

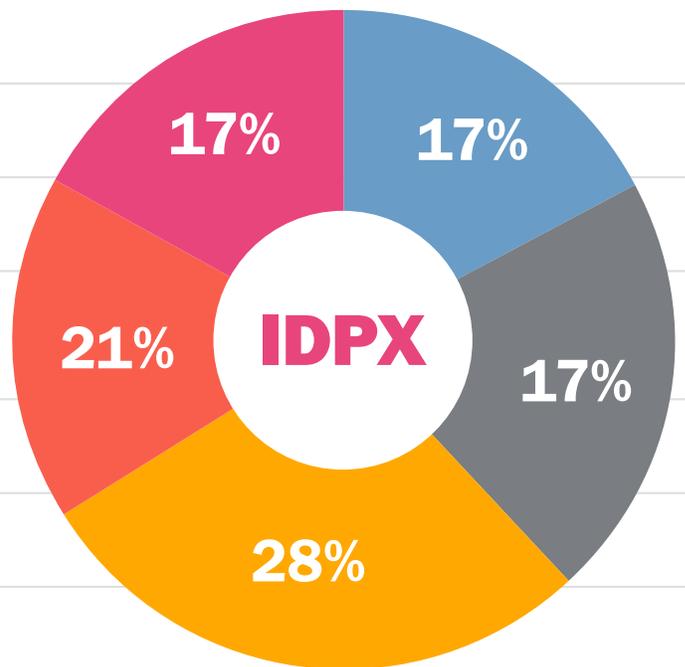
IDPX

Interior Design Professional Exam

The Interior Design Professional Exam (IDPX) **focuses on the construction administration and project management phases** of interior design, with an emphasis on Health, Safety, and Welfare.

- 3 hours
- 115 questions (15 will be pre-test questions)
- Multiple Choice, Drag and Place, Fill in the Blank, Hot Spot

- I. Feasibility Studies 17%
- II. Scheduling and Budgeting 17%
- III. Contracts, Procurement, and Permitting 28%
- IV. Construction Process 21%
- V. Site Observation and Close-Out 17%



I. Feasibility Studies

17%

Evaluate Project Feasibility and Due Diligence

- applicable codes and reference standards
- building types

- client expectations and goals
- energy requirements
- existing conditions analysis
- feasibility studies
- occupancy types
- project funding sources
- square footage requirements
- zoning

Identify Project Stakeholders

- participatory design
- project funding sources
- project requirements
- roles and responsibilities
- stakeholder requirements
- stakeholder surveys
- types of stakeholders

Manage Project Team

- code officials
- construction manager
- internal staffing requirement
- operator and/or brand representative
- outsourced consultants
- owner/owner's representative
- roles and responsibilities

II. Scheduling and Budgeting

17%

Manage Project Schedule

- approval management
- client expectations and goals
- construction process
- dependencies
- lead times
- project phasing
- resource management
- schedule components (e.g., critical path, milestone, inspection checkpoint)
- staffing availability
- time implications of construction types

Manage Project Budget

- allowances and contingencies
- cost estimating (e.g., labor, product, market)
- funding sources
- lead time cost impacts
- market variations and pricing
- preferred pricing
- preferred vendors and manufacturers
- product sourcing techniques
- socioeconomic impacts on costs
- soft costs vs hard costs
- tax credits
- value engineering

III. Contracts, Procurement, and Permitting

28%

Facilitate Procurement/Bid (Tender) Process

- alternates and allowances
- bid structure (e.g., design-bid-build, design-build)
- budgeting and cost estimating
- FF&E vs construction procurement
- lead times
- liability
- market pricing
- parameters of maintenance
- procurement delivery and installation
- purchase orders
- value engineering

Manage Proposals and Contracts

- accounting and billing practices
- exclusions and additional services
- fee structure
- legal considerations
- liability
- project scope
- proposal types
- request for proposal process
- request for qualifications process
- scope of services
- types of agreements (e.g., architect-consultant, FF&E, leasing, owner-architect)
- types of contracts (e.g., professional services, construction)

Obtain Project Approvals

- approval process procedures
- budget approvals
- building permit approvals
- change approvals
- client sign-offs
- critical sign-off stages
- design phase approvals
- schedule approvals

Participate in Permit Process

- applicable codes and reference standards
- code required drawings
- jurisdictional processes
- process timing
- roles and responsibilities

IV. Construction Process

21%

Facilitate the Construction Process

- approval process
- construction meetings
- mockups
- product data
- prototypes
- RFIs
- roles and responsibilities
- samples (e.g., cutting for approvals (CFAs), strike-offs)
- shop drawings
- submittals

Participate in Change Management

- approval process
- bulletins
- change directive
- change order
- change process procedures

- client management
- cost implications of changes
- how to record changes in contract documents
- liability
- roles and responsibilities
- schedule impacts of changes
- substitutions
- value engineering

V. Site Observation and Close-Out

17%

Perform Site Visits

- construction means and methods
- construction safety
- field reports
- liability
- mockups
- pay applications
- quality of work
- roles and responsibilities

Conduct Project Close-Out

- archiving of projects
- certificates of occupancy (e.g., temporary, final)
- close-out procedures
- commissioning
- end user satisfaction
- liability
- maintenance manuals
- post-occupancy evaluation
- progress inspections vs final inspections
- project record management
- punch (deficiency) lists
- roles and responsibilities
- substantial completion vs final completion