

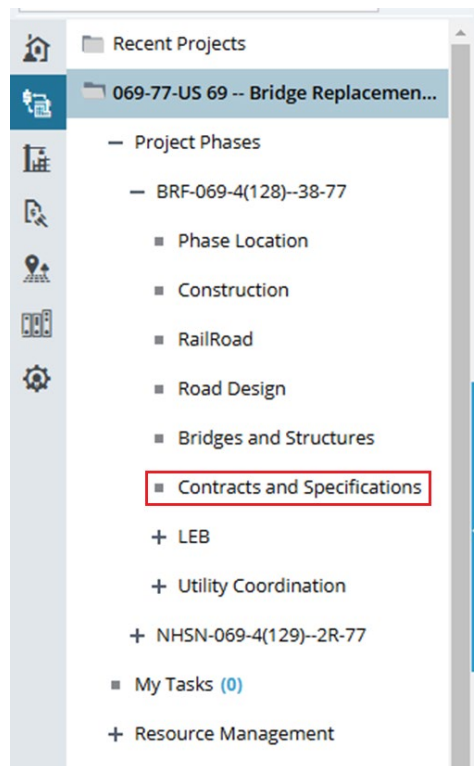
Adding Specifications in Masterworks

Project and Program Delivery Manual
Chapter 6.2
Project Management Process and Lifecycle
Originally Issued: 01-06-25
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Adding DS and SS Specifications

When Developmental Specifications (DS) and Supplemental Specifications (SS) are required, they are added to masterworks using the Contracts and Specifications form.

Navigate to the phase that the specs will be added to and expand that phase. Below is a display of the list of forms under the phase. Select the Contracts and Specifications form.



Next select the Add Button under the grid display titled **DS AND SS DETAILS**.

The screenshot shows a software window titled "DS AND SS DETAILS". At the top, there are two input fields: "Phase Tie Name" and "Estimator Initials (Contracts)". Below these is a table with two columns: "Number" and "Title". The table is currently empty, with the text "No records to display." below the header. At the bottom left of the table, there are two buttons: "Add" and "Delete". The "Add" button is highlighted with a red box. Below the buttons, the text "SPECIAL PROVISION DETAILS" is visible.

Once the selector window has opened, the user may select the checkboxes of the DS/SS specs they require. Once this is done, then select the **SELECT** button.

The screenshot shows a "Select Specification" dialog box. It displays a list of specifications with columns for "SpecificationType", "SpecificationNumber", and "Title". Two specifications are selected, indicated by checked checkboxes. The "Select" button at the bottom is highlighted with a red box.

☐	SpecificationType	SpecificationNumber	Title
☐	DS	DS-01001	Hot Mix Asphalt Treatment for Mo...
☐	DS	DS-01002	Hot Mix Asphalt Mixtures - Quality...
☒	DS	DS-01003	Hot Mix Asphalt Mixtures - Job Mix...
☐	DS	DS-01004	Full Depth Reclamation
☐	DS	DS-01005	Quality Management - Structural ...
☒	DS	DS-01006	Water Main (Des Moines Water W...
☐	DS	DS-01007	Sanitary Sewer - Des Moines
☐	DS	DS-01008	High Performance Concrete for St...
☐	DS	DS-01009	Durable Paint Pavement Markings

Once the DS/SS specs have been selected, the user can review the list under the **DS AND SS DETAILS** grid.

DS AND SS DETAILS	
Number	Title
DS-01006	Water Main (Des Moines Water Works)
DS-01003	Hot Mix Asphalt Mixtures - Job Mix Formula Approved by Test Strip Method
Add Delete	

If a spec needs to be removed, the user just selects the spec and clicks the **Delete** button at the bottom of the grid.

DS AND SS DETAILS

Number	Title
DS-01006	Water Main (Des Moines Water Works)
DS-01003	Hot Mix Asphalt Mixtures - Job Mix Formula Approved by Test Strip Method

[Add](#)
[Delete](#)

When the user is ready accept the changes, click the Save button at the top of the form.

CONTRACTS AND SPECIFICATIONS

 Save

 Cancel

Phase Tie Name :

Estimator Initials (Contracts) :

DS AND SS DETAILS

Number	Title
DS-01006	Water Main (Des Moines Water Works)
DS-01003	Hot Mix Asphalt Mixtures - Job Mix Formula Approved by Test Strip Method

Add

Delete

Chronology of Changes to Manual Section:

6.1.8 Adding Specifications in Masterworks

01/06/2025	NEW
07/28/2025	Removed broken hyperlinks.
09/03/2025	Removed Header on pages. Checked Accessibility.