

Modified Special Provision (MSP) Guide



(REV 8-6-26)

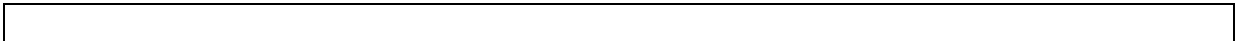


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Introduction

General

This document provides guidance for preparing, submitting, reviewing, and approving Modified Special Provisions (MSPs). This document is organized and sorted by the different roles involved with the MSP process, providing the relevant guidance to each individual. Guidance for each of the following roles is included in this document:

- Engineers of Record (EORs)
- District Specifications Office
- State Specifications Office
 - Technical Expert Reviewers
 - Document Manager
 - State Specifications Engineer

Resources

- [Specifications Guidance](#)
- [Specifications Handbook](#)
- [Style Guide for Specifications](#)
- [Central Office Specifications SharePoint](#)
- [MSP Reviews SharePoint](#)
- [Previously Approved MSP Library](#)

Engineers of Record (EORs)

MSP Request and Submittal Process

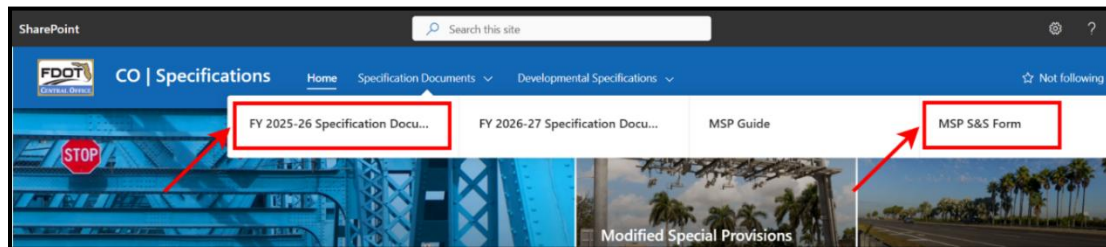
1. Identify the need for an MSP in a project.
2. Request the MSP Signed & Sealed (S&S) Form and the appropriate Word document(s) for the required Specification Section from the District Specifications Office.
3. Draft proposed modifications in Word document. Only include the Articles or Subarticles that are being modified in the document. Follow the Specifications Handbook and Style Guide for Specifications when developing an MSP (see Appendices for Formatting Requirements, Style Categories, and Examples).
4. Submit completed MSP S&S Form and draft MSP Word document to the District Specifications Office for review and approval. The MSP S&S Form and MSP should be sent as two separate documents.
5. Receive outcome from District Specs Office.

Outcome	Description
Approval	The State Specifications Engineer approves the MSP and returns it to the District Office. District Office sends final approved MSP to EOR. EOR to S&S final approved MSP.
Revision Required	Comments from technical experts are returned to the District Office, and the EOR must make necessary corrections before resubmitting for approval.
Denied	The State Specifications Engineer denies the MSP and notifies the District Office.

District Specifications Office

MSP SharePoint Submittal and Approval Process

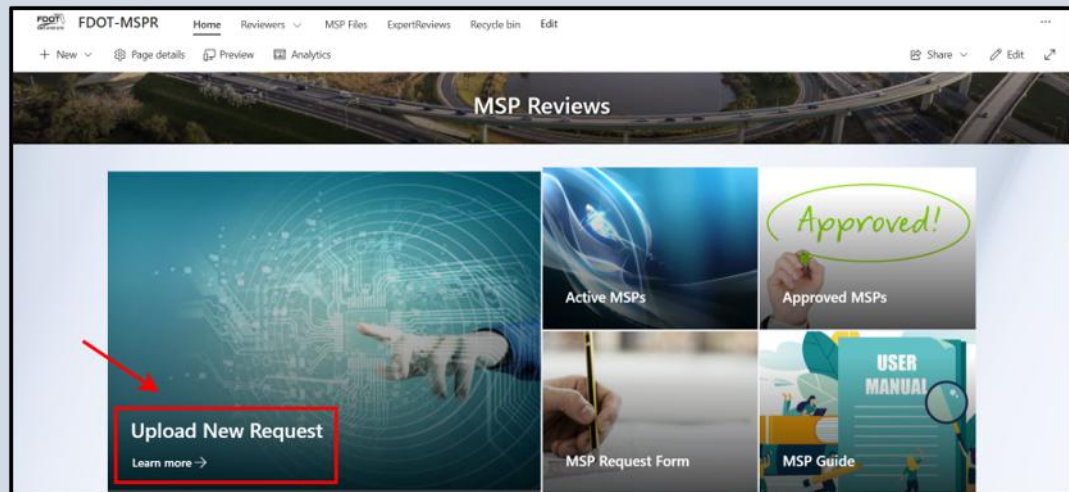
1. Provide the MSP S&S Form and appropriate Word document(s) for the requested Specification Section to the EOR found on the [Central Office Specifications SharePoint](#).



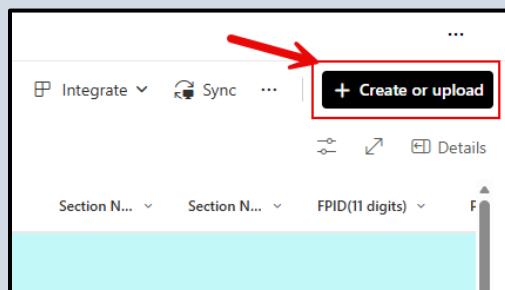
2. Review MSP S&S Form and the formatting of draft MSP received from the EOR per the Style Guide for Specifications and the Specifications Handbook.
3. Submit MSP, MSP S&S Form, and critical supporting information via the [MSP Reviews SharePoint](#) (see step-by-step instructions below).

MSP Reviews SharePoint – Step-by-Step Instructions

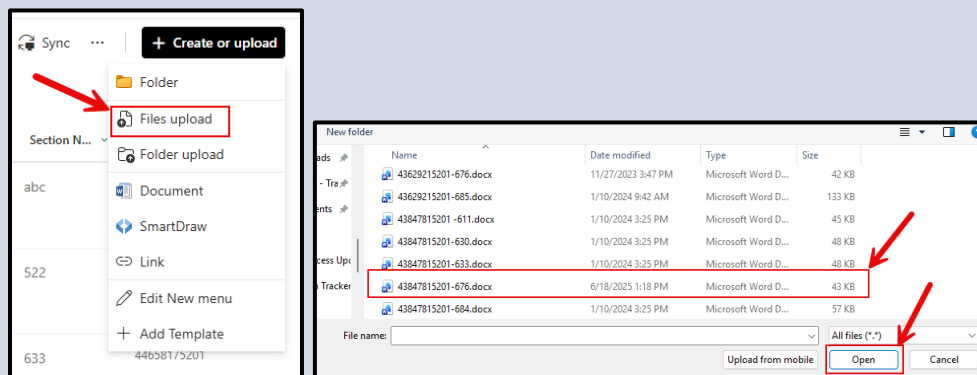
- 3a. Click on “Upload New Request”.



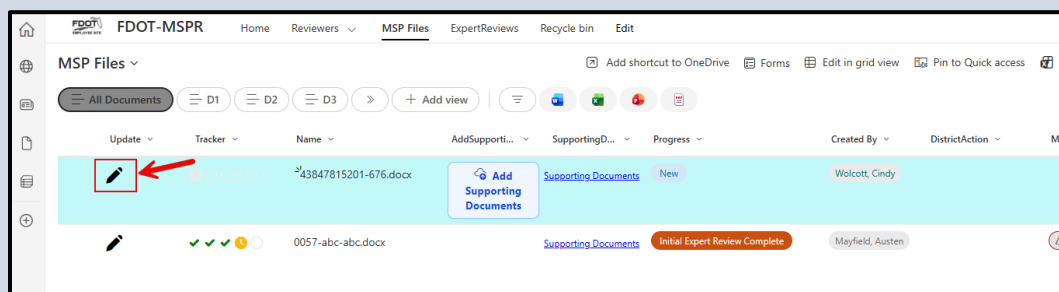
- 3b. Click on “+ Create or upload”.



- 3c. Click on “Files upload” and choose the MSP to be reviewed. Click on “Open”. The naming standard for the MSP should be “11 digit FPID-MSP number”.



- 3d. Click on the pencil to complete the required information.



- 3e. Complete each category and when finished click on “Save”.

- ✓ Name: Automatically completed
- ✓ FPID (11 digits): Do not Include dashes
- ✓ Section Number, Section Name: Complete accordingly
- ✓ Letting Month, District: Choose from the dropdown menus
- ✓ MSP Type: Choose “Construction” “Construction – Blanket”, “Maintenance”, “Maintenance – Blanket”, or “Developmental” MSP Type.
- ✓ PreApproved-FPID: If applicable, add the FPID number wherein the exact same MSP has been approved previously. See Appendices for information related to accessing Previously Approved MSP Library

MSP REVIEW

File: Mandatory format for (file) Name field
 (ID) -FPID (SectionNumber).docx
 * File will be renamed programmatically to match

Required

Name * .docx

FPID(11 digits)

Section Number

Section Name

LettingMonth

District

MSP Type

PreApproved-FPID

Reviewers-To Be Completed By Document Manager

Lead Reviewers

Technical Reviewers

SendSpecing

Name/Text

SpecEngResponse

SupportingDocs

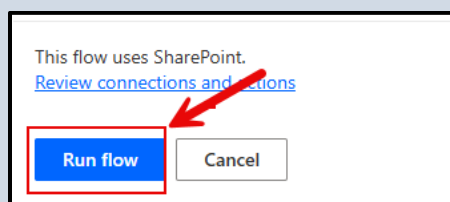
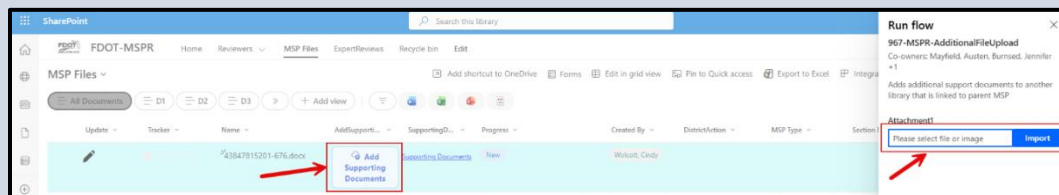
AddSupporting

Tracker

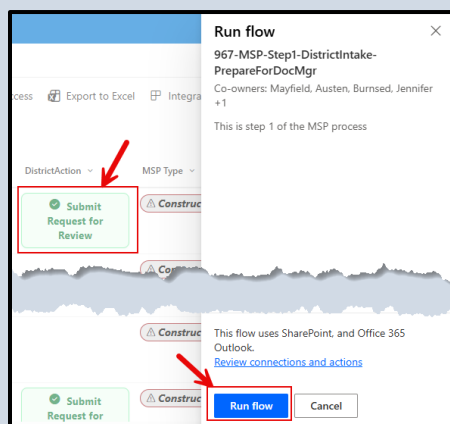
Sensitivity

Save **Cancel**

- 3f. Click on “Add Supporting Documents” to upload MSP S&S Form and any additional supporting documents (Plans, approvals, Proprietary Product Certifications, etc.) to assist with approval.
 - i. Click on “Import” to choose the file to upload and click “Open”. The naming standard should be “11 digit FPID-MSP number S&S” or “11 digit FPID-name of document”.
 - ii. When complete, click on “Run flow”.
 - iii. Complete this process for each document to be uploaded.

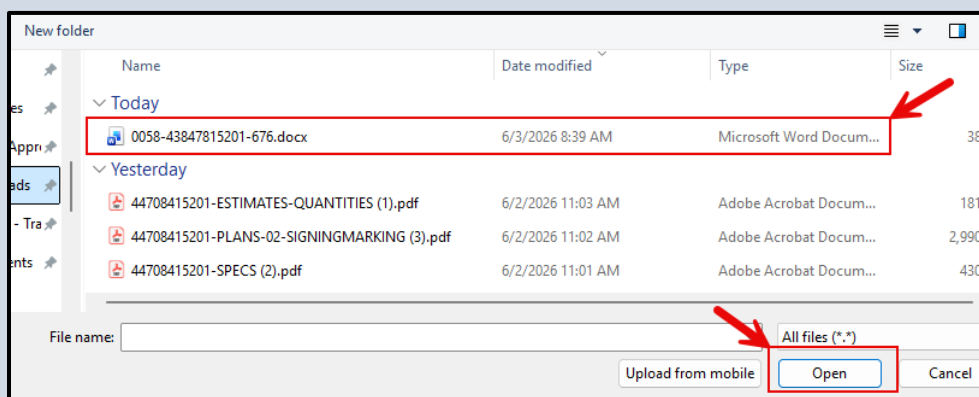
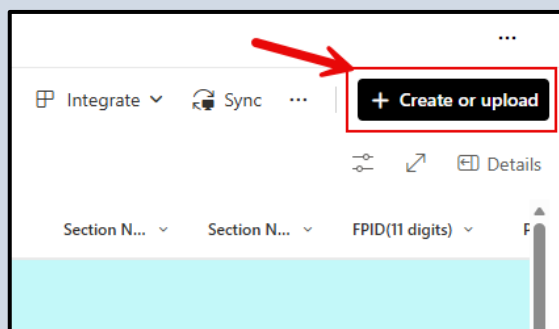
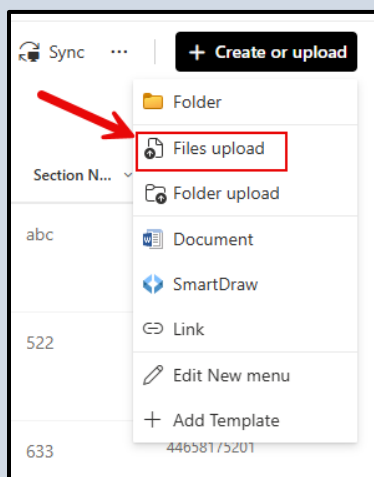


- 3g. When all information has been added and all documents uploaded, click on “Submit Request for Review” and then “Run flow” for the review process to begin with Central Office.

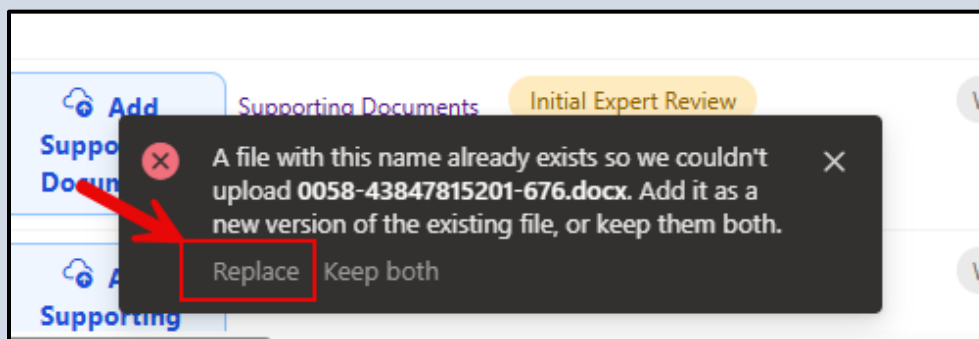


4. Creator (District Specs Office) will receive an automated email. If Central Office reviewers have any comments, go to Step 5. If approved or denied, go to Step 6.
5. Download the MSP with incorporated comments, have the EOR respond to each comment, resubmit.
 - 5a. Hover over the Name of the MSP and click on the three dots to get a drop down menu. Click on “Download” to download the MSP to your computer. Be sure not to change the name of the document. Note that the system has added a number before the FPID number. Do not change this naming standard.
 - 5b. Send the MSP with incorporated comments to the PM/EOR for the EOR to respond to each comment.

- 5c. Once all comments have been addressed, reupload the MSP to the MSP Reviews SharePoint for rereview/approval.
- i. Click on “+ Create or upload”. Click on “Files upload” and choose the MSP to be reviewed. Click on “Open”. Once again keep the same naming standard.



- ii. When prompted, choose “Replace”.

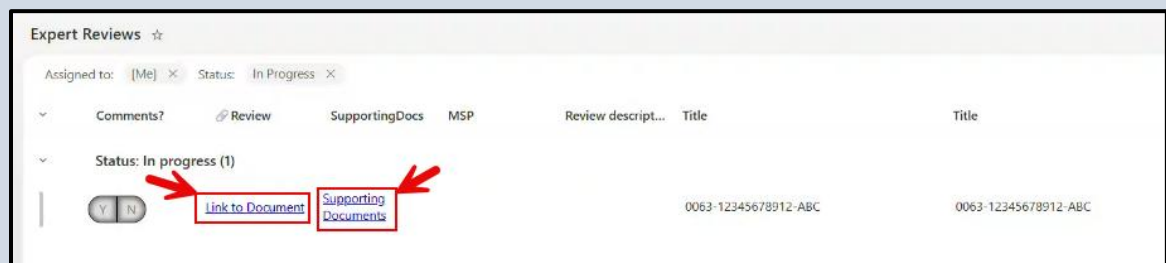


6. If approved, download the MSP from the MSP Review page for usage. If denied, schedule a meeting with Central Office Specifications and include the State Specifications Engineer.

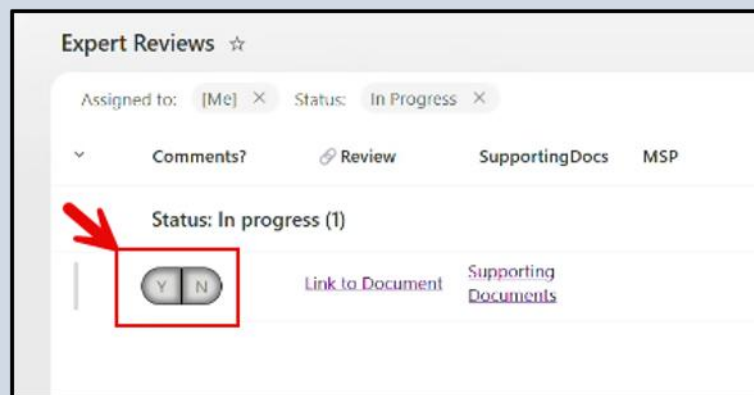
State Specifications Office

Technical Expert Reviewers

1. Receive an email notification that there is an MSP awaiting your review.
2. Open MSP Sharepoint from link provided in email.
3. Select "Supporting Documents" to open any supporting documents included with MSP submittal.
4. Select "Link to Document" to open MSP for review.



6. Add comments in document, if applicable, and close document.
7. After document is closed, select "Y" or "N" to indicate if you have added any comments (Y=yes, N=no), this will alert the Document Manager that your initial review is complete.



8. If additional review is necessary per the comments provided, follow steps #1-7 with the revised MSP.

Document Manager

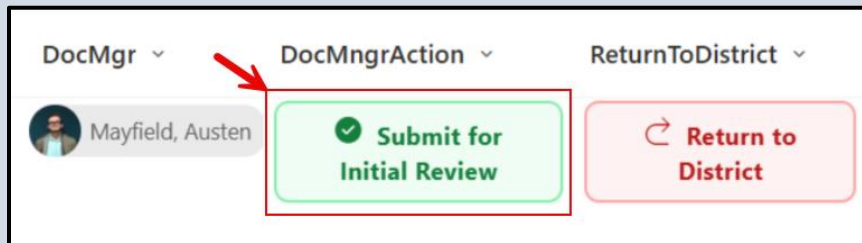
1. Receive an email notification regarding a new MSP that has been submitted.
2. Open MSP Sharepoint from link provided in email.
3. Select "Supporting Documents" to open any supporting documents included with MSP submittal. Confirm completed MSP S&S Form is included.
4. Select document to open MSP, review formatting, and close document.

5. If there are formatting issues, select "Return to District" and click on "Run flow" from pop-up dialog. If no formatting issues, continue to step #6.

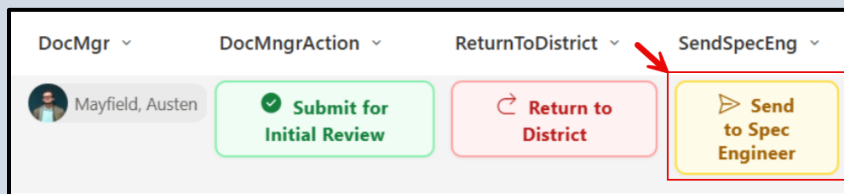
6. Click on the pencil to review MSP information.

7. If Pre-Approved FPID cell is completed, and MSP language matches approved version then skip to step #13.
8. Assign lead and technical reviewers. Refer to the Technical Expert List for reviewer assignments.

9. Select “Submit for Initial Review” and click on “Run flow” to send MSP to reviewers.

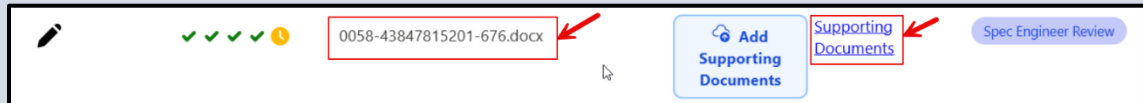


10. Receive an email notification once initial reviews are complete.
11. If comments are received, select “Return to District” and “Run flow” for District to address comments and resubmit MSP, otherwise skip to step #13.
12. Receive an email notification when revised MSP is submitted. Open MSP document from Sharepoint to review. If further review is required, select “Submit for Follow-Up Review” to send back to initial reviewers. If comments are addressed, continue to Step #13.
13. Select “Send to Spec Engineer” and “Run flow” if:
- ✓ No comments are received
 - ✓ Comments have been addressed
 - ✓ Pre-Approved FPID cell is completed, and MSP language matches approved version

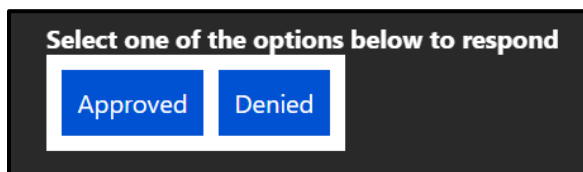


State Specifications Engineer

1. Receive an email notification regarding a new MSP that has been submitted.
2. Open MSP Sharepoint from link provided in email.
3. Select "Supporting Documents" to review any supporting documents included with MSP submittal.
4. Select document to review MSP. Close document when completed.



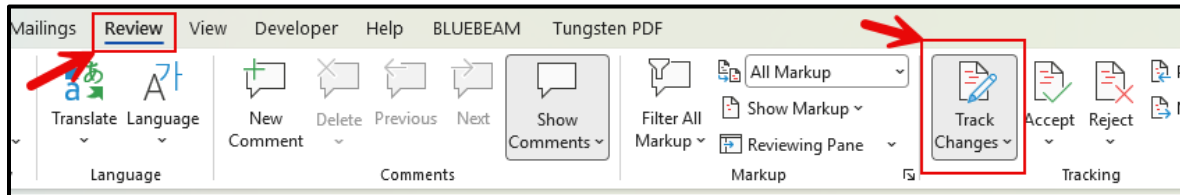
5. Return to email and select either "Approved" or "Denied" to notify the District Specifications Office and Document Manager on the decision.



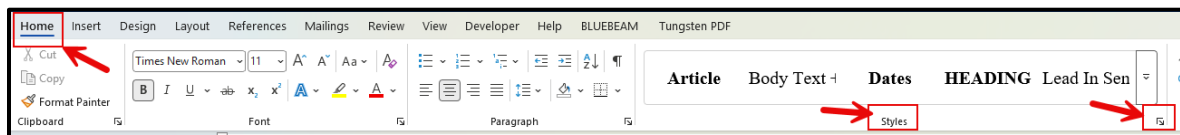
APPENDICES

Formatting Requirements

- ✓ **Track All Changes:** Enable Track Changes and document all modifications to the original Specification language.



- ✓ **Use Pre-Applied Styles:** Apply the proper styles that are included in the clean MSP document.
- ✓ **Follow Style Guidelines:** Use the pop-up Style box to choose the proper formatting.



Style Categories

The following style categories should be used (color-coded in the example included in Appendix):

Style Category	Applied Style
Title	Heading 2
Revision Date	Dates
Lead in Sentence	Lead in sentence
Article	Article
Subarticle	Body text + Bold
Normal Specification Language	Body Text
Pay Items	Pay Items

Note: Examples of properly formatted MSPs are provided in Appendix for reference.

MSP Formatting – Example

The following examples are for reference only. Color-coded highlights show proper formatting and correct styles applied per category.

CONCRETE GUTTER, CURB ELEMENTS, AND TRAFFIC SEPARATOR (REV 08-05-25)

ARTICLE 520-2 is deleted and the following substituted:

520-2 Materials.

- **520-2.1 Concrete:** Use concrete meeting the requirements of Section 347 or 346, as shown in the plans.
- **520-2.2 Reinforcement:** For all steel reinforcement required by the Plans, meet the requirements of Section 415.
- **520-2.3 Joint Materials:** Meet the requirements of Section 932.
- **520-2.4 Toll Header Curb Concrete:** Use concrete meeting the requirements of Section 346, Class II.
- **520-2.5 Curing Materials:** Meet the requirements of Section 925. The Engineer will allow clean sand and sawdust for certain curing, when and as specified. Use products listed on the Department's Approved Product List (APL) for use of Class IV Concrete.

ARTICLE 520-5 is deleted and the following substituted:

520-5 Placing Concrete.

- Place the concrete in the forms, and tamp and spade it to prevent honeycombing, and until the top of the structure can be floated smooth and the edges rounded to the radius shown in the Plans. For Class IV Concrete, meet the requirements of Section 400-7.

SUBARTICLE 520-7.1 is deleted and the following substituted:

- **520-7.1 Repair of Minor Defects:** Remove the forms, when the minimum time (7 days for Class IV Concrete) or the minimum compressive strength (3300 psi for Class IV Concrete) specified in Table 400-2 is achieved, within 24 hours after placing the concrete, and then fill minor defects with mortar composed of one part portland cement and two parts fine aggregate. The Engineer will not allow plastering on the face of the curb. Remove and replace any rejected curb, curb and gutter, or valley gutter without additional compensation.

520-9 Backfilling and Compaction.

- After the concrete has set sufficiently, or the form has been removed, whichever is later, but not later than three days after pouring, refill the spaces in front and back of the curb to the required elevation with suitable material. Place and thoroughly compact the material in layers not thicker than 6 inches.

SUBARTICLE 520-12.3 is deleted and the following substituted:

- **520-12.3 Payment Items:** Payment will be made under:

Item No. 520-1 → Concrete Curb and Gutter - per foot.

Item No. 520-1-110 → Concrete Curb and Gutter, Type F with Class IV Concrete - per foot.

Track Changes

Styles

Clear All

12 pt

After: 6 pt

Article

Body Text

Body Text + 11 pt

Body Text + 11 pt, Bold

Body Text + After: 8 pt

Body Text + After: 90 pt

Body Text + Bold

Bold

Bold, Left: 0", Hanging:

Bold, Underline

Centered, After: 18 pt

Dates

Footer

Heading 2

Italic

Lead In Sentence

Left: 0", Hanging: 0.13

Left: 1.5", First line: 0.5

Normal

PayItem

PayItem + First line: 0"

Underline

☐ Show Preview
☐ Disable Linked Styles

A+

A

A-

Options...

TRAFFIC CONTROLLERS

(REV 3-18-26)

ARTICLE 671-2 is deleted and the following is substituted:

671-2 Materials.

→ Meet the following requirements:

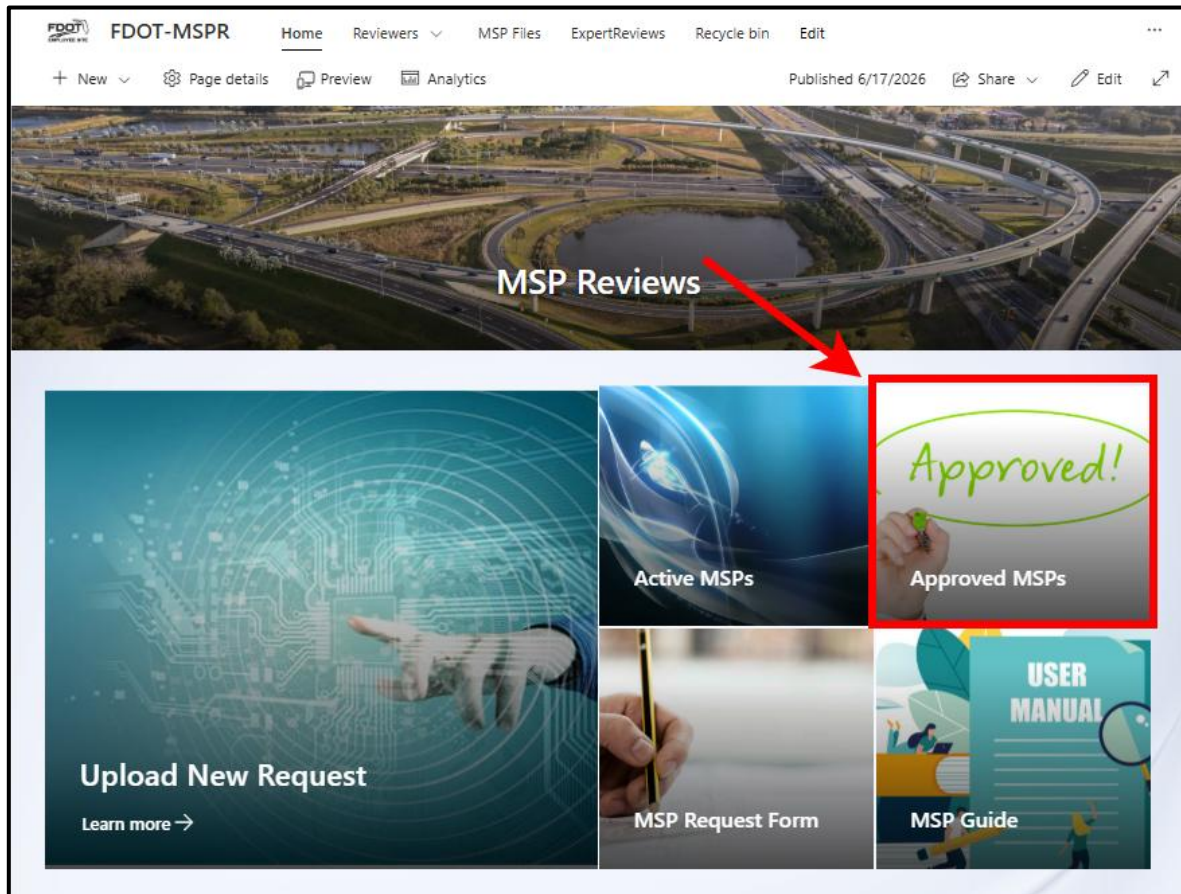
→ Traffic Controllers* 995-10

→ *Use products on the Department's Approved Product List (APL) and shown below:

Product	APL#	Location
ATC Commander NEMA TS2-2 Model Number: Shelf Mount Type-2	671-030-005	As shown in the Plans

Previously Approved MSP Library

1. Navigate to the Previously Approved MSP Library from the MSP Reviews SharePoint.



2. Browse the library of MSPs that have been previously approved to find one that may suit your needs.
3. Upon submitting a new MSP request, fill out the Pre-Approved MSP column with the FPID of the MSP that has been previously approved to bypass the review process IF the language matches.