CERTIFIED DEVELOPMENT, DESIGN & CONSTRUCTION PROFESSIONAL 
EXAM SPECIFICATIONS OUTLINE

The CDP Admissions & Governing Committee, a representative panel of subject matter experts with global practice experience, oversees the periodical update of the CDP content specifications and CDP exam in compliance with industry standard psychometric practices and in accordance with the Standards for Educational and Psychological Testing published by the American Psychological Association, the American Educational Research Association, and the National Council on Measurement in Education. The composition of the CDP exam is guided by extensive industry research into the knowledge, skills and experience needed for a qualifying candidate to hold the CDP designation, thus providing a valid and defensible foundation of domains (and sub-domains if appropriate) to support the development of credentialing exams (and related educational programming.) This methodical and comprehensive investigation into the content that should be assessed resulted in the identification of 139 essential competency areas organized into nine knowledge domains with proportions (weights) for each that ensure the CDP exam is appropriately sampling the knowledge and skills necessary for developers, architects, designers, engineers, tenant coordinators, retailers, governments/city planners and construction professionals to perform the role of a certified development, design and construction professional in the retail real estate industry.

CDP KNOWLEDGE DOMAINS

Domain 1. Pre-Development (20%)

Domain 2. Design (20%)

Domain 3. Construction and Construction Management (20%)

Domain 4. Retail Store Planning (10%)

Domain 5. Tenant Coordination (10%)

Domain 6. Government and Regulatory Compliance (5%)

Domain 7. Project Cost Management (5%)

Domain 8. Legal, Risk Management and Ethics (5%)

Domain 9. Sustainability (5%)

CDP EXAM SPECIFICATIONS

Domain 1. Pre-Development (20%)

1. Pre-Development

1.1. Retail Basics

1.1.1. Types of Shopping Centers (e.g., regional, neighborhood, mixed-use, transit oriented, outlet)

1.1.2. Characteristics and Basic Layouts of Retail Property

1.1.3. Types of Developers (e.g., merchant builder, preferred developer, master developer, fee developer)
1.2. Site Selection and Acquisition
   1.2.1. Key Requirements of a Good Site (e.g., access, market analysis, visibility, parking, signage, and un-filled demand for space)
   1.2.2. Different Deal Structures (e.g., PSA, ground lease, option, joint venture, reverse build-to-suit)
1.3. Owner’s Development Program and Schedule (e.g., web-based development systems and schedules)
1.4. Pre-Leasing (e.g., preliminary tenant mix, preliminary lease plan, anchor types)
1.5. Due Diligence Process (e.g., new construction versus remodel or renovation)
   1.5.1. Surveys and Topographical
   1.5.2. Environmental (e.g., contamination, hazards)
   1.5.3. Geotechnical
   1.5.4. Ecological (e.g., flora, fauna)
   1.5.5. Feasibility Study (e.g., parking, utilities, cost, schedule, economics)
   1.5.6. Preliminary Design (e.g., site planning, elevations)
   1.5.7. Title and Existing Document Review (e.g., property taxes, permitted exceptions; existing leases: easements, covenants, conditions and restrictions [CC&R] and other binding documents)
1.6. Entitlements (e.g., politics, rezoning, land use amendments, design review, zoning variances, conditional use permit [CUP], site plan review, plat/cadastral maps)
1.7. Site Development Agreement (e.g., define and allocate responsibilities/payment for off-site and common area construction)
1.8. Governmental Requirements
   1.8.1. Code Requirements (e.g., off-sites/undergrounding, drainage, utilities, setbacks, R.O.W., curb cuts/access, permitted signage)
   1.8.2. Developers Agreement (e.g. street improvements, public space improvement, infrastructure improvements, cash contributions)
1.9. Debt and Equity Financing and Lender Requirements (e.g., sources, pre lease up, appraisals, loan amount, recourse, defeasance)
1.10. Public Financing (e.g., tax increment financing [TIF], grants, general obligation bonds)
1.11. Development Pro Forma (e.g., income/expenses, hard/soft costs, cap rate sensitivity analysis, timing and stabilization period, return on cost, cash-on-cash return, leveraged return, net present value and internal rate of return [IRR])
1.12. Stakeholders (e.g., Owner, Anchors, Lender, Municipality, Consumer)

**Domain 2. Design (20%)**

2. Design
   2.1. Owner’s Building Program
   2.2. Design Team Selection and Coordination
   2.3. Retailer Prototypes
   2.4. Design Phases and Deliverables (basic and additional services)
   2.5. Construction Documents and Specifications Phase
      2.5.1. Site Planning and Design Guidelines (e.g., accessibility, vehicular, parking, pedestrian flow, vertical transportation)
      2.5.2. Civil, Site Improvements
      2.5.3. Landscaping
      2.5.4. Architectural
      2.5.5. Structural
      2.5.6. Mechanical, Electrical, Plumbing
      2.5.7. Exterior Signage and Graphics (e.g., storefront,, pylon, monument, blade signs, directional)
      2.5.8. Furniture, Fixtures and Equipment [FF&E] and Amenities
   2.6. Architect and Design Professional Responsibilities During Construction (e.g., request for information [RFI] process, site observations, shop drawing, submittal review)
   2.7. Materials and Finishes (e.g., interior and exterior)
   2.8. Lighting (e.g., interior and exterior, photometric study)
   2.9. System and Lifecycle Analysis
   2.10. Building Information Modeling [BIM]
### Domain 3. Construction and Construction Management (20%)

3. **Construction and Construction Management**
   - 3.1. **Construction Project Delivery Systems**
     - 3.1.1. Design/Bid/Build
     - 3.1.2. Construction Management Agent
     - 3.1.3. Construction Management At-Risk
     - 3.1.4. Design-Build
     - 3.1.5. Integrated Project Delivery
   - 3.2. **Construction Process (e.g., pre-construction, construction & post-construction activities)**
     - 3.2.1. Pre-qualifications
     - 3.2.2. Pre-bid and Bid Phases
     - 3.2.3. Contract Award Phase
     - 3.2.4. Pre-construction
     - 3.2.5. Mobilization and Construction Phases
     - 3.2.6. Quality Control
     - 3.2.7. Project Commissioning
     - 3.2.8. Inspections
     - 3.2.9. Construction Completion Permits and Certificate of Occupancy [CO]/Occupational Permit
     - 3.2.10. Project Turnover
     - 3.2.11. Construction Close-out Phase (e.g., as-built drawings, final lien waivers, warranties, operations manuals)
   - 3.3. **Construction Contract Documents**
   - 3.4. **Safety Management**
   - 3.5. **Project Scheduling and Phasing**
   - 3.6. **Project Access and Public Safety**
   - 3.7. **Construction in an Operating Property (e.g., access, dust and noise control, signage)**
   - 3.8. **Labor/Materials Issues**
   - 3.9. **Construction Budgeting and Estimating**
   - 3.10. **Engineering Activities**
     - 3.10.1. Testing and Inspections
     - 3.10.2. Environmental Remediation (e.g., asbestos abatement, soil and ground-water remediation)
     - 3.10.3. Stormwater Best Management Practices

### Domain 4. Retail Store Planning (10%)

4. **Retail Store Planning**
   - 4.1. **Letter of Intent [LOI] and Lease Outline Drawings [LOD]**
   - 4.2. **Condition of Premises**
   - 4.3. **Landlord and Tenant Scope of Work (e.g., turnover condition, vanilla box, build-to-suit, turnkey, cold dark shell, shell and core)**
   - 4.4. **Branding (e.g., interior and exterior experience)**
   - 4.5. **Customer Experience Planning (e.g., merchandise adjacencies, exposures, traffic flow)**
   - 4.6. **Electrical, Mechanical, Plumbing and Physical Requirements**
   - 4.7. **Landlord Design and Construction Criteria (e.g., design control zone, storefront design and sign criteria)**
   - 4.8. **Tenant Fixturing**
   - 4.9. **Visual Merchandising**
   - 4.10. **Designing for Special Conditions Single Store vs. Prototype Roll-Out Program**
   - 4.11. **Franchise Store Guidelines**

### Domain 5. Tenant Coordination (10%)

5. **Tenant Coordination**
   - 5.1. **Key Points in Lease**
   - 5.2. **Schedule Management**
   - 5.3. **Field Coordination (e.g., utilities, turnover, delivery conditions, fees for waste and temporary utilities)**
   - 5.4. **Tenant Design Criteria**
5.5. Tenant Plan Reviews and Approval (e.g., by tenant, governmental, and landlord)
5.6. Permitting
5.7. Tenant Manual (e.g., landlord rules and regulations)
5.8. Tenant Close-out Procedures

**Domain 6. Government and Regulatory Compliance (5%)**

6. Government Regulatory Compliance
6.1. Pollution Prevention Plan (e.g., stormwater, dust, noise, light)
6.2. Use Restrictions
   6.2.1. Hours of Operation
   6.2.2. Planned Unit Development [PUD]
   6.2.3. Overlay District
   6.2.4. Female and Minority-owned Contractors
   6.2.5. Special Use Permit
6.3. Development Agreement [DA] (e.g., public works agreements [PWA], public infrastructure work, public-private partnerships)
6.4. Worker Safety Standards and Compliance
6.5. Fire and Life Safety Systems and Inspections
6.6. Prevailing Wage and Unions
6.7. Building and Energy Codes Specific to Use (e.g., heating, ventilation and air-conditioning [HVAC] requirements)
6.8. Municipal Management (e.g., local codes, local laws)
6.9. Accessibility for Disabled Access
6.10. Environmental and Wildlife Considerations

**Domain 7. Project Cost Management (5%)**

7. Project Cost Management
7.1. Resource Planning
7.2. Cost Estimating
   7.2.1. Lifecycle Analysis
   7.2.2. Work Breakdown Structures
7.3. Cost Budgeting (e.g., line-item budgets)
7.4. Cost Control
   7.4.1. Forecasting
   7.4.2. Change Order Management
   7.4.3. Pay Application Process (e.g. lien waivers, retainage, percentage of completion)
   7.4.4. Project Cost Report
7.5. Value Engineering

**Domain 8. Legal, Risk Management and Ethics (5%)**

8. Legal, Risk Management and Ethics
8.1. Lease
8.2. Real Estate Agreements (e.g., construction, operation and reciprocal easement agreements [COREA], reciprocal easement agreement [REA])
8.3. Insurance Requirements (e.g., landlord/owner, tenant, contractor, lenders, design professionals)
8.4. Lien Laws
8.5. Business Ethics
8.6. Dispute Resolution
8.7. Subordination, Non-Disturbance and Attornment [SNDA]
8.8. Contractor Qualifications Statement
8.9. Experience Modification Rating [EMR]
8.10. Bonding (e.g., performance, payment)

**Domain 9. Sustainability (5%)**

9. Sustainability
9.1. Site Development (e.g., solar orientation, stormwater design, urban heat island effect, light pollution, public transportation)
9.2. Water Efficiency (e.g., landscaping, water use reduction technology, water reuse)
9.3. Energy and Reduction of Atmosphere Pollution (e.g. optimize energy and lighting performance, renewable energy systems, refrigerant use, building system commissioning, energy management
systems, insulation, low-emissity [low-e] windows)

9.4. Waste, Recycling, Use of Rapidly Renewable Resources (e.g., building reuse, materials reuse, recycled content, certified wood)

9.5. Indoor Environmental Quality [IEQ] (e.g., daylight view, thermal control, relative humidity, ventilation, low volatile organic compound [VOC] emitting material, airborne contaminants)

9.6. Regional Priority (e.g., understanding geographically specific environmental priorities)

9.7. Green Leases

9.8. Sustainability Practices for Efficiency, Compliance and Stewardship vs. Seeking Sustainability Certification

9.9. External Rating Systems (e.g., Leadership in Energy and Environmental Design [LEED], Building Research Establishment Limited Environmental Assessment Method [BREEAM], Energy Star, Green Globes)

9.9.1. Green Building Design and Construction

9.9.2. Green Building Operations and Maintenance