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.
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.
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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.
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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
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Select the ‘Construction Contracts’ tab and then ‘New Construction Contract’.
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The Select Contractor window will appear. Enter criteria needed to find the correct contractor, and select the contractor from the search results.
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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 save as long as the status is “Creating.” When sufficient funds are available to award the contract, change the status to “Valid Contract” and...
Select the ‘Project #.’ tab in the hierarchy, then the ‘Financial Worksheet’ tab. The construction contract now shows up as a commitment.
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Worksheet Summary

- Assigned Funds: $120,000.00
- Total Estimated Cost: $118,000.00
- Estimated Surplus (Need): $2,000.00
- Assigned Funds: $120,000.00
- Total Committed: $109,000.00
- Available to Commit: $11,000.00

Worksheet Detail

<table>
<thead>
<tr>
<th>Estimated Cost</th>
<th>Original Contracts</th>
<th>Revised Contracts</th>
<th>Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Fee $</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>$10,500.00</td>
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<tr>
<td>Construction $</td>
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<td>Contingency $</td>
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<tr>
<td>Other $</td>
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<tr>
<td>Total</td>
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And search under “Training Materials”
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