

## NOTICE AND INSTRUCTIONS TO PROPOSERS

Matanuska Electric Association, Inc. (MEA) is soliciting Proposals to provide engineering services for the design of the Palmer Headquarter (HQ) Drainage Improvements.

The RFP and all attachments are available through MEA's ShareFile Site. Access to the ShareFile site can be obtained by contacting Marcy Sutton, Procurement and Warehouse Manager, at 1-907-761-9292. [A confidentiality agreement must be executed by the Proposer prior to receiving the RFP Documents.](#)

Proposals are required to be submitted through MEA's ShareFile site no later than 4:00 PM Alaska Standard Time (AKDT), Thursday, September 16, 2021. Access to the ShareFile site will be provided upon request to the Procurement Manager.

Bids are to be valid for forty-five (45) days from the Technical Proposal due date.

A pre-proposal conference via Zoom will be held at 10:00 AM, AKDT, Thursday, August 26, 2021. Attendance at this conference is mandatory for consideration of a proposal. A Zoom meeting invite will be provided to all Proposers that have executed a confidentiality agreement prior to 10:00 AM, AKDT, Wednesday, August 25, 2021 for the pre-proposal conference.

Questions related to this RFP are due no later than, 12:00 Noon AKDT, Thursday, September 2, 2021.

Questions shall be submitted electronically (email) to [marcy.sutton@mea.coop](mailto:marcy.sutton@mea.coop). Unless otherwise specified in this RFP, all communication from Proposer shall be in writing via email to [marcy.sutton@mea.coop](mailto:marcy.sutton@mea.coop). Bidders are prohibited from contacting any employee, board member, agent, or other associate of MEA regarding this request except as outlined in this Notice and Instruction to Proposers.

Responses to questions will be provided those who attended the preproposal meeting, by 5:00 PM, AKDT, Thursday, September 9, 2021.

Proposers shall specify in their response to this RFP in writing whether exceptions are taken to any of the terms and conditions of the attached Professional Services Contract. Exceptions taken at a later date may result in rejection of the proposal.

MEA reserves the right to define and waive irregularities, to accept or reject any or all Proposals, in whole or part, and to reissue, withdraw or cancel the project in its entirety for any reason, including to perform the work in house, without liability of any type to Proposer, including but not limited to any costs associated with Proposal preparation and submittal.