



*Administration*

Entering Design Amendment

*Interscope + Training*



Prepared by LeaAnne Hahnel  
Interscope + Business Systems Analyst  
State Construction Office  
Department of Administration

# *Entering a Design Amendment*



For projects that have **full SCO oversight**, *SCO will enter the design amendments.*

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

# Entering a Design Amendment


Navigate to the design contract, select the 'Amendments' tab, and click on 'Add Amendment'.

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

#	DESCRIPTION	\$DESIGN FEE	\$CONSTRUCTION	\$CONTINGENCY	AMENDMENT DATE	SIGNE
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0 found

**Add Amendment**

# Entering a Design Amendment

It shows the Current contract amount, the Financial Worksheet Summary, Amendment Fees and Funds and Amendment Dates. Enter only the **changes to the Fees and Target Funds necessary for this amendment**. These changes will be added to the existing contract. A description of the amendment is required. Enter the appropriate dates and

**Amendment added successfully.**

Program #: 12153 - St. Construction - Minor Renovations  
\_Project #: 12285 - St. Construction - Renovate lobby  
\_\_Design #: 16-12285-01 - SCO Designer  
\_\_\_Amendment #1  
Amendment

Action Save

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Action Close


Current Design Contract	Financial Worksheet Summary	Amendment Fees and Funds
Construction Target: \$100,000 Contingency Target: \$3,000 Current Design Fee: \$10,500	<b>Estimated:</b> Assigned Funds: \$120,000 Estimated Cost: \$118,000 Estimated Surplus (Need): \$2,000 <b>Actual:</b> Assigned Funds: \$120,000 Total Committed: \$10,500 Available to Commit: \$109,500 <a href="#">Worksheet Detail</a>	Change to Construction Target\$: 0 Change to Contingency Target\$: 0 Change to Design Fee \$: 500

Amendment Dates

Amendment Date: 03/09/2015  
Signed By Designer: 03/09/2015  
Signed By Agency: 03/10/2015  
SCO Receipt: 03/11/2015

Generate Amendment (MS Word)

Description  
Add 3D rendering of new lobby



# Entering a Design Amendment


 and it takes you back to the 'Contract Amendments' tab and shows you the results of the amendment.

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Design #: 16-12285-01 - SCO Designer

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



#	DESCRIPTION	\$DESIGN FEE	\$CONSTRUCTION	\$CONTINGENCY	AMENDMENT DATE	SI
<a href="#">1</a>	Add 3D rendering of new lobby	500.00	0.00	0.00	2015-03-09	

1 found Add Amendment Export

# Entering a Design Amendment

On the 'Detail' tab, it shows the updated Current Design Contract *Design Fee* and updated *Total Committed*.

The screenshot displays a software interface for managing contracts. The top navigation bar includes tabs for 'Detail', 'Contract Scope and Fees', 'Breakdowns', 'Amendments', 'Consultants', and 'Packages'. The 'Detail' tab is active, showing a star icon, an 'Action' button, and a 'Close' button.

**Contract# 1**

- \* Contract ID: 16-12285-01
- SCO Oversight: L - Limited SCO Oversight
- \* SCO Plan Review: Limited Oversight
- Scope of Limited Oversight: Design Review Only
- Contract Type: Standard Design Contract (Fully Func
- Contract Status: Active

**Dates**

- Selection: 2015-01-13
- RFP Letter: 2015-01-20
- Agreement: 2015-01-29
- Signed By Designer: 2015-02-10
- Signed By Agency: 2015-02-12
- SCO Acceptance: 2015-02-13

**Financial Worksheet Summary**

Estimated:	
Assigned Funds:	\$120,000
Estimated Cost:	\$118,000
Estimated Surplus (Need):	\$2,000
Actual:	
Assigned Funds:	\$120,000
Total Committed:	\$10,500
Available to Commit:	\$109,500

**Design Contract Fees and Funds**

**ORIGINAL DESIGN CONTRACT:**

- Construction Target \$: 100,000
- Contingency Reserve Target \$: 3,000
- Original Design Fee \$: 10,000

**CURRENT DESIGN CONTRACT:**

- Construction Target: \$100,000
- Contingency Reserve Target: \$3,000
- Design Fee: \$10,500
- Actual Commitment Amt \$: \$10,500.00

**Designer**

- Name: SCO Designer
- Address: 301 N. Wilmington Street, Suite 450, Raleigh, NC 27601
- License#: 123456789
- HUB Firm: Not a HUB

An orange arrow points from the 'Total Committed' value of \$10,500 in the Financial Worksheet Summary to the 'Design Fee' value of \$10,500 in the Current Design Contract section.



# Entering a Design Amendment



And on the 'Project Financial Worksheet' it shows the *Revised Contracts* amount.

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>	\$10,500.00
<b>Estimated Surplus (Need):</b>	\$2,000.00	<b>Available to Commit:</b>	\$109,500.00

[Assign Funds](#)

**Worksheet Detail**

	Estimated Cost	Committed		Expended
		Original Contracts	Revised Contracts	
Design Fee \$:	\$ 10,000.00	\$ 10,000.00	<b>\$ 10,500.00</b>	\$ 0.00
Construction \$:	\$ 100,000.00	\$ 0.00	\$ 0.00	\$ 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>\$10,000.00</b>	<b>\$10,500.00</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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