



SPECIFIC INSTRUCTIONS

DN2026

Dinsmore 26kV Metering Installation

Abstract

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

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Table of Contents

1.	General Information	3
1.1	Scope of Work	3
1.2	Location(s) of Project.....	3
1.3	Contract Information	3
1.4	Important Dates and Milestones	3
1.5	Sequence of Work	4
1.6	Construction Drawings	4
1.7	Shop Drawings	4
1.8	As Built Drawings	5
1.9	General Safety Information	5
2.	Site-Specific Instructions	6
2.1	Laydown Area	6
2.2	Sanitary Facilities	6

1. GENERAL INFORMATION

This section covers general information of the project including location of site, schedule milestones, and contact information, and scope of work.

1.1 Background

The Dinsmore Metering Installation project scope will include the installation of Structural Steel, Metering Panel, Junction Boxes, Metering combo units, metering relay panel and pull/terminate AC/DC Cable.

1.2 Location(s) of Project

This project is located at the existing Dinsmore Substation (12160 New Kings Rad Jacksonville, Florida 32219), located within JEA's service territory.

1.3 Contact Information

Role	Name	Email	Office #	Cell Phone
Project Manager	Ian Rivera-Rosario	riveie2@jea.com		904-889-1682
Substation Engineer	Ian Rivera-Rosario	riveie2@jea.com		904-889-1682
Substation Engineer	Burns and McDonnell			
Project Representative	Bo Medley	medlrm@jea.com		904-776-7594
Safety & Health Specialist	Curtis Stothers	stotct@jea.com	904-665-7736	850-855-6177

1.4 Important Dates and Milestones

Description	Date
Construction Start (or after PO, whichever comes first)	4/21/2026
Contractor Substantially Complete	6/16/2026
Tentative Outage Date	May 8 – August 10

1.5 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. Contractor mobilization
4. Grounding, foundations for all structures. Install stubout conduits, as required.
5. Install structure and equipment ground taps.
6. Install conduits from the cable trench to equipment and structure foundations.
7. Backfill and compact site as necessary.
8. Receive, offload, and securely store on-site all substation structures and materials as directed by the project representative.
9. Install 26kV structures, insulators, bus work, and switches. Note: No structure may be installed more than twenty-four (24) hours unless grounded to the permanent ground grid.
10. Install ground cables to all 26kV structures and terminate ground cables to ground grid.
11. Install equipment jumpers and junction boxes
12. Pull cable and terminate cable at the yard equipment and pull cable into the control house panels.
13. JEA O&M wiring, testing, walkdown, and commissioning.
14. Site clean-up and disposal of debris.
15. General inspection of project by JEA personnel.
16. After owner inspection, completion of all punch list items and final adjustments as necessary.
17. Demobilization.

1.6 Construction Drawings

- 1.6.1 All Technical Specifications and Drawings are intended to be used for Construction.
- 1.6.2 The Owner shall furnish the Contractor two (2) complete sets of Construction Drawings, Specifications, equipment instruction books, and environmental permits, if applicable, for the completion of the work. These two (2) sets will be provided at the Pre-Construction Conference. One (1) set is intended for the Contractor's home office and one (1) set is intended for the Contractor's field office.
- 1.6.3 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.
- 1.6.4 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.

1.7 Shop Drawings

- 1.7.1 The Contractor shall submit Shop Drawings through the Project Representative to the Project Engineers for approval of any Contractor-furnished materials, equipment, or their installation methods. These Shop Drawings 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 Project Engineers. The data submitted shall be complete with respect to dimensions, design criteria, materials of construction, etc., to enable the Project Engineers to properly and completely review and evaluate the submittal without unnecessary delays.

1.8 As-Built Drawings

- 1.8.1 The Contractor is required to provide the Owner with a complete set of "As Built" Drawings. The Contractor's "As Built" field markings shall be accurately transferred to a clean set of Drawings provided by the Contractor. The "As Built" Drawings shall be marked as follows:

- Red - Add
- Yellow - Delete
- Green - Notes to the Engineer

1.9 General Safety Information

- 1.9.1 Please visit the following site to learn more about JEA's safety related information:
https://www.jea.com/About/Procurement/Contractor_Safety/
- 1.9.2 The winning bid contractor will need to become JEA Safety Qualified at least ten (10) business days after the bid opening by submitting the "Contractor Safety Qualification Questionnaire" found in the link above.
- 1.9.3 The contractor's employees need to be drug tested at least thirty (30) days prior to the start of any work. JEA may request for proof of the drug testing before and during the construction.
- 1.9.4 The contractor's employees will need to take safety orientation and/ or training as described in the following link:
https://www.jea.com/About/Procurement/Become_a_Vendor/Contractor_Safety/Safety_Orientation_Training/
- 1.9.5 For any questions regarding JEA's safety requirements, please contact Curtis Stothers (see [Contact Information](#))
- 1.9.6 Hold Tags - Authorized Person Requirements: If outages are needed, the contractor will be required to request hold tags. For the contractor to request a hold tag on the JEA system, the individual requesting the hold tag must be an *Authorized Person* as determined by JEA. The contractor will be required to have a knowledgeable employee, preferably a foreman, take and successfully pass the JEA course "Principles of Hold Tags and Grounding for Contractors". The course will be provided at JEA's Westside Service Center and will take one (1) full day to complete. The prerequisite for the course is "JEA's Substation Entry Training", See section 1.19 of these specifications for additional details. Hold Tag Courses will be administered by Scott Nordeng (contact information is below). The contractor must have his employees sign up for the course(s) by contacting the JEA Project Manager upon winning the bid.
- Scott Nordeng: nordsc@jea.com Office: 904-665-6728
- 1.9.7 Recall of Line Clearances or Hold Tags: In the event that a transmission or distribution hold tag on an energized or de-energized line must be recalled due to a system emergency, as determined by the JEA, the contractor shall complete only the work necessary to clear the line or equipment, clear his personnel, and release his hold tag as quickly as possible. Any recall shall not constitute a just cause by the contractor for a claim for extras.

2. SITE-SPECIFIC INSTRUCTIONS

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2.1 Laydown Area

- 2.1.1 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.
- 2.1.2 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.

2.2 Sanitary Facilities

- 2.1.1 The Contractor shall provide and maintain portalets for personnel use during Construction.