

**PUR-RFQ-11-3**  
**PROFESSIONAL SERVICES NOTICE**  
**DESIGN SERVICES FOR CANAVERAL COVE WELCOME CENTER EXHIBITS**  
**BY**  
**CANAVERAL PORT AUTHORITY**

The CANAVERAL PORT AUTHORITY (CPA) is requesting technical proposals and qualifications from consulting firms interested in providing exhibit Design Services for the **Port Canaveral Welcome Center exhibits** - located in Brevard County, Florida. This project will be composed of exhibits interpreting and communicating, the history, activities, and mission of Port Canaveral and the region it serves. The Welcome Center is being planned and designed as one component among several visitor destinations in this area of the Port. These services will be acquired in compliance with the Consultants Competitive Negotiations Act, Florida Statutes 287.055. The consulting firm will be required to display a thorough knowledge of exhibit design. The Consultant will be coordinating with other consultants hired by the Port Authority for the Cove improvements. Supplemental information regarding the scope and scale of the Canaveral Cove project components is available on the CPA website. All references to CPA's website shall be <http://www.portcanaveral.com/general/bids/php>.

**MINIMUM CRITERIA**

As a minimum, the firms proposing shall have at least ten (10) years experience in work of a similar nature with museum and welcome center exhibit design and possess all professional registrations and licenses required in the State of Florida to obtain the typical permits required for a project of this scope. It is recommended that the firm have an office within reasonable proximity to the Canaveral Port Authority and demonstrate that they would be able to provide services in a timely manner. The evaluation criteria that will be used to assess firms' qualifications is available on CPA's website.

**PROPOSAL CONTENT**

As a minimum, proposals shall contain detailed information on the following:

1. Firm history, location, capabilities, etc.
2. GSA Standard Form 330 or equivalent
3. At least five (5) examples and references of previous experience with providing similar services in the recent past. Include a brief description of the work and individuals to be contacted with telephone numbers.

4. A list of services which would not be performed in-house and a list of consultants that would provide these services for the firm.
5. A schedule of current commitments and the degree of completion of each.
6. An organization chart and other information which will be useful in evaluating the proposal service.
7. Outline of methodology for implementation of the proposed scope of work.
8. Resumes of key individuals to be involved in the various aspects of the project and an explanation of each individual's role in the project.
9. Evidence of coverage with at least one million dollars of professional liability insurance.
10. Provide evidence that the firm and all subconsultants are licensed to conduct business in the State of Florida.
11. Provide a written acknowledgement of receipt of the materials related to this RFQ, which are posted on CPA's website.

All RFQ applicants should submit a Bidder Registration form to the CPA's Purchasing Department in advance of their proposal submittal (see CPA website for form). All RFQ applicants are responsible to check the CPA website for evaluation criteria, the preliminary RFQ process schedule, an overview of the scope and scale of the Canaveral Cove project components, and any addenda that may be issued up to one week prior to the submittal deadline. All RFQ applicants and proposals shall be subject to the Terms and Conditions posted on the CPA's website.

### **SUBMITTAL SCHEDULE**

Firms desiring to provide such professional services to the CPA **must furnish six (6) printed copies and one (1) CD** (containing complete proposal in pdf format) of their proposal to:

Canaveral Port Authority

Attn: Karen Pappas, Purchasing Department

445 Challenger Road, Ste 301

Cape Canaveral, FL 32920

All proposals shall be delivered to the CPA **no later than 5:00 PM, on Wednesday, April 27, 2011**. The selected firm will be required to perform all contract services under a standard CPA service contract, a sample of which may be requested by contacting Karen Pappas, Purchasing Department, Canaveral Port Authority by email [kpappas@portcanaveral.com](mailto:kpappas@portcanaveral.com) or via phone at 321-783-7831. All notices and additional schedule information will be posted on CPA's website.