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## **CONSTRUCTION DOCUMENTS TECHNOLOGIST PROGRAM**

### **CDT EXAMINATION STUDY GUIDE**

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## **Construction Specifications Institute Construction Documents Technologist Sample Questions (Q117-Q122):**

### **NEW QUESTION # 117**

Which bid form component ensures equal consideration, transparency, and flexibility while awarding a contract, but also manages cost during execution for undefined and unforeseen construction conditions?

- A. Allowances and unit prices
- B. Bid security and substitution
- C. Add and deduct alternatives
- D. Liquidated damages and combined bids

**Answer: A**

### **NEW QUESTION # 118**

The general principle to which architects and engineers have a duty to clients and society at large to practice is defined as "taking the same course of action as another reasonable and prudent architect or engineer in the same geographic area would have taken under the same circumstances" is known by what term?

- A. Spearin doctrine
- B. Performance based requirement
- C. Professional standard of care
- D. Due diligence

**Answer: C**

### **NEW QUESTION # 119**

Which of the following is an example of preconstruction submittals?

- A. Shop drawings
- B. Product data
- C. Warranty documentations
- D. Schedule of values

**Answer: D**

Explanation:

In CSI/CDT terminology, "preconstruction submittals" are those required at (or very near) the start of the project, before actual construction work proceeds, to set up project administration, payment, and coordination. These submittals are usually specified in Division 01 - General Requirements of the Project Manual and are part of the contract requirements established by the specifications.

Typical examples of preconstruction submittals in CSI-aligned practice include:

- \* Construction/progress schedule
- \* Submittal schedule
- \* Schedule of values
- \* List of subcontractors and suppliers
- \* Insurance and bonds
- \* Temporary facilities and controls plans
- \* Health & safety or site-specific plans (when required)

The schedule of values is expressly listed in standard Division 01 sections as a required early submittal that must be approved before progress payments can be properly evaluated and certified. It breaks down the contract sum into line items for payment and becomes the basis for reviewing the contractor's pay applications throughout the project. Because it is required at the start of the construction phase and before regular work progress, it is a classic preconstruction submittal, matching Option C.

Why the other options are incorrect:

- \* A. Product dataProduct data (cut sheets, catalog information, performance data, etc.) are action submittals for specific products

and materials. Although some may be submitted early, they are typically required as needed before related work is installed, not universally at the very start of the job. They are not classified by CSI as "preconstruction submittals" in the same sense as the schedule of values or project schedule.

\* B. Shop drawingsShop drawings are also action submittals supporting fabrication and installation of specific work (e.g., structural steel, curtain wall systems, ductwork, etc.). They are provided during the construction phase in accordance with a submittal schedule, not as "preconstruction" administrative submittals that must be in place before construction administration and payments can be properly managed.

\* D. Warranty documentationCorrected term: "warranty documentation."Warranty documentation is typically part of closeout submittals-submitted near Substantial Completion or Final Completion, not at the beginning of the project. Division 01 and individual technical sections usually require warranties to be submitted as part of project closeout procedures, after the work is in place and accepted, not as a preconstruction submittal.

CSI / CDT-aligned references (no links):

\* CSI Construction Specifications Practice Guide - sections on Division 01, Submittals, and Requirements for Administrative Submittals (including preconstruction submittals).

\* CSI Project Delivery Practice Guide - chapters on Construction Phase and construction submittal processes.

\* CDT Exam Content Outline - topics on "Submittals," "Division 01 - General Requirements," and "Contract Administration documentation."

## NEW QUESTION # 120

Which of the following is LEAST important to log when documenting the decision-making process?

- A. List of attendees and who they represent
- B. Length of time each attendee spent speaking
- C. Date, time, and location of the meeting
- D. Action items with responsibilities assigned and date to accomplish

**Answer: B**

Explanation:

Good documentation of project decisions (typically in meeting minutes) is essential for traceability, accountability, and later dispute avoidance. CSI-oriented project management procedures and your uploaded construction management documents emphasize that minutes should record, at a minimum:

- \* When the meeting occurred - date, time, location.
- \* Who attended and whom they represent (owner, A/E, contractor, etc.).
- \* What was decided and what remains unresolved.
- \* Action items, assigned responsibilities, and due dates.

These elements are repeatedly included in the sample agendas and minutes procedures in your Construction Management Plan and Project Management Manual, which require minutes and action/open-items lists to be prepared and circulated after key meetings. None of these procedures mention, or require, tracking how long each attendee spoke. That level of granularity does not contribute meaningfully to documenting decisions, responsibilities, or follow-up work. It adds administrative burden without improving clarity or accountability.

Thus:

- \* A (date/time/location) - important context for the record.
- \* B (attendees and representation) - critical to know who agreed to what.
- \* D (action items, responsibilities, dates) - central to the decision-making trail.
- \* C (length of time each attendee spoke) - least important and not standard practice in CSI-based documentation.

So the correct answer is Option C.

CSI-aligned references (no URLs):

\* CSI Project Delivery Practice Guide - sections on project meetings and documentation.

\* CSI CDT body of knowledge - "Documenting decisions and maintaining project records."

## NEW QUESTION # 121

According to standard general conditions, which of the following is true about shop drawings?

- A. They include performance charts, instructions, and brochures.
- B. They are reviewed only by the architect/engineer.
- C. They illustrate some portion of the work.
- D. They are contract documents.

**Answer: C**

## NEW QUESTION # 122

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