

**FIVE YEAR ELECTRIC DISTRIBUTION MASTER NETWORK DEVELOPMENT PLAN**  
**FOR “ENERGO-PRO” IN THE REPUBLIC OF GEORGIA**

**Questions**

1. It has been described in the RFP (page 4) that “Proposals should address at a minimum the following information: ... Demonstration of an understanding of the issues to be addressed under the proposed scope of work specified above by providing a summarized technical approach for each of the elements of the 5YNDP listed on pages 1-2 of this RFP. (Maximum 2 pages).  
**We have decided to remove this requirement to ensure proposals can sufficiently describe the proposed technical approach. USEA encourages concise proposals.**
2. Do we need to provide the summarized technical approach on 2 pages for all nine elements of 5YNDP or 2 pages (maximum) for each element of 5YNDP (it gives 18 pages in total (2 pages \* 9 elements)?  
**We have decided to remove this requirement to ensure proposals can sufficiently describe the proposed technical approach. USEA encourages concise proposals.**
3. It has been described in the RFP (page 4) that “Evaluation Criteria ..... 30%: Technical Approach...”. Question. Does “Technical Approach” include evaluation of CVs, proposed project schedule, qualification of the bidder (firm) to demonstrate ability to conduct the work?  
**Yes, those items are included in the “Technical Approach”.**
4. Paragraph 1 – “USEA will work with the selected organizations to refine a cost proposal.” Please clarify what this means? Per the proposal requirements in the RFP, a cost proposal should be included with the proposal?  
**We are striking this sentence from the RFP.**
5. Section titled “The Consultant should take into account the following assumptions regarding this project:”
  - a. Paragraph 2 states “ USEA will separately fund all travel related costs including airfare, ground transportation, lodging and meals & incidental expenses up to US government allowances through its Cooperative Agreement with USAID.”
    - i. Will USEA make the arrangements for hotel and airfare or will consultant?  
**USEA will make all hotel and airfare travel arrangements for the consultant. No travel costs should be included in proposals for this project.**
    - ii. Will USEA have arrangements so hotel and airfares are directly billed to USEA?  
**USEA will coordinate and directly pay for all airfare and lodging arrangements (room and tax only) based upon the USG per diem allowances. USEA will provide meal & incidental expenses based upon the USG per diem allowances.**
    - iii. Will individual’s expense reports be submitted directly to USEA for payment?  
**Individual expense reports should be submitted directly to USEA for reimbursement. Receipts will be required for all expenses \$25.00 or higher.**
    - iv. Will USEA cover U.S. based travel and per diem for discussions with USEA and other, e.g., coordination with software suppliers?

All travel costs will be coordinated and paid for by USEA. No travel costs should be included in proposals for this project. Travel proposed in addition to that summarized in the RFP should be noted in the technical proposal, with sufficient detail for the number of trips required and number of travelers proposed for each trip.

6. No full time personnel will be required to live in Tbilisi? Correct?  
That is correct.
7. Office space for personnel will be supplied by USEA/Energo-Pro - including phones, internet connections, copiers, and other necessary supplies?  
Energo-Pro will supply office space including phones, internet connections, copiers, and other necessary supplies.
- a) Are USAID requirements regarding Max Daily rate, allowances (such as post etc. if applicable) to be used when developing the cost proposal?  
Cost proposals should only be for labor, indirect costs and fees. Each employee proposed to work on this assignment will be subject to USAID regulations and will be required to complete USAID Contractor Employee Biographical Data Sheet forms (<https://www.usaid.gov/forms/aid-1420-17>)
8. Various modeling software incorporates a utility's actual, as-built, as-energized electric distribution network model and the associated facilities data as well as the various versions of the model and data that utility employees need to do their jobs. USEA intends to purchase the modeling software and provide to Energo-Pro. Since such software is modeled to the actual system, will the consultant be asked to modify the software with actual inputs or will Energo-Pro be required to make the modifications?  
Energo-Pro does not have any experience with this type of software. The consultant will be expected to work closely with the Energo-Pro team throughout the project to train them to collect and properly input the data into the modeling software.
9. What modules are expected to be included in the software, e.g., engineering analysis, outage management, GIS, Field Engineering, and communications?  
The consultant is expected to recommend the appropriate software and modules adequate for this assignment.
10. Will this be a onetime purchase of software? What about software maintenance, and updates?  
USEA will be covering the cost of the initial purchase of the software for Energo-Pro and any required maintenance & support for the duration of the project. Funding for future maintenance and support updates is still to be determined.
11. Will USEA, after consultation, purchase the software and turn over to the consultant to modify, and develop training, which would then be transferred to Energo-Pro? Will USEA only purchase one copy and license?  
The consultant is expected to possess software adequate for this assignment. USEA will purchase the same software for Energo-Pro.
12. The project requires a five year development plan that will be modeled. Is there an existing plan, or will the consultant develop that plan, and then model it?  
The requirements for the five year network development plan are detailed in the new Grid Code for the Republic of Georgia.

13. Is there a current inventory of existing and future equipment by type and size in a GIS format? If not, will Energo-Pro be able to provide a team to do the locational inventory and then a team to do the data entry?

Energo-Pro does not have this information in GIS format. Energo-Pro will provide a team to work with the Consultant to collect the data and to input the data into the modeling software.

14. Is a copy of the new Electric Distribution Network Code available in English?

The English version of the new Grid Code can be found via the following link:  
<https://www.usea.org/sites/default/files/media/Distribution-Network-Rules-ENG-final-Georgia.pdf>

15. Is there a map of the service area of the utility, with headquarters and subordinate locations marked?

This information is published on the Energo-Pro website: <http://www.energo-pro.ge>

16. Are there forecasts available for consumer growth, and planned distribution investments?

Energo-Pro will be able to provide this information.

17. It appears that only one seat license will be provided by USEA to be loaded on an Energo-Pro computer. According to the RFP, all modelling work is to be done at the EnergoPro office. It also appears that the consultant will be building the model with data that is being collected by Energo-Pro employees. With 2600 miles of circuits to be modeled, it seems that having a seat license in the consultant's office would be advantageous. Is this a possibility?

The consultant is expected to possess software adequate for this assignment. USEA will purchase the same software for Energo-Pro.

18. It appears that there are approximately 4200 km (2600 miles) of 10kV-35kV distribution lines to be modeled. Are there accurate maps of the system with phasing, conductor types, service transformers, meter identification numbers, etc?

Energo-Pro possesses network maps for all voltages above .4 KV. The maps provide the types of cables, current and voltage transformers, and meters identification numbers.

19. Does Energo-Pro have Advanced Metering Infrastructure (AMI) or are meters of the electromechanical type?

Energo-Pro has implemented an Automatic Meters Reading System. 1,055 meters are connected including 96 meters at the 110 kv level; 111 at the 35 kv level, 356 at the 10 kv level; 366 at the 6 kv level; and 126 at the 0.4 kv level.

20. How much historic energy usage data (monthly kWh and kW demand) is available at each meter location? Is this data available electronically?

Energo-Pro has this information available electronically for each meter dating back to 2009. Information at 30 minute intervals is stored directly on the memory card of each meter for the past 60 days.

21. What type of system (substation/feeder) loading is available? Substation non-coincident and coincident peak data? Historical data (5 or 10 year)?

Energo-Pro has information on peak loads electronically dating back to 2009. Network parameters (voltage, current, frequency) are saved for the past 50 days.

22. Is power factor data for substations, feeders, and larger loads available?  
Energopro stores this information for the past 50 days.
23. Is data available on general/expected load growth, new large loads, areas of high, medium, or low growth?  
Energopro will be able to provide this information.
24. Is data (kVA size, voltage, impedance) for these transformers available?  
Energopro will be able to provide this information.
25. Is transmission source impedance available for the primary side of the transformers?  
Energopro will be able to provide this information.
26. Who owns the transmission system?  
JSC "Georgian State Electric Power System" is the owner of the transmission system
27. How many circuits are associated with the transformers (or an average number of circuits per transformer)?  
This question isn't clear. If you consider feeders, the data is different in all transformers.
28. Are there substation drawings available?  
Energopro has drawings of all of its 110 kv and 35 kv substations. Only some drawings are available of their 6 kv and 10 kv substations.
29. Is there outage data available for past reliability performance?  
Energopro has this information dating back to 2009.
30. Please clarify how much involvement there will be from Energopro employees in gathering data, assisting with the electronic model creation and system analysis. Tasks 3 and 4 allude to having Energopro employees involved in these tasks, but clarification is needed.  
Energopro will provide a dedicated team to this project who will work directly with the Consultant to perform these tasks.
31. The bullet point under Task 4 states: *The consultant will also provide hands-on trainings with the Energopro team on the use of the simulation software to ensure their ability to develop future distribution network development plans.*
- a. Does this mean that the Energopro team will only be trained to perform future model updates and system analyses, and not this study that is being performed?  
The Consultant is expected to work closely with the Energopro team throughout the duration of the project to jointly develop the current five year network development plan and, also, to provide training and guidance during the regular visits and VOIP calls to ensure the Energopro team has the capability to develop future plans.
32. Will an interpreter be provided for all visits as well as the Skype / VOIP communication sessions?  
Interpretation will be provided throughout the duration of the project.
33. Is a full copy of GNERC's Electric Distribution Grid Code available prior to the proposal due date?  
The English version of the new Grid Code can be found via the following link:  
<https://www.usea.org/sites/default/files/media/Distribution-Network-Rules-ENG-final-Georgia.pdf>

34. Model of the EnergoPro distribution network does not exist and it is required to model complete medium voltage network. Is there a GIS database of EnergoPro distribution network assets which could be used as a source for modeling?

**Energo-Pro does not have this information in GIS format. Energo-Pro will provide a team to work with the Consultant to collect the data and to input the data into the modeling software.**

35. 5YNDP will require 5 year demand forecast. Is this the responsibility of the Consultant or EnergoPro will provide their own forecast only for review to the Consultant?

**Energo-Pro will provide this information.**