

## GENERAL ESTIMATING KNOWLEDGE EXAMINATION

Preparation for the General Estimating Knowledge (GEK) Exam is a necessity, since most Estimators will not be intimately familiar with all the topics addressed. The bibliography, which follows, should be reviewed thoroughly. The applicant should establish milestones to assist in proper study, so that steady progress is made during the preparation period. It is not wise to delay the process until the last moment, because of the volume of material and its depth.

The Standard Estimating Practice (SEP) Manual, under continuing development by the American Society of Professional Estimators, is the foundation upon which the Certification Testing Program is constructed. Much of the material included in the exam is taken from this manual. It is recommended that the applicant be thoroughly versed in its contents. The SEP Manual may be purchased from the ASPE Bookstore at [www.aspenational.org](http://www.aspenational.org). The Society also offers, The GEK Study Guide. The Study Guide should be of particular help to subcontractors sitting for this exam.

**The candidate will be given four (4) hours to complete the GEK examination.** No scheduled breaks will be included in this time period. No substantive questions of the proctor will be allowed. If the candidate finds an ambiguous or incomplete question, he will state his concerns on the Comment Sheet. The candidate should work his way through the examination as quickly as possible, answering all questions he knows before returning to questions about which he may be unsure. There are no trick questions on the examination; however, the questions must be read carefully. A hasty interpretation may be costly.

The examination consists of approximately 500 multiple choice, true/false, matching questions and a number of problems. Examinations will be scored by a Grading Service Provider. Examinations will not be returned, and scores will not be published. The candidate will be informed of the pass/fail status only. If the candidate fails, he must successfully retake the examination on the next test date. Failing to do so will result in termination from the program.

The questions in the GEK cover a broad range of topics. An experienced estimator has had to deal with business concerns, accounting, insurance and bonding, contract negotiations, and project management. All of these will be addressed in the GEK. See the list of GEK examination Topics at the end of this section.

## SUGGESTED GEK BIBLIOGRAPHY

The following text materials may be useful in preparing for the GEK examination.

1. Standard Estimating Practice, The American Society of Professional Estimators, 2525 Perimeter Place Drive, Ste. 103, Nashville, TN 37214. (Available from the ASPE Online Bookstore)
2. General Estimating Knowledge (GEK) Study Guide, The American Society of Professional Estimators, 2525 Perimeter Place Drive, Ste. 103, Nashville, TN 37214. (Available from the ASPE Online Bookstore)
3. "General Conditions of the Contract for Construction", (AIA #201, latest edition), The American Institute of Architects (available at any AIA chapter or the AIA website).
4. Construction Dictionary, National Association of Women in Construction, Greater Phoenix, Arizona Chapter #98, PO Box 6142, Phoenix, AZ, 85005.
5. The Building Estimator's reference book, Frank R. Walker Co., 5100 Academy Dr., Lisle, IL 60532, phone 1-800-458-3737.
6. Construction Contracting, Richard H. Clough, John Wiley and Sons, One Wiley Drive, Somerset, NJ, 08873
7. Construction Project Management, Richard H. Clough and Glenn A. Sears, John Wiley and Sons, One Wiley Drive, Somerset, NJ, 08873
8. Construction Law in Contractor's Language, McNeill Stokes, McGraw Hill Book Company, P.O. Box 400, Hightstown, NJ 08520.
9. Means Scheduling Manual, F. William Horsley, Robert S. Means Company, Inc., 100 Construction Plaza, Kingston, MA 02364.
10. The Use of CPM in Construction, Associated General Contractors of America (contact any local AGC office).
11. Bidding for the General Contractor, Paul J. Cook, Robert S. Means Company, Inc., 100 Construction Plaza, Kingston, MA, 02364.
12. Estimating for the General Contractor, Paul J. Cook, Robert S. Means Company, Inc., 100 Construction Plaza, Kingston, MA, 02364.

*This list is not exhaustive, and, except for the ASPE Standard Estimating Practice Manual and the GEK Study Guide, no endorsement of these publications is intended.*

## GEK EXAMINATION TOPICS

General Estimating Knowledge questions and problems are drawn from the following categories of fundamental topics. The applicant may familiarize himself with the subject matter by studying the suggested GEK Bibliography.

### 1.0 FUNDAMENTAL TOPICS

- 1.01 Business Management
- 1.02 Mathematics
- 1.03 Units of Measurement
- 1.04 Blueprint Reading
- 1.05 Specifications - Division 1-16
- 1.06 Bid Documents
- 1.07 Ethics
- 1.08 Computer Applications
- 1.09 Reference Manuals
- 1.10 Definitions
- 1.11 Miscellaneous
- 1.12 Construction Law

### 2.0 ESTIMATING PROCEDURES & COST CONTROL

- 2.01 Scheduling
- 2.02 Bonds
- 2.03 Types of Estimates
- 2.04 Site Conditions
- 2.05 Bid Day Procedures
- 2.06 Pricing Labor, Material, & Equipment
- 2.07 Subcontractors
- 2.08 Buyout
- 2.09 Estimate Format
- 2.10 Quantity Survey
- 2.11 Bid Strategy
- 2.12 Value Engineering
- 2.13 Conflicts in Bid Documents
- 2.14 Errors
- 2.15 Insurance and Taxes
- 2.16 Permits and Fees
- 2.17 Profit
- 2.18 Risk Analysis
- 2.19 Inclusions/Exclusions
- 2.20 Developing Cost Codes
- 2.21 Historical Costs
- 2.22 Unknowns
- 2.23 Contingencies
- 2.24 Discounting
- 2.25 Not used
- 2.26 Change Orders
- 2.27 Design/Build
- 2.28 Turnkey
- 2.29 Conceptual Estimating

### 3.0 PROJECT MANAGEMENT

- 3.01 Contracts
- 3.02 Subcontractor Selection, Performance & Financial Condition
- 3.03 Cash Flow Management
- 3.04 Not used
- 3.05 Submittals
- 3.06 Project Close Out
- 3.07 Procurement
- 3.08 Pay Estimates
- 3.09 Claims
- 3.10 Arbitration
- 3.11 Labor Relations
- 3.12 Supervision
- 3.13 Manpower
- 3.14 Equipment
- 3.15 Architect/Engineers
- 3.16 Construction Management
- 3.17 Safety

### 4.0 OTHER AREAS OF INTEREST

- 4.01 Appraisers and Financial Institutions
- 4.02 Not Used
- 4.03 Not Used
- 4.04 Suppliers/Distributors/Manufacturer