



NORTHSIDE BAY ADDITION SPECIFIC INSTRUCTIONS

REVISION: 0

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WorleyParsons

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1. INTRODUCTION

1.1. SCOPING STATEMENT

The overall project comprises of modifications to the existing Northside 230kV Switchyard to facilitate the required changes to the facility to allow for an additional transmission interconnection. The interconnection will consist of one (1) new 230kV transmission line entering the Northside Switchyard. The modifications at the Northside Switchyard will be performed to accommodate the changes to the transmission system to include a new 230kV power circuit breaker, A-frame deadend structure, relaying equipment and buswork. Below grade and above grade work will be required for the completion of the facility modifications.

In addition, new primary station service units and a secondary station service connection will be installed at the St. Johns River Power Park (SJRPP) 230kV Switchyard that will be comprised as part of this Work.

1.2. LOCATION OF PROJECT

The Northside Switchyard is located on real property owned by JEA at:

4377 Heckscher Drive Jacksonville, Florida 32226

Geodetic Coordinates:

N: 30° 25' 03" W: 81° 33' 03"

The SJRPP Switchyard is located on real property owned by JEA at:

11201 New Berlin Road Jacksonville, Florida 32226

Geodetic Coordinates:

N: 30° 26' 03" W: 81° 33' 13"

1.3. OWNER STAKEHOLDERS

1.3.1. Project Engineer

Jason Rinehart (904) 665-7380 rineja@jea.com 21 W Church Street, Tower 9 Jacksonville, FL 32202

1.3.2. Project Inspector

Greg Couture (904) 502-5925 coutg@jea.com 21 W Church Street, Tower 9 Jacksonville, FL 32202

1.4. INFORMATION TO BE SUPPLIED WITH BID

1.4.1. Project Execution Plan (PEP) and Description of Activities

In addition to the execution plan and description of activities, the PEP shall include site safety plans, etc.

1.4.2. Construction Schedule: The Schedule shall be a detailed schedule with a three-level work-breakdown-structure that includes the functions of all involved parties, including but not limited to the Contractor, the Vendors, and the Owner's Staff, for the life of the project.

- 1.4.3. Construction Resource Loading
- 1.4.4. Staffing Qualifications (Resumes) of key personnel
- 1.4.5. Price Proposal with Completed Schedule of Values

1.5. INFORMATION PROVIDED BY THE OWNER

1.5.1. Construction Drawings

- A. Neither the drawings nor the specifications provided by the Owner are intended to capture every detail, but are intended to describe the type, kind, and quantity of work to be performed, as well as the type, qualities, and quantities of materials and equipment that must be furnished as a part of this Contract.
- B. The Owner will furnish the Contractor two (2) complete sets of drawings and documents for completion of the work, as well as compiled PDF digital forms. These sets will be provided at the Pre-Construction Meeting. One (1) set is intended for the Contractor's home office and one (1) set is intended for the Contractor's field office.
- C. Furnishing any additional copies that may be required by the Contractor, subcontractor, construction personnel, including copies necessary for securing permits, is the responsibility of the Contractor. The Contractor shall be responsible for the accurate reproduction of the Drawings and Specifications for use by the Contractor, subcontractor, and construction personnel in the completion of this Work, including the securing of necessary permits to perform the work. The Contractor shall be responsible for all costs incurred in the reproduction of the Construction Drawings and Specifications.

1.5.2. Reference Specifications

- A. Technical Specifications Civil, Structural, Architectural (Section VIII)
- B. Technical Specifications Electrical (Section IX)
- C. Technical Specifications Appendices (See Table of Contents following the Technical Specifications)

1.5.3. Soil Investigation

The Owner has obtained two (2) soil borings; the boring logs are included within the Appendices of these specifications. Investigations conducted by the Owner of subsurface conditions are for information only. The Owner does not assume any responsibility with respect to the sufficiency or accuracy of the borings, or of the interpretations made thereof. No warranty or guarantee exists, either expressed or implied, that the conditions indicated by such investigations are representative of those existing throughout the site, or any part thereof, or that unforeseen developments may not occur. After the contract has been awarded, the Contractor shall make an inspection of the site to determine the conditions under which the work is to be performed and may obtain additional core borings, if deemed necessary.

2. ADMINISTRATIVE SCOPE

2.1. PROJECT TRACKING AND REPORTING

- 2.1.1. <u>Pre-Construction Meeting</u>: The Project Representative, upon issuance of the final Contract, shall schedule an onsite Kickoff Meeting. The Project Representative shall provide an agenda for this meeting. The Contractor shall submit the following items, a minimum of five (5) business days prior to the meeting, to the Project Representative:
 - A. A listing of Key Staff Members
 - B. The Construction Schedule
 - C. Key Project Discussion Points to review in open discussion during the meeting (such as, but not limited to Project Requirements, Specifications, Drawings, and Documents, Milestones, etc.) to reinforce the project requirements, expectations, and schedule.

2.1.2. Construction Schedule:

- A. A general Milestone Schedule is provided in this Specification outlining the major project milestones. The Contractor shall develop a Construction Schedule using MS Project and submit it to the Owner at the Project Kickoff.
- B. The Schedule shall be a detailed schedule with a three-level work-breakdown-structure that includes the functions of all involved parties, including but not limited to the Contractor, the Vendors, and the Owner's Staff, for the life of the project.
- C. The details in the Schedule shall be capable of being exported, so the information can easily be integrated with the Overall Project Schedule by the Project Engineer. The Schedule shall include the dependencies of all the functions of others into one chronological report, in Gantt chart format.
- D. The Schedule shall include all of the following fields, as a minimum; the Item ID, Item Name, Item Start Date, Item End Date, Item Duration (business days), sequence of events, predecessors, and resource loading.
- E. The Contractor shall update the Schedule as required (but at minimum, bi-weekly) and report to the Project Engineer of progress, and make recommendations regarding any changes that may become necessary to keep the Project on-track.
- 2.1.3. <u>Schedule of Values</u>: The Contractor shall populate the Schedule of Values that allocates Bid activities amongst the various tasks that the Contractor shall perform as a part of this Project. The Schedule of Values and the completion of its finite project activities will form the basis of reimbursement for the Contractor.

2.1.4. <u>Construction Progress Meetings:</u>

Weekly Construction Progress Meetings shall be held on-site with minimum attendance to include the Contract Administrator, and Contractor Superintendent. The Project Engineer and other Owner personnel will attend as necessary. The Contractor shall be prepared to report status of the Project, and provide necessary documentation to support the status including the Construction Schedule, As-Built mark-ups and listings, etc.

2.2. SUBMITTALS

- 2.2.1. The Contractor shall provide submittals to the Owner for acceptance of any Contractor furnished materials, equipment, or installation method. These may be submitted in the form of drawings, diagrams, illustrations, schedules, or any other form deemed best to convey or illustrate the material, equipment, or installation method to the Owner. The data submitted shall be with respect to dimensions, design criteria, materials of construction, etc. for the proper review and evaluation of the submittal without unnecessary delays.
- 2.2.2. The Contractor shall submit a compiled electronic copy in PDF format of all submittals. The Owner may request up to five (5) hard copies to be mailed to a specified location. Each submittal shall be accompanied by a transmittal letter. Submittal response may be an electronic return of the submittal in PDF format or hardcopy.
- 2.2.3. Work shall not commence until approved by Owner. Any work completed or material installed prior to approval, is subject to removal at the Contractor's expense.
- 2.2.4. Materials purchased by the Contractor without an accepted submittal shall be procured at the Contractor's risk. Regardless, acceptance of a submittal shall in no way relieve the Contractor of supplying and installing products to produce a fully functional system.

2.3. WORKING DRAWINGS

- 2.3.1. The Contractor will receive PDF drawings for use over the course of the Project. The Contractor shall utilize the digital format for all necessary reproduction, and is responsible for accurately reproducing, to full scale, as many copies as needed for use by craft personnel performing work at the site.
- 2.3.2. A complete, separate, clean, full size drawing set shall always be available for review by others (Owner, Contract Administrator, Contractor personnel, etc.) on-site. This set will be distinct from the As-Built drawing set described herein.

2.4. AS-BUILT DRAWINGS

- 2.4.1. The Contractor shall bear all costs associated with the accurate record keeping of As-Built drawings reflecting all the field changes.
- 2.4.2. When cable or conduit routing is not specified on the drawings, the Contractor shall route wiring the best way and provide wiring routing As-Built details in conduit and cable lists on the layout drawings. Additions, the naming modifications and removals or abandonments of the wiring system shall be noted on the Drawings.
- 2.4.3. The Contractor shall also track, using a list or spreadsheet, all As-Built markups, by date, drawing number, name of responsible person, and a clear description of the changes. The Contractor shall transmit the spreadsheet to the Owner every other week for review. As-built drawing updates and their tracking form shall not fall into arrears with respect to field conditions by more than one (1) week.
- 2.4.4. During the course of construction, the Contractor shall maintain a complete As-Built drawing set that meticulously and thoroughly details any and all changes to the original design. It is imperative that this set remain complete in an orderly fashion to facilitate proper tracking of field modifications. The As-Built drawings shall be marked as follows:
 - Red Add
 - Green Delete
 - Blue Notes to the Engineer
- 2.4.5. Final As-Builts shall be submitted by the Contractor within 60 days of substantial completion. They should include a 24" x 36" field marked printed drawing set as well as a PDF copy set of the marked drawings.

3. CONSTRUCTION SCOPE

3.1. GENERAL

- 3.1.1. The Contractor shall have the expertise to perform the work as outlined in these specifications, drawings and documents (Documents). The work will be performed at an energized switchyard where safety, security, reliability, and professional workmanship must be considered of the highest regard at all times. Although portions of the station will be de-energized during construction, equipment, buswork and overhead lines elsewhere inside the station fence will remain energized during the construction of the various stages for the project. The Contractor shall make note of these energized facilities when performing construction activities.
- 3.1.2. At a minimum, the Contractor shall complete all work in accordance with these Documents. Any deviations must be submitted to the Owner in writing prior to commencement.
- 3.1.3. The Contractor shall coordinate all construction operations and unless specifically noted otherwise, shall furnish all labor, materials, and equipment that may reasonably be inferred from these Documents, or from prevailing custom or trade usage as being required to produce the intended result, whether or not specifically stated within them. Literal adherence to the Documents shall not relieve the Contractor of the ultimate responsibility for accomplishing the intent of this Contract, whose scope is adequately defined, and the Documents sufficiently detailed.
- 3.1.4. Engineering estimates for quantities of various materials have been provided within the drawings and specifications for assistance with developing Bids. The Contractor should not rely on these estimates as final needed quantities, or as a basis for change in terms and conditions of any Contract. The Contractor is responsible for furnishing all materials needed to complete the work as described within the Documents.
- 3.1.5. The Contractor is to verify material quantities on the Bill of Material. Miscellaneous conduits, brackets, unistrut, and other similar hardware may not be itemized on the BOM. Supply and installation detail will be the responsibility of the Contractor.
- 3.1.6. All cranes, scaffolding and miscellaneous lift equipment and services required for relocating, unloading, erecting, assembling, or testing electrical equipment, structures and equipment shall be supplied by the Contractor.
- 3.1.7. The Contractor shall provide competent construction management to direct, oversee, monitor, and coordinate and track construction activities among all sub-contractors on-site for all trades.

3.2. SCOPE NOT INCLUDED

- 3.2.1. Functional testing and checkout of high voltage equipment or protective relaying systems.
- 3.2.2. Installation and termination of control cabling.

3.3. DETAILED SCOPE OF WORK

The below scope of work is to provide the Contractor with a general scope of work and highlight specific items in an attempt to identify the overall project. This section is not intended to capture every detailed task and ultimately, it is the responsibility of the Contractor to schedule construction events how best to complete the project.

3.3.1. Pre-Construction Preparation

- A. Prepare administrative documents and construction submittals.
- B. Familiarization: Prior to all work of this project, the Contractor shall become thoroughly familiar with the site, the site conditions and all portions of the project work scope.
- C. Procurement of construction laydown and construction materials.
- D. Installation of Erosion Control measures.
- E. The Contractor shall retain a 3rd party testing company to test concrete, soils, and compaction as required within Section VIII.

3.3.2. Construction Preparation

- A. Perform site surveying and benchmarking, set monuments as necessary and establish construction baselines. All surveying shall be performed by a registered Professional Land Surveyor registered in the State of Florida.
- B. Verify existing utilities above and below grade.
- C. Coordinate construction laydown areas with Contract Administrator.
- D. Site preparation and establish soil erosion control measures.

3.3.3. Site Demolition

The Contractor shall be responsible for removing existing facilities as illustrated in the project drawings. Any decommissioned equipment shall be returned to the Owner by coordinating with the Contract Administrator. Any decommissioned steel, concrete, etc. shall become property of the Contractor. Demolition of existing site facilities includes, but is not limited to:

- A. Concrete foundations
- B. Steel structures and buswork

3.3.4. Civil Site Work and Below Grade Electrical

- A. Responsibility for all the Soil Erosion and Sediment Control Plan and materials associated with the Work.
- B. Receive and offload all foundation anchor bolts from Owner's supplier.
- C. Install foundations for all structures and equipment, including power and control conduit stub-outs as required.
- D. Install cable raceway systems including below grade conduits including low voltage, security, fiber optic, and hand-holes and man-holes (as required).
- E. Install conduits from the cable trench to equipment and structure foundations.
- F. Install below grade ground grid, structure and equipment ground taps.

3.3.5. Structure Erection and Above Grade Electrical Equipment Installation

A. Receive, offload and securely store onsite all substation structures and materials.

- B. Erect 230kV A-frame deadend structure, insulators and buswork; **NOTE:** No structure may be installed for more than twenty-four (24) hours unless grounded to the permanent ground grid.
- C. Erect PVT structures; **NOTE**: No structure may be installed for more than twenty-four (24) hours unless grounded to the permanent ground grid.
- D. Install ground cables to all 230kV structures.
- E. Receive offload, and install 230kV SF₆ power circuit breaker.
- F. Install lightning arrestors, equipment jumpers, etc.
- G. Install PVTs, equipment jumpers, etc.
- H. Extend conduits, pull cable and terminate at all yard equipment, Control House cabinets, and all other low voltage power and control for auxiliary items typical for this type of substation and as illustrated in the drawings.

3.3.6. Commissioning

- A. Completion of equipment and relay commissioning testing by JEA Forces.
- B. Re-energization of the 230kV substation.
- C. Upon JEA commencing the serving of load but not more than 90 days beyond punch list completion, the Contractor shall inspect all 230kV electrical connections for hot spots.
- D. Correction of all hot spot locations by Contractor.

3.3.7. Finishing

- A. Complete backfilling, compaction and stabilization of the substation site and establish final grades.
- B. Demolish temporary construction fencing (if applicable).
- C. Install final surfacing including asphalt surfaces, yard aggregate, and vegetative surfaces. The Contractor shall repair any asphalt surfaces within the 230kV substation perimeter road.
- D. Restore all areas used or impacted during Construction to conditions that existed prior to construction. The Contractor shall restore area to proper grade, properly amend soil and install surfacing that matches surrounding and/or pre-existing conditions.
- E. Site clean-up and disposal of debris.
- F. General inspection of the project by Owner.
- G. Completion of all punch list items and final adjustments as necessary after Owner inspection.

3.3.8. Project Closeout

- A. Prepare and submit any As-Built field marked prints, final project documents and instruction books.
- B. Demobilize.

4. MILESTONE SCHEDULE

4.1. CONSTRUCTION MILESTONES

- 4.1.1. Reference detailed Project Schedule.
- 4.1.2. The Contractor should take note that the delivery dates of material items and equipment are synchronized with the construction sequence. The Contractor is responsible under this Contract to conform to and facilitate these delivery schedules.

4.2. SCHEDULE CONSTRAINTS

4.2.1. The JEA Electric System Operator has commitments which require that this Work be completed on time. Therefore, adherence to the Project Schedule is of high importance.

JEA requires, as a part of this Contract, that the Contractor assure and guarantee that the installation of the substation be substantially completed and operable by the <u>Substantial Completion Date</u> to allow JEA sufficient time for complete checkout of the substation prior to energization. The Contractor shall assure and further guarantee that the entire project, including substation rock, punch list, landscaping, etc. shall be complete no later than <u>Project Completion Date</u>. Reference Liquidated Damages, if these dates are not met. JEA intends to test, check out the substation, and place all equipment in-service and serve load by the <u>Substation Energization Date</u>.

5. SITE SPECIFIC INSTRUCTIONS

5.1. OPERATIONAL LIMITS

- 5.1.1. 24-hour access is required by the Owner to the existing facilities. Care must be taken not to impede or impact access with construction materials, vehicles, equipment, etc.
- 5.1.2. Contractor's activities at the Site shall be limited to the areas designated on the Contract Drawings.
- 5.1.3. Parking facilities will be provided for Contractor's employees for use at their risk. Parking will be allowed only in areas designated by Owner. Owner reserves the right to restrict the number of Contractor vehicles allowed on Site. Contractor will not be allowed to park personal vehicles within the boundary of any JEA property.
- 5.1.4. Unprotected storage areas will be provided by Owner. The areas to be used by Contractor will be designated by Owner. Storage space is limited, and Contractor shall limit Site storage of materials and equipment to the space assigned. The locations, construction and appearance of structures erected by Contractor for the storage of materials and equipment shall be subject to prior approval of Owner.
- 5.1.5. Owner will assign location for Contractor's fabrication area (if required). No office space will be provided by Owner for Contractor's employees.
- 5.1.6. Contractor personnel shall enter and leave the Site through gates designated by Owner. All personnel and their vehicles entering or leaving the Site are subject to search. Firearms or weapons of any type are strictly prohibited.
- 5.1.7. Visitors to Contractor, including vendors and delivery personnel, will be required to wear visitor hard hats or hard hats clearly marked with the Contractor's name and safety glasses with hard side shields and appropriate work shoes.

5.2. SITE FAMILIARIZATION

- 5.2.1. The Contractor shall be responsible for locating existing facilities of every type either below, on, or above the ground which may be in the path of proposed construction. The Contractor shall cooperate with the Owner's of any facilities on, over, or under the proposed path of construction by scheduling and performing the Work in and around any facilities so as to facilitate their preservation, relocation, and/or reconstruction. The Contractor shall be responsible for the full restoration or replacement of any utilities damaged by Construction.
- 5.2.2. The Owner has attempted to indicate on the Drawings all Owner facilities. It will be the responsibility of the Contractor to verify the data furnished, to investigate and locate additional obstructions. Changes in location, grade, further excavation, or back-filling caused by any obstructions shall be at the Contractor's expense. The obstructions shall not serve as a basis for requests for additional compensation.

5.3. SITE ACCESS AND SECURITY

- 5.3.1. It will be the responsibility of the Contractor to maintain access to the construction site at all times. In addition, security for the Owner's equipment and materials must be provided at all times during Construction by the Contractor regardless of whether the equipment and materials are stored on-site or offsite during Construction. Questions about Site Access and Security should be referred to the Contract Administrator.
 - A. <u>Material Security:</u> It is recommended that expensive and/or long lead time materials be securely stored in locked Conex boxes.
 - B. <u>Temporary Construction Fence</u>: The Contractor may choose to establish a temporary construction fence that shall meet the following Specifications: 1) the fence shall establish a closed perimeter over the majority of the site and shall cover all areas where materials of any kind are stored, and 2) the fence shall be

- substantially similar to a permanent chain link fence, but excepting top rail, slats, decorative appurtenances, and signage. The temporary fence will allow for use of lockable (double) 8' leaf gates. As an additional level of security, it is recommended that expensive and/or long lead time materials be securely stored in locked Conex boxes.
- C. <u>Temporary Security Guard:</u> The Contractor may choose to establish temporary, 24 hour, 365 day security via subcontracting with a Florida Licensed Security service that will supply on-site security personnel at all times that the Contractor does not have activities on-site. Said personnel shall maintain plainly visible picture ID and copies of the ID shall be provided to the Contract Administrator prior to assignment. Also, persons who perform this security function shall be subject to attendance of JEA's Substation Safety training class prior to work and attendance at such class shall be at no additional cost to JEA.

5.4. SAFEGUARDS IN CONSTRUCTION

- 5.4.1. Known underground facilities exist within the work area. All underground conductors and ducts shall be considered "Live" (energized, pressurized, or otherwise) until confirmed otherwise.
- 5.4.2. The Contractor shall exercise caution when excavating, and contact the Owner immediately upon discovering unknown underground facilities before proceeding with further excavation. The Contractor shall temporarily support and protect existing utilities as required.
- 5.4.3. Care shall be used while operating equipment within areas of known underground facilities. Restrictions may be placed regarding the use of certain equipment. All equipment must be grounded by approved methods.
- 5.4.4. Contractor shall designate a Site Safety Representative to represent Contractor in matters of safety and health. The Representative shall attend any safety meetings conducted by the Owner.
- 5.4.5. Contractor shall hold one safety meeting with its craft personnel at least every ten working days. Contractor shall keep records of these safety meetings and provide two copies to the Owner.
- 5.4.6. Contractor shall furnish to the Owner copies of all safety and health reports sent to government authorities. In addition, Contractor shall furnish the following reports (in duplicate) to the Owner:
 - A. Monthly man hour/injury statistics as required by the Owner.
 - B. Notification, as soon as possible, to the Owner of all occupational injuries/illnesses which require medical attention other than first aid, followed by a written investigative report (Incident Report), completed before the end of the shift which the incident occurred.
 - C. Notification, as soon as possible, to the Owner of accidents/fires involving property damage followed by a written investigative report (Incident Report), completed before the end of the shift which the incident occurred.
- 5.4.7. Contractor shall bring Contractor-to-Contractor safety interface problems to the attention of the Owner immediately for resolution.
- 5.4.8. Proper PPE including eye protection, hard hats, and safety shoes shall be worn at all times in the work area.
- 5.4.9. If applicable to this Contract, Contractor shall provide qualified confined space attendants who have been adequately trained to meet the minimum the Owner (see Attachment) and OSHA (OSHA Standard 29 CFR 1910.146) requirements for confined space. Confined space attendants shall be trained prior to the commencement of the Work by the Contractor. A copy of the Contractor's Confined Space Procedures shall be furnished with the Bid. The Contractor shall provide the Owner Site Contact certifications of a Fit Test for each employee of the Contractor, or for each Subcontractor of the Contractor who will enter a confined workspace.

5.5. CONSTRUCTION LAYDOWN

5.5.1. The Contractor shall propose and JEA shall approve any area located within the property that shall function as a material laydown area. The laydown area shall be maintained and returned to the original condition by the Contractor immediately after use. If necessary, the Contractor shall install and maintain temporary fences and gates to secure the designated area. **NOTE:** A suitably constructed and maintained temporary construction fence, when such fence encompasses a closed perimeter, shall be sufficient for the purposes of this Paragraph.

- A. The Contractor bears full responsibility for any issues (such as material interference with the offloading of the Major Equipment) that may arise due to the Contractor's choice to store material at the site, regardless of any allowance given by the Owner.
- B. Any Owner property stored at an offsite location must first be approved by the Owner. If Owner property is stored at an offsite laydown location, the property will be in the care, custody, and control of the Contractor.
- 5.5.2. The Contractor shall permit, clear, supply, and install any cribbing, temporary culverts, and any other materials and devices as necessary, to obtain access to the laydown area. The Contractor shall remove the temporary materials and devices and restore the area to original condition after Construction is complete.

5.6. TEMPORARY POWER

JEA will allow the Contractor to use the 120VAC one-phase, existing electrical outlets and facilities at the site for construction. The Contractor shall bear all costs associated with all other construction power requirements and supply the necessary material and temporary infrastructure for this installation.

5.7. CONTRACTOR'S SANITARY FACILITIES

The Contractor shall provide and maintain portalets for personnel use during Construction. The Contractor employees shall not use any plant restroom facilities.

5.8. CONSTRUCTION COORDINATION

- 5.8.1. The Contractor shall have its craftsmen at the Site cooperate with craftsmen under the control of other contractors. When the Contractor is required to place, install or connect up material or equipment furnished by others, the Contractor shall notify the Owner in advance in writing when such equipment or material will be needed, and the Contractor shall cooperate with the Owner in scheduling such Work.
- 5.8.2. The Contractor shall obtain prior written authorization from the Owner for any demolishing, modifying, or repairing any work of other contractors.
- 5.8.3. Any work to be performed outside of the property limits and not within the City of Jacksonville right-of-way shall be coordinated with and approved by the adjoining property owners prior to construction commencing. Preconstruction conditions shall be restored upon completion of project work in these areas.