



*Administration*

Creating a Construction Contract

*Interscope + Training*



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Department of Administration

# *Creating a Construction Contract*



For projects that have **full SCO oversight**, *SCO will enter the construction contract.*

This section is intended for non-SCO users to enter University “download,” Community College, or any informal project construction contracts.

# *Creating a Construction Contract*



Within the InterscopePlus system, design contracts typically yield documents that require reviews at different stages of design.

At the end of the design process, there is a construction contract, and therefore the construction contract is linked to a design contract.

The item that connects the design contract and the construction contract is called a Package, and it is primarily how SCO tracks the design review process.

# Creating a Construction Contract


To create a construction contract, navigate to the appropriate design contract, select the 'Packages' tab and select the correct package. Normally there is only one package.

Program #: 12153 - St. Construction - Minor Renovations

Project #: 12285 - St. Construction - Renovate lobby

Design #: 16-12285-01 - SCO Designer

Detail | Contract Scope and Fees | Breakdowns | Amendments | Consultants | **Packages**

 Close

SCO ID#	PACKAGE_TITLE	STATUS	PROJECT MONITOR	% COMPLETE	TOTAL CONTRACT\$	PLAN LOCATION
16-12285-01A	Renovate lobby	Under Design	Unassigned			

1 found New Package | Export

# Creating a Construction Contract

You will need to update the Bidding/Construction Contracts information on the 'Detail' tab by indicating whether it is a formal contract and the construction procurement type of contract (Single Prime, Construction Manager at Risk, etc.) from the drop down lists. Entering other information or updating status is optional. Then

**Program #:** 12153 - St. Construction - Minor Renovations  
**\_Project #:** 12285 - St. Construction - Renovate lobby  
**\_Design #:** 16-12285-01 - SCO Designer  
**Package:** 16-12285-01A - Renovate lobby

Electrical Certificates | Construction Closeout  
**Detail** | SCHEDULE - Planned and Actual | Plan Reviews | Construction Contracts | Monthly Progress | Weekly Inspection

★ Action Close

**Package A**

Oversight: L - Limited SCO Oversight  
\* Title: Renovate lobby  
\* Type: Undetermined  
\* Status: Under Design  
Status Reason:  
Square Footage: 0  
Plan Location:  
\* County: UNKNOWN  
Renovate lobby  
\* Description:  
Designer Rep:

**Bidding/Construction Contracts**

Approved for Bid: Formal Contracts? N  
Approved for Award: \* Award Type: Single Prime

**Construction Administration**

\* Project: Unassigned  
Monitor: Monthly Conference: Percent Complete: 0%  
Final Punchlist: Active

**Fees / Funds**

Liquidated Damages (/day):	0.00
CD Cost Estimate:	0.00
Plan Deposit:	0.00
Total Change Orders:	\$0.00
Total Construction Contract:	\$0.00

**Archive Information**

Archive Date: / /  
Archive Box#:   
Micro Film#:



# Creating a Construction Contract

Select the 'Construction Contracts' tab and then 'New Construction Contract'.

Program #: 12153 - St. Construction - Minor Renovations

\_Project #: 12285 - St. Construction - Renovate lobby

\_\_Design #: 16-12285-01 - SCO Designer

\_\_\_Package: 16-12285-01A - Renovate lobby

Electrical Certificates / Construction Closeout

Detail / SCHEDULE - Planned and Actual / Plan Reviews / **Construction Contracts** / Monthly Progress / Weekly Inspection

Close

CONTRACT#	CONTRACTOR	TYPE	STATUS	\$ORIGINAL	\$CURRENT	ORIG DAYS
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0 found

**New Construction Contract**



# Creating a Construction Contract



The Select Contractor window will appear. Enter criteria needed to find the correct contractor, and select the contractor from the search results.

Program #: 12153 - St. Construction - Minor Renovations  
\_Project #: 12285 - St. Construction - Renovate lobby  
\_Design #: 16-12285-01 - SCO Designer  
\_Package: 16-12285-01A - Renovate lobby  
NEW CONSTRUCTION CONTRACT:

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Owner Cor

### Select Contractor...

Name:

Contact Person:

City:

Zip:

Email:

HUB Certified?

Address:

State:

Phone:

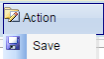
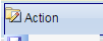
	Company	City, State	Voice	Contact	Email
<a href="#">SELECT</a>	<a href="#">WYSCO CONTRACTORS, INC.</a>	MOREHEAD CITY	252-726-8437		
<a href="#">SELECT</a>	<a href="#">Juan Francisco Cuellar</a>	Mooresville	980-721-8257	Juan Francisco	
<a href="#">SELECT</a>	<a href="#">SCO Contractor</a>	Raleigh	919-807-4100	Mike Gioielli -	<a href="mailto:mike.gioielli@doa.nc.gov">mike.gioielli@doa.nc.gov</a>
<a href="#">REQUEST</a>	<a href="#">Easco Construction Co Inc</a>	Charlotte, NC	(704)780-2378	Young, Charlene	<a href="mailto:DOA.MIS.Developers@doa">DOA.MIS.Developers@doa</a>
<a href="#">REQUEST</a>	<a href="#">Lansco Colors</a>	Corpus Christi, TX	(361)985-9696	Frank, Larry	<a href="mailto:DOA.MIS.Developers@doa">DOA.MIS.Developers@doa</a>
<a href="#">REQUEST</a>	<a href="#">Lisco Cable INC</a>	Graham, NC	(336)376-0616	Clark, Lisa	<a href="mailto:DOA.MIS.Developers@doa">DOA.MIS.Developers@doa</a>
<a href="#">REQUEST</a>	<a href="#">Pasco Concrete Construction, Inc.</a>	Greenville, NC	252-341-5110	Pascasio, Skip	<a href="mailto:DOA.MIS.Developers@doa">DOA.MIS.Developers@doa</a>

1 page(s): [1]

Close

# Creating a Construction Contract

The contractor information is automatically entered, based on your selection, in the 'Construction Contract Detail' tab. The *Contract Status* is set to "Creating" and the default *Contract Type* is "General Contract." Select an appropriate contract type if other than "General." Enter appropriate *Award Details, Contract Dates, and Contract Amounts*. Required fields are marked with asterisks and have a red border. Entering *Owner Contact, Safety Officer, Surety, Sheets* and *Contractor Contact* is optional.

If this is a Standard Project, the system will not allow commitments greater than the assigned funds. To avoid losing data, you can  as long as the status is "Creating." When sufficient funds are available to award the contract, change the status to "Valid Contract" and 



# Creating a Construction Contract



**Program #:** 12153 - St. Construction - Minor Renovations  
**\_Project #:** 12285 - St. Construction - Renovate lobby  
**\_Design #:** 16-12285-01 - SCO Designer  
**\_Package:** 16-12285-01A - Renovate lobby  
**\_Construction Contract #:** 16-12285-01A-1 - SCO Contractor

Construction Contract Detail | Bid Items | HUB Good-Faith Efforts | HUB Participation | Change Orders

★ Action Close

### Contract Summary

Formal N  
 Contract: 12285  
 \* Contract:   
 Status:  
 \* Contract:   
 Type:  
 Negotiation?   
 Bid Number: SCO-16-12285-01A  
 Final Change State Construction Order Approval:

### Owner Contact

### Safety Officer

### Sheets

### Contractor

Name: SCO Contractor  
 Address: 301 N. Wilmington Street  
 Suite 450  
 Raleigh, NC 27601  
 License#: \_\_\_\_\_  
 Contact:

### Surety

Name:   
 Address:   
 Agent:   
 Address:

### Award Details

Award Type: Single Prime  
 Approved For Bid: 2015-06-09  
 Actual Bid: 2015-07-02  
 Awarded: 2015-07-07

### Contract Dates

Contract Date: 2015-07-13  
 Contracts Approved by Agency: 2015-07-14  
 Contracts Approved by Atty Genl:  
 Projected Completion: 2015-09-18  
 Construction Start (NTP): 07/20/2015

### Contract Amounts

**Project Financial Worksheet Summary:**

Assigned Funds:	\$120,000
Total Committed:	\$109,000
Available to Commit:	\$11,000
This Contract:	\$98,500
Available to Commit After Contract Approval:	\$11,000

[Worksheet Detail](#)

### Contract Amounts:

	Amount	Days
Original:	\$98,500.00	60
Change Order:	\$0.00	0
Current:	\$98,500.00	60

Select the 'Project #:' tab in the hierarchy, then the 'Financial Worksheet' tab. The construction contract now shows up as a commitment.



# Creating a Construction Contract

**Program #: 12153 - St. Construction - Minor Renovations**  
**\_Project #: 12285 - St. Construction - Renovate lobby**

Project | Cost Estimate | Project Type | Funds Assigned | **Financial Worksheet** | Contracts | P6 Link | Milestones | Closeout Project

**Estimated vs Committed** | Contingency | Expenditures - Design | Expenditures - Construction | Expenditures - Other

Close

**Worksheet Summary** **Save**

<b>Assigned Funds:</b>	\$120,000.00	<b>Assigned Funds:</b>	\$120,000.00
<b>Total Estimated Cost:</b>	\$118,000.00	<b>Total Committed:</b>	\$109,000.00
<b>Estimated Surplus (Need):</b>	\$2,000.00	<b>Available to Commit:</b>	\$11,000.00

[Assign Funds](#)

**Worksheet Detail**

	Estimated Cost	Committed		Expended
		Original Contracts	Revised Contracts	
Design Fee \$:	\$ 10,000.00	\$ 10,000.00	\$ 10,500.00	\$ 0.00
Construction \$:	\$ 100,000.00	\$ 98,500.00	\$ 98,500.00	\$ 0.00
Contingency \$:	\$ 3,000.00			
Other \$:	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total</b>	<b>\$118,000.00</b>	<b>\$108,500.00</b>	<b>\$109,000.00</b>	<b>\$0.00</b>



# *For More Training Presentations*

Please visit our website at <https://ncadmin.nc.gov/businesses/construction/interscope>  
And search under “Training Materials”





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