

## I. NOTICE AND INSTRUCTIONS TO PROPOSERS

Matanuska Electric Association, Inc. (MEA) is soliciting Proposals to provide engineering services for the design of the Lucas Substation (LUSS) Upgrade. In addition, construction inspection and commissioning services for the LUSS Upgrade shall also be required.

The RFP and all attachments are available by contacting Marcy Sutton, Procurement and Warehouse Manager, at 1-907-761-9292. A confidentiality agreement must be executed prior to receiving this RFP.

Proposals are required to be submitted through MEA's ShareFile site no later than 4:00 PM Alaska Standard Time (AKST), Tuesday, December 7, 2021. Access to the ShareFile site will be provided upon request to the Procurement Manager.

A virtual pre-proposal conference via Zoom will be held at 10:00 AM, AKST, Tuesday, November 9, 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 the scheduled conference.

Questions related to this RFP are due no later than, 12:00 Noon, AKST, Tuesday, November 16, 2021.

Questions shall be submitted electronically (email) to [marcy.sutton@mea.coop](mailto:marcy.sutton@mea.coop).

Responses to questions will be provided to those who attended the preproposal meeting, by 5:00 PM, AKST, Tuesday, November 23, 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.