



*Administration*

Creating a Design Contract

*Interscope + Training*



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State Construction Office  
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

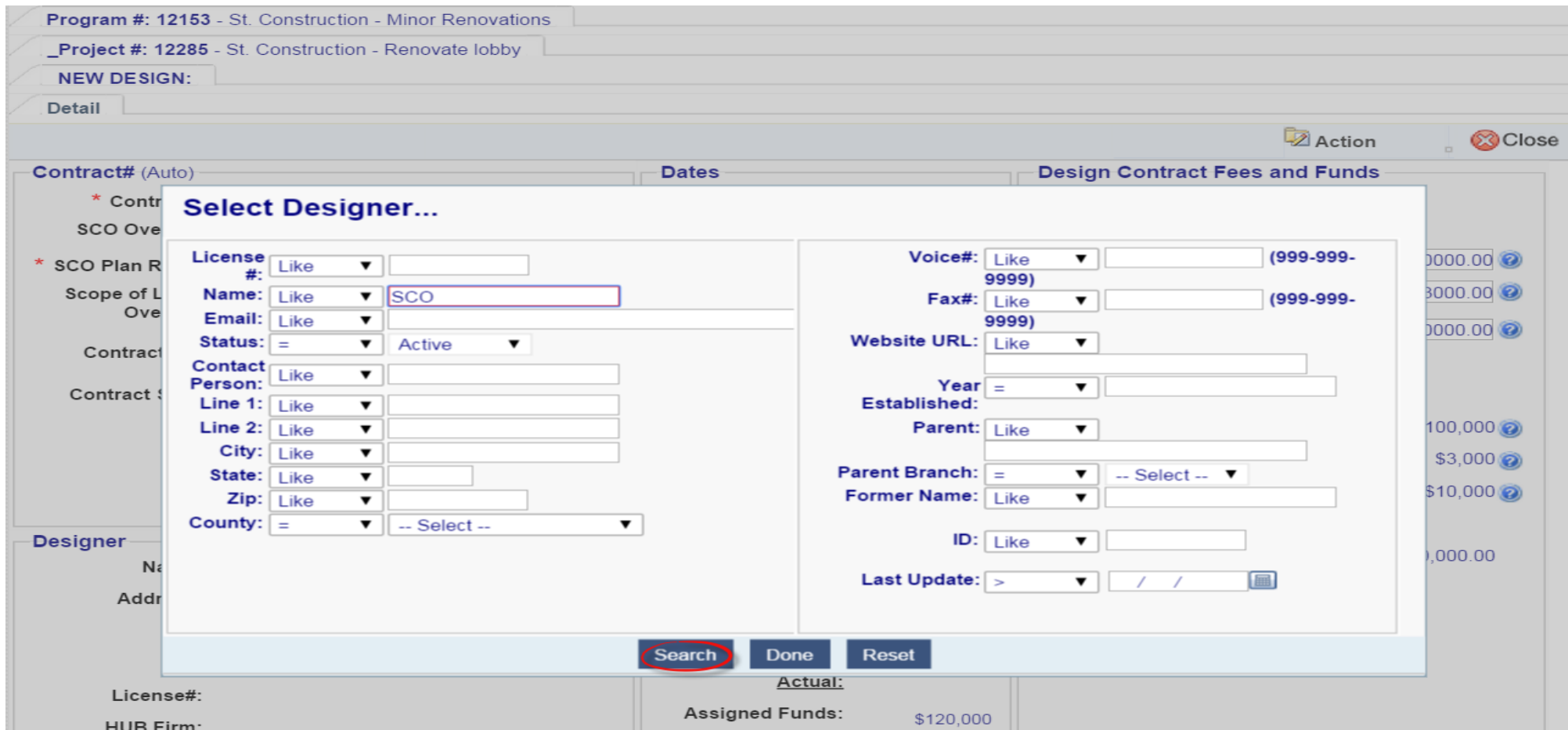
Navigate to the Project for which the contract will be created. Select the 'Contracts' tab, then the 'Add Design Contract.'

The screenshot displays a software interface for project management. At the top, there are two tabs: 'Program #: 12153 - St. Construction - Minor Renovations' and '\_Project #: 12285 - St. Construction - Renovate lobby'. Below these are several sub-tabs: 'Project', 'Cost Estimate', 'Project Type', 'Funds Assigned', 'Financial Worksheet', 'Contracts' (highlighted in yellow), 'P6 Link', 'Milestones', and 'Closeout Project'. A 'Close' button with a red 'X' icon is located on the right side of the sub-tab area. Below the tabs is a table with the following columns: 'SCO ID#', 'FIRM', 'STATUS', 'PHASE', 'TYPE', 'OVERSIGHT', and 'CONT'. The table is currently empty, and a blue bar at the bottom left indicates '0 found'. In the bottom right corner of the blue bar, the text 'Add Design Contract' is circled in red.

SCO ID#	FIRM	STATUS	PHASE	TYPE	OVERSIGHT	CONT
0 found						

# Creating a Design Contract

This brings up a Select Designer window. Enter the appropriate information to retrieve the desired designer, then . Select the designer.



Program #: 12153 - St. Construction - Minor Renovations  
\_Project #: 12285 - St. Construction - Renovate lobby  
NEW DESIGN:  
Detail

Action Close

Contract# (Auto) Dates Design Contract Fees and Funds

**Select Designer...**

License #: Like ▾   
Name: Like ▾   
Email: Like ▾   
Status: = ▾ Active ▾  
Contact Person: Like ▾   
Line 1: Like ▾   
Line 2: Like ▾   
City: Like ▾   
State: Like ▾   
Zip: Like ▾   
County: = ▾ -- Select -- ▾

Voice#: Like ▾   
Fax#: Like ▾   
Website URL: Like ▾   
Year Established: = ▾   
Parent: Like ▾   
Parent Branch: = ▾ -- Select -- ▾  
Former Name: Like ▾   
ID: Like ▾   
Last Update: > ▾

Search Done Reset

Actual:  
Assigned Funds: \$120,000



# Creating a Design Contract

Your search results will be populated and you can select your Designer.

Program #: 12153 - St. Construction - Minor Renovations

\_Project #: 1  
NEW DESIGN

Detail

Contract# (A)  
\* Contr  
SCO Ove  
\* SCO Plan R  
Scope of L  
Ove  
Contract  
Contract S

### Select Designer...

License #: Like ▾

Name: Like ▾ SCO

Email: Like ▾

Status: = ▾ Active ▾

Contact Person: Like ▾

Line 1: Like ▾

Line 2: Like ▾

City: Like ▾

State: Like ▾

Zip: Like ▾

County: = ▾ -- Select -- ▾

Voice#: Like ▾  (999-999-9999)

Fax#: Like ▾  (999-999-9999)

Website URL: Like ▾

Year Established: = ▾

Parent: Like ▾

Parent Branch: = ▾ -- Select -- ▾

Former Name: Like ▾

ID: Like ▾

Last Update: > ▾  /  /

Search Done Reset

ID	DESIGNER	CITY	COUNTY	STATE	STATUS
10	<a href="#">HARRISCOST, LLC</a>	EASLEY	OUT OF STATE	SC	Active
11	<a href="#">Michael B. Wescott</a>	High Point	GUILFORD	NC	Active
12	<a href="#">NESCO, Inc.</a>	Greenville	PITT	NC	Active
13	<a href="#">NORESKO</a>	Cary	WAKE	NC	Active
14	<a href="#">Prescott Environmental Associates</a>	Chapel Hill	ORANGE	NC	Active
15	<a href="#">SCO - Consulting Services Section</a>		UNKNOWN	NC	Active
16	<a href="#">SCO Designer</a>	Raleigh	WAKE	NC	Active
17	<a href="#">Scott R Melrose</a>	Greensboro	GUILFORD	NC	Active
18	<a href="#">Venturi, Scott Brown and Assoc.</a>	Philadelphia	OUT OF STATE	PA	Active

18 found

WORKSHEET Detail

Close

0000.00 ?  
3000.00 ?  
0000.00 ?  
100,000 ?  
\$3,000 ?  
\$10,000 ?  
0,000.00



# Creating a Design Contract

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.

Program #: 12153 - St. Construction - Minor Renovations  
\_Project #: 12285 - St. Construction - Renovate lobby  
NEW DESIGN:  
Detail

Action Close

**Contract# (Auto)**  
\* Contract ID: (Auto)  
SCO Oversight: L - Limited SCO Oversight  
\* SCO Plan Review: Limited Oversight ▼  
Scope of Limited Oversight:  
Contract Type: Standard Design Contract (Fully Fund ▼  
Contract Status: Creating ▼

**Dates**  
Selection: / /  
RFP Letter: / /  
Agreement: / /  
Signed By Designer: / /  
Signed By Agency: / /  
SCO Acceptance: / /

**Design Contract Fees and Funds**  
**ORIGINAL DESIGN CONTRACT:**  
Construction Target \$: 100000.00  
Contingency Reserve Target \$: 3000.00  
Original Design Fee \$: 10000.00  
**CURRENT DESIGN CONTRACT:**  
Construction Target: \$100,000  
Contingency Reserve Target: \$3,000  
Design Fee: \$10,000  
Proposed Commitment Amt \$: \$10,000.00

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

**Financial Worksheet Summary**  
Estimated:  
Assigned Funds: \$120,000  
Estimated Cost: \$118,000  
Estimated Surplus (Need): \$2,000  
Actual:  
Assigned Funds: \$120,000  
Total Committed: \$0  
Available to Commit: \$120,000



# 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.

Contract mode is: Standard Contract.

Program #: 13844 - State Construction Office - Test  
\_Project #: 15996 - State Construction Office - Test  
NEW DESIGN:  
Detail

Contract# (Auto)  
\* Contract ID: (Auto)  
SCO Oversight: L - Limited SCO Oversight  
\* SCO Plan Review: Limited Oversight  
Scope of Limited Oversight: Limited Oversight  
Code Only  
Contract Type: Standard Design Contract (Fully Funded)  
Contract Status: Creating

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

Dates  
Selection: / /  
RFP Letter: / /  
Agreement: / /  
Signed By Designer: / /  
Signed By Agency: / /  
SCO Acceptance: / /

Design Contract Fees and Funds  
ORIGINAL DESIGN CONTRACT:  
Construction Target \$: 1.00  
Contingency Reserve Target \$: 1.00  
Design Fee: 1.00  
CURRENT DESIGN CONTRACT:  
Construction Target: \$1  
Contingency Reserve Target: \$1  
Design Fee:  
Proposed Commitment Amt \$:

Financial Worksheet Summary  
Estimated:  
Assigned Funds: \$0  
Estimated Cost: \$4  
Estimated Surplus (Need): -\$4  
Actual:  
Assigned Funds: \$0  
Total Committed: \$0  
Available to Commit: \$0  
Worksheet Detail

9/19/2016 3:45:03 PM InterscopePlus 2.1\_20160824 Copyright © 2016 - State of North Carolina : Department of Administration : State Construction Office Report a Problem



# Creating a Design Contract

## Select the appropriate Contract Type.

Program #: 13844 - State Construction Office - Test  
Project #: 15996 - State Construction Office - Test  
NEW DESIGN:  
Detail

Contract# (Auto)  
\* Contract ID: (Auto)  
SCO Oversight: L - Limited SCO Oversight  
\* SCO Plan Review: Limited Oversight  
Scope of Limited Oversight:  
Contract Type: Standard Design Contract (Fully Funded)  
Contract Status: Standard Design Contract (Fully Funded)

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

Dates  
Selection: / /  
RFP Letter: / /  
Agreement: / /  
Signed By Designer: / /  
Signed By Agency: / /  
SCO Acceptance: / /

Design Contract Fees and Funds  
ORIGINAL DESIGN CONTRACT:  
Construction Target \$: 1.00  
Contingency Reserve Target \$: 1.00  
Design Fee: 1.00  
CURRENT DESIGN CONTRACT:  
Construction Target: \$1  
Contingency Reserve Target: \$1  
Design Fee:  
Proposed Commitment Amt \$:

Financial Worksheet Summary  
Estimated:  
Assigned Funds: \$0  
Estimated Cost: \$4  
Estimated Surplus (Need): -\$4  
Actual:  
Assigned Funds: \$0  
Total Committed: \$0  
Available to Commit: \$0  
Worksheet Detail

9/19/2016 3:45:03 PM InterscopePlus 2.1\_20160824 Copyright © 2016 - State of North Carolina : Department of Administration : State Construction Office Report a Problem





# Creating a Design Contract

- 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.

# Creating a Design Contract

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.

Contract ID: (Auto)

SCO Oversight: L - Limited SCO Oversight

SCO Plan Review: Limited Oversight

Scope of Limited Oversight:

Contract Type: Standard Design Contract (Fully Funded)

Contract Status: Standard Design Contract (Fully Funded)

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

Dates

Selection: / /  
RFP Letter: / /  
Agreement: / /  
Signed By Designer: / /  
Signed By Agency: / /  
SCO Acceptance: / /

Design Contract Fees and Funds

ORIGINAL DESIGN CONTRACT:

Construction Target \$: 1.00  
Contingency Reserve Target \$: 1.00  
Design Fee: 1.00

CURRENT DESIGN CONTRACT:

Construction Target: \$1  
Contingency Reserve Target: \$1  
Design Fee: \$

Proposed Commitment Amt \$:

Financial Worksheet Summary

Estimated:	
Assigned Funds:	\$0
Estimated Cost:	\$4
Estimated Surplus (Need):	-\$4
Actual:	
Assigned Funds:	\$0
Total Committed:	\$0
Available to Commit:	\$0



# 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.

Contract more is: Standard Contract.

Program #: 13844 - State Construction Office - Test  
\_Project #: 15996 - State Construction Office - Test

NEW DESIGN:  
Detail

Contract# (Auto)

\* Contract ID: (Auto)  
SCO Oversight: L - Limited SCO Oversight  
\* SCO Plan Review: Limited Oversight  
Scope of Limited Oversight:  
Contract Type: Standard Design Contract (Advanced Planning Only)  
Contract Status: Creating

Designer

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

Dates

Selection: / /  
RFP Letter: / /  
Agreement: / /  
Signed By Designer: / /  
Signed By Agency: / /  
SCO Acceptance: / /

Financial Worksheet Summary

Estimated:	
Assigned Funds:	\$0
Estimated Cost:	-\$4
Estimated Surplus (Need):	-\$4
Actual:	
Assigned Funds:	\$0
Total Committed:	\$0
Available to Commit:	\$0

Design Contract Fees and Funds

ORIGINAL DESIGN CONTRACT:

Construction Target \$:	1,542,043
Contingency Reserve Target \$:	46,261
Design Fee:	154,204

CURRENT DESIGN CONTRACT:

Construction Target:	\$1,542,043
Contingency Reserve Target:	\$46,261
Design Fee:	

Limit Design Fee Commitment to the following amount: 110,000.00

Proposed Commitment Amt \$:

Action Save Delete

The financial controls will not allow a commitment greater than the funds *Available to Commit*. You can  at any time.



# Creating a Design Contract

Enter the *Selection Date* and . The Contract status will automatically change to “Created-Not Signed.”

Contract Status changed to Created - Not Signed  
Click: ACTION->SAVE to save this change.

Program #: 13844 - State Construction Office - Test  
\_Project #: 15996 - State Construction Office - Test  
\_Design #: 16-15996-01 - SCO Designer

Detail | Contract Scope and Fees | Breakdowns | Amendments | Consultants | Packages | Evaluations | Milestones

Contract# 1

\* Contract ID: 16-15996-01  
SCO Oversight: L - Limited SCO Oversight  
\* SCO Plan Review: Code Only

Contract Type: Standard Design Contract (Advance Planning Only)  
Contract Status: Created - Not Signed

Designer

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

Dates

Selection: 09/05/2016  
RFP Letter: / /  
Agreement: / /  
Signed By Designer: / /  
Signed By Agency: / /  
SCO Acceptance: / /

Design Contract Fees and Funds

ORIGINAL DESIGN CONTRACT:

Construction Target \$:	1,542,043
Contingency Reserve Target \$:	46,261
Design Fee:	154,204

CURRENT DESIGN CONTRACT:

Construction Target:	\$1,542,043
Contingency Reserve Target:	\$46,261
Design Fee:	\$154,204

Limit Design Fee Commitment to the following amount: 110,000  
Proposed Commitment Amt \$: \$110,000

Financial Worksheet Summary

Estimated:	
Assigned Funds:	\$0
Estimated Cost:	\$4
Estimated Surplus (Need):	-\$4
Actual:	
Assigned Funds:	\$0
Total Committed:	\$0
Available to Commit:	\$0

[Worksheet Detail](#)

Design Fee exceeds funds Available to Commit.



# Creating a Design Contract

Enter the *RFP Letter* Date if applicable and . The Contract Status will automatically change to “RFP”.

Click: ACTION->SAVE to save this change.

Program #: 13844 - State Construction Office - Test  
\_Project #: 15996 - State Construction Office - Test  
\_Design #: 16-15996-01 - SCO Designer

Detail | Contract Scope and Fees | Breakdowns | Amendments | Consultants | Packages | Evaluations | Milestones

Contract# 1

\* Contract ID: 16-15996-01  
SCO Oversight: L - Limited SCO Oversight  
\* SCO Plan Review: Code Only

Contract Type: Standard Design Contract (Advance Planning Only)  
Contract Status: RFP

Designer

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

Dates

Selection: 09/25/2016  
RFP Letter: 09/14/2016  
Agreement: / /  
Signed By Designer: / /  
Signed By Agency: / /  
SCO Acceptance: / /

Design Contract Fees and Funds

ORIGINAL DESIGN CONTRACT:

Construction Target \$:	1,542,043
Contingency Reserve Target \$:	46,261
Design Fee:	154,204

CURRENT DESIGN CONTRACT:

Construction Target:	\$1,542,043
Contingency Reserve Target:	\$46,261
Design Fee:	\$154,204

Limit Design Fee Commitment to the following amount: 110,000

Proposed Commitment Amt \$: 110,000

Financial Worksheet Summary

Estimated:	
Assigned Funds:	\$0
Estimated Cost:	\$4
Estimated Surplus (Need):	-\$4
Actual:	
Assigned Funds:	\$0
Total Committed:	\$0
Available to Commit:	\$0


[Worksheet Detail](#)

Design Fee exceeds funds Available to Commit.



# Creating a Design Contract



Enter the Agreement date if agreement has been reached and . This will automatically update the Contract Status to “Created – Not Signed” and show the proposed commitment.

Contract Status changed to Created - Not Signed  
Click: ACTION->SAVE to save this change.

Program #: 13844 - State Construction Office - Test  
\_Project #: 15996 - State Construction Office - Test  
\_Design #: 16-15996-01 - SCO Designer

Detail | Contract Scope and Fees | Breakdowns | Amendments | Consultants | Packages | Evaluations | Milestones

Contract# 1

\* Contract ID: 16-15996-01  
SCO Oversight: L - Limited SCO Oversight  
\* SCO Plan Review: Code Only

Contract Type: Standard Design Contract (Advance Planning Only)  
Contract Status: Created - Not Signed

Designer

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

Dates

Selection: 09/05/2016  
RFP Letter: 09/14/2016  
Agreement: 09/20/2016  
Signed By Designer: / /  
Signed By Agency: / /  
SCO Acceptance: / /

Financial Worksheet Summary

Estimated:

Assigned Funds:	\$0
Estimated Cost:	\$4
Estimated Surplus (Need):	-\$4

Actual:

Assigned Funds:	\$0
Total Committed:	\$0
Available to Commit:	\$0

Worksheet Detail

Design Fee exceeds funds Available to Commit.

Design Contract Fees and Funds

ORIGINAL DESIGN CONTRACT:

Construction Target \$:	1,542,043
Contingency Reserve Target \$:	46,261
Design Fee:	154,204

CURRENT DESIGN CONTRACT:

Construction Target:	\$1,542,043
Contingency Reserve Target:	\$46,261
Design Fee:	\$154,204

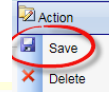
Limit Design Fee Commitment to the following amount: 110,000

Proposed Commitment Amt \$: \$110,000



# Creating a Design Contract

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.



Program #: 13844 - State Construction Office - Test  
\_Project #: 15996 - State Construction Office - Test  
\_Design #: 16-15996-01 - SCO Designer

Detail | Contract Scope and Fees | Breakdowns | Amendments | Consultants | Packages | Evaluations | Milestones

Contract# 1

\* Contract ID: 16-15996-01  
SCO Oversight: L - Limited SCO Oversight  
\* SCO Plan Review: Code Only

Contract Type: Standard Design Contract (Advance Planning Only)  
Contract Status: Active

Designer

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

Dates

Selection: 09/05/2016  
RFP Letter: 09/14/2016  
Agreement: 09/20/2016  
Signed By Designer: 09/21/2016  
Signed By Agency: 09/21/2016  
SCO Acceptance: / /

Financial Worksheet Summary

<b>Estimated:</b>	
Assigned Funds:	\$0
Estimated Cost:	\$4
Estimated Surplus (Need):	-\$4
<b>Actual:</b>	
Assigned Funds:	\$0
Total Committed:	\$0
Available to Commit:	\$0

Worksheet Detail

Design Fee exceeds funds Available to Commit.

Design Contract Fees and Funds

ORIGINAL DESIGN CONTRACT:

Construction Target \$:	1,542,043
Contingency Reserve Target \$:	46,261
Design Fee:	154,204

CURRENT DESIGN CONTRACT:

Construction Target:	\$1,542,043
Contingency Reserve Target:	\$46,261
Design Fee:	\$154,204

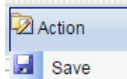
Limit Design Fee Commitment to the following amount: 110,000

Actual Commitment Amt \$: \$110,000

Uploads | Comments | Project Managers



# Creating a Design Contract

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 .

Click: ACTION->SAVE to save this change.

Program #: 13844 - State Construction Office - Test  
\_Project #: 15996 - State Construction Office - Test  
\_Design #: 16-15996-01 - SCO Designer

Detail | Contract Scope and Fees | Breakdowns | Amendments | Consultants | Packages | Evaluations | Milestones

Contract# 1



\* Contract ID: 16-15996-01  
SCO Oversight: L - Limited SCO Oversight  
\* SCO Plan Review: Limited Oversight  
Scope of Limited Oversight:  
Contract Type: Standard Design Contract (Fully Funded)  
Contract Status: **Creating**

Designer  
Name: SCO Designer  
Address: 301 N. Wilmington Street  
Suite 450  
Raleigh, NC 27601  
License#: 123456789  
HUB Firm: Not a HUB  
[Change Designer](#)

Dates  
Selection: 09/05/2016  
RFP Letter: 09/14/2016  
Agreement: 09/20/2016  
Signed By Designer: 09/20/2016  
Signed By Agency: 09/20/2016  
SCO Acceptance: / /

Design Contract Fees and Funds  
ORIGINAL DESIGN CONTRACT:  
Construction Target \$: 1,542,043  
Contingency Reserve Target \$: 46,261  
Design Fee: 154,204  
CURRENT DESIGN CONTRACT:  
Construction Target: \$1,542,043  
Contingency Reserve Target: \$46,261  
Design Fee: \$154,204  
Proposed Commitment Amt \$: \$154,204

Financial Worksheet Summary  
**Estimated:**  
Assigned Funds: \$0  
Estimated Cost: \$4  
Estimated Surplus (Need): -\$4  
**Actual:**  
Assigned Funds: \$0  
Total Committed: \$0  
Available to Commit: \$0  
[Worksheet Detail](#)  
Design Fee exceeds funds Available to Commit.



# Creating a Design Contract

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.

Program #: 13844 - State Construction Office - Test  
\_Project #: 15996 - State Construction Office - Test

NEW DESIGN:  
Detail

Contract# (Auto)      Dates      Selection: / /      Design Contract Fees and Funds

\* Contract ID: (Auto)      RFP Letter: / /      ORIGINAL DESIGN CONTRACT:

SCO Oversight: L - Limited SCO Oversight

\* SCO P      **Select Designer...**

Scope of Limite

Co

Cont

Designer

A

Lik

HU

License #: Like ▾ [ ]  
Name: Like ▾ [in-]  
Email: Like ▾ [in-house]  
Status: = ▾ Active ▾  
Contact Person: Like ▾ [ ]  
Line 1: Like ▾ [ ]  
Line 2: Like ▾ [ ]  
City: Like ▾ [ ]  
State: Like ▾ [ ]  
Zip: Like ▾ [ ]  
County: = ▾ -- Select -- ▾

Voice#: Like ▾ [ ] (999-999-9999)  
Fax#: Like ▾ [ ] (999-999-9999)  
Website URL: Like ▾ [ ]  
Year Established: = ▾ [ ]  
Parent: Like ▾ [ ]  
Parent Branch: = ▾ -- Select -- ▾  
Former Name: Like ▾ [ ]  
ID: Like ▾ [ ]  
Last Update: > ▾ / / [ ]

Search    Done    Reset

Change Designer

Available to Commit:      \$0

[Worksheet Detail](#)



# Creating a Design Contract

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.

Contract mode is: Standard Contract.

Program #: 13844 - State Construction Office - Test  
\_Project #: 15996 - State Construction Office - Test  
NEW DESIGN:  
Detail

Contract# (Auto)  
\* Contract ID: (Auto)  
SCO Oversight: L - Limited SCO Oversight  
\* SCO Plan Review: Limited Oversight  
Scope of Limited Oversight:  
Contract Type: Standard Design Contract (Fully Funded)  
Contract Status: Creating

Designer  
Name: In-House Design by Department of Administration - Facility Management  
Address:  
, NC  
License#:  
HUB Firm: Unknown  
Change Designer

Dates  
Selection: 01/01/2016  
RFP Letter: / /  
Agreement: / /  
Signed By Designer: / /  
Signed By Agency: / /  
SCO Acceptance: / /

Financial Worksheet Summary  
Estimated:  
Assigned Funds: \$0  
Estimated Cost: \$4  
Estimated Surplus (Need): -\$4  
Actual:  
Assigned Funds: \$0  
Total Committed: \$0  
Available to Commit: \$0  
Worksheet Detail

Design Contract Fees and Funds  
ORIGINAL DESIGN CONTRACT:  
Construction Target \$: 0  
Contingency Reserve Target \$: 0  
Design Fee:  
CURRENT DESIGN CONTRACT:  
Construction Target:  
Contingency Reserve Target:  
Design Fee:  
Proposed Commitment Amt \$:

# *For More Training Presentations*

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





*Administration*

Creating a Design Contract

*Interscope + Training*



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