



# SPECIFIC INSTRUCTIONS

ME2024

Merrill Substation T1 Replacement and Two Feeder  
Additions

## Abstract

This document covers general and site specific information for successful completion of the project.

Ryan Szoke  
szokrm@jea.com



## Table of Contents

I.	General Information .....	4
1.	Scope of Work .....	4
2.	Location(s) of Project.....	4
3.	Contact Information .....	4
4.	Important Dates and Milestones.....	4
5.	Documents Provided by Owner.....	5
II.	Site-Specific Instructions .....	6
1.	Substation Access .....	6
2.	Laydown Area .....	6
3.	Disposal of JEA Equipment .....	6
4.	Sanitary Facilities .....	6
5.	Noise & Dust Control .....	6
6.	Sequence of Work .....	6

## I. GENERAL INFORMATION

### 1. Scope of Work

Install new structures, equipment, grounding, conduit, cables, and bus for two new 26kV circuit breakers by expanding west from existing 26kV yard. Remove and install new concrete pad, grounding, conduits, and cables for new 50MVA Power Transformer T1. Bidder will NOT be responsible for removing, setting, assemble of the power transformers. Relocate new hook switches on existing 26kV main and transfer bus by removing old switches and installing new switches. Upgrade substation AC auxiliary with new CT meters, new main breaker panelboard, and feeder cables.

A second project includes the replacement of 69kV circuit breaker 6T2 with new foundation pad, conduits, cables, and grounding.

The project requires 3 mobilizations and 3 major outages to complete the project

### 2. Location(s) of Project

Merrill Substation at 7730 Merrill Road, Jacksonville, FL 32211

### 3. Contact Information

Role	Name	Email	Cell Phone #
JEA Project Manager	Ryan Szoke	<a href="mailto:szokrm@jea.com">szokrm@jea.com</a>	904-383-8243
JEA Safety & Health	James Fisher	<a href="mailto:fishjl@jea.com">fishjl@jea.com</a>	904-229-5045
JEA Construction Inspector	Bo Medley	<a href="mailto:medlrm@jea.com">medlrm@jea.com</a>	

### 4. Important Dates and Milestones

#	Scheduled Outages	Date
1	OUTAGE #1: 26kV West Main and Transfer Bus	5/26/2026 – 6/12/2026
2	OUTAGE #2: Transformer T1	10/5/2026 – 12/31/2026
3	OUTAGE #3: Transformer T2 & 26kV East Main and Transfer Bus	3/22/2027 – 4/27/2027

Milestones	Date
Construction Start	3/3/2026
Contractor Substantially Complete with new 26kV Additions	6/8/2026
In-Service-Date for new 26kV Additions	6/12/2026
Contractor Substantially Complete with T1 Replacement	12/16/2026
In-Service Date for Transformer T1 Replacement	12/31/2026
Contractor Substantially Complete with Bkr 6T2 Replacement & 26kV Equipment Removals	4/13/2027
In-Service-Date for Breaker 6T2 replacement and 26kV switch removals	4/27/2027

## 5. Documents Provided by Owner

All Technical Specifications and Drawings that have been provided to the Bidder to allow the Bidder to estimate the Bid for the type, kind, and quantity of work to be performed, as well as the type, qualities, and quantities of materials that must be furnished as a part of this Bid, and are provided solely for Bidding purposes. These Technical Specifications and Drawings may not be intended to be used for Construction. Technical Specifications and Drawings for Construction shall be provided not later than the pre-construction conference, at which time if the Contractor can show, in an explicit, formulary way, any direct cost differences between the requirements of the Construction set and the Bid set, JEA will entertain a change order only for that (those) difference(s).

The Owner shall furnish the Contractor no more than two (2) complete hard-copy sets of Construction Drawings and other associated documents for completion of the work.

## II. SITE-SPECIFIC INSTRUCTIONS

---

### 1. Substation Access

The Contractor shall maintain access to the construction site at all times. The Contractor shall not impede or block the normal operation of neighboring properties, traffic flow, or access to critical substation infrastructure.

### 2. Laydown Area

The Contractor shall propose and JEA shall approve any area located within the substation fence 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. 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.

### 3. Disposal of JEA Equipment

The Contractor shall NOT be responsible for disposal of oil for any JEA equipment. Instead, the Contractor shall transport such oil-filled equipment to JEA Westside Service Center or as directed by the JEA Project Manager or Representative. Substation O&M shall verify and mark PCB-free equipment before Contractor handling. Suspected or known PCB items shall be handled by and disposed of by JEA according to JEA Policy and Procedures: **HANDLING AND DISPOSAL OF POLYCHLORINATED BIPHENYL COMPOUNDS**.

JEA retains ownership of scrap metal from JEA assets. JEA will provide container bins on-site for the Contractor to dispose all scrap metal. All other debris shall be properly disposed from the site by the Contractor.

### 4. Sanitary Facilities

The Contractor shall provide and maintain their own sanitary facilities for contractor, sub-contractor, and JEA personnel for use during Construction.

### 5. Noise & Dust Control

The Contractor is required to minimize noise from pumps and other sources and to maintain dust control throughout Construction.

### 6. Sequence of Work

The following is a general representation of a possible Sequence of Work, provided only as an example of one such possible sequence. The Contractor shall be responsible for all work coordination, timing, sequencing, and scheduling that is necessary to assure timely project completion even while working with material suppliers and prevailing circumstances (labor, weather, etc.) that could be expected for this locale and time of year.

1. Mobilization
2. Offload Substation Packager materials delivered to site, unless already on site. Pick-up and haul JEA storeroom items as required.
3. Excavate and install 26kV foundations.
4. Install ground grid, ground rods, ground tails, and conduits.
5. Install conduits for new MV circuits from substation yard to manhole outside substation. Manholes installed by JEA. Installation may require asphalt/concrete cutting or boring under infrastructure.
6. Demo and extend new 26kV yard concrete curb.
7. Install 26kV structures, insulators, bus, jumpers, switches, PTs, and arresters. Bend copper bus as required.
8. Pick up, haul, and install 26kV circuit breakers to foundation pad.
9. Install new AC auxiliary modifications and upgrades.
10. Pull and terminate control cables per drawings.
11. Install new substation rock at new 26kV yard extension.

#### Outage 1 – 26kV West Main and Transfer Bus

12. Install new hook switches on existing main and transfer bus.
13. Connect new main and transfer bus to existing bus.
14. JEA installs new MV feeder cables to substation deadline.
15. JEA finishes wiring, testing, and commissioning.
16. Energize new 26kV circuits.
17. Complete punchlist and demobilize

#### Outage 2 – Transformer T1

18. Remobilize for Outage 2
19. JEA removes the T1 power transformer from pad.
20. Contractor removes and installs new foundation. Modifications to conduits and grounding as required.
21. Foundation cures.
22. JEA hauls new transformer to new pad and assembles.
23. Contractor installs jumpers, grounding, conduits, LV cables, and shield wire as required.
24. JEA finishes wiring, testing, and commissioning.
25. Outage restored.
26. Complete punchlist and demobilize.

#### Outage 3 – Transformer T2 & 26kV East Main and Transfer Bus

27. Remobilize for Outage 3
28. Remove hook switches from main/transfer bus.
29. Remove abandoned 26kV PTs
30. Replace breaker 6T2 with new jumpers, grounding, conduits, LV cables as required.
31. JEA finishes wiring, testing, and commissioning.
32. Outage restored.
33. Complete punchlist and demobilize.