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Construction Documents Technologist

Construction Specifications Institute CDT

Version Demo

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Topic Break Down

Topic	No. of Questions
Topic 1, Project Delivery	25
Topic 2, Construction Documentation	48
Topic 3, Construction Procurement	21
Topic 4, Construction Contract Administration	49
Total	143

QUESTION NO: 1

During the bid period, what does the architect issue if it is necessary to modify the procurement documents?

- A. Addenda
- B. Construction change directives
- C. Change order
- D. RFI response

ANSWER: A

Explanation:

Addenda are the formal instruments used to modify procurement documents during the bid period. Procurement documents establish the requirements on which bidders prepare their prices, including the bidding requirements, proposed contract forms, drawings, specifications, and other information issued for procurement. When the architect needs to revise, clarify, correct, or supplement those requirements before receipt of bids and execution of the owner-contractor agreement, the revision must be communicated uniformly through a written addendum. This ensures that all prospective bidders have the same current information and can prepare bids on an equivalent basis. Addenda are issued before the contract is executed and become part of the procurement documents; after award, the applicable procurement documents become part of the contract documents. Standard procurement procedures commonly require bidders to acknowledge receipt of each addendum in their bids, providing a record that the bidder included the revised requirements in its price and proposal. The AIA's instructions-to-bidders framework identifies addenda as the method for interpreting or modifying bidding documents before bids are received. CSI's specifications practice resources likewise address addenda within procurement and Division 00 procedures. See [AIA Document A701—Instructions to Bidders](#) and [CSI standards and practice resources](#).

QUESTION NO: 2

Which member of the project team initiates the project, assumes the risk, controls and manages the design and construction process, and provides the funding?

- A. Contractor
- B. Designer
- C. Supplier
- D. Owner

ANSWER: D

Explanation:

Owner is correct. In CSI's project-delivery framework, the owner is the entity or individual with the need for a facility, the authority to establish the project's goals, and the responsibility for obtaining the resources needed to carry it out. The owner initiates the project by identifying a business, institutional, or personal need; determines the project requirements; selects the project delivery method; and engages the designer and constructor through the applicable procurement and contractual processes.

Because the owner authorizes the work and commits the financial resources, the owner provides funding for design and construction and ultimately carries the overarching project risk associated with achieving the intended facility, budget, schedule, and operational objectives. "Controls and manages" in this context means that the owner retains decision-making authority over project direction and may manage these responsibilities directly or through authorized representatives, such as a program manager, construction manager, or design professional. These delegated services do not transfer the owner's fundamental project role.

CSI's resources describe the relationships and responsibilities of parties participating in project delivery, including the owner's central role in defining and funding the project. See CSI's [Construction Documents Technologist \(CDT\)](#) overview and the [Project Delivery Practice Guide](#) information.

QUESTION NO: 3

Which document directly modifies the requirements of the general conditions?

- A. Division 01, General Requirements
- B. Supplementary Conditions
- C. Agreement
- D. Instructions to Bidders

ANSWER: B

Explanation:

Supplementary Conditions directly modify the General Conditions for a particular project. General Conditions establish the standard contractual framework for the owner, contractor, and architect, including their rights, responsibilities, and relationships during construction. Because projects may have unique legal, regulatory, insurance, bonding, scheduling, site, or owner-specific requirements, the standard General Conditions often need carefully targeted revisions.

Supplementary Conditions are the contract-document component prepared specifically for that purpose. They modify, delete, or add to provisions in the General Conditions, typically by identifying the relevant article, paragraph, or subparagraph and stating the project-specific replacement or addition. This direct linkage helps preserve a clear, coordinated contractual record and avoids embedding modifications to contractual relationships in the technical specifications.

CSI's *Project Delivery Practice Guide* describes the Conditions of the Contract as including General Conditions and Supplementary Conditions, with Supplementary Conditions used to alter the standard conditions for the project. AIA's commonly used supplementary-conditions form likewise states that it modifies the General Conditions of the Contract for Construction. See CSI's [Practice Guides](#) and AIA's [Supplementary Conditions document information](#).

QUESTION NO: 4

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

ANSWER: C

Explanation:

Allowances and unit prices are the appropriate bid-form pricing mechanisms because they establish a common, auditable basis for bidder pricing while accommodating information that cannot be fully resolved before bids are received. An allowance is a stated amount included in every bid for a particular item or scope that is not sufficiently defined for complete pricing at bid time. Because the same stated amount is carried by each bidder, the owner can compare bids on an equal basis. The contract sum can then be adjusted using the actual, documented cost in accordance with the contract requirements.

Unit prices similarly establish a fixed price per stated unit of work before award, while allowing the final contract amount to reflect quantities actually encountered and measured during construction. This is especially useful for conditions such as variable excavation quantities, unsuitable material removal, or other work whose extent cannot be reliably determined in advance. Together, these mechanisms provide transparent pricing at award and a structured method for administering cost changes during execution without needing to invent a pricing basis after an unknown condition arises. CSI's MasterFormat resources describe the standardized framework used to organize procurement and contract requirements, including Division 01 administrative provisions where such pricing requirements are commonly specified; see [CSI MasterFormat](#). See also the

QUESTION NO: 5

What is MasterFormat® keyword index used for?

- A. Identifying Level 4 sections
- B. Identifying specification format
- C. Locating subject titles and numbers
- D. Specifying correct word usage

ANSWER: C

Explanation:

Locating subject titles and numbers is correct because the MasterFormat Keyword Index is an alphabetical finding tool that directs a user from a familiar subject term to the applicable MasterFormat number and title. This is particularly useful when a specifier, design professional, contractor, or product representative knows the work result, material, system, or product category being sought but does not yet know where it is classified within MasterFormat's organizational structure. The index supports consistent selection of the appropriate division and section for specifications, procurement requirements, and related construction information. After finding the keyword, the user verifies the listed number and title in the MasterFormat tables and applies professional judgment to confirm that the section matches the intended scope of work. CSI describes MasterFormat as the standard for organizing specifications and other written construction information, including its numbered titles and organizational conventions. Its keyword index therefore serves as a navigation aid to those titles and numbers, rather than as a specification-writing or language-usage resource. See CSI's [MasterFormat overview](#) and the [WBDG/UFGS specifications resource](#) for examples of standardized specification classification and section organization.

QUESTION NO: 6

An architect/engineer (A/E) is reviewing a claim from a contractor asking for more money and time on the project. The A/E plans to reject this claim based on documentation supplied by the contractor indicating what reason?

- A. There was active interference by the owner.
- B. There were conditions beyond the control of the contractor or owner.
- C. The A/E modified the contract documents.
- D. There is defective work needing repair.

ANSWER: D

Explanation:

There is defective work needing repair. The contractor's fundamental obligation is to perform the Work in accordance with the Contract Documents. When the contractor's own documentation establishes that requested time and cost result from repairing, removing, or replacing defective or nonconforming work, those consequences remain the contractor's responsibility rather than a basis for an increase in the Contract Sum or Contract Time. The A/E's evaluation should distinguish a contractor-caused correction from a change to the Work. Correcting work that does not conform to the Contract Documents restores the contractor's originally required performance; it does not add owner-directed scope. Standard construction-contract conditions reflect this principle by requiring the contractor to correct work rejected for failure to conform, generally at no additional cost to the owner. The owner may also require removal and replacement of nonconforming work, with the contractor bearing the associated cost when the work is not accepted. Accordingly, documentation showing that repair of defective work caused the claimed expense and delay provides an appropriate contractual basis for rejecting the request for additional compensation and time. This allocation supports quality assurance, preserves the enforceability of the Contract Documents, and prevents the correction of the contractor's deficient performance from being treated as a

QUESTION NO: 7

Which of the following terms describes the process of allocating resources for the continued performance of a building's intended function?

- A. Budgeting
- B. Commissioning
- C. Facility management
- D. Project closeout

ANSWER: C

Explanation:

Facility management is the correct term because it is the ongoing organizational function that plans, coordinates, and applies people, processes, technology, and financial resources to keep a completed facility performing as intended. Its scope extends throughout occupancy and operation, rather than ending with construction. In practice, facility management includes establishing operating and maintenance budgets, scheduling preventive maintenance, managing utilities and building systems, allocating staff and service contracts, maintaining records, and planning renewal or replacement of assets. These activities support the owner's operational goals while preserving the building's usefulness, safety, reliability, and value over its service life.

The resource-allocation language is especially important: a facility must receive continuing funding and management attention after turnover in order to sustain the functions for which it was designed. Facility managers use operational data, maintenance needs, lifecycle considerations, and occupant requirements to prioritize those resources. This lifecycle perspective aligns with the broader project-delivery principle that construction documents support not merely the act of construction, but the owner's long-term use and stewardship of the facility. The International Facility Management Association defines the field as an organizational function integrating people, place, and process within the built environment; this integration necessarily includes managing resources for continued operation. See [IFMA: What Is Facility Management?](#) and [U.S. General Services Administration: Facilities Management](#).

QUESTION NO: 8

A public owner requires each bidder to submit a bid security with its bid. The apparent low bidder withdraws after bid opening and refuses to execute the agreement within the period stated in the bidding documents. What risk is the bid security intended to address?

- A. The risk that the contractor will fail to perform completed contract work
- B. The risk that the selected bidder will not execute the agreement after award
- C. The risk that a subcontractor will not be paid during construction
- D. The risk that the owner will not obtain property insurance

ANSWER: B

Explanation:

Bid security protects the owner if a bidder fails to honor its bid by executing the agreement and furnishing required bonds after award. It provides a stated financial remedy, subject to the bidding requirements and applicable law, for the owner's resulting exposure or additional procurement costs.

A performance bond addresses the contractor's performance after execution of the construction contract, and a payment bond protects certain claimants for labor and material payments. Neither serves the pre-award purpose of bid security.

QUESTION NO: 9

Which of the following elements should be included in Supplementary Conditions?

- A. Requirements for a schedule of values
- B. Claims and dispute resolution requirements
- C. Equal employment opportunity requirements
- D. Termination of the work by owner or contractor

ANSWER: C

Explanation:

Equal employment opportunity requirements belong in the Supplementary Conditions because they are typically project-, owner-, jurisdiction-, or funding-specific contractual requirements that supplement the baseline General Conditions. Supplementary Conditions are used to add to, delete from, or modify the General Conditions so that the contract addresses circumstances unique to the particular project. For example, a publicly funded project may require the contractor to include specified nondiscrimination language in subcontracts, maintain compliance records, post notices, or meet affirmative-action obligations. Incorporating those obligations into the Supplementary Conditions makes them enforceable parts of the construction contract and communicates them clearly to all parties before bidding and execution. AIA Document A503 is specifically intended for modifying AIA Document A201, General Conditions of the Contract for Construction, and is commonly used to incorporate such owner and regulatory requirements into the agreement's conditions. Federal equal-opportunity clauses, when applicable to covered federal contracts and subcontracts, are established under 41 CFR 60-1.4; the project's Supplementary Conditions can identify and incorporate the applicable requirements. See [AIA Document A503—Guide for Supplementary Conditions](#) and the [federal equal opportunity clause at 41 CFR 60-1.4](#).

QUESTION NO: 10

What determines the responsibilities of the participants on the project team?

- A. Size of the project
- B. Nature of the project
- C. Cost of construction
- D. Project delivery type

ANSWER: D

Explanation:

Project delivery type determines the fundamental responsibilities of the participants on a project team because it establishes the contractual structure through which the owner obtains design, construction, and related services. The selected delivery method identifies the principal parties, their contractual relationships, their timing of involvement, and which party bears responsibility for coordinating design and construction activities. Those relationships are then expressed in the owner–design professional, owner–constructor, or owner–design-builder agreements and in associated subcontracts.

For example, in a traditional design-bid-build arrangement, the owner separately contracts for design and construction, with the design professional preparing the construction documents and the contractor performing the work. In design-build, one entity is contractually accountable to the owner for both design and construction. Construction management and integrated delivery structures likewise assign services, risk, coordination duties, and decision-making authority differently. Thus, the delivery type provides the framework for formal project-team responsibilities and communication paths throughout procurement, construction, and contract administration. CSI's CDT credential addresses the relationship of project delivery, contracts, and construction documents; see [CSI's CDT certification information](#) and the [CSI standards resources](#).

QUESTION NO: 11

Which entity maintains project record documents?

- A. Architect/engineer (A/E)
- B. Contractor
- C. Owner
- D. Owner or A/E

ANSWER: B

Explanation:

Contractor is correct because project record documents are maintained throughout construction by the party performing and coordinating the work. These documents are a current, jobsite record of changes and field conditions, typically including marked-up drawings, specifications, addenda, change orders, and other modifications that affect the completed work. Maintaining an accurate, accessible set as construction proceeds allows the contractor to document deviations from the issued construction documents and to capture the installed condition before information is lost or obscured.

This responsibility is commonly established in the project specifications, often in Section 01 78 39, Project Record Documents, and is consistent with standard construction-contract practice. The contractor updates the record set as work progresses and submits it at closeout in the format required by the contract. The resulting information supports the owner's future operation, maintenance, renovation, and facility-management needs. It may also be used as the source material for record drawings when those are required, but maintaining the ongoing project record set remains the contractor's construction-phase duty. See the [Whole Building Design Guide's Unified Facilities Guide Specifications resource](#) and the [AIA A201 General Conditions overview](#) for standard contract-document context.

QUESTION NO: 12

Which of the following establishes a baseline from which deviations are identified?

- A. General requirements
- B. Supplementary conditions
- C. Project manual
- D. General conditions

ANSWER: D

Explanation:

General conditions establish the standard contractual baseline for administering a construction contract. They set out the recurring rights, responsibilities, relationships, and procedures that govern the owner, contractor, and architect or design professional, including provisions addressing contract administration, payment, changes, time, insurance, correction of work, and claims. A widely used example is AIA A201, *General Conditions of the Contract for Construction*, which supplies these foundational rules for a project's agreement and other contract documents.

Because general conditions are intended to provide this consistent, broadly applicable framework, project-specific departures can be identified clearly and deliberately. Those departures are normally stated in supplementary conditions or otherwise expressly incorporated into the contract documents. This approach preserves a recognizable base document while making customized requirements traceable, rather than embedding every recurring contractual procedure anew for each project. In CSI-based document practice, recognizing the general conditions as the baseline helps a CDT identify where project-specific contractual requirements belong and how they relate to the established contract framework. See the [AIA A201 General Conditions overview](#) and CSI's [standards and formats resources](#) for related construction-document coordination context.

QUESTION NO: 13

What is the term used to describe the time it takes to procure an item on site?

- A. Estimated time of arrival
- B. Procurement time
- C. Lead time
- D. Manufacturing time

ANSWER: C

Explanation:

Lead time is the construction-industry term for the interval required to obtain an item after it is initiated or ordered, including the activities needed for it to become available at the project site. In project planning, lead time can encompass manufacturer production, processing, transportation, and delivery; depending on the item and procurement method, necessary submittal review and release-for-fabrication milestones must also be scheduled early enough to protect the required delivery date.

Identifying long-lead materials and equipment is an essential construction-phase scheduling activity. The contractor coordinates procurement with the approved construction schedule, tracks critical delivery dates, and submits product data or shop drawings in sufficient time for review before fabrication and shipment. Division 01 procurement and scheduling requirements commonly require attention to products that could affect progress, because a delayed delivery can delay installation, subsequent work, and ultimately completion. CSI describes construction documents and construction administration practices that support this coordination; see CSI's [MasterFormat information](#) and the U.S. General Services Administration's [project-management guidance](#). Thus, "lead time" communicates the scheduling duration that must be allowed to ensure an item is procured and delivered when needed on site.

QUESTION NO: 14

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

ANSWER: A

Explanation:

Professional standard of care is the established legal and professional benchmark for evaluating an architect's or engineer's services. It requires the design professional to exercise the degree of skill, care, and diligence ordinarily exercised by reasonably prudent practitioners of the same discipline, practicing in the same or a comparable locality, under similar circumstances. The wording in the question directly describes this comparative professional-duty test: performance is measured against what an ordinarily careful peer would have done, rather than against a guarantee that the documents will be flawless or that construction will have no problems.

In construction project delivery, this principle informs the design professional's responsibilities while developing coordinated construction documents, advising the owner, and administering the construction contract. The applicable standard is contextual: project scope, site conditions, available information, professional discipline, and local practice all affect what reasonable professional care requires. The standard of care is commonly expressed in owner–architect agreements, including the AIA's discussion of the architect's conventional standard-of-care obligation. It is also consistent with the professional expectation that engineers protect public health, safety, and welfare while providing services competently. See the [AIA standard-of-care resource](#) and the [NCEES Model Law](#).