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Question: 1

Which of the following is NOT a method of specifying?

A. Perspective
B. Proprietary
C. Performance
D. Reference standard

Answer: A

Explanation:
CSI formally recognizes the main methods of specifying as:
Descriptive
Performance
Reference standard
Proprietary
From this list:
Proprietary (B) – A method where specific products, manufacturers, or model numbers are named.
Performance (C) – A method that states the required results or performance rather than prescribing exact materials or methods.
Reference standard (D) – A method that cites published standards (e.g., ASTM, ANSI, UL) to define the requirements.
These three — proprietary, performance, and reference standard — are all recognized CSI methods of specifying .
Option A. “Perspective” is not one of CSI’s methods of specifying. It appears to be a typographical error for “prescriptive,” but CSI generally uses the terms descriptive, performance, reference standard, and proprietary as the main categories. Taken literally as written, “Perspective” is a term related to viewpoint or drawing type, not a spec-writing method, so:
The choice that is NOT a method of specifying is A. Perspective.
(If the intended word were “Prescriptive,” CSI practice would treat “prescriptive/descriptive” specifying as a recognized method, still making the written option “Perspective” the one that is not a valid method.)
CSI-aligned references (no external links):
CSI Construction Specifications Practice Guide – section on Methods of Specifying.
CSI CDT Study materials – descriptions of proprietary, performance, reference standard, and descriptive/prescriptive specifying.

Question: 2

Where are the limits of the work of each alternate defined?

A. Agreement
B. Bid Form
C. Division 01
D. Sections in Divisions 02–49

Answer: C

Explanation:
Comprehensive and Detailed Explanation (CSI-aligned, paraphrased)
In CSI's organization of the Project Manual:
Division 01 – General Requirements coordinates administrative and procedural requirements that apply across the technical sections.
One of the standard Division 01 topics is "Alternates" .
In CSI practice:
The Bid Form provides the spaces for bidders to state the prices for each alternate.
The Agreement may list accepted alternates after award.
The technical sections (Divisions 02–49) describe detailed materials and methods , but do not typically define the overall limits or scope of each alternate in one place.
Instead, CSI recommends that the description of each alternate, including its limits and what parts of the Work are added, deleted, or changed , be clearly defined in Division 01 – General Requirements , usually in a section titled "Alternates". There, the scope of each alternate is described in a way that can be coordinated with and referenced by the technical sections.
Therefore, the correct answer is:
C. Division 01
Why the other options are not best per CSI practice:
A. Agreement – The Agreement (Contract for Construction) may list which alternates are accepted once the contract is formed, but it does not typically define in detail the limits of each alternate; it relies on the specifications for those definitions.
B. Bid Form – The Bid Form is where prices for alternates are entered. It may briefly name or reference each alternate, but the detailed definition and limits are in Division 01.
D. Sections in Divisions 02–49 – Technical sections contain the work results and may note how an alternate affects them (e.g., "this finish is used only if Alternate 2 is accepted"), but the primary, consolidated description of what each alternate includes/excludes is in the Division 01 Alternates section.
Key CSI-Related Reference Titles (no links):
CSI Construction Specifications Practice Guide – Division 01 General Requirements and Alternates.
CSI Project Delivery Practice Guide – procurement and alternates sections.
CSI CDT Study Materials – organization of the Project Manual and the role of Division 01.

Question: 3

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:
Under the typical CSI-aligned project delivery framework, additional time and money are generally justified when:
The owner (or A/E as owner's agent) changes the work or otherwise causes delay (e.g., active interference, late decisions, design changes).
There are unforeseen conditions beyond the control of both owner and contractor, where the contract documents anticipated "normal" conditions instead.
Other compensable events defined in the Conditions of the Contract occur (e.g., certain force majeure events, if provided for).
However, the contractor is responsible for correcting defective or nonconforming work at no increase in contract sum or time (except where the defect is caused by others). CSI-based guidance on construction phase services and contract administration explains that:
Defective work (work not in accordance with the contract documents) must be removed, replaced, or corrected by the contractor at the contractor's expense.
Any extra time and cost arising from correcting such defective work is not a valid basis for a change order or a claim for increased compensation or time extension.
If the contractor's own documentation shows that the extra cost and time are due to defective work needing repair , the A/E has a clear basis—consistent with the Conditions of the Contract—to reject the claim. That aligns directly with Option D .
Why the other options do not support rejecting the claim:
A. Active interference by the owner – Owner-caused interference is typically a valid ground for a time and possibly cost adjustment, not grounds for rejection.
B. Conditions beyond the control of the contractor or owner – Unforeseen conditions are exactly the type of situation that may justify a claim, depending on the contract language.
C. The A/E modified the contract documents – A/E-issued changes (such as change orders or certain clarifications) often result in compensable changes if they add work or cause delay.
CSI-aligned references (no URLs):
CSI Project Delivery Practice Guide – Construction Phase and Claims/Changes discussions.
CSI Construction Specifications Practice Guide – responsibilities for defective work and changes.
CSI CDT Body of Knowledge – construction phase administration and evaluation of claims.

Question: 4

What is a fundamental principle required to provide fairness in a competitive bidding process?

A. Bid securities provide protection to all bidders for unfair practices of others.
B. The bid shopping process provides the most beneficial pricing to the owner.
C. All bids are prepared based on identical conditions, information, and time constraints.
D. A minimum of three bids are required to assure sufficient competition.

Answer: C

Explanation:
CSI's treatment of procurement and competitive bidding emphasizes that fairness and integrity in competitive bidding depends on one core principle:
All bidders must be provided the same information, at the same time, under the same conditions .
In CDT terminology, this is often expressed as ensuring that all bidders have identical bidding requirements, drawings, specifications, addenda, and time to prepare bids . When this principle is followed:
No bidder has an unfair informational advantage.
Prices are based on the same scope and conditions , allowing an "apples-to-apples" comparison.
The bidding process is considered fair, competitive, and defensible .
That is exactly what Option C states: "All bids are prepared based on identical conditions, information, and time constraints." This is the fundamental fairness requirement in competitive bidding as taught in CSI's CDT materials.
Why the other options are not correct in CSI's framework:
A. Bid securities provide protection to all bidders for unfair practices of others. Bid security (bid bonds, certified checks, etc.) protects primarily the owner , not "all bidders," against the risk that the selected bidder will refuse to enter into the contract or furnish required bonds. It is about contract assurance, not fairness among bidders.
B. The bid shopping process provides the most beneficial pricing to the owner. "Bid shopping" (where an owner or prime contractor uses one bidder's price to pressure others into lowering their price after bids are opened) is explicitly recognized by CSI as an unethical and unfair practice . It undermines trust and is contrary to the fairness principle.
D. A minimum of three bids are required to assure sufficient competition. While owners often seek multiple bids, CSI does not define "three bids" as a fundamental fairness requirement. A fair bidding process could, in principle, have fewer bidders; the key is that each bidder is treated equally and given identical information and conditions.
Thus, in CSI's description of competitive bidding, Option C captures the central fairness principle.

Question: 5

Under a single prime contract, shop drawings should be routed to the architect/engineer from whom?

A. Contractor
B. Material supplier
C. Owner
D. Subcontractor

Answer: A

Explanation:
Comprehensive and Detailed Explanation From Exact Extract (CSI-based)
In CSI-aligned contract administration procedures and the AIA A201 General Conditions, under a single prime contract :
All subcontractors , suppliers , and lower-tier entities submit their shop drawings, product data, and samples to the Contractor .

The Contractor reviews them for coordination, compliance with the contract documents, and completeness.
After the Contractor's review and approval, the shop drawings are forwarded to the Architect/Engineer (A/E) for review and action.
This maintains the single point of responsibility between the Owner and the Contractor and ensures the Contractor coordinates all submittals before they reach the A/E. Therefore, under a single prime contract, shop drawings should reach the A/E from the Contractor , making Option A correct.
Why the other options are incorrect:
B. Material supplier and D. Subcontractor – They prepare many of the shop drawings but are required to submit them through the prime Contractor , not directly to the A/E. Direct submission would bypass the Contractor's coordination and contractual responsibility.
C. Owner – The Owner is not part of the technical submittal review chain; they rely on the A/E and Contractor to manage shop drawings.
Relevant CSI references:
CSI Project Delivery Practice Guide – sections on submittal procedures and lines of communication.
CSI Construction Specifications Practice Guide – Division 01 provisions for submittals and routing.
AIA A201 General Conditions (referenced in CSI CDT materials) – Articles on submittals and contractor responsibilities.

Question: 6

Which of the following is an example of preconstruction submittals?

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

Answer: C

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 data Product 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 drawings Shop 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 documentations Corrected 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.”

Question: 7

When is the owner entitled to stop the work?

A. If the architect/engineer fails to represent owner properly
B. If the contractor fails to correct work that is not compliant with the contract documents
C. If the contractor is presumed to be bankrupt
D. If there is a safety problem on the site

Answer: B

Explanation:
CSI exam content aligns closely with the standard general conditions used in the industry (such as AIA A201). Under those conditions, the owner’s right to stop the work typically arises when:
The contractor fails to correct work that is not in accordance with the Contract Documents , or
The contractor persistently fails to carry out the work in accordance with the Contract Documents.
In that situation, after appropriate notice, the owner may order the contractor to stop the work until the cause for such order has been eliminated. This is intended to protect the owner from continued defective or nonconforming work and to force corrective action. That is exactly what Option B describes.
Why the other options are incorrect or incomplete:

A. If the architect/engineer fails to represent owner properly Problems in the A/E's services are handled through the owner–A/E agreement , not by stopping the contractor's work under the construction contract. There is no standard right for the owner to stop construction solely because of a dispute with the A/E.
C. If the contractor is presumed to be bankrupt Bankruptcy or insolvency is typically addressed under termination or suspension provisions , not strictly the owner's immediate "stop work" right described in general conditions. A presumption of bankruptcy alone does not automatically trigger the standard "stop work" clause.
D. If there is a safety problem on the site The contractor is usually designated as the party primarily responsible for site safety and for stopping unsafe operations. The owner may insist that unsafe conditions be corrected, and might in practice insist work stop, but the formal "owner's right to stop the work" clause in general conditions is tied to nonconforming work or failure to follow the Contract Documents , not generally to safety administration (which is the contractor's duty).
Therefore, in the context of CSI-aligned general conditions, the correct answer is B: when the contractor fails to correct work that is not compliant with the contract documents.
Key CSI Reference Titles (no links):
CSI Project Delivery Practice Guide – Contract Administration and Owner's Rights during Construction.
CSI Construction Specifications Practice Guide – discussion of General Conditions and owner/contractor responsibilities.
CSI CDT Body of Knowledge – "General Conditions: Rights and Responsibilities of the Parties."

Question: 8

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:
In CSI's project delivery and construction phase discussions, the time between ordering an item and its arrival on the project site ready for use is referred to as "lead time."
For construction planning and scheduling, lead time is critical because:
It affects when submittals must be prepared, reviewed, and approved .
It determines when purchase orders must be issued to avoid delays.
Long-lead items (such as custom equipment, certain mechanical/electrical components, curtain wall systems, etc.) must be identified early so the project schedule can accommodate them.
Among the options:
Lead time (Option C) is the established term for this procurement interval.
Why the other options are incorrect:
A. Estimated time of arrival "Estimated time of arrival" (ETA) may be used informally in logistics, but CSI's scheduling and procurement discussions specifically use "lead time" for the planning parameter from order to arrival.

B. Procurement time “Procurement time” is a generic phrase, not a defined CSI term. In practice, procurement may include internal approvals, budgeting, and other steps beyond the order-to-arrival period.
D. Manufacturing time Manufacturing time is only one component of lead time (which might also include design, submittal, shipping, customs, etc.). It does not necessarily cover the full period until the item is on site .
Key CSI Reference Titles (no links):
CSI Project Delivery Practice Guide – chapters on Construction Phase scheduling and procurement/lead times.
CSI Construction Specifications Practice Guide – Division 01 scheduling and submittals, including handling of long-lead items.
CSI CDT Body of Knowledge – “Construction Phase: Schedule, Submittals, and Procurement.”

Question: 9

When does a project reach substantial completion?

A. When the project is sufficiently complete to allow its intended use
B. When the project receives final inspections from the authorities having jurisdiction
C. When the contractor ' s final application for payment is approved
D. When all of the close-out documents have been reviewed and approved

Answer: A

Explanation:
Comprehensive and Detailed Explanation (CSI-aligned, paraphrased)
CSI and commonly used general conditions define Substantial Completion as the stage in the progress of the Work when:
The Work, or a designated portion, is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize it for its intended use .
Important implications in CSI/CDT context:
Substantial Completion is a functional milestone , not simply an administrative or paperwork milestone.
At Substantial Completion:
The Owner can begin using the facility for its intended purpose (e.g., occupy offices, treat patients, teach classes).
The warranty periods typically begin , unless otherwise specified.
The responsibility for utilities, security, and insurance often shifts in whole or in part to the Owner.
Final inspections, final payment, and complete closeout documentation generally occur after Substantial Completion.
So the correct definition is:
A. When the project is sufficiently complete to allow its intended use.
Why the other options are not correct:
B. When the project receives final inspections from the authorities having jurisdiction – AHJ inspections (for occupancy permits, etc.) are important and often coincide with or enable Substantial Completion, but they are regulatory milestones , not the contractual definition itself. Substantial Completion is determined under the contract, usually via certification by the A/E.

C. When the contractor's final application for payment is approved – That is associated with Final Completion , which occurs after all work (including punch list) is done and all closeout requirements are met. Substantial Completion occurs before final payment.
D. When all of the close-out documents have been reviewed and approved – Closeout submittals (O & M manuals, warranties, as-builts) are typically prerequisites for final payment and Final Completion , not for Substantial Completion.
Key CSI-Related Reference Titles (no links):
CSI Project Delivery Practice Guide – sections on Construction Phase, Substantial Completion, and Final Completion.
CSI Construction Specifications Practice Guide – Division 01 "Closeout Procedures" and "Substantial Completion" articles.
CSI CDT Study Materials – definitions of Substantial and Final Completion.

Question: 10

Which of the following statements is correct?

A. Contract documents are complementary
B. Requirement of one of the contract documents may be superseded by others
C. Specifications take precedence over drawings
D. The architect/engineer may require the contractor to perform at a higher level than the contract documents require

Answer: A

Explanation:
In CSI-based project delivery and typical general conditions (such as those coordinated with CSI practices), contract documents are described as "complementary" . This means the drawings, specifications, and other contract documents are intended to be read together as a unified whole, and requirements shown or stated in one document are binding as if they appeared in all.
CSI's CDT body of knowledge and practice guides explain that:
The project manual (including the specifications and conditions of the contract) and the drawings together form the contract documents used to describe the work.
These documents are interrelated and mutually supportive ; no single document is intended to stand alone.
The concept of "complementary" means that if a requirement is found in any contract document, it applies, unless it has been consciously modified by a change in the contract (e.g., via addenda, change order, or supplementary conditions).
Therefore, statement A. Contract documents are complementary reflects the core CSI teaching on how contract documents function together.
Why the other options are incorrect (from a CSI/CDT perspective):
B. Requirement of one of the contract documents may be superseded by others CSI teaches that the contract documents should be coordinated, not competing . While modifications can be made through proper instruments (addenda, change orders, supplementary conditions), the baseline rule is not that any document "supersedes" another by default. Instead, the emphasis is on coordination and consistency across the entire set of documents. Precedence is only established where explicitly written

into the conditions or supplementary conditions, and even then it is a last resort, not a standard operating principle.
C. Specifications take precedence over drawings CSI specifically cautions against blanket “order of precedence” clauses (such as “specifications govern over drawings”), because they encourage sloppy coordination and can lead to disputes rather than preventing them. CSI promotes the idea that both drawings and specifications must be coordinated so they do not conflict . While some owners or agencies may include precedence clauses in their own conditions, this is not a CSI best practice and is not the general rule taught in CDT-preparation materials.
D. The architect/engineer may require the contractor to perform at a higher level than the contract documents require Under standard contract principles presented in CSI’s practice guides, the architect/engineer (A/E) cannot unilaterally change the contractor’s obligations beyond what the contract documents require, except through properly authorized changes (e.g., change orders) that include appropriate adjustments to cost and/or time if applicable. The A/E administers the contract and interprets the documents but cannot simply demand higher performance than what the contract documents specify without formal change mechanisms.
In summary, the CSI-aligned view is that contract documents are complementary and intended to be interpreted together, which is best represented by Option A .

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