



Specifications Section
Telephone 515.239.1742

Requirements for Submitting Supplemental and Developmental Specifications in Masterworks

Supplemental Specifications are specifications adopted subsequent to the publication of the Standard Specifications book. They involve new construction items or changes to Standard Specifications. They only apply to a project when noted in the proposal form.

Developmental Specifications are additions and revisions to the standard, general supplemental, and supplemental specifications covering the development of new construction items or changes to a process. They only apply to a project when noted in the proposal form.

In the event there are any questions please contact the Specifications Section.

SS and DS Submittal for State projects

On or before “Plan Turn-in” day, supplemental specifications and developmental specifications for projects shall be entered into Masterworks.

A PDF document file of the specification shall be submitted in Masterworks when the SS or DS title is entered. PDF copies of all SS and DS are available on our website: <https://iowadot.gov/specifications>.

A training video named “Phase turn-in.mp4” is available on ProjectWise which demonstrates submitting supplemental and developmental specifications:
<pw:\NTPwint1.dot.int.lan:PWMain\Documents\Highway\ProjectManagement\Masterworks Training>

When entering an SS or DS into Masterworks, please fill out the following fields (at a minimum):

- Title
- Document Type (Specifications)
- Specification Type
- Specification Number from the drop down menu
- Phase Number

Please confirm that you are entering the SS or DS in the appropriate folder in Masterworks. If a previous phase under the same project used the same SS or DS, you will need to rename the file (an “a” can be added to the end of the file name), so that the file name is not duplicated. No approval is required by the Specifications Section for use of an SS or DS, but DS controllers should be notified of their use for review.

SS and DS Submittal for Local Systems and Systems Planning Projects

For Local Systems and Systems Planning projects, supplemental and developmental specifications assigned in TPDev 2020 prior to Contracts and Specifications Bureau turn-in day will transfer over to Masterworks.