

REQUEST FOR QUALIFICATIONS (RFQ)

Public-Private Partnership (P3) Student Housing Development

Delaware State University

1. INTRODUCTION & NOTICE TO PROPOSERS

Delaware State University ("DSU" or "University") is soliciting Statements of Qualifications ("SOQ") from experienced and qualified development teams to design, build, finance, operate, and maintain (DBFOM) a new student housing facility through a Public-Private Partnership (P3).

The University seeks to partner with a developer to deliver high-quality, financially sustainable, and student-focused housing that supports enrollment growth and enhances campus life. The University is willing to invest up to \$1,000,000 in support of the project, subject to final negotiation and approval.

This RFQ is the first phase of a two-step procurement process. Respondents deemed most qualified will be shortlisted and invited to participate in the subsequent Request for Proposals (RFP).

Key Dates (Anticipated):

- RFQ Issued to OMB: April 2, 2026
- Questions Due: May 1, 2026
- SOQ Submission Deadline: May 15, 2026
- Shortlist Notification: TBD
- RFP Issuance: TBD

Submission Contact: Bernard Pratt, AVP of Facilities and Capital Planning, bpratt@desu.edu.

2. PROJECT OVERVIEW

2.1 Project Goals

The University's objectives for this project include:

- Expanding on-campus student housing capacity
- Delivering affordable housing options for students
- Enhancing the student residential experience
- Minimizing financial risk to the University
- Leveraging private-sector innovation and efficiency

2.2 Preliminary Scope

The selected developer will be responsible for:

- Development of approximately 70 beds
- Unit mix to include a variety of student housing configurations
- Common areas including study lounges, fitness space, and community areas
- Supporting infrastructure and site improvements

2.3 Site Information

The project is anticipated to be located on University-owned property. Additional site details will be provided during the RFP phase.

2.4 Delivery Model

The University anticipates utilizing a long-term ground lease structure under which the selected developer will:

- Design, build, finance, operate, and maintain the facility
- Assume primary responsibility for project financing
- Operate the facility in alignment with University standards

3. PROCUREMENT PROCESS

This procurement will be conducted in two phases:

Phase 1 – Request for Qualifications (RFQ)

- Evaluation of qualifications and experience
- Shortlisting of the most qualified respondents (3–5 teams anticipated)

Phase 2 – Request for Proposals (RFP)

- Detailed technical and financial proposals from shortlisted teams
- Selection of a preferred developer partner

The University reserves the right to modify this process at its sole discretion.

4. SUBMISSION REQUIREMENTS

Respondents shall provide a Statement of Qualifications organized as follows:

4.1 Cover Letter

- Brief introduction of the team
- Statement of interest and commitment
- Primary point of contact

4.2 Team Composition and Structure

- Identification of all team members, including:
 - Lead developer
 - Architect
 - General contractor
 - Financial partners
 - Property management entity
- Organizational chart
- Roles and responsibilities of each team member

4.3 Relevant Experience

Provide descriptions of at least three (3) comparable projects, including:

- Student housing developments
- P3 or similar delivery models
- Projects of similar scale and complexity

Include:

- Project description
- Delivery method
- Capital cost
- Completion date
- Role of team members

4.4 Financial Capacity

- Evidence of financial strength and capacity
- Description of financing approach used in prior projects
- Access to equity and debt capital
- See the attached Financial Responsibility questionnaire, fill it out, and submit it with your response.

4.5 Development Approach (High-Level)

- Understanding of student housing market dynamics
- Approach to affordability
- Experience working with higher education institutions
- Identification and description of the proposed property/site to be developed, including:
 - Location and ownership/control status
 - Site suitability for student housing

- Any known constraints (zoning, utilities, access, etc.)
- Site location must be in Kent County, Delaware.

4.6 Operations and Management Experience

- Experience managing student housing facilities
- Occupancy rates and performance metrics
- Maintenance and lifecycle management approach

4.7 Legal and Compliance

- Disclosure of any litigation within the past five (5) years
 - Conflicts of interest
 - Required licenses and certifications
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5. EVALUATION CRITERIA

SOQs will be evaluated based on the following criteria:

- Relevant experience with student housing and P3 projects
- Financial strength and demonstrated ability to deliver
- Qualifications and organization of the team
- Track record of successful project delivery
- Operations and management capability

The University may request clarifications or additional information as needed.

6. SHORTLISTING

The University intends to shortlist three (3) to five (5) of the highest-ranked respondents. Only shortlisted teams will be invited to participate in the RFP phase.

7. ANTICIPATED RFP CONTENT

The RFP is expected to include:

- Detailed program requirements
- Site and technical information
- Draft ground lease and development agreement
- Financial proposal requirements
- Evaluation methodology

8. ADMINISTRATIVE REQUIREMENTS

8.1 Submission Format

- Electronic submission in PDF format
- Maximum length: [Insert Page Limit]

8.2 Questions and Addenda

All questions shall be submitted in writing to the designated contact. Responses will be issued via addendum.

8.3 Deadline

SOQs must be received by the date and time specified. Late submissions will not be accepted.

9. TERMS AND CONDITIONS

- The University reserves the right to reject any or all submissions
 - The University may cancel or modify the RFQ at any time
 - Respondents are responsible for all costs associated with preparing submissions
 - All submissions may be subject to public records laws
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10. PRELIMINARY PROGRAM INFORMATION & SCHEDULE

The developer intends to construct an apartment building to enhance on-campus living options for Graduate and upper-class students.

The building will encompass 25 apartment-style units comprised of 2- and 4-bedroom layouts totaling 70 beds:

1. 15 two-bedroom units, 30 beds.
2. 10 four-bedroom units, + 40 beds.

The developer will be responsible for construction, test-out, FFE, and commissioning of the Project, including, but not limited to, any required on-site installation, movement, extension, or relocation of overhead or underground utilities to allow for the construction and operation of the Project.

Proposed schedule:

- Due Diligence— Q4 2025 — Q2 2026
- Entitlements & Financing — Q1—Q3 2026

- Construction Start — Q4 2026
 - Target Completion / CO — Q3 2028
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11. DELAWARE-SPECIFIC PROCUREMENT PROVISIONS

11.1 Public Records (FOIA)

All materials submitted in response to this RFQ may be subject to disclosure under the Delaware Freedom of Information Act (29 Del. C. Ch. 100). Respondents may designate portions of their SOQ as confidential; however, such designation does not guarantee nondisclosure. The University will make an independent determination consistent with applicable law.

11.2 Protest Procedures

Any actual or prospective respondent who is aggrieved in connection with this RFQ may submit a written protest to the University's designated procurement officer.

- Protests must be received within five (5) business days after the aggrieved party knows or should have known of the facts giving rise to the protest.
- The protest shall include: (a) name and address of the protester, (b) identification of the RFQ, (c) a detailed statement of the legal and factual grounds, and (d) the relief requested.
- The University will issue a written determination. The University's decision shall be final unless otherwise provided by law.

11.3 Equal Opportunity

The University is an equal opportunity employer and requires that all respondents comply with applicable federal and State of Delaware nondiscrimination laws and regulations.

11.4 Insurance & Bonding (General Requirements)

Specific requirements will be provided in the RFP; however, respondents should demonstrate the ability to obtain customary insurance coverage and bonding consistent with projects of similar size and complexity.

11.5 Compliance with Laws

Respondents shall comply with all applicable federal, state, and local laws, codes, ordinances, and regulations.

12. EVALUATION SCORING MATRIX (RFQ)

Criteria	Description	Weight
Relevant Experience	P3 and student housing project experience of similar size and complexity	30%
Financial Capacity	Demonstrated financial strength and access to capital	20%
Team Qualifications	Experience and organization of development team members	20%
Project Delivery Track Record	Past performance delivering projects on time and on budget	15%
Operations & Management	Student housing operations experience and performance metrics	15%

Total: 100%

13. EVALUATOR SCORING SHEET (SAMPLE)

Project: DSU P3 Student Housing RFQ

Evaluator Name: _____

Firm/Department: _____

Criteria	Weight	Score (1–5)	Weighted Score	Comments
Relevant Experience	30%			
Financial Capacity	20%			
Team Qualifications	20%			
Project Delivery Track Record	15%			
Operations & Management	15%			

Total Score: _____ / 100

Scoring Guidance:

- 5 = Excellent / exceeds requirements
- 4 = Above average
- 3 = Meets requirements
- 2 = Below average
- 1 = Poor / does not meet requirements

14. COMPANION RFP SHELL (FOR PHASE 2)

1. Introduction & Instructions to Proposers

- Project overview
- Procurement schedule
- Proposal submission requirements

2. Project Description & Requirements

- Detailed program (beds, unit mix, amenities)
- Site information and constraints
- Design standards and campus integration

3. Technical Proposal Requirements

- Design concept
- Development approach and schedule
- Operations and management plan

4. Financial Proposal Requirements

- Development budget
- Financing structure (debt/equity)
- Proposed rent structure and affordability strategy
- Revenue sharing / ground lease payments

5. Commercial Structure

- Draft ground lease
- Risk allocation framework
- Roles and responsibilities

6. Evaluation Criteria (RFP)

- Technical (design, approach, operations)
- Financial (value to University, affordability)
- Overall value and risk transfer

7. Negotiation & Award Process

- Preferred proposer selection
- Best and Final Offer (if applicable)
- Financial close process

8. Appendices

- Site data
- Draft agreements
- Reference materials

END OF RFQ