

**CRUISE TERMINAL 4  
ARCHITECTURAL AND ENGINEERING DESIGN AND PERMITTING SERVICES  
RFQ-25-5  
PN 23-014D**

**REQUEST FOR QUALIFICATIONS**

The Canaveral Port Authority is seeking qualifications from interested engineering and design firms to provide **ARCHITECTURAL AND ENGINEERING DESIGN AND PERMITTING SERVICES FOR A NEW CRUISE TERMINAL, PARKING GARAGE AND SITE WORK** for the Canaveral Port Authority, Cape Canaveral, Florida, RFQ-25-5, PN 23-014D. Project includes the terminal building, site work and utilities, offsite roadway, signalization and utility improvements, and a design criteria package for a minimum 2400 vehicle parking garage and adjacent sitework.

To obtain a Proposal Qualifications Packet, interested parties can download the Packet directly from the CPA website <https://www.portcanaveral.com/Business/Current-Solicitations> via the VendorLink portal. Packets will be available April 11, 2025. Direct all inquiries to Karen Pappas at (321) 394-3219 or [kpappas@portcanaveral.com](mailto:kpappas@portcanaveral.com). This solicitation is governed by CPA Policy POL-2016-002-PUR-3, Establishment of a Limited Communications Period with Respect to Procurement Procedures. A copy of this policy is available on the CPA website.

Mandatory pre-proposal site visits, related to Step 2, are scheduled for 10:00 AM on May 27, 2025, and June 3, 2025, at 445 Challenger Rd, Cape Canaveral, FL 32920. All Step 2 Shortlisted teams are required to attend one of the two mandatory site visits. At least one member from all the team's major design divisions are required to attend; i.e. architectural, mechanical, electrical, plumbing, structural, and civil.

Step 1 Sealed Qualifications Proposals will be received by the undersigned at Canaveral Port Authority, Maritime Purchasing Center, 399 Challenger Rd, Cape Canaveral, Florida 32920 until **May 13, 2025, at 2:00 PM-EDT (Eastern Daylight Time)**. The Maritime Purchasing Center is open weekdays from 8 AM to 12 noon and from 1 PM to 5 PM. Also, by the specified date and time, an electronic copy of the Qualifications Proposal must be uploaded through VendorLink.

A selection committee meeting will be held on May 20, 2025, at 2:00 PM for the purpose of reviewing proposals and preparing a shortlist. All shortlisted Teams will be required to attend presentations on June 12, 2025. A selection committee meeting will follow at 2:00 PM for the purpose of reviewing proposals/presentations and preparing a final ranking. This final ranking will be presented to the Canaveral Port Authority Board of Commissioners for approval at their regular June 25, 2025 meeting. The selection committee meeting will be held in the Maritime Purchasing Center, 399 Challenger Rd, Cape Canaveral, Florida 32920.

It is anticipated that only one firm will be selected. The Owner reserves the right to reject all proposals with or without cause, to waive technical errors and informalities, and to accept the proposal that best serves the Owner.

The Canaveral Port Authority

By \_\_\_\_\_

Karen Pappas  
Director, Procurement

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