



Purchasing Department
530 Water Street
Oakland, CA 94607

Date: February 2, 2022

ADDENDUM No. 1

RFP No. 21-22/26 – Utility Metering Database Management System

This Addendum modifies the original RFP Documents for the above mentioned RFP. **Acknowledge receipt of this addendum in the space provided on the RFP Acknowledgement and Signature Form (Attachment 3). Failure to do so may disqualify your proposal.**

The following questions were submitted by the deadline and are answered in this addendum:

1. **Supplier Question:** Is the Consultant going to recommend which database software to implement? If the consultant and software is part of the current RFP, isn't there a conflict of interest (i.e., why would the consultant recommend any other software than the one proposed?)

Port Response: The consultant should recommend or provide the software they feel meets the Port's request. The Port does not feel this is a conflict of interest because a software company could respond with what they believe is the best solution, and they have a sub-contractor that does the field aspect (meter commissioning, troubleshooting, etc.) assuming they outsource the field aspect. Or a meter installation company could offer a solution to handle all the field work and offer 2-3 software solutions that best fit the Port. Ideally, there is a utility focused company with a turnkey solution.

2. **Supplier Question:** Is the data only 15 min interval data or does it include utility bills as well, and if so, what format will these be in?

Port Response: The meter data is primarily in monthly readings of kWh and kW. Some large industrial meters have data in 15-min increments. Approximately 80% of the meters are AMR, and there are no AMI meters currently installed.

3. **Supplier Question:** Are we looking at 15 min meter data for only electric? What about other commodities (water, gas, etc.)?

Port Response: Every electric meter has monthly kWh; some have kW as well. Only a few have 15-min incremental data. There are other commodities (gas and water), and that data also must have a path to be

stored in a database as part of this request. None of the gas or water meters are AMR or AMI, they are all mechanical meters.

4. **Supplier Question:** How “real-time” does the dashboard need to be? And how much historical data needs to be provided at 15 min levels?

Port Response: *The dashboard should be updated monthly and hold at least 2 years of usage data.*

5. **Supplier Question:** Does the dashboard need to comply with Port of Oakland colors and web site themes, if so, what are these?

Port Response: *No.*

6. **Supplier Question:** Is the data for the dashboard collected via external sources (e.g., meter radio-reading technology, AMI network, excel upload, handwritten, etc.)? OR is it gathered via the Port’s utility data collection methodology? What is the Port’s utility data collection methodology? Is there a list of vendors and models and how you read meter data from their servers?

Port Response: *Meter readings are collected by either radio-reading (AMR) or handwritten each month. That use data is stored in an existing system. There are no current vendor or model servers used.*

7. **Supplier Question:** What devices do you use to record handwritten meter data?

Port Response: *Pen and paper.*

8. **Supplier Question:** What AMI network does the Port use and how do you get meter data from it? Does it collect meter data in the Oracle database? Do you export meter data Excel files from the Oracle database?

Port Response: *Port does not use an AMI network. Meter data is not stored in an Oracle database. Meter files are not exported by Excel files from the Oracle database.*

9. **Supplier Question:** If the Port of Oakland is using a Smart Metering infrastructure, what vendor technology are you using?

Port Response: *Port does not currently have Smart Metering infrastructure.*

10. **Supplier Question:** Does the Port have smart meters, which are connected by a wired or wireless network to a central meter data collection device/server?

Port Response: *Port does not currently have a Smart Metering network.*

11. **Supplier Question:** Does the Port settle meter data to SQMD quality, i.e., to CAISO grade?

Port Response: *Yes.*

12. **Supplier Question:** How does the Port convert monthly energy usage data from legacy meters to interval meter data: do you use (PG&E-others?) Dynamic Load Profiles, or you have your own Dynamic Load Profiles?

Port Response: Port is its own publicly owned utility and its legacy meters are not capable of storing interval data. Port does not use PG&E meters. Port does have dynamic load profiles at specific points of common coupling, but not on most downstream meters used for billing. The primary focus of this proposal is the downstream meters used for billing.

13. **Supplier Question:** Does the Port have any PG&E connected Meters? If so, how is the data obtained?

Port Response: Port does have a few PG&E accounts for specific services. Most meters, and all meters as part of this request are not PG&E meters at all. However, for the few PG&E meters, it is collected through the PG&E database.

14. **Supplier Question:** How many (or what percentage of) meters do you have which record and store interval meter data?

Port Response: Less than 10 that are used for billing purposes.

15. **Supplier Question:** Is there a budget for this project?

Port Response: Yes.

16. **Supplier Question:** Please provide the list of Tariffs or Rates the Port uses to bill clients and describe the logic behind calculating the bills for each tariff?

Port Response: Our rates are posted online (<https://www.portofoakland.com/business/port-utilities/>). Rates are set by calculating actual costs (energy, transmission, distribution, labor, etc.), and setting a rate to meet that cost of service.

17. **Supplier Question:** Please provide sample input files with interval meter data for every format you use (files can be Excel, CSV, XML, JSON, EDI)? Would the Port accept Excel/CSV file formats to input interval meter data?

Port Response: Port does not have a sample input file. Port would accept an Excel/CSV file, but a method to obtain that data would need to be provided.

18. **Supplier Question:** Does the scope include the procurement of new meters capable of communicating with a network of some type or a logging system with 15-minute intervals, deployment of meters, and management of communication infrastructure?

Port Response: No, the scope of this request does not include the cost of providing new meters. It does request a solution to field commission meters once installed by others. However, a full turnkey solution including installing meters would not be rejected. If the solution presented requires management of communication infrastructure, Port would expect that is explained in the submission to the request.

19. **Supplier Question:** If yes to question above, can you provide the initial or desired specification for meter requirements?

Port Response: Some questions above are answered with “no”, but there is no current specification for meters. New meter specifications are set up case-by-case.

20. **Supplier Question:** What does the Port mean by “Automated entry”? Does it mean to have software functions which read “Utility” site/server and download EDI files with meter data (e.g., PG&E EDI files)?

Port Response: “Automated entry” means the Port is hoping a solution can be offered to acquire meter data (use) and store it in a database for future or current analysis in some sort of automated way at least monthly. If respondent believes mimicking PG&E’s EDI solution is best, they should present that, but Port staff does not know enough about PG&E’s EDI system to answer in detail about another utilities solution.

21. **Supplier Question:** If new meters and associate communication are not to be deployed, does the software have the requirement to manage meters at some point in the future? We understand that the many meters are manually read today, do you have a vision or timeline for 15-minute internal data? Please describe how data is or will be manually collected? If data collection is performed by another system, please describe it and its integration with the Utility Metering Database Management System (UMDMS).

Port Response: Port hopes that a respondent to this request offers a solution to help acquire, store, and utilize meter data. For example, if there is a meter today that is only read by hand, and a more efficient solution is recommended, then Port hopes to find a company via this request that will recommend the meter type to be installed (can be done by Port), then they will commission the meter to correctly function, then offer a solution to store the interval data in a cloud based system, and be accessible by Port staff. That database should be maintained by non-Port staff.

22. **Supplier Question:** Please provide additional detail regarding additional line-sensing:

- Will the Port of Oakland provide all equipment?
- Will these devices communicate directly with the UMDMS?
- How many do you anticipate deploying?

Port Response: Yes, Port will provide the equipment recommended. Yes, the devices should communicate with the future database. It is not known exactly how many line-sensors will be deployed, but assuming at least 20 locations (different 3 phase circuits) is sensible.

23. **Supplier Question:** “Provide staff to analyze existing billing system, install software, maintain, and update the software for three (3) years”. In this statement, is the requirement to also install and manage the billing system?

Port Response: The billing system does not have to be managed as part of this request. The system or upload sheet that takes meter data and sends it to the billing system should be managed by non-Port staff for 3-years.

24. **Supplier Question:** In Scope of Services, section B Software Requirements, item 1 indicates: 1. Process utility data via automated entry of utility invoices facilitated directly through the utility supplier, or proposer where possible.

What are the sources of data in the Port's environment? Please provide software, retrieval mechanism (Login, auto download, ftp, manual data entry).

Port Response: The current sources are mostly pen and paper, but some are saved in an Excel type of system. Generally speaking, it is a manual method today.

25. **Supplier Question:** In Scope of Services, section B Software Requirements, items 4 and 5, what other collection methodology does the Port have besides those listed in item 4 and 5? Can we get an approximate number of meters and frequency of collection?

Port Response: There are approximately 1,500 meters where data is collected manually each month.

26. **Supplier Question:** What data export format is expected or required for billing software import?

Port Response: Port is open to solutions, but a basic Excel csv file is acceptable if properly organized.

27. **Supplier Question:** Are Port of Oakland customers going to receive an Invoice from the new software application?

Port Response: No

28. **Supplier Question:** Does the SLA requirements in Appendix A-2 refer only to the cloud-based services or is this for the entire system, including any line sensors or other physical devices such as meters?

Port Response: It must include meters, but line sensors and other physical devices is preferable for simple analysis when needed.

29. **Supplier Question:** Are the SLA penalties per-error – for example, multiple late responses on a single Level 1 error would result in a single penalty of 5%?

Port Response: Attachment 11, Appendix A-2 "Service Level Agreement" describes and outlines the Port's expectations of targeted system quality, SLA penalties, Error Resolutions and Definitions.

30. **Supplier Question:** Are there any additional requirements not mentioned in the SLA for system backups and disaster recovery?

Port Response: Not that we know of.

31. **Supplier Question:** What is the implementation timeline and what is the support timeline?

Port Response: Port expects the entire solution to be operational and well-functioning within 3 years. That could mean all is installed and running in year-1, then troubleshooting in year-2, and minimal monitoring in year-3 or some sort of combination. If a responder has a solution that is all functioning within 1 year that would be ideal, but not expected to be realistic.

32. **Supplier Question:** Regarding inclusion of cloud-based system logs (P. 8 B. Software Requirements) That implies an on-site management system. We wanted to confirm that this was only required for on-premise software?

Port Response: *The Port is this RFP is looking for a cloud-based system with minimal on-site management.*

33. **Supplier Question:** Under Scope of Services, section B Software Requirements, item 6, the RFP states: “Software type must be cloud based. The Port will require a guaranteed level of hosting service: The Services shall operate with sufficient uptime and be adequately maintained, as further described in the Service Level Agreement attached to the Standard Professional Services Agreement (Attachment 11).”

One would assume that this requirement applies only during the planned three-year term of the contract. Is this correct?

Port Response: *Yes. After year 3 (or sooner if applicable), a solution to continue the service will be needed but not part of this request.*

34. **Supplier Question:** Please explain the requirement in Scope of Services, section C. Consulting Requirements, first bullet point: “It must be capable of separating dual commodities from an imported single dataset into separate meters/accounts”

What types of dual commodities are you referring to? Please provide samples.

Port Response: *Electric meters can have kW and kWh, but the same user of that meter could also have a gas and water meter.*

35. **Supplier Question:** Please explain the requirement in Scope of Services, section C. Consulting Requirements, second bullet point: “Provide staff to create a billing interface to communicate the energy use to an Oracle input file from a variety of meter types”

Does the Port mean to import meter data from Oracle database, or to export meter data to Oracle database, or to export meter data to a file which will be used as input for Oracle database? What is the exact format of this file? Please provide a sample.

Port Response: *Port means to take the meter information and export it to the Port’s Oracle database used for billing. The file can be in an Oracle approved format, but even a csv file can be made to work.*

36. **Supplier Question:** Please explain the requirement in Scope of Services, section C. Consulting Requirements, sixth bullet point: “Be capable of field commissioning line sensor or other non-meter tracking solutions into the software.”

What is the use case and the commodity (or commodities) envisioned for this requirement?

Port Response: *Meters, line sensors, and other common infrastructure require field commissioning to make them properly function and communicate with the Port systems, including the potential ones in this request. Port expects the responders to this request have the ability or solution to commission each piece of that equipment including in the field at the time of, or after deployment.*

37. **Supplier Question:** Regarding length (P. 10- Submission Requirements - Submittal format) - is the 16 page requirement only for the vendor responses? If a proposer has an appendix that includes screen shots and examples, does that count towards the 16 pages?

Port Response: Proposers can include examples and screen shots as an appendix and will not count toward the 16-page requirement.

38. **Supplier Question:** Will the port provide an extension on the due date of the proposal?

Port Response: There will be no change to the RFP timeline, please note the RFP Invitation, page 1 of 3, for the Proposal Due Date.

39. **Supplier Question:** In the interest of being environmentally conscious, will the Port accept electronic copies of the proposal?

Port Response: No online or electronic copies of proposals can be accepted in response to this RFP. Only hard copies delivered to the Port in the best manner will be accepted. Early submissions will ensure your proposal arrives on time for consideration. Please refer to the RFP Invitation, Page 1 of 3; Instructions for Submitting Proposals.

There are no other questions to RFP No. 21-22/26.