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)