION

Revised September 5, 2014

The Contract Administration portion of the examination will be administered daily in Computer Based Testing (CBT) format. The examination will consist 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

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

4. Understanding penalties and contingencies

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

1. Types of contracts

- lump sum
cost plus
guaranteed maximum price
unit cost

2. Form of contract and legal issues

- knowledge of general conditions for contracts
knowledge of supplemental general conditions for contracts
knowledge of special conditions for contracts
knowledge of specifications for contracts
knowledge of lien laws

- 3. Developing subcontracts**
 knowledge of contract law
 knowledge of work orders
 knowledge of monitoring subcontracts
 knowledge of contract documents
 (e.g., addenda)
- 4. Contract amendments**
 knowledge of change orders
 knowledge of authorizations (e.g., field orders)
 knowledge of change directives
- 5. Payment issues**
 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. Contract closeout**
 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

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

- 1. Identifying activities which do and do not require permits**
 knowledge of licenses required for different
 work activities
- 2. Obtaining permits**
 knowledge of local requirements
 knowledge of kinds available
 knowledge of permit qualifiers
 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. Construction scheduling**
 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
- 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