The Contract Administration portion of the examination will be administered daily in Computer Based Testing (CBT) format. The examination will consist of 60 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:

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 40%
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

Content Area A 27%
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
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 interior punch list 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 13%
Construction Procedures and Operations

1. Construction scheduling
   knowledge of follow-up with suppliers (submittals)
   knowledge of time for architect and engineer to approve 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