



# RESIDENTIAL CONTRACTORS CONTRACT ADMINISTRATION EXAMINATION CONTENT INFORMATION

Revised September 5, 2014

The Contract Administration portion of the examination will be administered in the morning on the day of the examination. The examination will consist of 45 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** **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
- 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

### **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 13%**  
**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