



# Interscope Requirements

Who does what and other questions.

# Interscope Responsibilities

## System Office

- Create & modify Interscope projects that require 3-1 approval – add funding to projects
- Monitor Interscope data for accuracy
- Help colleges with Interscope problems, questions, and training



## Colleges

- Enter or validate contracts, expenditures, amendments, change orders
- Complete all closeout procedures and ensure all required data has been uploaded
- Certify milestone data and close projects

# System Office Responsibilities



NORTH CAROLINA COMMUNITY COLLEGE  
CAPITAL IMPROVEMENT PROJECT APPROVAL  
NEW PROJECT

**APPROVED**

County

OF PROJECT:

## Enter Approved 3-1s in Interscope

- Once an NCCCS 3-1 is approved by the State Board of Community Colleges, the **System Office** is responsible for setting up the project in Interscope for the college and assigning funds to the project. This is for new projects or amended projects.
- A copy of each approved NCCCS 3-1 is uploaded into Interscope under the Project – Detail tab.
- **NOTE:** Funding that is denoted as “*unidentified*” on the 3-1 is not included in Interscope because it does not exist in the project.

Project # 29335 Community College - Main Campus Welding Lab

Project Cost Estimate Project Type Funds Assigned Financial Worksheet Contracts Milestones Closeout Project Evaluations

Action Close

**Project Information - Basic**

\* Program: 19071 - Main Campus Welding Lab

\* Department: Community Colleges

\* Agency: Community College

Project ID: 29335

\* Title: Main Campus Welding Lab

Description: Urgent approval request. We would like to go to bid as soon as possible and complete this project with SCIF Funds. The project design work has been completed with local funds. This project is located on our main campus. The renovation will be in the current welding lab in the administration, education building in room AE 200. The area of renovation is approximately 3500 square feet. The project will

Agency Project Code: 2932

Status: Active

[Executive Order 143](#)

Connect NC Bond Report Status Update:

(Use this field to enter Connect NC Bond project updates.)

**Project Information - Advanced**

Project Type: C1 - CC Project <= \$500K

Standard Project

Performance Contract

\* Special Project Designation:  Non-Code-Item Project

Foundation/Other Project

Design-Build Project

Fiscal Year Funded: 2024 - 2025

Financial Controls: On

Bypass Financial Controls?

**Estimated Cost**

Estimated Project Cost	Total Amount Assigned	Estimated Need
\$386,000.00	\$386,000.00	\$0.00

**State Property Asset**

[Find Building Asset](#)

Complex:  
Asset:  
County:  
Address:

# System Office Project Setup – New Project

# System Office Setup – Funds Assigned

Project	Cost Estimate	Project Type	Funds Assigned	Financial Worksheet	Contracts	Milestones	Closeout Project	Evaluations
			<b>Project Funds Assignment Summary</b>					
				Project #: 29335 - Main Campus Welding Lab				
<b>State Debt</b>								
Subtotal - State Debt								\$0.00
<b>Non-State Debt</b>								
Subtotal - Non-State Debt								\$0.00
<b>General Fund</b>								
Subtotal - General Fund								\$0.00
<b>Non-General Fund</b>								
		Authorization	Current C-I-NCAS/NCFS	Current Funding Code	Orig. C-I-NCAS/NCFS			
		<a href="#">County Appropriations</a>	71864-712025864		71864-712025864			
Subtotal - Non-General Fund								\$36,000.00
<b>R&amp;R State Debt</b>								
Subtotal - R&R State Debt								\$0.00
<b>R&amp;R General Fund</b>								
Subtotal - R&R General Fund								\$0.00
<b>SCIF General Fund</b>								
		Authorization	Current C-I-NCAS/NCFS	Current Funding Code	Orig. C-I-NCAS/NCFS			
		<a href="#">SCIF - \$400 million</a>	42120-426403-504864-5002932		42120-426403-504864-5002932			
Subtotal - SCIF General Fund								\$350,000.00
<b>SCIF State Debt</b>								
Subtotal - SCIF State Debt								\$0.00
<b>Total Assigned</b>								<b>\$386,000.00</b>

# Other System Office Interscope Responsibilities



Monitor Project Type to ensure correct type is assigned by Interscope (see next slide)



Monitor Interscope data to ensure data is up-to-date including:

Contracts (including signed contracts uploaded)

Expenditures (Financial Worksheet Tab)

Close-out procedures followed (including contracts closed, rating present, HUB data entered and finalized, closeout documents uploaded, and closeout approved)



Make sure projects are closed in Interscope once they are completed (Interscope Financial Closeout)



Help colleges with problems encountered in the use of Interscope, answer questions, relay requests for new features to SCO, and offer training when requested.

# Project Types

Project Types Without Delegated Authority			
Type	Amount	Formal/ Informal	SCO Oversight
C1	<= \$500,000	Informal	No SCO Oversight
C2	>\$500,000	Formal	Full SCO Oversight

Project Types with \$2M Delegated Authority			
Type	Amount	Formal/ Informal	SCO Oversight
C6	< \$2M	Both	No SCO Oversight
C7	>= \$2M	Formal	Full SCO Oversight

Project Types with \$4M Delegated Authority			
Type	Amount	Formal/ Informal	SCO Oversight
C1	<= \$500,000	Informal	No SCO Oversight
C3	>\$500,000 to <= \$4M	Formal	No SCO Oversight
C4	>\$4M State	Formal	Full SCO Oversight
C5	>\$4M Nonstate	Formal	No SCO Oversight



# College Responsibilities:

Projects Without SCO Oversight

# Informal Projects & Projects without SCO Oversight



- Enter Design Contracts and upload signed contract under Design – Detail tab.
- Enter design amendments and submit under the Design – Amendments tab.
- Enter construction contracts and upload the signed contract under the Construction – Detail tab. (*Note: It is the designer's responsibility to enter and submit change orders of **formal** projects for approval through Interscope.*)

- Enter expenditures under appropriate tab on the Project – Financial Worksheet tab.
- Close all contracts at end of project.
- Complete all ratings at end of project.
- Ensure designer performs construction closeout under Package – Construction Closeout tab on formal contracts.
- Certify milestone data on Project – Closeout Project tab.
- Colleges should also submit final 2-16/2-17 (if required) and final 3-1 to System Office.



# College Responsibilities:

Projects With SCO Oversight

# Projects with Full SCO Oversight



SCO enters and uploads design contracts, construction contracts, and design amendments.

*Note: It is the designer's responsibility to enter and submit change orders for approval through Interscope on formal projects.*

The college is responsible for the remainder of the entries in Interscope, and SCO approves the final construction closeout:

- Enter expenditures under appropriate tab on the Project – Financial Worksheet tab.
- Have SCO close all contracts at end of project.
- Complete all ratings at end of project.
- Ensure designer performs construction closeout under Package - Construction Closeout tab.
- Make sure milestone data certified on Project – Closeout Project tab.
- Colleges should also submit final 2-16/2-17 (if required) and final 3-1 to System Office.

The screenshot shows a web application interface with a navigation menu at the top including Home, Companies, New, FCAP, Authorizations, Programs, Funds Change Request, My Account, Reports, Data, Forms, and Help. The main content area displays project information for 'Program #: 18966 - Alamance Community College - ACCBO Example' and 'Project #: 29662 - Alamance Community College - ACCBO Pedal to the Metal'. Below this, there are tabs for Project, Cost Estimate, Project Type, Funds Assigned, Financial Worksheet, Contracts, Milestones, Closeout Project, and Evaluations. The 'Contracts' tab is active, showing a table with columns: SCO ID#, FRM, STATUS, PHASE, TYPE, PLAN REVIEW, CONTRACT DATE, \$ORIG CONTRACT, \$CUR CONTRACT, and \$CUR COMMIT. Below the table, there are two sections: 'Uploads' and 'Project Managers'. The 'Add Design Contract' button is highlighted with a yellow circle. The footer contains the date and time '3/14/2025 2:28:04 PM [1741976083279]', the version 'InterscopePlus 2024-15.04.0307 Copyright © 2025 - State of North Carolina - Department of Administration - State Construction Office', and a 'Report a Problem' link.

# Adding a Design Contract



From the Project > Contracts tab, choose Add Design Contract.



If you do not have a designer for an informal contract, you can add a design contract by selecting “In-House Coordination” college name. But remember – you must comply with [G.S. 133-1.1](#) which states when you must have a designer for certain projects (i.e. structural changes, life safety, etc.).

Home Companies New FCAP Authorizations Programs Funds Change Request My Account Reports Data Forms Help

Program #: 18966 - Alamance Community College - ACCBO Example  
Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

New Design Contract:  
Detail

Action Close

Contract# (Auto) Dates Design Contract Fees and Funds

**Select Designer...**

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

Voice#: Like  (999-999-9999)  
Fax#: Like  (999-999-9999)  
Website URL: Like   
Year Established: =   
Parent: Like   
Parent Branch: = --Select--  
In IPS?: = --Select--  
Minority Type: = --Select--  
HUB Certified?: = --Select--  
Last Update from IPS: >  / /   
Last Update: >  / /

\$275,000  
\$100,000  
\$25,000  
\$275,000  
\$100,000

Assigned Funds: \$490,000  
Total Committed: 50  
Available to Commit: \$490,000

[Worksheet Detail](#)

3/14/2025 2:30:04 PM [1741976083279] InterscopePlus 2024-15.04.0307 Copyright © 2025 - State of North Carolina : Department of Administration : State Construction Office [Report a Problem](#)

Search for the designer from the “Select Designer...” pop up box.

Contract mode is: Standard Contract.

Program #: 18966 - Alamance Community College - ACCBO Example  
 \_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
 New Design Contract: \_\_\_\_\_  
 Detail

Action Close

<p><b>Contract# (Auto)</b></p> <p>* Contract ID: (Auto)          SCO Oversight: A - Advisory/Courtesy          * SCO Plan Review: Courtesy</p> <p>Contract Type: <span style="border: 1px solid black; padding: 2px;">Not Applicable</span></p> <p>Contract Status: <span style="border: 1px solid black; padding: 2px;">No SCO Design Contract</span></p>	<p><b>Dates</b></p> <p>Selection: <span style="float: right;">?</span>          RFP Letter: <span style="float: right;">?</span>          Agreement: <span style="float: right;">?</span>          Signed By Designer: <span style="float: right;">?</span>          Signed By Agency: <span style="float: right;">?</span>          SCO Acceptance: <span style="float: right;">?</span></p>	<p><b>Design Contract Fees and Funds</b></p> <p><b>ORIGINAL DESIGN CONTRACT:</b></p> <p>Construction Target \$: \$275,000 <span style="float: right;">?</span>          Contingency Reserve Target \$: \$100,000 <span style="float: right;">?</span>          Design Fee: \$25,000 <span style="float: right;">?</span>          Contract \$: _____ <span style="float: right;">?</span></p> <p><b>CURRENT DESIGN CONTRACT:</b></p> <p>Construction Target: \$275,000 <span style="float: right;">?</span>          Contingency Reserve Target: \$100,000 <span style="float: right;">?</span>          Design Fee: _____ <span style="float: right;">?</span>          Contract \$: _____ <span style="float: right;">?</span></p> <p><b>Proposed Commitment Amt \$:</b></p>												
<p><b>Designer</b></p> <p>Name: Smith Sinnett Architecture, P.A.           Address: 4600 Lake Boone Trail, Suite 205            Raleigh, NC 27607          License#: 50172          HUB Firm: F (Certified)</p>	<p><b>Financial Worksheet Summary</b></p> <p><u>Estimated:</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Assigned Funds:</td><td style="text-align: right;">\$490,000</td></tr> <tr><td>Estimated Cost:</td><td style="text-align: right;">\$490,000</td></tr> <tr><td>Estimated Surplus (Need):</td><td style="text-align: right;">\$0</td></tr> </table> <p><u>Actual:</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Assigned Funds:</td><td style="text-align: right;">\$490,000</td></tr> <tr><td>Total Committed:</td><td style="text-align: right;">\$0</td></tr> <tr><td>Available to Commit:</td><td style="text-align: right;">\$490,000</td></tr> </table> <p style="text-align: center;"><a href="#">Worksheet Detail</a></p>	Assigned Funds:	\$490,000	Estimated Cost:	\$490,000	Estimated Surplus (Need):	\$0	Assigned Funds:	\$490,000	Total Committed:	\$0	Available to Commit:	\$490,000	
Assigned Funds:	\$490,000													
Estimated Cost:	\$490,000													
Estimated Surplus (Need):	\$0													
Assigned Funds:	\$490,000													
Total Committed:	\$0													
Available to Commit:	\$490,000													

3/14/2025 2:30:04 PM [1741976083279] InterscopePlus 2024-15.04.0307 Copyright © 2025 - State of North Carolina : Department of Administration : State Construction Office [Report a Problem](#)

Select the Contract Type and Contract Status, then Action > Save.

Contract updated successfully.

Program #: 18966 - Alamance Community College - ACCBO Example  
 \_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
 \_Design #: 25-29062-01 - Smith Sinnett Architecture, P.A.

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

Action Close

---

**Contract# 1**

- \* Contract ID: 25-29062-01
- SCO Oversight: A - Advisory/Courtesy
- \* SCO Plan Review: Courtesy

Contract Type: Letter Agreement (General Use)

Contract Status: Active

**Dates**

- Selection: 2025-01-02
- RFP Letter: [?]
- Agreement: 2025-02-01
- Signed By Designer: 2025-02-01
- Signed By Agency: 2025-02-01
- SCO Acceptance: [?]

**Design Contract Fees and Funds**

**ORIGINAL DESIGN CONTRACT:**

- Construction Target \$: \$275,000
- Contingency Reserve Target \$: \$100,000
- Design Fee: \$22,500
- Contract \$: \$0

**CURRENT DESIGN CONTRACT:**

- Construction Target: \$275,000
- Contingency Reserve Target: \$100,000
- Design Fee: \$22,500
- Contract \$: \$0

Actual Commitment Amt \$: \$22,500

**Designer**

Name: Smith Sinnett Architecture, P.A.  
 Address: 4600 Lake Boone Trail, Suite 205  
 Raleigh, NC 27607  
 License#: 50172  
 HUB Firm: F (Certified)

**Financial Worksheet Summary**

<b>Estimated:</b>	
Assigned Funds:	\$490,000
Estimated Cost:	\$490,000
Estimated Surplus (Need):	\$0
<b>Actual:</b>	
Assigned Funds:	\$490,000
Total Committed:	\$0
Available to Commit:	\$490,000

[Worksheet Detail](#)

Uploads | Comments | Project Managers

Delete?	Date	Type	File Name	Description	Uploaded By
0 found					

[Upload Files](#)

Set the Contract Status to Creating and populate the “Dates” box, the Contract \$, then Action > Save. Change the Contract Status to Active > Save. Next, choose Upload Files.

# Uploading the Design Contract

The screenshot shows a 'File Uploader' dialog box with the following elements and numbered annotations:

- 1**: Points to the 'Browse...' button.
- 2**: Points to the 'Add File' button.
- 3**: Points to the 'Description' text input field.
- 4**: Points to the 'Upload File(s)' button.

Instructions within the dialog:

- 1 - [Browse] to select a file
- 2 - [Add File]
- 3 - [Upload File(s)] when ready to transmit files

1. Browse to the file location and select the file to upload.
2. Click "Add File" to ready the file to add to Interscope.
3. Write a description of the file such as [Date] Design Agreement [Company].
4. Click "Upload File(s)" the file to Interscope. (See location in graphic below.)

The screenshot displays the Interscope software interface for a contract. The top navigation bar includes tabs for Detail, Contract Scope and Fees, Breakdowns, Amendments, Consultants, Packages, Evaluations, and Milestones. The main content area is divided into several sections:

- Contract# 1**: Contract ID: 25-29062-01, SCO Oversight: A - Advisory/Courtesy, SCO Plan Review: Courtesy, Contract Type: Letter Agreement (General Use), Contract Status: Active.
- Dates**: Selection: 2025-01-02, RFP Letter: 2025-02-01, Agreement: 2025-02-01, Signed By Designer: 2025-02-01, Signed By Agency: 2025-02-01, SCO Acceptance: 2025-02-01.
- Design Contract Fees and Funds**: ORIGINAL DESIGN CONTRACT (Construction Target \$: \$275,000, Contingency Reserve Target \$: \$100,000, Design Fee: \$22,500, Contract \$: \$0), CURRENT DESIGN CONTRACT (Construction Target: \$275,000, Contingency Reserve Target: \$100,000, Design Fee: \$22,500, Contract \$: \$0, Actual Commitment Amt \$: \$22,500).
- Designer**: Name: Smith Sinnett Architecture, P.A., Address: 4600 Lake Boone Trail, Suite 205, Raleigh, NC 27607, License#: 50172, HUB Firm: F (Certified).
- Financial Worksheet Summary**: Estimated (Assigned Funds: \$490,000, Estimated Cost: \$490,000, Estimated Surplus (Need): \$0), Actual (Assigned Funds: \$490,000, Total Committed: \$0, Available to Commit: \$490,000).

At the bottom, there is a table with columns: Delete?, Date, Type, File Name, Description, and Uploaded By. The table contains two entries:

Delete?	Date	Type	File Name	Description	Uploaded By
<input type="checkbox"/>	2025-03-14 14:40:08	DESIGN CONTRACT	CLTCC_Floorplan_Files.pdf		
<input type="checkbox"/>			2025.02.01 Design Agreement Smith Sinnett		dormana



When uploading files into Interscope, always provide a clear file description in the description field so that others can easily find the files with ease. This will prevent the System Office from reaching out to the college to request that a file be uploaded that is already in place.

Program #: 18966 - Alamance Community College - ACCBO Example  
\_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
\_Design #: 25-29062-01 - Smith Sinnett Architecture, P.A.

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

Close

#	DESCRIPTION	\$DESIGN FEE	\$ADVANCE PLANNING	\$CONSTRUCTION	\$CONTINGENCY	AMENDMENT DATE	SIGNED DESIGNER	SIGNED AGENCY	SCO RECEIPT
0 found									

Add Amendment

Uploads | Comments | Project Managers

Delete?	Date	Type	File Name	Description	Uploaded By
<input type="checkbox"/>	2025-03-14 14:40:08	DESIGN CONTRACT	<a href="#">QITCC_Floorplan_Fill-In.pdf</a>	2025.02.01 Design Agreement Smith Sinnett	dormana

1 found

Delete Selected Files | Upload Files

From the Design > Amendments tab, click on the “Add Amendment” button.

# Adding a Design Amendment

Plan # 18946 - Alamance Community College - ACCBO Example  
 Project # 29062 - Alamance Community College - ACCBO Portal to the Metal  
 Design # 25-29062-01 - Smith Sirett Architecture, PA  
 AMENDMENT:

**Current Design Contract**  
 Construction Target: \$275,000  
 Contingency Target: \$100,000  
 Current Design Fee: \$22,500

**Financial Worksheet Summary**  
**Estimated:**  
 Assigned Funds: \$490,000  
 Estimated Cost: \$490,000  
 Estimated Surplus (Need): \$0  
**Actual:**  
 Assigned Funds: \$490,000  
 Total Committed: \$311,500  
 Available to Commit: \$178,500  
[Worksheet Detail](#)

**Amendment Fees and Funds**  
 Change to Construction Target \$:   
 Change to Contingency Target \$:   
 Change to Design Fee \$: 15,000.00  
 Change to Advance Planning Fee \$:

**Amendment Dates**  
 Amendment Date: 02/02/2025  
 Signed By Designer: 02/02/2025  
 Signed By Agency: 02/02/2025  
 SCO Receipt: 02/02/2025  
 Generate Amendment (MS Word)

**Description**  
 This amendment is to increase the scope to add an additional learning experience

Action

Don't forget Action > Save!

1:54:17 PM [17428877640]  
 InrascopePlus 2024-10-04 03:07 Copyright © 2025 - State of North Carolina - Department of Administration - State Construction Office

# Fill In Dates, Description & Fees

Program #: 19366 - Alamance Community College - ACCBO Example  
 Project #: 29662 - Alamance Community College - ACCBO Pedal to the Metal  
 Design #: 25-29062-01 - Smith Sinner Architecture, P.A.

Detail | Contracts Scope and Fees | Breakdowns | Amendments | Consultants | Packages | Milestones

#	DESCRIPTION	DESIGN FEE	ADVANCE PLANNING FEE	CONSTRUCTION	CONTINGENCY	AMENDMENT DATE	SIGNED DESIGNER	SIGNED AGENCY	SCO RECEIPT
1	The amendment is to increase the scope to add an additional learning experience	15,000.00	0.00	0.00	0.00	2025-03-01	2025-03-02	2025-03-02	2025-03-02

1 found

Uploads | Comments | Project Managers

Detail?	Date	Type	File Name	Description	Uploaded By
<input type="checkbox"/>	2025-03-14 14:40:08	DESIGN CONTRACT	<a href="#">0100_Floorplan_F312.pdf</a>	2025.02.01 Design Agreement Smith Sinner	domana

1 found

3/24/2025 1:58:35 PM (1742838779402) InterscopePlus 2024-10-04 0307 Copyright © 2025 - State of North Carolina - Department of Administration - State Construction Office

Click on the number to open the actual amendment.

\*Please note: If you check the design contract detail screen, it will now show the total design contract is now \$37,500 (the original \$22,500 + \$15,000 amendment).

# Amendment Information

Home Companies New FCAP Authorizations Programs Funds Change Request My Account Reports Data Forms Help

Program #: 18966 - Alamance Community College - ACCBO Example  
 \_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
 \_Design #: 25-29062-01 - Smith Sinnett Architecture, P.A.

Detail Contract Scope and Fees Breakdowns Amendments Consultants Packages Milestones

Close

SCO ID#	PACKAGE TITLE	STATUS	PROJECT MONITOR	% COMPLETE	TOTAL CONTRACTS	PLAN LOCATION
25-29062-01A	ACCBO Pedal to the Metal	Approved for Bid	Unassigned	0	\$289,000.00	

1 found

New Package Export

Uploads Comments Project Managers

Delete?	Date	Type	File Name	Description	Uploaded By
<input type="checkbox"/>	2025-03-14 14:40:08	DESIGN CONTRACT	<a href="#">CLTCC_Floorplan_Fill-In.pdf</a>	2025.02.01 Design Agreement Smith Sinnett	dormana

1 found

Delete Selected Files Upload Files

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# Adding a Construction Contract



From the Design > Packages tab, click on the SCO ID #

Home Companies New FCAP Authorizations Programs Funds Change Request My Account Reports Data Forms Help

Program #: 18966 - Alamance Community College - ACCBO Example  
 Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
 Design #: 25-29062-01 - Smith Sinnott Architecture, PA  
 Package: 25-29062-01A - ACCBO Pedal to the Metal

Detail Plan Reviews Construction Contracts Monthly Progress Weekly Inspection Inspections and Certificates Construction Closeout Evaluations Milestones Bid Solicitations

Action Close

Package A

Oversight: A - Advisory/Courtesy  
 Plan Review: Courtesy  
 \* Title: ACCBO Pedal to the Metal  
 \* Type: Undetermined  
 \* Status: Under Design  
 Status Reason:  
 Square Footage: 0  
 Plan Location:  
 \* County: UNKNOWN  
 ACCBO Pedal to the Metal  
 \* Description:  
 Designer Rep:

Bidding/Construction Contracts  
 Approved for Bid: Formal Contracts? Y  
 Approved for Award: Project Delivery Method: Unknown  
 Executive Order 143:

Construction Administration  
 \* Project Monitor: Unassigned  
 Monthly Conference:  
 Percent Complete: 0%  
 Final Punchlist: Complete

Fees / Funds  
 Liquidated Damages (day):  
 CD Cost Estimate:  
 Plan Deposit:  
 Total Change Orders:  
 Total Construction Contract:

Archive Information  
 Archive Date: / /  
 Archive Box#:   
 Micro Film#:   
 Upload Files

Uploads Comments ProjectManagers

Delete?	Date	Type	File Name	Description	Uploaded By
0 found					

3/14/2025 2:50:40 PM [1741976083279] InterscopePlus 2024-15.04.0307 Copyright © 2025 - State of North Carolina : Department of Administration : State Construction Office Report a Problem

From the Package > Detail tab make choices for the highlighted dropdowns, then fill in the description, and click Action > Save. Then click on the Construction Contracts tab.

Home Companies New FCAP Authorizations Programs Funds Change Request My Account Reports Data Forms Help

Program #: 18966 - Alamance Community College - ACCBO Example  
\_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
\_Design #: 25-29062-01 - Smith Sinnett Architecture, P.A.  
Package: 25-29062-01A - ACCBO Pedal to the Metal

Detail Plan Reviews **Construction Contracts** Monthly Progress Weekly Inspection Inspections and Certificates Construction Closeout Evaluations Milestones Bid Solicitations

Close

CONTRACT#	CONTRACTOR	TYPE	STATUS	\$ORIGINAL	\$CURRENT	ORIG DAYS	CUR DAYS	PROJECTED COMPL	MBE AMT (AWARD)	MBE PCT (AWARD)
-----------	------------	------	--------	------------	-----------	-----------	----------	-----------------	-----------------	-----------------

0 found [New Construction Contract](#)

Uploads Comments ProjectManagers

Delete?	Date	Type	File Name	Description	Uploaded By
---------	------	------	-----------	-------------	-------------

0 found [Upload Files](#)

3/14/2025 2:50:40 PM [1741976083279] InterscopePlus 2024-15.04.0307 Copyright © 2025 - State of North Carolina : Department of Administration : State Construction Office [Report a Problem](#)

Select “New Construction Contract” from the lower right.

Package: 25-29062-01A - ACCBO Pedal to the Metal  
 Construction Contract #. 25-29062-01A.1 - Barnhill Contracting Company

Contract Summary

Formal Contract: N  
 Contract Status: Valid Contract  
 Contract Type: General Contract  
 Negotiated?: N  
 Bid Number: SCO-25-29062-01A  
 Final Change Order Approval: N/A

Contractor

Name: Barnhill Contracting Company  
 Address: 4325 Pleasant Valley Road  
 P. O. Box 31785  
 Raleigh, NC 27622  
 License#:   
 Contact:

Owner Contact

Safety Officer

Sheets

Surety

Name:   
 Address:   
 Agent:   
 Address:

Award Details

Award Type: Single Prime  
 Approved For Bid: 2025-02-05  
 Actual Bid: 2025-02-25  
 Awarded: 2025-03-05

Contract Dates

Contract Date: 2025-03-05  
 Contracts Approved by Agency: 2025-03-05  
 Contracts Approved by Atty Genl:  
 Projected Completion:  
 Construction Start (NTP): 03/06/2025

Contract Amounts

Project Financial Worksheet Summary:

Assigned Funds:	\$490,000
Total Committed:	\$311,500
Available to Commit:	\$178,500
This Contract:	\$288,000
Available to Commit After Contract Approval:	\$178,500

Worksheet Detail

Contract Amounts:

	Amount	Days
Original:	\$288,000.00	0
Change Order:	\$0.00	
Current:	\$288,000.00	0

Comments | Uploads | Project Managers

Delete?	Date	Type	File Name	Description	Uploaded By
<input type="checkbox"/>	2025-03-04 14:57:38	CONSTRUCTION	Q325C_Floorplan_Fill.pdf	2025.03.05 OC Barnhill Contract	dominic

1 found

Delete Selected Files | Upload Files

Filling in the number of days will cause a date to populate in the "Projected Completion" field – and this will change when change orders are entered that add days to the contract.

Fill in the highlighted areas. Upload the signed contract (just light the design contract). Make sure you click Action > Save!

Home Companies New FCAP Authorizations Programs Funds Change Request My Account Reports Data Forms Help

Program #: 18966 - Alamance Community College - ACCBO Example

Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Project Cost Estimate Project Type Funds Assigned Financial Worksheet **Contracts** Milestones Closeout Project Evaluations

Close

	SCO ID#	FIRM	STATUS	PHASE	TYPE	PLAN REVIEW	CONTRACT DATE	\$ORIG CONTRACT	\$CUR CONTRACT	\$CUR COMMIT
1	25-29062-01	Smith Sinnett Architecture, P.A.	Active	Design	Letter Agreement (General Use)	Courtesy	2025-02-01	\$22,500.00	\$37,500.00	\$37,500.00
2	25-29062-01A-1	Barnhill Contracting Company	Valid Contract	Construction	General Contract		2025-03-05	\$289,000.00	\$289,000.00	\$289,000.00

2 found Add Design Contract Export

Uploads Comments Project Managers

Delete?	Date	Type	File Name	Description	Uploaded By
0 found <span>Upload Files</span>					

From the Project > Contracts tab, you can see that the two contracts (one design, one construction) have been added to the project.

Home Companies New FCAP Authorizations Programs Funds Change Request My Account Reports Data Forms Help

Program #: 18966 - Alamance Community College - ACCBO Example  
Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
Design #: 25-29062-01 - Smith Sinnett Architecture, P.A.  
Package: 25-29062-01A - ACCBO Pedal to the Metal  
Construction Contract #: 25-29062-01A.1 - Barnhill Contracting Company

Construction Contract Detail Bid Items HUB Good-Faith Efforts HUB Participation Change Orders Evaluations Milestones

Contract Summary

Formal Contract: N  
Contract Status: Under Construction  
Contract Type: General Contract  
Negotiation?: N  
Bid Number: SCO-25-29062-01A  
Final Change Order Approval: N/A

Contractor

Name: Barnhill Contracting Company  
Address: 4325 Pleasant Valley Road  
P. O. Box 31765  
Raleigh, NC 27622  
License#:   
Contract:

Award Details

Award Type: Single Prime  
Approved For Bid: 2025-02-05  
Actual Bid: 2025-02-25  
Awarded: 2025-03-05

Contract Dates

Contract Date: 2025-03-05  
Contracts Approved by Agency: 2025-03-05  
Contracts Approved by Atty Genl:

REMINDER: Only designers can enter change order on formal projects.

To add a change order to an informal project, go to the Construction Contract > Change Orders tab. (*Note: Both the package and construction contract must be "under construction" to add a change order.*)

Program #: 18966 - Alamance Community College - ACCBO Example

Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Design #: 25-29062-01 - Smith Sinnett Architecture, P.A.

Package: 25-29062-01A - ACCBO Pedal to the Metal

Construction Contract #: 25-29062-01A-1 - Barnhill Contracting Company

Construction Contract Detail Bid Items HUB Good-Faith Efforts HUB Participation HUB Participation (CMAR) **Change Orders** Milestones Award Request Bid Documents Bid Summary Project Funding and Costs Bid Solicitations

Action

Close

### Change Orders Summary

	CONTRACT START	+	CHANGE ORDERS (Current)	=	CONTRACT (Current)	(+/-)	CHANGE ORDERS (After Change)	=	CONTRACT (After Change)	AVAILABLE TO COMMIT (Current)	AVAILABLE TO COMMIT (After Change)
Construction Days	0	+		=	0	(+/-)	0	=	0		
Cost (\$)	\$289,000	+	\$0	=	\$289,000	(+/-)		=	\$289,000	\$163,500	

CHANGE ORDER #	DESCRIPTION	DAYS	AMOUNT

Type the description, number of days, and amount.

Program #: 18966 - Alamance Community College - ACCBO Example  
 Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
 Design #: 25-29062-01 - Smith Sinnett Architecture, P.A.  
 Package: 25-29062-01A - ACCBO Pedal to the Metal  
 Construction Contract #: 25-29062-01A-1 - Barnhill Contracting Company

Construction Contract Detail | Bid Items | HUB Good-Faith Efforts | HUB Participation | HUB Participation (CMAR) | **Change Orders** | Milestones | Award Request | Bid Documents | Bid Summary | Project Funding and Costs | Bid Solicitations

[Action](#) [Close](#)

**Change Orders Summary**

	CONTRACT START	+	CHANGE ORDERS (Current)	=	CONTRACT (Current)	(+/-)	CHANGE ORDERS (After Change)	=	CONTRACT (After Change)	AVAILABLE TO COMMIT (Current)	AVAILABLE TO COMMIT (After Change)
Construction Days	0	+		=	0	(+/-)	2	=	2		
Cost (\$)	\$289,000	+	\$0	=	\$289,000	(+/-)		=	\$289,000	\$163,500	

CHANGE ORDER #	DESCRIPTION	DAYS	AMOUNT
	Addition of brake pedal	2	100.00

Click Action > Save.

Program #: 18966 - Alamance Community College - ACCBO Example  
 \_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
 \_Design #: 25-29062-01 - Smith Sinnott Architecture, P.A.  
 \_Package: 25-29062-01A - ACCBO Pedal to the Metal  
 \_Construction Contract #: 25-29062-01A-1 - Barnhill Contracting Company

Construction Contract Detail | Bid Items | HUB Good-Faith Efforts | HUB Participation | HUB Participation (CMAR) | **Change Orders** | Milestones | Award Request | Bid Documents | Bid Summary | Project Funding and Costs | Bid Solicitations

Action Close

### Change Orders Summary

	CONTRACT START	+	CHANGE ORDERS (Current)	=	CONTRACT (Current)	(+/-)	CHANGE ORDERS (After Change)	=	CONTRACT (After Change)	AVAILABLE TO COMMIT (Current)	AVAILABLE TO COMMIT (After Change)
Construction Days	0	+		=	0	(+/-)	0	=	0		
Cost (\$)	\$289,000	+	\$0	=	\$289,000	(+/-)		=	\$289,000	\$163,500	

CHANGE ORDER #	DESCRIPTION	DAYS	AMOUNT
1	Addition of brake pedal	2	\$100.00
			X
			X

You will note that the system added a number in the Change Order # column.

Construction Contract Detail | Bid Items | HUB Good-Faith Efforts | HUB Participation | HUB Participation (CMAR) | Change Orders | Milestones | Award Request | Bid Documents | Bid Summary | Project Funding and Costs | Bid Solicitations

★ Action Close

### Contract Summary

Formal Contract: N

\* Contract Status: Under Construction

\* Contract Type: General Contract

Negotiation? N

Bid Number: SCO-25-29062-01A

Final Change Order Approval: N/A

---

### Owner Contact

---

### Safety Officer

---

### Sheets

### Contractor

Name: Barnhill Contracting Company

Address: 4325 Pleasant Valley Road  
P. O. Box 31765  
Raleigh, NC 27622

License#:

Contact:

---

### Surety

Name:

Address:

Agent:

Address:

### Award Details

Award Type: Single Prime

Approved For Bid: 2025-02-05

Actual Bid: 2025-02-25

Awarded: 2025-03-05

---

### Contract Dates

Contract Date: 2025-03-05

Contracts Approved by Agency: 2025-03-05

Contracts Approved by Atty Genl: 2025-03-07

Projected Completion: 2025-03-07

Construction Start (NTP): 03/06/2025

---

### Contract Amounts

[Project Financial Worksheet Summary:](#)

Assigned Funds:	\$490,000
Total Committed:	\$326,600
Available to Commit:	\$163,400
This Contract:	\$289,100
Available to Commit After Contract Approval:	\$163,400

[Worksheet Detail](#)

---

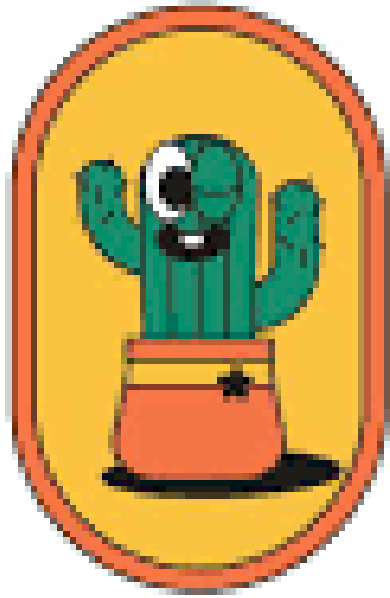
### Contract Amounts:

	Amount	Days
Original:	\$289,000.00	0
Change Order:	\$100.00	2
Current:	\$289,100.00	2

Return to the Construction Contract Detail tab, and you will see the amount has been added to the construction contract in the bottom right of the screen.



- It is the designer's responsibility to enter and submit change orders for approval through Interscope on **formal** contracts.
- However, on **informal** contracts, the colleges can perform this task.
- On formal contracts, **ONLY** designers can initiate change orders and submit them for approval through Interscope. Neither the college nor the system office can do this on formal contracts.



Commonly  
Overlooked

**Beneficial  
Feature**

Also, Most Overlooked

Program #: 18966 - Alamance Community College - ACCBO Example  
Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Project Cost Estimate Project Type Funds Assigned **Financial Worksheet** Contracts Milestones Closeout Project Evaluations

Estimated vs Committed Contingency **Expenditures - Design** Expenditures - Construction Expenditures - Other

Close

Save

**Worksheet Summary**

Assigned Funds:	\$490,000.00	Assigned Funds:	\$490,000.00
Total Estimated Cost:	\$490,000.00	Total Committed:	\$326,600.00
Estimated Surplus (Need):	\$0.00	Available to Commit:	\$163,400.00

[Assign Funds](#)

Worksheet Detail

# Adding Expenditures



From the Project > Financial Worksheets tab, you have 3 expenditures tabs to choose from – Design, Construction, and Other.

\_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Project Cost Estimate Project Type Funds Assigned **Financial Worksheet** Contracts Milestones Closeout Project Evaluations

Estimated vs Committed Contingency **Expenditures - Design** Expenditures - Construction Expenditures - Other

Close

Expenditure Details

Cost Category: Design

Commitment: #1 - Smith Sinnett Architecture, P.A.

Add New Row

Total: Design Contracts	\$37,500.00	\$0.00	\$37,500.00
-------------------------	-------------	--------	-------------

Save

Expenditures for Design and Construction are entered the same way, so this will only show the Design example. On the Expenditures – Design tab, click “Add New Row”

Program #: 18966 - Alamance Community College - ACCBO Example  
 Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Project Cost Estimate Project Type Funds Assigned **Financial Worksheet** Contracts Milestones Closeout Project Evaluations

Estimated vs Committed Contingency **Expenditures - Design** Expenditures - Construction Expenditures - Other

**Expenditure Details**

Cost Category: Design

Commitment: #1 - Smith Sinnett Architecture, P.A. [Add New Row](#)

Vendor	Committed	Invoice	Date	Amount	Agency Funding Code	Open
Smith Sinnett Architecture, P.A.		(Required)	03/29/2025	\$ 0.00		\$37,500.00
	\$37,500.00			\$0.00		\$37,500.00
<b>Total: Design Contracts</b>	<b>\$37,500.00</b>			<b>\$0.00</b>		<b>\$37,500.00</b>

A row under the Design contract will appear (if you have more than one design contract you will need to choose the correct design contract). Fill in the Invoice number, date, and amount. Agency Funding Code is optional for use by your college if you so choose.

Expenditures Saved successfully

Program #: 18966 - Alamance Community College - ACCBO Example  
Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Project | Cost Estimate | Project Type | Funds Assigned | **Financial Worksheet** | Contracts | Milestones | Closeout Project | Evaluations

Estimated vs Committed | Contingency | **Expenditures - Design** | Expenditures - Construction | Expenditures - Other

Close

Expenditure Details

Cost Category: Design

Save

Commitment: #1 - Smith Sinnett Architecture, P.A. [Add New Row](#)

Vendor	Committed	Invoice	Date	Amount	Agency Funding Code	Open	
Smith Sinnett Architecture, P.A.		123123	03/29/2025	\$ 200.00			Delete
	\$37,500.00			\$200.00		\$37,300.00	
<b>Total: Design Contracts</b>	<b>\$37,500.00</b>			<b>\$200.00</b>		<b>\$37,300.00</b>	

Click the “Save” button. You will get a red message at the top of the screen that shows “Expenditures Saved Successfully”.

**\_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal**

Project | Cost Estimate | Project Type | Funds Assigned | **Financial Worksheet** | Contracts | Milestones | Closeout Project | Evaluations

Estimated vs Committed | Contingency | Expenditures - Design | Expenditures - Construction | Expenditures - Other

**Worksheet Summary**

<b>Assigned Funds:</b>	\$490,000.00	<b>Assigned Funds:</b>	\$490,000.00
<b>Total Estimated Cost:</b>	\$490,000.00	<b>Total Committed:</b>	\$326,600.00
<b>Estimated Surplus (Need):</b>	\$0.00	<b>Available to Commit:</b>	\$163,400.00

[Assign Funds](#)

**Worksheet Detail**

	Estimated Cost	Committed		Expended
		Original Contracts	Revised Contracts	
Design Fee \$:	\$ 25,000.00	\$ 22,500.00	\$ 37,500.00	\$ 200.00
Construction \$:	\$ 275,000.00	\$ 289,000.00	\$ 289,100.00	\$ 0.00
Contingency \$:	\$ 100,000.00			
Other \$:	\$ 90,000.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total</b>	<b>\$490,000.00</b>	<b>\$311,500.00</b>	<b>\$326,600.00</b>	<b>\$200.00</b>

Return to the Financial Worksheet tab, and you will see the expenditure entered appears in the expended column.

Program #: 18966 - Alamance Community College - ACCBO Example

\_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Project / Cost Estimate / Project Type / Funds Assigned / **Financial Worksheet** / Contracts / Milestones / Closeout Project / Evaluations

Estimated vs Committed / Contingency / Expenditures - Design / Expenditures - Construction / **Expenditures - Other**

#### Expenditure Details

Cost Category: Other

Add  line(s)

Click on the “Expenditures – Other” tab. These are entered slightly differently – since these are for those other contracts and fees not covered by design or general contracts. Choose how many lines to enter and click the + sign.

Expenditures saved successfully

Program #: 18966 - Alamance Community College - ACCBO Example  
 \_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Project Cost Estimate Project Type Funds Assigned **Financial Worksheet** Contracts Milestones Closeout Project Evaluations

Estimated vs Committed Contingency Expenditures - Design Expenditures - Construction **Expenditures - Other**

Close

Expenditure Details Export Save

Cost Category: Other

Add 3 line(s) +

HUB?	Commitment #	Purpose	Vendor	Commitment Amt	Open Amt	Invoice
<input type="checkbox"/>	1	Tires	Joe's Tire Service	\$ 1,200.00	\$0.00	<a href="#">Add Invoice</a> <a href="#">Delete Commitment</a>
<input type="checkbox"/>	2	Brakes	Reliable Stop	\$ 2,500.00	\$0.00	<a href="#">Add Invoice</a> <a href="#">Delete Commitment</a>
<input type="checkbox"/>	3	Concrete	Fill-it-Up Concrete	\$ 5,000.00	\$0.00	<a href="#">Add Invoice</a> <a href="#">Delete Commitment</a>
Total				\$0.00	\$0.00	\$0.00

3 lines were added for 3 contracts, then saved. Notice you can now add invoices for each of these contracts – it could be one or multiple invoices for each.



Contracts to support “Expenditures – Other” should be uploaded here.

Commitment(s) and Expenditures Saved successfully

Program #: 18966 - Alamance Community College - ACCBO Example  
Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Project Cost Estimate Project Type Funds Assigned **Financial Worksheet** Contracts Milestones Closeout Project Evaluations

Estimated vs Committed Contingency Expenditures - Design Expenditures - Construction **Expenditures - Other**

Close

Expenditure Details

Cost Category: Other

Export Save

Add  line(s) +

HUB?	Commitment #	Purpose	Vendor	Commitment Amt	Open Amt	Invoice																
<input type="checkbox"/>	1	Tires	Joe's Tire Service	\$ 1,200.00	\$1,100.00	<table border="1"><thead><tr><th>Invoice #</th><th>Invoice Date</th><th>Invoice Amt</th><th>Agency Funding Code</th><th></th></tr></thead><tbody><tr><td>111222</td><td>03/29/2025</td><td>\$ 100.00</td><td></td><td>Delete</td></tr><tr><td colspan="2">Total</td><td>\$100.00</td><td></td><td></td></tr></tbody></table>	Invoice #	Invoice Date	Invoice Amt	Agency Funding Code		111222	03/29/2025	\$ 100.00		Delete	Total		\$100.00			Delete Commitment
Invoice #	Invoice Date	Invoice Amt	Agency Funding Code																			
111222	03/29/2025	\$ 100.00		Delete																		
Total		\$100.00																				
<input type="checkbox"/>	2	Brakes	Reliable Stop	\$ 2,500.00	\$2,000.00	<table border="1"><thead><tr><th>Invoice #</th><th>Invoice Date</th><th>Invoice Amt</th><th>Agency Funding Code</th><th></th></tr></thead><tbody><tr><td>222111</td><td>03/29/2025</td><td>\$ 500.00</td><td></td><td>Delete</td></tr><tr><td colspan="2">Total</td><td>\$500.00</td><td></td><td></td></tr></tbody></table>	Invoice #	Invoice Date	Invoice Amt	Agency Funding Code		222111	03/29/2025	\$ 500.00		Delete	Total		\$500.00			Delete Commitment
Invoice #	Invoice Date	Invoice Amt	Agency Funding Code																			
222111	03/29/2025	\$ 500.00		Delete																		
Total		\$500.00																				
<input type="checkbox"/>	3	Concrete	Fill-It-Up Concrete	\$ 5,000.00	\$4,000.00	<table border="1"><thead><tr><th>Invoice #</th><th>Invoice Date</th><th>Invoice Amt</th><th>Agency Funding Code</th><th></th></tr></thead><tbody><tr><td>333111</td><td>03/29/2025</td><td>\$ 1,000.00</td><td></td><td>Delete</td></tr><tr><td colspan="2">Total</td><td>\$1,000.00</td><td></td><td></td></tr></tbody></table>	Invoice #	Invoice Date	Invoice Amt	Agency Funding Code		333111	03/29/2025	\$ 1,000.00		Delete	Total		\$1,000.00			Delete Commitment
Invoice #	Invoice Date	Invoice Amt	Agency Funding Code																			
333111	03/29/2025	\$ 1,000.00		Delete																		
Total		\$1,000.00																				
Total				\$8,700.00	\$7,100.00	\$1,600.00																

Uploads Comments Project Managers

Delete?	Date	Type	File Name	Description	Uploaded By
0 found					

Upload Files

Commitment(s) and Expenditures saved successfully

Program #: 18966 - Alamance Community College - ACCBO Example  
 Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Project | Cost Estimate | Project Type | Funds Assigned | **Financial Worksheet** | Contracts | Milestones | Closeout Project | Evaluations

Estimated vs Committed | Contingency | Expenditures - Design | Expenditures - Construction | **Expenditures - Other**

Close

Export Save

Expenditure Details  
 Cost Category: Other

HUB?	Commitment #	Purpose	Vendor	Commitment Amt	Open Amt	Invoice																
<input type="checkbox"/>	1	Tires	Joe's Tire Service	\$ 1,200.00	\$1,100.00	<table border="1"> <thead> <tr> <th>Invoice #</th> <th>Invoice Date</th> <th>Invoice Amt</th> <th>Agency Funding Code</th> </tr> </thead> <tbody> <tr> <td>111222</td> <td>03/29/2025</td> <td>\$ 100.00</td> <td></td> </tr> <tr> <td colspan="4">Total</td> </tr> <tr> <td colspan="4">\$100.00</td> </tr> </tbody> </table>	Invoice #	Invoice Date	Invoice Amt	Agency Funding Code	111222	03/29/2025	\$ 100.00		Total				\$100.00			
Invoice #	Invoice Date	Invoice Amt	Agency Funding Code																			
111222	03/29/2025	\$ 100.00																				
Total																						
\$100.00																						
<input type="checkbox"/>	2	Brakes	Reliable Stop	\$ 2,500.00	\$2,000.00	<table border="1"> <thead> <tr> <th>Invoice #</th> <th>Invoice Date</th> <th>Invoice Amt</th> <th>Agency Funding Code</th> </tr> </thead> <tbody> <tr> <td>222111</td> <td>03/29/2025</td> <td>\$ 500.00</td> <td></td> </tr> <tr> <td colspan="4">Total</td> </tr> <tr> <td colspan="4">\$500.00</td> </tr> </tbody> </table>	Invoice #	Invoice Date	Invoice Amt	Agency Funding Code	222111	03/29/2025	\$ 500.00		Total				\$500.00			
Invoice #	Invoice Date	Invoice Amt	Agency Funding Code																			
222111	03/29/2025	\$ 500.00																				
Total																						
\$500.00																						
<input type="checkbox"/>	3	Concrete	Fill-it-Up Concrete	\$ 5,000.00	\$5,000.00	<table border="1"> <thead> <tr> <th>Invoice #</th> <th>Invoice Date</th> <th>Invoice Amt</th> <th>Agency Funding Code</th> </tr> </thead> <tbody> <tr> <td>333111</td> <td>03/29/2025</td> <td>\$ 1,000.00</td> <td></td> </tr> <tr> <td colspan="4">Total</td> </tr> <tr> <td colspan="4">\$0.00</td> </tr> </tbody> </table>	Invoice #	Invoice Date	Invoice Amt	Agency Funding Code	333111	03/29/2025	\$ 1,000.00		Total				\$0.00			
Invoice #	Invoice Date	Invoice Amt	Agency Funding Code																			
333111	03/29/2025	\$ 1,000.00																				
Total																						
\$0.00																						
Total				\$8,700.00	\$8,100.00	\$600.00																

One invoice was entered against each contract and saved.

Program #: 18966 - Alamance Community College - ACCBO Example  
 Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Project Cost Estimate Project Type Funds Assigned **Financial Worksheet** Contracts Milestones Closeout Project Evaluations

Estimated vs Committed Contingency Expenditures - Design Expenditures - Construction Expenditures - Other

**Worksheet Summary**

Assigned Funds:	\$490,000.00	Assigned Funds:	\$490,000.00
Total Estimated Cost:	\$490,000.00	Total Committed:	\$335,300.00
Estimated Surplus (Need):	\$0.00	Available to Commit:	\$154,700.00

[Assign Funds](#)

**Worksheet Detail**

	Estimated Cost	Committed		Expended
		Original Contracts	Revised Contracts	
Design Fee \$:	\$ 25,000.00	\$ 22,500.00	\$ 37,500.00	\$ 200.00
Construction \$:	\$ 275,000.00	\$ 289,000.00	\$ 289,100.00	\$ 0.00
Contingency \$:	\$ 100,000.00			
Other \$:	\$ 90,000.00	\$ 8,700.00	\$ 8,700.00	\$ 1,600.00
<b>Total</b>	<b>\$490,000.00</b>	<b>\$320,200.00</b>	<b>\$335,300.00</b>	<b>\$1,800.00</b>

On the Financial Worksheet tab, you can easily see what has been expended against each contract amount. This is helpful to see if your project is staying on budget.



- Keeping the expenditures up-to-date in Interscope helps keep your project on budget.
- Additionally, if you need to add money to the budget, you will notice it sooner by looking at the Financial Worksheet tab.
- As a bonus, everything is in one place for the reimbursement process, and the only action you will need to perform to catch up the 2-16/2-17 is transfer totals from the Financial Worksheet Tab/Expenditures by adding each individual contract with total amount expended to date on the 2-17, which feeds into the 2-16.



# Closing Contracts & Projects



Once a contract is complete, it is the college's responsibility to close contracts, enter final HUB data, complete evaluations, and close out Design / Construction in Interscope.



Final payment cannot be made on a project until all the closeout documents have been uploaded into Interscope and approved. This is per the State Construction Manual (Section 715).

Contractor Retainage: G.S. 143-134.1

Designer Retainage: SCO Standard form of agreement between owner and designer. Five percent (5%) of the total fee of the Designer shall be retained until approval of the record drawings and final report by the State Construction Office and the Owner. Final payment can be made after letter of approval is received by the Owner from the State Construction Office. (Final Report)

Program #: 18966 - Alamance Community College - ACCBO Example  
 \_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Project | Cost Estimate | Project Type | Funds Assigned | **Financial Worksheet** | Contracts | Milestones | Closeout Project | Evaluations

Estimated vs Committed | Contingency | Expenditures - Design | Expenditures - Construction | Expenditures - Other

---

**Worksheet Summary**

Assigned Funds:	\$490,000.00	Assigned Funds:	\$490,000.00
Total Estimated Cost:	\$490,000.00	Total Committed:	\$335,300.00
Estimated Surplus (Need):	\$0.00	Available to Commit:	\$154,700.00

[Assign Funds](#)

**Worksheet Detail**

	Estimated Cost	Committed		Expended
		Original Contracts	Revised Contracts	
Design Fee \$:	\$ 25,000.00	\$ 22,500.00	\$ 37,500.00	\$ 37,500.00
Construction \$:	\$ 275,000.00	\$ 289,000.00	\$ 289,100.00	\$ 289,100.00
Contingency \$:	\$ 100,000.00			
Other \$:	\$ 90,000.00	\$ 8,700.00	\$ 8,700.00	\$ 8,700.00
<b>Total</b>	<b>\$490,000.00</b>	<b>\$320,200.00</b>	<b>\$335,300.00</b>	<b>\$335,300.00</b>

When the project is complete, all the contracts are paid out (including retainage), and it is time to close the contracts in Interscope – there is a certain order things must be done in Interscope.

Program #: 18966 - Alamance Community College - ACCBO Example  
 Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
 Design #: 25-29062-01 - Smith Sinnett Architecture, P.A.  
 Package: 25-29062-01A - ACCBO Pedal to the Metal

Detail | Plan Reviews | Construction Contracts | Monthly Progress | Weekly Inspection | Inspections and Certificates | Construction Closeout | Evaluations | **Milestones** | Bid Solicitations

Action Close

Milestones For: Package#: 25-29062-01A - ACCBO Pedal to the Metal Primavera Project: N/A  
 Package Status: Under Construction Last P6 Synchronization:

PHASE	MILESTONE NAME	PLANNED	ACTUAL
DESIGN REVIEW	Advanced Planning submittal to SCO	/ /	
	Advanced Planning approval by SCO	/ /	
	Schematic Design Submitted to SCO (FIRST submittal)	/ /	
	Schematic Design Approved by SCO (Final Approval)	/ /	
	Design Development Submitted to SCO (FIRST submittal)	/ /	
	Design Development Approved by SCO (Final Approval)	/ /	
	Construction Documents Submitted to SCO (FIRST submittal)	/ /	
	Construction Documents Approved by SCO (Final Approval)	/ /	
	Final Documents Approved by SCO (Final Approval)	/ /	
BIDDING AND CONTRACTS	Approved for Bid	/ /	02/05/2025
	Approved for Construction	/ /	/ /
	Advertise for Bid	/ /	

First, go to the Package > Milestones tab.

<b>CONSTRUCTION</b>	Pre-Construction Conference	/ /	/ /
	Construction Start (Notice to Proceed)	/ /	03/06/2025
	Estimated Completion (Contract Completion)	/ /	/ /
	Beneficial Occupancy	/ /	/ /
	Final Inspection	/ /	/ /
	Final Acceptance	/ /	03/29/2025

Scroll down to the Construction Phase and enter the Final Acceptance date in the right column.  
(You cannot close a contract without this date present.)

Program #: 18966 - Alamance Community College - ACCBO Example  
 Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
 Design #: 25-29062-01 - Smith Sinnett Architecture, P.A.  
 Package: 25-29062-01A - ACCBO Pedal to the Metal  
 Construction Contract #: 25-29062-01A-1 - Barnhill Contracting Company

Construction Contract Detail | Bid Items | HUB Good-Faith Efforts | **HUB Participation** | Change Orders | Evaluations | Milestones

Construction Contract HUB Participation

General Contractor: [Barnhill Contracting Company](#)  
 GC HUB Type: **Not a HUB**  
 HUB Data is FINAL as of:  /

Show HUB Details/Status as of:

Source of Information:
   
 Affidavit B
   
 Affidavit C (GFEs req'd)
   
 Affidavit D (GFEs req'd)

**HUB Participation Summary (Certified Only)**

	Awarded	Current
Construction Contract Amount:	\$289,000.00	\$289,100.00
Total HUB Participation:	\$26,500.00	\$26,500.00
HUB (all firms) %:	9.2%	9.2%
HUB (subs only) %:	9.2%	9.2%

Contractor	HUB Type	HUB Certified?	CSI Division	Work	Awarded	Current Contract	Payments To Date	Final Payment?
<a href="#">Brad's Electrical Construction Company</a>	F	Y	26 - Electrical (Low, Medium, and High Volta		\$ 26,500.00	\$ 26,500.00	\$0.00	N

1 found

Add Subcontractor

Go to the Construction Contract > HUB Participation tab. Add any subcontractors listed on the GCs final Pay App MBE form that are not already in Interscope enter the payments under the "Payments to Date" column (just click on the number).

Program #: 18966 - Alamance Community College - ACCBO Example

\_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

\_Design #: 25-29062-01 - Smith Sinnett Architecture, P.A.

\_Package: 25-29062-01A - ACCBO Pedal to the Metal

\_Construction Contract #: 25-29062-01A-1 - Barnhill Contracting Company

Payments

Action Close

Contractor: Barnhill Contracting Company

Contract: Construction Contract #: 1 - Barnhill Contracting Company


Add 1 line(s)

3/30/2025 1:40:27 PM [1743355860349] InterscopePlus 2024-15.04.0307 Copyright © 2025 - State of North Carolina : Department of Administration : State Construction Office [Report a Problem](#)


This will take you to the payments screen. You can fill this in just like it was an expenditure for a contract – add a line and fill in.

Program #: 18966 - Alamance Community College - ACCBO Example  
\_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
\_\_Design #: 25-29062-01 - Smith Sinnett Architecture, P.A.  
\_\_\_Package: 25-29062-01A - ACCBO Pedal to the Metal  
\_\_\_\_Construction Contract #: 25-29062-01A-1 - Barnhill Contracting Company

Payments

 Action  Close

Contractor: Barnhill Contracting Company  
Contract: Construction Contract #: 1 - Barnhill Contracting Company

Add  line(s) 

Sl. No.	Payment Date	Payment Amt	Contractor Pay App Number	Final Payment	
1	03/30/2025	\$ 26,500.00	5	<input checked="" type="checkbox"/>	Delete

Fill in the payment date, amount, and Pay App number. Then choose Action > Save. Then Close.

Program #: 18966 - Alamance Community College - ACCBO Example  
 Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
 Design #: 25-29062-01 - Smith Sinnott Architecture, P.A.  
 Package: 25-29062-01A - ACCBO Pedal to the Metal  
 Construction Contract #: 25-29062-01A-1 - Barnhill Contracting Company

Construction Contract Detail | Bid Items | HUB Good-Faith Efforts | **HUB Participation** | Change Orders | Evaluations | Milestones

Action Close

Construction Contract HUB Participation

General Contractor: [Barnhill Contracting Company](#)  
 GC HUB Type: Not a HUB

HUB Data is FINAL as of:

Show HUB Details/Status as of:  Source of Information:  Affidavit B  Affidavit C (GFEs req'd)  Affidavit D (GFEs req'd)

HUB Participation Summary (Certified Only)

	Awarded	Current
Construction Contract Amount:	\$289,000.00	\$289,100.00
Total HUB Participation:	\$26,500.00	\$26,500.00
HUB (all firms) %:	9.2%	9.2%
HUB (subs only) %:	9.2%	9.2%

Contractor	HUB Type	HUB Certified?	CSI Division	Work	Awarded	Current Contract	Payments To Date	Final	Payment?
<a href="#">Brad's Electrical Construction Company</a>	F	Y	26 - Electrical (Low, Medium, and High Volta		\$ 26,500.00	\$ 26,500.00	\$26,500.00	Y	X

1 found

Add Subcontractor

Notice the payment information has been added to this screen. Check the HUB Data is FINAL box and fill in the date.

Use the Action menu to save your changes.

Program #: 18966 - Alamance Community College - ACCBO Example  
 \_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
 \_Design #: 25-29062-01 - Smith Sinnett Architecture, P.A.  
 \_Package: 25-29062-01A - ACCBO Pedal to the Metal  
 \_Construction Contract #: 25-29062-01A-1 - Barnhill Contracting Company

Construction Contract Detail | Bid Items | HUB Good-Faith Efforts | **HUB Participation** | Change Orders | Evaluations | Milestones

Action Close

**Construction Contract HUB Participation**

General Contractor: [Barnhill Contracting Company](#)  
 GC HUB Type: Not a HUB

HUB Data is FINAL as of: 03/30/2025  
 Show HUB Details/Status as of: Award Source of Information:

**HUB Participation Summary (Certified Only)**

	Awarded	Current
Construction Contract Amount:	\$289,000.00	\$289,100.00
Total HUB Participation:	\$26,500.00	\$26,500.00
HUB (all firms) %:	9.2%	9.2%
HUB (subs only) %:	9.2%	9.2%

Contractor	HUB Type	HUB Certified?	CSI Division	Work	Awarded	Current Contract	Payments To Date	Final Payment?
<a href="#">Brad's Electrical Construction Company</a>	F	Y	26 - Electrical (Low,Medium, and High Voltage Distribution, Lighting, Power Generating Equipment)		\$ 26,500.00	\$ 26,500.00	\$26,500.00	Y

1 found

You get a message at the top of the screen, "Use the Action menu to save your changes." Choose Action > Save.

HUB Participation data saved.

Program #: 18966 - Alamance Community College - ACCBO Example

Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Design #: 25-29062-01 - Smith Sinnott Architecture, P.A.

Package: 25-29062-01A - ACCBO Pedal to the Metal

Construction Contract #: 25-29062-01A-1 - Barnhill Contracting Company

Construction Contract Detail Bid Items HUB Good-Faith Efforts HUB Participation Change Orders Evaluations Milestones

Action Close

### Construction Contract HUB Participation

General Contractor: [Barnhill Contracting Company](#)

GC HUB Type: Not a HUB

HUB Data is FINAL as of: 03/30/2025

Show HUB Details/Status as of Finalization

Source of Information:

### HUB Participation Summary (Certified Only)

	Awarded	Current
Construction Contract Amount:	\$289,000.00	\$289,100.00
Total HUB Participation:	\$26,500.00	\$26,500.00
HUB (all firms) %:	9.2%	9.2%
HUB (subs only) %:	9.2%	9.2%

Contractor	HUB Type	HUB Certified?	CSI Division	Work	Awarded	Current Contract	Payments To Date	Final Payment?
<a href="#">Brad's Electrical Construction Company</a>	F	Y	26 - Electrical (Low,Medium, and High Voltage Distribution, Lighting, Power Generating Equipment)		\$ 26,500.00	\$ 26,500.00	\$26,500.00	Y

1 found

You get a message at the top of the screen, "HUB Participation data saved." Time to do the evaluations.

Program #: 18966 - Alamance Community College - ACCBO Example

\_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

\_\_Design #: 25-29062-01 - Smith Sinnott Architecture, P.A.

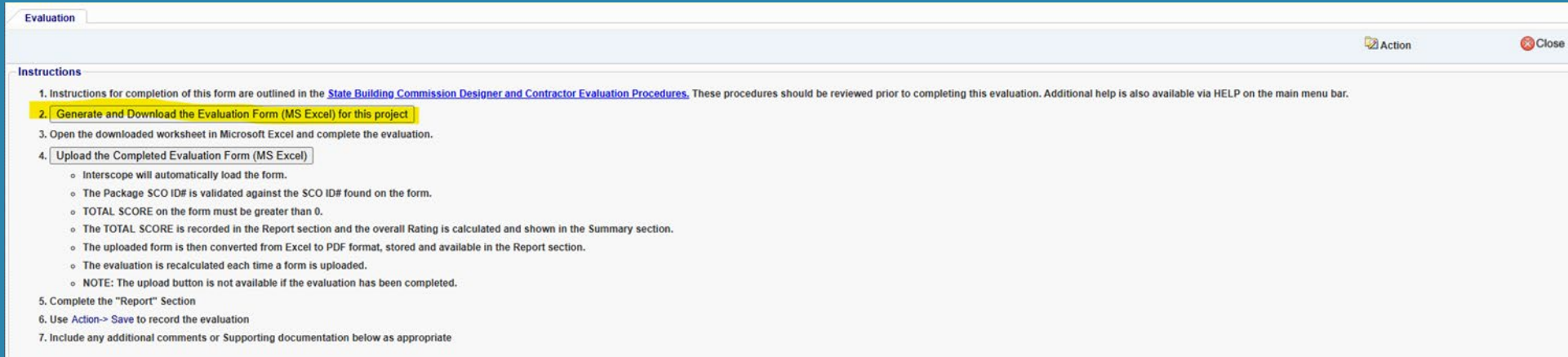
\_\_\_Package: 25-29062-01A - ACCBO Pedal to the Metal

\_\_\_\_Construction Contract #: 25-29062-01A-1 - Barnhill Contracting Company

Construction Contract Detail Bid Items HUB Good-Faith Efforts HUB Participation Change Orders **Evaluations** Milestones

EVALUATION #	FIRM NAME	TYPE	SCO ID	DEPARTMENT	AGENCY	SCORE	RATING	STATUS	CONSTRUCTION STATUS	DUE	FINAL ACCEPTANCE	PROJECT COMPLETION	VERSION
26673	<a href="#">Barnhill Contracting Company</a>	C	<a href="#">25-29062-01A-1</a>	Community Colleges	Alamance Community College			DUE	Under Construction	5/28/2025	3/29/2025		2

From the Construction Contract tab, choose the Evaluations tab. Click on the number in the Evaluation # column.



The screenshot shows a software window titled "Evaluation". In the top right corner, there are "Action" and "Close" buttons. The main content area is titled "Instructions" and contains a numbered list of steps. Step 2, "Generate and Download the Evaluation Form (MS Excel) for this project", is highlighted with a yellow background. Step 4, "Upload the Completed Evaluation Form (MS Excel)", is enclosed in a light blue box and includes a bulleted list of details and a note.

**Evaluation** Action Close

**Instructions**

1. Instructions for completion of this form are outlined in the [State Building Commission Designer and Contractor Evaluation Procedures](#). These procedures should be reviewed prior to completing this evaluation. Additional help is also available via HELP on the main menu bar.
2. **Generate and Download the Evaluation Form (MS Excel) for this project**
3. Open the downloaded worksheet in Microsoft Excel and complete the evaluation.
4. **Upload the Completed Evaluation Form (MS Excel)**
  - o Interscope will automatically load the form.
  - o The Package SCO ID# is validated against the SCO ID# found on the form.
  - o TOTAL SCORE on the form must be greater than 0.
  - o The TOTAL SCORE is recorded in the Report section and the overall Rating is calculated and shown in the Summary section.
  - o The uploaded form is then converted from Excel to PDF format, stored and available in the Report section.
  - o The evaluation is recalculated each time a form is uploaded.
  - o NOTE: The upload button is not available if the evaluation has been completed.
5. Complete the "Report" Section
6. Use Action-> Save to record the evaluation
7. Include any additional comments or Supporting documentation below as appropriate

Click on the box next to #2 – Generate and Download the Evaluation Form (MS Excel) for this Project.

STATE OF NORTH CAROLINA – DEPARTMENT OF ADMINISTRATION  
 STATE CONSTRUCTION OFFICE  
 CONTRACTOR EVALUATION MATRIX FOR INFORMAL CONSTRUCTION CONTRACTS

DATE: 3/30/2025 1:49:00 PM  
 DEPARTMENT: Community Colleges  
 AGENCY: Alamance Community College  
 SCO ID#: 25-29062-01A-1  
 CONTRACTOR: Barnhill Contracting Company

**INSTRUCTIONS:**

1. COMPLETE ALL SECTIONS HIGHLIGHTED IN YELLOW
  2. ENTER the TOTAL SCORE on LINE 11 on the INTERSCOPE EVALUATION FORM
  3. RATE EACH CATEGORY USING THE EVALUATION CRITERIA FOUND IN 01 NCAC 30E
- USE THE FOLLOWING NUMERICAL SCALE:**
- 3 = EXCELLENT PERFORMANCE
  - 2 = SATISFACTORY PERFORMANCE
  - 1 = POOR PERFORMANCE
  - 0 - NON PERFORMANCE
3. UPLOAD THIS COMPLETED FORM FOR REVIEW

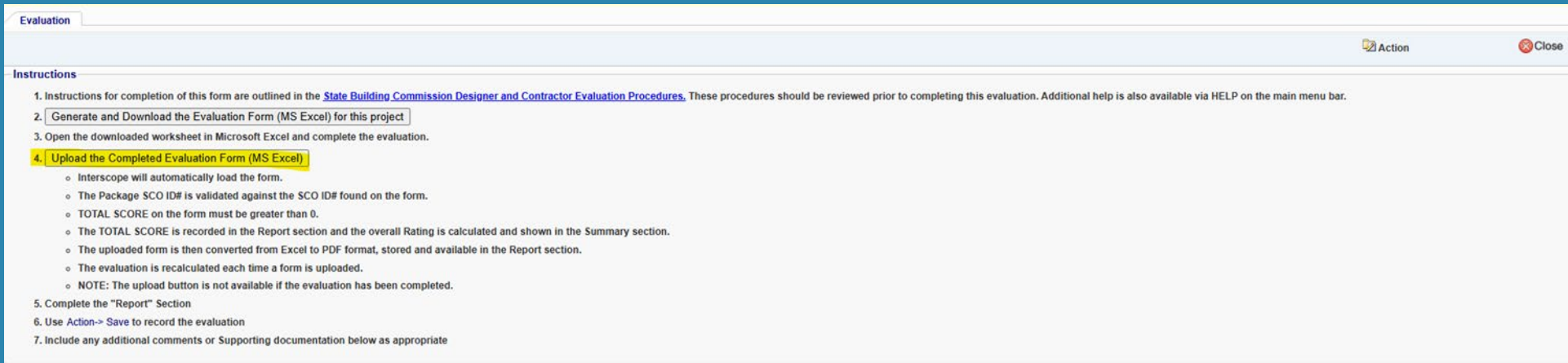
OVERALL SCORE RANGES

UNACCEPTABLE:	0-150
POOR PERFORMANCE:	151-190
SATISFACTORY PERFORMANCE:	191-275
EXCELLENT PERFORMANCE:	276-300

<b>TOTAL SCORE</b>	<b>0</b>	<b>UNACCEPTABLE</b>
--------------------	----------	---------------------

Question	Evaluation Category	Relative Importance	RATING	SCORE	Administrative Code Requirement	Construction Contract Reference	Comments
1	Did the contractor manage the submittal process for all submittals required by the project specifications in a timely and effective manner?	8	0	0	NONE	GC Article 5	

Open the Excel file that downloads and enter your ratings in the RATING column (yellow). Then save the file to be uploaded in the next step.



The screenshot shows a web application window titled "Evaluation". At the top right, there are two buttons: "Action" and "Close". Below the title bar, the word "Instructions" is displayed. The main content area contains a list of seven numbered instructions. Instruction 4, "Upload the Completed Evaluation Form (MS Excel)", is highlighted with a yellow background. It includes several sub-points: Interscope will automatically load the form; the Package SCO ID# is validated against the SCO ID# found on the form; the TOTAL SCORE must be greater than 0; the TOTAL SCORE is recorded in the Report section and the overall Rating is calculated and shown in the Summary section; the uploaded form is converted from Excel to PDF format; the evaluation is recalculated each time a form is uploaded; and a note that the upload button is not available if the evaluation has been completed. The other instructions are: 1. Review the State Building Commission Designer and Contractor Evaluation Procedures; 2. Generate and Download the Evaluation Form (MS Excel) for this project; 3. Open the downloaded worksheet in Microsoft Excel and complete the evaluation; 5. Complete the "Report" Section; 6. Use Action-> Save to record the evaluation; 7. Include any additional comments or Supporting documentation below as appropriate.

**Evaluation** Action Close

**Instructions**

1. Instructions for completion of this form are outlined in the [State Building Commission Designer and Contractor Evaluation Procedures](#). These procedures should be reviewed prior to completing this evaluation. Additional help is also available via HELP on the main menu bar.
2.
3. Open the downloaded worksheet in Microsoft Excel and complete the evaluation.
4. 
  - o Interscope will automatically load the form.
  - o The Package SCO ID# is validated against the SCO ID# found on the form.
  - o TOTAL SCORE on the form must be greater than 0.
  - o The TOTAL SCORE is recorded in the Report section and the overall Rating is calculated and shown in the Summary section.
  - o The uploaded form is then converted from Excel to PDF format, stored and available in the Report section.
  - o The evaluation is recalculated each time a form is uploaded.
  - o NOTE: The upload button is not available if the evaluation has been completed.
5. Complete the "Report" Section
6. Use Action-> Save to record the evaluation
7. Include any additional comments or Supporting documentation below as appropriate

Choose the box next to #4 that says, "Upload the Completed Evaluation Form (MS Excel)." Follow the on-screen instructions to upload the file.

The screenshot displays a web application interface with a blue background. At the top, a yellow notification bar contains the text: "File uploaded successfully. Uploaded evaluation grade is: 300", "Rating is: EXCELLENT", and "Evaluation updated successfully." Below this, a tab labeled "Evaluation" is visible. To the right of the tab are "Action" and "Close" buttons. Underneath the tab, a section titled "Instructions" lists the following steps:

1. Instructions for completion of this form are outlined in the [State Building Commission Designer and Contractor Evaluation Procedures](#). These procedures should be reviewed prior to completing this evaluation. Additional help is also available via HELP on the main menu bar.
2.
3. Open the downloaded worksheet in Microsoft Excel and complete the evaluation.
4.  (WARNING! Uploading a new report replaces the current evaluation.)
  - o Interscope will automatically load the form.
  - o The Package SCO ID# is validated against the SCO ID# found on the form.

Once the file is uploaded, you will receive a “File uploaded successfully.” message at the top of the screen.

Evaluation

Action Close

Instructions

1. Instructions for completion of this form are outlined in the [State Building Commission Designer and Contractor Evaluation Procedures](#). These procedures should be reviewed prior to completing this evaluation. Additional help is also available via HELP on the main menu bar.
2. [Generate and Download the Evaluation Form \(MS Excel\)](#) for this project
3. Open the downloaded worksheet in Microsoft Excel and complete the evaluation.
4. [Upload the Completed Evaluation Form \(MS Excel\)](#) **(WARNING! Uploading a new report replaces the current evaluation.)**
  - o Interscope will automatically load the form.
  - o The Package SCO ID# is validated against the SCO ID# found on the form.
  - o TOTAL SCORE on the form must be greater than 0.
  - o The TOTAL SCORE is recorded in the Report section and the overall Rating is calculated and shown in the Summary section.
  - o The uploaded form is then converted from Excel to PDF format, stored and available in the Report section.
  - o The evaluation is recalculated each time a form is uploaded.
  - o NOTE: The upload button is not available if the evaluation has been completed.
5. Complete the "Report" Section
6. Use Action-> Save to record the evaluation
7. Include any additional comments or Supporting documentation below as appropriate

Project

Evaluation#: 26673  
State Construction ID#: 25-29062-01A-1  
Department: Community Colleges  
Agency: Alamance Community College  
Project Title: ACCBO Pedal to the Metal  
Owner Contact:  
Total Project Commitment: \$335,300  
Package Title: ACCBO Pedal to the Metal  
Description: This is a test case

Contractor

Firm: Barnhill Contracting Company  
Address: 4325 Pleasant Valley Road  
P. O. Box 31765  
Raleigh, NC 27622  
Email: [rfunderburk@barnhillcontracting.com](mailto:rfunderburk@barnhillcontracting.com)  
Contact(s):  
Reiland Funderburk ([rfunderburk@barnhillcontracting.com](mailto:rfunderburk@barnhillcontracting.com))  
Gail Suson ([gsuson@barnhillcontracting.com](mailto:gsuson@barnhillcontracting.com))

Summary

Status: **PENDING**  
Rating: **EXCELLENT**  
Final Acceptance: 03/29/2025  
Due Date: 05/28/2025  
Final Report Approved:  
Form Version: 2  
Completed on:

Report

Raw Score from Report: 300  
Report Type:   
Mark Report Complete?:   
Notification of Report sent to Firm:  
Mark Report Cancelled?:

Scroll down to the area with the "Report" heading (marked in red above).

Evaluation



Instructions

1. Instructions for completion of this form are outlined in the [State Building Commission Designer and Contractor Evaluation Procedures](#). These procedures should be reviewed prior to completing this evaluation. Additional help is also available via HELP on the main menu bar.
2. [Generate and Download the Evaluation Form \(MS Excel\) for this project](#)
3. Open the downloaded worksheet in Microsoft Excel and complete the evaluation.
4. [Upload the Completed Evaluation Form \(MS Excel\)](#) **(WARNING! Uploading a new report replaces the current evaluation.)**
  - o Interscope will automatically load the form.
  - o The Package SCO ID# is validated against the SCO ID# found on the form.
  - o TOTAL SCORE on the form must be greater than 0.
  - o The TOTAL SCORE is recorded in the Report section and the overall Rating is calculated and shown in the Summary section.
  - o The uploaded form is then converted from Excel to PDF format, stored and available in the Report section.
  - o The evaluation is recalculated each time a form is uploaded.
  - o NOTE: The upload button is not available if the evaluation has been completed.
5. Complete the "Report" Section
6. Use Action-> Save to record the evaluation
7. Include any additional comments or Supporting documentation below as appropriate

Project

Evaluation#: 26673  
State Construction ID#: 25-29062-01A-1  
Department: Community Colleges  
Agency: Alamance Community College  
Project Title: ACCBO Pedal to the Metal  
Owner Contact:  
Total Project Commitment: \$335,300  
Package Title: ACCBO Pedal to the Metal  
Description: This is a test case

Contractor

Firm: Barnhill Contracting Company  
Address: 4325 Pleasant Valley Road  
P. O. Box 31765  
Raleigh, NC 27622  
Email: [rfunderburk@barnhillcontracting.com](mailto:rfunderburk@barnhillcontracting.com)  
Contact(s): Reiland Funderburk ([rfunderburk@barnhillcontracting.com](mailto:rfunderburk@barnhillcontracting.com))  
Gail Suson ([gsuson@barnhillcontracting.com](mailto:gsuson@barnhillcontracting.com))

Summary

Status: **PENDING**  
Rating: **EXCELLENT**  
Final Acceptance: 03/29/2025  
Due Date: 05/28/2025  
Final Report Approved:  
Form Version: 2

Report

Raw Score from Report: 300  
Report Type: **Final**   
Mark Report Complete?:   
Notification of Report sent to Firm:  
Mark Report Cancelled?:

Change the Report Type to FINAL, and put a check in the Mark Report Complete? Box. Then click Action > Save.

4 alerts created for users: bmartin (bmartin@barnhillcontracting.com) jwsmith (jwsmith@barnhillcontracting.com) vstephenson54 (vstephenson@barnhillcontracting.com) bharden2 (bharden@barnhillcontracting.com)  
Evaluation updated successfully.

Evaluation

Action

Close

#### Instructions

1. Instructions for completion of this form are outlined in the [State Building Commission Designer and Contractor Evaluation Procedures](#). These procedures should be reviewed prior to completing this evaluation. Additional help is also available via HELP on the main menu bar.
2. [Generate and Download the Evaluation Form \(MS Excel\) for this project](#)
3. Open the downloaded worksheet in Microsoft Excel and complete the evaluation.
4. [Upload the Completed Evaluation Form \(MS Excel\)](#) **(WARNING! Uploading a new report replaces the current evaluation.)**

You will receive a message that alerts have been generated. Click Close.

Program #: 18966 - Alamance Community College - ACCBO Example  
 Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
 Design #: 25-29062-01 - Smith Sinnett Architecture, P.A.  
 Package: 25-29062-01A - ACCBO Pedal to the Metal  
 Construction Contract #: 25-29062-01A-1 - Barnhill Contracting Company

**Construction Contract Detail** | Bid Items | HUB Good-Faith Efforts | HUB Participation | HUB Participation (CMAR) | Change Orders | Milestones | Award Request | Bid Documents | Bid Summary | Project Funding and Costs | Bid Solicitations

★ Action Close

Contract Summary	Contractor	Award Details
Formal Contract: N * Contract Status: <b>Complete</b> <span style="float: right;">?</span> * Contract Type: General Contract <span style="float: right;">?</span> Negotiation? N <span style="float: right;">?</span> Bid Number: SCO-25-29062-01A Final Change Order Approval: N/A <span style="float: right;">?</span>	Name: Barnhill Contracting Company <span style="float: right;">?</span> Address: 4325 Pleasant Valley Road P. O. Box 31765 Raleigh, NC 27622 License#: Contact: <input type="text"/>	Award Type: Single Prime Approved For Bid: 2025-02-05 <span style="float: right;">?</span> Actual Bid: 2025-02-25 <span style="float: right;">?</span> Awarded: 2025-03-05 <span style="float: right;">?</span>
Owner Contact: <input type="text"/>		<b>Contract Dates</b> Contract Date: 2025-03-05 <span style="float: right;">?</span> Contracts Approved by Agency: 2025-03-05 <span style="float: right;">?</span> Contracts Approved by Atty Gen: <span style="float: right;">?</span> Projected Completion: 2025-03-07 <span style="float: right;">?</span> Construction Start (NTP): 03/06/2025 <span style="float: right;">?</span>

After the HUB data and evaluations are done, return to the Construction Contract Detail tab. Change the Contract Status to Complete. Select Action > Save.

Program #: 18966 - Alamance Community College - ACCBO Example

Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Project Cost Estimate Project Type Funds Assigned Financial Worksheet Contracts Milestones **Closeout Project** Evaluations

Close

Close out Design / Construction

1 Contracts:

Contract#	Firm	Contract For	Contract Type	Status	Contract Closed Out?	Ratings Present?	HUB Data Finalized?	Ready for Project Closeout
25-29062-01	Smith Sinnott Architecture, P.A.	Design	Letter Agreement (General Use)	Active	<input type="checkbox"/>	N/A	N/A	<input type="checkbox"/>
25-29062-01A-1	Barnhill Contracting Company	Construction	General Contract	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2 Milestones:

I certify that project milestone data is entered and complete.

3 Close Design / Construction for this project:

Close out Design / Construction

You can look at the Project > Closeout Project tab and see that the Construction Contract status is now marked complete, closed out, ratings present, HUB data present, and ready for project closeout.

Program #: 18966 - Alamance Community College - ACCBO Example  
\_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
\_Design #: 25-29062-01 - Smith Sinnott Architecture, P.A.

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

Close

SCO ID#	PACKAGE_TITLE	STATUS	PROJECT MONITOR	% COMPLETE	TOTAL CONTRACTS\$	PLAN LOCATION
25-29062-01A	ACCBO Pedal to the Metal	Under Construction	Unassigned	0	\$289,100.00	

1 found New Package Export

Uploads | Comments | Project Managers

The next step is to update the package status. Go to the Design > Packages tab. Click on the SCO ID number for the package.

Program #: 18966 - Alamance Community College - ACCBO Example  
 \_Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
 \_Design #: 25-29062-01 - Smith Sinnett Architecture, P.A.  
 Package: 25-29062-01A - ACCBO Pedal to the Metal

Detail | Plan Reviews | Construction Contracts | Monthly Progress | Weekly Inspection | Inspections and Certificates | Evaluations | Milestones | Bid Solicitations

Action Close

**Package A**

Oversight: A - Advisory/Courtesy  
 Plan Review: Courtesy  
 \* Title: ACCBO Pedal to the Metal  
 \* Type: Undetermined  
 \* Status: Complete

Status Reason:  
 Square Footage: 0  
 Plan Location:  
 \* County: UNKNOWN  
 \* Description: ACCBO Pedal to the Metal

**Bidding/Construction Contracts**  
 Approved for Bid: 2025-02-05  
 Approved for Award: 2025-03-05  
 Executive Order 143:   
 Formal Contracts? N  
 \* Project Delivery Method: Single Prime

**Construction Administration**  
 \* Project Monitor: Unassigned  
 Monthly Conference:  
 Percent Complete: 0%  
 Final Punchlist: N

**Fees / Funds**

Liquidated Damages (/day):	\$0
CD Cost Estimate:	\$0
Plan Deposit:	
Total Change Orders:	\$100
Total Construction Contract:	\$289,100

**Archive Information**

On the Package > Detail tab, use the Status dropdown to change the status to Complete. Choose Action > Save.

Program #: 18966 - Alamance Community College - ACCBO Example  
 Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal  
 Design #: 25-29062-01 - Smith Sinnett Architecture, P.A.

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

Action Close

Contract# 1

\* Contract ID: 25-29062-01  
 SCO Oversight: A - Advisory/Courtesy  
 \* SCO Plan Review: Courtesy

Contract Type: Letter Agreement (General Use)  
 Contract Status: Complete

Designer

Dates

Selection: 2025-01-02  
 RFP Letter:  
 Agreement: 2025-02-01  
 Signed By Designer: 2025-02-01  
 Signed By Agency: 2025-02-01  
 SCO Acceptance:

Financial Worksheet Summary

Design Contract Fees and Funds

ORIGINAL DESIGN CONTRACT:

Construction Target \$:	\$275,000
Contingency Reserve Target \$:	\$100,000
Design Fee:	\$22,500
Contract \$:	\$0

CURRENT DESIGN CONTRACT:

Construction Target:	\$275,000
Contingency Reserve Target:	\$100,000
Design Fee:	\$22,500

On the Design > Detail tab, use the Contract Status dropdown to change the status to Complete.  
 Choose Action > Save.

Program #: 18966 - Alamance Community College - ACCBO Example  
 Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Project Cost Estimate Project Type Funds Assigned Financial Worksheet Contracts Milestones **Closeout Project** Evaluations

Close

Close out Design / Construction

1 Contracts:

Contract#	Firm	Contract For	Contract Type	Status	Contract Closed Out?	Ratings Present?	HUB Data Finalized?	Ready for Project Closeout
25-29062-01	Smith Sinnett Architecture, P.A.	Design	Letter Agreement (General Use)	Complete	✓	N/A	N/A	✓
25-29062-01A-1	Barnhill Contracting Company	Construction	General Contract	Complete	✓	✓	✓	✓

2 Milestones:  
 I certify that project milestone data is entered and complete.

3 Close Design / Construction for this project:

Again, you can see on the Project > Closeout Project tab that the Design contract is complete, closed out, and ready for project closeout. You can check the box to certify the milestones and click the “Close Out Design / Construction” button.

Find

Design / Construction closeout successful.

Program #: 18966 - Alamance Community College - ACCBO Example

Project #: 29062 - Alamance Community College - ACCBO Pedal to the Metal

Project | Cost Estimate | Project Type | Funds Assigned | Financial Worksheet | Contracts | Milestones | **Closeout Project** | Evaluations

Close

**Close out Design / Construction**

**1 Contracts:**

Contract#	Firm	Contract For	Contract Type	Status	Contract Closed Out?	Ratings Present?	HUB Data Finalized?	Ready for Project Closeout
<a href="#">25-29062-01</a>	Smith Sinnett Architecture, P.A.	Design	Letter Agreement (General Use)	Complete	✓	N/A	N/A	✓
<a href="#">25-29062-01A-1</a>	Barnhill Contracting Company	Construction	General Contract	Complete	✓	✓	✓	✓

**2 Milestones:**

I certify that project milestone data is entered and complete. Certified by **Angela Dorman** on 3/30/2025

**3 Close Design / Construction for this project:**

Closed out by **Angela Dorman** on 3/30/2025

You will get a message that says Design / Construction closeout successful.



Please **DO NOT** do anything on the project closeout tab under the section labeled “Financial Closeout”. This is a function of the System Office, and if you make a change in this area, we may not be able to fix it.

2 **Milestones:**

I certify that project milestone data is entered and complete.

3 **Close Design / Construction for this project:**

[Close out Design / Construction](#)

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**Financial Closeout**

1 **Design / Construction closeout must be complete.**

2 **All funds assigned to this project must be committed or released:**

**Project Financial Worksheet Summary:**

<b>Assigned Funds:</b>	\$1,908,256.27
<b>Total Committed:</b>	\$251,352.20
<hr/>	
<b>Available to Commit:</b>	\$1,656,904.07

[Worksheet Detail](#)

[Modify Assignments](#)

Home Companies New FCAP Authorizations Programs Funds Change Request My Account Reports Data Forms Help

HUB Submission Report Action Close

Department: Community Colleges  
 Institution/Agency: Alamance Community College  
 Fiscal year: 2024-2025  
 Search

Department	Department	Fiscal Period	Q1 data to report?	Q2 data to report?	Q3 data to report?	Q4 data to report?
Community Colleges	Alamance Community College	2024-2025	Nothing to Report	Nothing to Report	\$26,500.00	Nothing to Report

# HUB Reporting

HUB reporting is required by General Statute. If your college has nothing to report, you need to report that there is nothing to report. You can do this by choosing Reports > HUB Reports > Submissions from the menus ribbon. Community Colleges and your college should populate automatically. Choose the correct Fiscal Year. Then choose the quarterly data that you are wanting to report on. Click on the dropdown and choose “Nothing to Report”. Then click Action > Save. If there is data in the quarter already (such as Q3 above) that means you have closed a project with HUB participation during the quarter, and you do not need to do anything further for that quarter.

# Capital Improvement Emails



Requests for reimbursements,  
questions/correspondence regarding reimbursements:  
[cireimbursements@nccommunitycolleges.edu](mailto:cireimbursements@nccommunitycolleges.edu)

Capital Improvements Projects, 3-1 forms, 3-1P forms,  
easements:  
[ciprojects@nccommunitycolleges.edu](mailto:ciprojects@nccommunitycolleges.edu)

Final Project Closeouts:  
[close-outs@nccommunitycolleges.edu](mailto:close-outs@nccommunitycolleges.edu)

Guidance questions, capital inquiries, hypothetical  
projects, training, emergencies, SCO, Interscope,  
legislative:  
[cifinance@nccommunitycolleges.edu](mailto:cifinance@nccommunitycolleges.edu)

Annual Reports – 3-5 form, bond certification:  
[annualreports@nccommunitycolleges.edu](mailto:annualreports@nccommunitycolleges.edu)