

Construction Documentation & Administration – Updated 9.2023

90 scored items & 10 [pretest](#) items consisting of [multiple-choice](#), [multiple-response](#) and advanced [item type](#) questions; 3 ½ hours seat time, 3 hours for exam



Construction Plans and Details: 50%	Construction Specifications and Bidding: 20%	Construction Administration: 30%
<ul style="list-style-type: none"> • Identify Required Plan Sheets • Produce Existing Conditions and Demolition Plan • Produce Protection and Mitigation Plan • Produce Layout and Materials Plan (e.g., site furnishings) • Produce Planting Plans and Details • Create Details, Elevations, and Sections (e.g., walls, pavements, structures, specialty features, green roofs, drainage details) • Collaborate on Supplemental Plans (e.g., lighting, irrigation, playground, wayfinding) • Develop General Notes, Schedules, and Legends • Comply with Code Requirements and Dimensional Standards • Perform QA/QC Activities 	<ul style="list-style-type: none"> • Develop Project Manual and Front-End Specifications • Establish Bid Requirements • Write Technical Specifications • Facilitate Bid Process (e.g., bid forms, meetings, delivery process) • Respond to Bidders' Questions and Prepare Addenda 	<ul style="list-style-type: none"> • Conduct Pre-Construction Activities (e.g., walk-through, meetings) • Respond to RFIs • Manage Construction Contract (e.g., budget items, change orders, bulletins, purchase requests, change directives) • Review Submittals (e.g., shop drawings, materials submittal, product submittals, substitutions, mock-ups) • Conduct Site Observations and Field Reports • Perform Project Close-Out (e.g., punch-list, substantial completion, guarantee period, final completion) • Perform Construction Project Management (e.g., roles and responsibilities, liabilities, scope, schedule, coordination with other disciplines, coordination with owner)