Creating a Design Contract

Interscope + Training

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Department of Administration
State of North Carolina
Creating a Design Contract

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

THIS SECTION is intended for non-SCO users to enter University “download,” Community College, or any informal project design contracts.
Creating a Design Contract

Navigate to the Project for which the contract will be created. Select the ‘Contracts’ tab, then the ‘Add Design Contract.’

<table>
<thead>
<tr>
<th>Project #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12153</td>
<td>St. Construction - Minor Renovations</td>
</tr>
<tr>
<td>12285</td>
<td>St. Construction - Renovate lobby</td>
</tr>
</tbody>
</table>

![Image of a software interface for creating a design contract]
This brings up a Select Designer window. Enter the appropriate information to retrieve the desired designer, then search. Select the designer.
Your search results will be populated and you can select your Designer.
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This will bring up the ‘Detail’ tab, autofill's the designer information, , fills in the Financial Worksheet Summary and the Target Contract amounts from the Project, as shown below.
Creating a Design Contract

For the SCO Plan Review there are two options – Limited Oversight or Code Only. The Limited Oversight option requires that you show the Oversight requirements in the box. If there will only be review of plans, select Code Only.
Select the appropriate **Contract Type**.
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- There are several Contract Types to choose from and it is important to pick the correct one.
- **Standard Design Contract (Fully Funded):** Typical design contract where all funds are available at the time of execution and contract is the full State standard design agreement.
- **Standard Design Contract (Advanced Planning Only):** This would apply where the design contract amount is negotiated but only a portion is funded. Examples include funding through DD development or through full design but without construction administration (CA) funding availability. Contract is the full State standard design agreement.
- **Letter Agreement (General Use):** A design agreement using the letter agreement format with the work as described in the agreement. Examples include feasibility studies or work under an open-end design arrangement using a letter agreement.
- **Letter Agreement (Programming):** Contract for programming using the letter agreement format and as described in the agreement.
- **Letter Agreement (Commissioning):** Contract for commissioning using the letter agreement format and as described in the agreement.
- **Letter Agreement (Sustainable Energy Programming):** Contract for energy modeling using the letter agreement format and as described in the agreement.
- **Not Applicable:** This would apply to projects where there is no design contract or code review, such as HUB Only.
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Change the **Construction Target $, Contingency Reserve Target $, and/or the Original Design Fee $** as necessary. Note that the target construction amount is assumed to be the construction budget estimate. If the design agreement should reflect a different amount, for example if you want to design to 85 or 90% of the construction budget during periods of rapidly escalating prices, change the target amount.
Creating a Design Contract
Advanced Planning Only Contract

If the project is funded for Advanced Planning Only and Standard Design Contract (Advanced Planning Only) is selected as the Contract Type, and funds are limited, check the box for Limit Design Fee Commitment to the following amount and insert the proper dollar amount.

The financial controls will not allow a commitment greater than the funds Available to Commit. You can at any time.
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Enter the **SelectionDate** and **Contract Status**. The Contract status will automatically change to “Created-Not Signed.”
Enter the **RFP Letter Date** if applicable and select the **RFP**. The Contract Status will automatically change to “RFP.”
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Enter the Agreement date if agreement has been reached and signed. This will automatically update the Contract Status to “Created – Not Signed” and show the proposed commitment.
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When the *Signed by Designer* and *Signed by Agency* dates are entered and saved, the *Contract Status* will be changed to “Active.” Once the *Contract Status* is “Active”, the screen will show the CURRENT DESIGN CONTRACT information and the updated commitment in the Financial Worksheet Summary.
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Corrections or edits may be made, but require that the contract status be changed to “Creating” in order to open fields for editing, then changed back to “Active” and saved.
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If this is an in-house design, a design contract is still required. Select ‘In-House Design by’ for your agency from the Designer selection list.
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Select ‘In-House Design by’ for your agency from the Designer selection list and create a contract with $0 and fill in the appropriate dates.
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Please visit our website at https://ncadmin.nc.gov/businesses/construction/interscope
And search under “Training Materials”
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