Entering a Cost Estimate

Interscope + Training

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State Construction Office
State of North Carolina
Department of Administration
Entering a Cost Estimate

Cost estimate, in terms of Interscope+, refers to the OC-25 for capital projects, or form 3-1 for community colleges. If the OC-25 for the project has been certified by SCO, it will show on the separate tab for the ‘cost estimate’. If the project name has been changed, the system may not find the OC-25 and the ‘search’ feature can be used to find it. If an OC-25 does not exist, there is an option to create one. While an OC-25/form 3-1 is required for the authorization of particular types of projects, with some exceptions cited elsewhere in this manual, some type of general cost estimate information is necessary to establish a project. General estimate information is entered as part of the process of establishing the project type described in detail in the next section.
Entering a cost estimate

From the Programs tab, select Cost Estimate
Entering a cost estimate

From the Programs tab, select Cost Estimate
Entering a cost estimate

From the Programs tab, select Cost Estimate
Enter your Department and Agency

Click the Search button
Entering a cost estimate

Here are your search results
Please note there are multiple pages
Entering a cost estimate

Click here on “Add Cost Estimate” to add
Entering a cost estimate

You can add selected cost estimates as well as export this data.
Entering a cost estimate

Instructions:
1. Complete the Cost Estimate Description section.
2. Complete the Detailed Estimated-Cost Breakdown section by downloading and completing the OC-25 Worksheet using the link that is provided.
3. Attach the completed OC-25 Worksheet using Upload Supporting Documentation button.
4. Enter the total TOTAL ESTIMATED PROJECT COSTS from LINE 32 on the OC-25 Worksheet.
5. The ACT - SAVE to record the Cost Estimate.
6. The ACT - SUBMIT to submit the Cost Estimate for review and approval.

Fields in Red are Required.
Entering a cost estimate

Fields in Red are Required
Entering a cost estimate

Click on this link to open a link to the OC-25

Detailed Estimated Cost Breakdowns

1. Download and complete the Proposed Repair & Renovation Or Capital Improvement Project Worksheet (OC-25)

2. Upload the completed Worksheet and any supporting documentation

3. Enter the Total:
Entering a cost estimate

Files

OC-25-Template 9-2016.xlsx

Click on the link to Open the OC-25

Details

This resource is related to:

Forms  State Construction Office
Entering a cost estimate

<table>
<thead>
<tr>
<th>A. Land Requirement</th>
<th>QTY</th>
<th>UNIT</th>
<th>COST PER UNIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Site Preparation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Demolition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Site Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Construction</th>
<th>QTY</th>
<th>UNIT</th>
<th>COST PER UNIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Utility Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Building Construction (new space)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Building Construction (existing)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Plumbing (new space)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. HVAC (new space)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Electrical (includes TV &amp; Radio Studio)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Fire Suppression and Alarm Systems</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Telephone, Data, Video</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Associated Construction Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Equipment</th>
<th>QTY</th>
<th>UNIT</th>
<th>COST PER UNIT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fixed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Movable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Cost of Work</th>
<th>Enter this total in InterSCOPE on Line 3: &quot;Enter the Total&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>
### Entering a cost estimate

**STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION**

**PROPOSED REPAIR & RENOVATION OR CHALP IMPROVEMENT PROJECT**

**SENIOR 2010 - 2017**

**DEFINITIONS OR EXPLANATIONS**

(Items not listed below are presumed to be self-explanatory. Questions may be directed to the State Construction Office.)

<table>
<thead>
<tr>
<th>Item on Form</th>
<th>Definition/Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT ESTIMATED CONSTRUCTION COST</td>
<td>Attach basis and justification for estimate. Include description, quantities, units, special</td>
</tr>
<tr>
<td>4. Land Requirement</td>
<td>Includes purchase and acquisition costs (title search, filing fees, other legal fees, etc.)</td>
</tr>
<tr>
<td>B. 1. Demolition</td>
<td>Includes but may not be limited to lead and/or asbestos testing and removal, building or interior space demolition in whole or part.</td>
</tr>
<tr>
<td>B. 2. Site Work</td>
<td>Includes but may not be limited to grading, excavating, poor soil and/or rock removal, utilities relocation, roads, walls, parking, stormwater repairs, stormwater management, retaining walls, rainwater harvesting systems, landscaping.</td>
</tr>
<tr>
<td>C. 1. Utility Services</td>
<td>Attach explanation of any special building, mechanical, or electrical service requirements with appropriate distance to existing buildings, water, gas, electrical or other utility service.</td>
</tr>
<tr>
<td>C. 9. Associated Construction Costs</td>
<td>Includes but may not be limited to construction of storm testing, utility shut downs, utilities, signage, security, displaced parking, staging, tank cores, lay's, State Construction Office charges.</td>
</tr>
<tr>
<td>C. 10. Other</td>
<td>List other significant sources of cost not included elsewhere. Additional lines may be added. (3)</td>
</tr>
<tr>
<td>PRECONSTRUCTION COSTS</td>
<td>Includes but may not be limited to land surveys, baseline surveys, environmental assessments, copying, postage, costs of print advertising, and investigative testing. Forkill at risk, preconstruction costs are consistent with the requirements of the preconstruction services agreement.</td>
</tr>
<tr>
<td>CONTINGENCIES</td>
<td>Unanticipated or unforeseen conditions including burnt not limited to design error and omissions, concealed site conditions, utility conflicts, and extended overhead resulting from weather or other delay.</td>
</tr>
</tbody>
</table>

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Page 2 of the OC-25
Entering a cost estimate

In the middle of the page you will see Upload Supporting Documents

This is where you will upload your OC-25 Excel spreadsheet
Entering a cost estimate

Click on Choose File
Entering a cost estimate

1- Once you click on choose file, locate the OC-25 for this Cost estimate.

2- Click open.
Entering a cost estimate

Here you see the file you uploaded

You can add a description

Click Upload Files
Entering a cost estimate

You have completed your upload of the OC-25

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>FILE NAME</th>
<th>UPLOADED BY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OC25-Template 9.2015.xlsx</td>
<td>nshaoni</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Workflow for a cost estimate

This is your view after you upload the OC-25. You now have a workflow button.

### Cost Estimate Description

- **Cost Estimate:** OC-25, 2014
- **Department:** NC Zoological Park
- **Construction Type:** Building/Repair
- **Description:**
  - Vietnam Veterans Hospital Renovation
  - | Revised: 08/30/2013
  - | | Revised: 08/30/2013

### Workflow Activity

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Role</th>
<th>Description</th>
<th>User Completing Step</th>
<th>Completed On</th>
<th>Result</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Create</td>
<td>Owner</td>
<td>Vietnam Veterans Hospital Renovation</td>
<td>gennppard</td>
<td>08/30/2013</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Submit</td>
<td>Owner</td>
<td>Vietnam Veterans Hospital Renovation</td>
<td>gennppard</td>
<td>08/30/2013</td>
<td>Submitted</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Approve</td>
<td>ECO</td>
<td>Vietnam Veterans Hospital Renovation</td>
<td>gennppard</td>
<td>08/30/2013</td>
<td>Submitted</td>
<td></td>
</tr>
</tbody>
</table>

### Detailed Estimated Cost Breakdowns

1. Download and complete the [Proposed Renovation or Capital Improvement Project Worksheet (OC-25)](#).
2. Upload the completed Worksheet and any supporting documentation.
3. Enter the total: $500,000

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Workflow options are:
- Approve
- Reject
- Unsubmit
Workflow for a cost estimate

You may also Export your data Into Excel
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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State of North Carolina
Department of Administration