

**OWNER'S REPRESENTATIVE SERVICES FOR CRUISE TERMINAL 5 EXPANSION**  
**RFQ-25-3**  
**PN 25-011E**

REQUEST FOR QUALIFICATIONS

The Canaveral Port Authority is seeking qualifications from interested professional services firms to provide **OWNER'S REPRESENTATIVE SERVICES FOR CRUISE TERMINAL 5 EXPANSION** for the Canaveral Port Authority, Cape Canaveral, Florida, RFQ-25-3, PN# 25-011E.

Effective March 5, 2025, Proposal Qualification Packets can be downloaded from the CPA website <http://www.portcanaveral.com/Business-With-Us/Current-Solicitations> via the VendorLink link. 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. These services will be acquired in compliance with the Consultants Competitive Negotiations Act, Florida Statutes 287.055.

Sealed written Qualifications Proposals will be received by the undersigned at Canaveral Port Authority, Maritime Purchasing Center, 399 Challenger Rd, Cape Canaveral, Florida 32920 until March 26, 2025, at 2:00 PM-EDT. 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 Proposals must be uploaded through VendorLink.

A selection committee meeting will be held on April 2, 2025, at 2:00 PM for the purpose of reviewing proposals, ranking and shortlist selection. On April 10, 2025, the shortlisted firms will participate in oral interviews / presentations (if required), followed by another selection committee meeting at 2:00 PM to prepare the final ranking. The final ranking will be presented to the Canaveral Port Authority Board of Commissioners for approval at the April 23, 2025, meeting. The selection committee meeting will be held in the Maritime Purchasing Center, 399 Challenger Rd, Cape Canaveral, Florida 32920 and will be open to the public.

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

Publish on: March 5, 2025  
Florida Today – Brevard Edition