



SPECIFIC INSTRUCTIONS

PI2026

Pickettville AC Load System Rebuild

Abstract

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

Joshua Crow

Crowj2@jea.com

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 Pickettville AC load system rebuild project scope will include the installation of AC load centers, 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 Pickettville Substation (6910 Old Kings Rd, Jacksonville, Florida 32219), located within JEA's service territory.

1.3 Contact Information

Role	Name	Email	Office #	Cell Phone
Project Manager	Joshua Crow	crowj2@jea.com		904-426-2090
Substation Engineer	Joshua Crow	crowj2@jea.com		904-426-2090
Substation Engineer	Leidos			
Project Representative	Jay Hockett	hockhj@jea.com		904-603-1987
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)	TBD
Contractor Substantially Complete	TBD
Tentative Outage Date	TBD

1.5 Construction Drawings

- 1.5.1 All Technical Specifications and Drawings are intended to be used for Construction.
- 1.5.2 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.
- 1.5.3 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.
- 1.5.4 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.

1.6 Shop Drawings

- 1.6.1 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.

1.7 As-Built Drawings

- 1.7.1 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

1.8 General Safety Information

- 1.8.1 Please visit the following site to learn more about JEA's safety related information:
https://www.jea.com/About/Procurement/Contractor_Safety/
- 1.8.2 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.
- 1.8.3 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.
- 1.8.4 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/
- 1.8.5 For any questions regarding JEA's safety requirements, please contact Curtis Stothers (see [Contact Information](#))

- 1.8.6 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

- 1.8.7 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

2. SITE-SPECIFIC INSTRUCTIONS

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

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