

MOTION:

**May 4, 2021
Regular Meeting
Res. No. 21-**

SECOND:

**RE: AUTHORIZE EXECUTION OF THE INTERGOVERNMENTAL SUPPORT AGREEMENT
 BETWEEN MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION -
 MARINE CORPS BASE QUANTICO AND PRINCE WILLIAM COUNTY DEPARTMENT
 OF PUBLIC WORKS, AND BUDGET AND APPROPRIATE UP TO \$500,000 TO THE
 COUNTY CONSTRUCTION CREW**

ACTION:

WHEREAS, the Department of Public Works County Construction Crew performs a variety of construction projects within the County, including such things as drainage repair and stormwater retrofits, property and roadway clearing, grounds maintenance/repairs, and securing or dismantling blighted buildings; and

WHEREAS, the Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCBQ) commands and controls assigned organizations and provides facilities and services to tenant commands, military and civilian personnel, and family members in order to promote and sustain training, readiness, and facilitate inter-agency, joint, and service -level missions; and

WHEREAS, the MCBQ is partially located within Prince William County and has a history of collaborating with the surrounding community via partnership agreements with local, state, and other federal government organizations; and

WHEREAS, the MCBQ contacted the Department of Public Works requesting to formalize a working relationship among the parties, which requires an Intergovernmental Support Agreement (IGSA) between MCBQ and Prince William County Department of Public Works is required; and

WHEREAS, the IGSA will allow Public Works to procure materials, equipment, supplies, and services in support of MCBQ operations, thus furthering the positive relationship that already exists between the County and MCBQ; and

WHEREAS, the contingent budget and appropriation of up to \$500,000 for MCBQ capital projects will allow the Department of Public Works to procure the necessary items to begin work on awarded projects; and

WHEREAS, upon completion of the work all funds will be reimbursed by MCBQ, through billing to include time, materials, and an administrative fee within thirty (30) days of invoices received;

May 4, 2021
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Page Two

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors hereby authorizes execution of the Intergovernmental Support Agreement between Marine Corps Installations National Capital Region-Marine Corps Base Quantico; in a final form to be approved by the County Attorney's Office;

BE IT FURTHER RESOLVED that the Prince William Board of County Supervisors hereby authorizes the Director of Public Works to sign the attached Intergovernmental Support Agreement between Marine Corps Installations National Capital Region-Marine Corps Base Quantico and Prince William County Department of Public Works on behalf of the Board;

BE IT FURTHER RESOLVED that the Prince William County Board of County Supervisors hereby budgets and appropriates up to \$500,000 to the County Construction Crew for Marine Corps Base Quantico capital projects;

BE IT FURTHER RESOLVED that the Prince William Board of County Supervisors hereby authorizes any remaining funds not encumbered in Fiscal Year 2021 to be reappropriated in Fiscal Year 2022 to complete work.

ATTACHMENT: Intergovernmental Support Agreement Between Marine Corps Installations National Capital Region-Marine Corps Base Quantico and Prince William County Department of Public Works

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

For Information:

Director of Public Works

Assistant Director of Public Works for Environmental Services

ATTEST: _____
Clerk to the Board



UNITED STATES MARINE CORPS

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

IN REPLY REFER TO:

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INTERGOVERNMENTAL SUPPORT AGREEMENT
BETWEEN

MARINE CORPS INSTALLATIONS NATIONAL CAPITOL REGION -
MARINE CORPS BASE QUANTICO

AND

PRINCE WILLIAM COUNTY BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM
COUNTY, VIRGINIA

Subj: INTERGOVERNMENTAL SUPPORT AGREEMENT FOR OPERATIONAL AND
MAINTENANCE MATERIALS, EQUIPMENT, SUPPLIES AND SERVICES

- Ref. (a) Title 10 U.S.C. §2679, Installation-Support Services:
Intergovernmental support agreements
(b) National Defense Authorization Act of 2013, revised 2015
(c) MCICOM Commander's Handbook: Marine Corps Installation
Partnership Program - Utilizing Intergovernmental Support
Agreements, May 3, 2019

1. PURPOSE. This is an Intergovernmental Support Agreement (IGSA) Marine Corps Installations National Capitol Region (MCINCR - MCBQ), which hereinafter may alternatively be referred to individually as and the Board of County Supervisors of Prince William County, Virginia (Board) through its Department of Public Works Department, hereinafter referred to as SUPPLIER or BOARD. This IGSA is to document the materials, equipment, supplies and projects to be procured by the SUPPLIER to the RECEIVER for the mutually beneficial purpose of supporting the operations of both Parties.

2. BACKGROUND. MCINR-MCBQ has a history of collaborating with the surrounding community via partnership agreements with local, state, and other federal government organizations. Through the use of an IGSA, MCINCR-MCBQ is entering into a mutually beneficial agreement per reference (a) and reference (b), with the Board for the procurement of materials, equipment, supplies and projects in support of the operations and maintenance of the installation in order to enhance mission effectiveness, create efficiencies, and/or reduce costs through the use of economies of scale.

3. CEILING MONITORING. The ceiling will be jointly enforced and tracked by both MCINCR-MCBQ and Board and will not exceed the amount authorized per reference (c). MCINCR-MCBQ G-4 and G-F will be

responsible for providing data to meet necessary reporting requirements.

4. TERMS AND CONDITIONS. The following terms and conditions apply.

a. In accordance with 10 U.S.C. 2679, this IGSA may be used for installation support projects utilizing wage grades normally paid by that State or local government. All work performed under this IGSA shall be paid in compliance with State and local minimal wages for labor classification.

b. Federal Small Business Initiatives do not apply to this IGSA, instead, the Board will use the Commonwealth of Virginia's small business policies.

c. The parties stipulate that items and projects procured by Board comply with the provisions of the Virginia Public Procurement Act.

d. The Board agrees to register in the System for Award Management (SAM) and receive a Commercial and Government Entity (CAGE) Code for the purpose of utilizing Wide Area Work Flow (WAWF).

5. PROCUREMENT PROCESS. The following outlines the process that will be utilized by the parties.

a. MCINCR-MCBQ will issue a non-binding Request for Quote (RFQ) which will include definitive descriptions of the services, materials, equipment, and supplies. The RFQ must have a minimum expected order over \$2500 and include quantities, delivery instructions, scope of work and period(s) of performance.

b. The Board has sole discretion to decline to prepare quote for any services, materials, equipment, or supplies. A notice of declination to prepare a quote shall be provided to MCINCR-MCBQ G-4 within ten calendar days from receipt of the RFQ.

c. If able to meet the request for projects, materials, equipment or supplies, Board has 30 calendar days from receipt to provide a written quote. Quotes for projects will include the scope of work and all costs associated with the project and a separate line item indicating a 10 percent administrative fee. Quotes for materials, equipment or supplies purchased on a contract and not part of a project will indicate the cost for delivered materials, equipment and supplies and separate line item indicating a 20 percent administrative fee.

d. Upon acceptance of the submitted proposal, MCINCR-MCBQ will execute the order(s) via PR Builder.

e. MCINCR-MCBQ end user of the order is responsible for inspecting and accepting all services, materials, equipment, and supplies using Wide Area Work Flow (WAWF).

f. The Board will submit written invoices to MCINCR-MCBQ G-4.

g. MCINCR-MCBQ G-F will certify the expense in WAWF and send to Defense Finance Accounting Service (DFAS) for processing as a Miscellaneous Pay Payment.

6. RESPONSIBILITIES OF THE PARTIES.

a. The RECEIVER will:

(1) Identify a Point of Contact (POC) at G-4 Logistics who will serve as the installation's liaison with the SUPPLIER regarding concerns pertaining to this IGSA.

(2) Guarantee the SUPPLIER is reimbursed for supplies, equipment and projects rendered within 30 days of delivery of the invoice.

b. The SUPPLIER will:

(1) Coordinate with the RECEIVER on all matters regarding the execution of projects arising from this IGSA.

(2) Ensure all employees, staff and 3rd party contractors performing duties aboard the installation in association with this agreement are made aware of the installation's access control policy.

(3) Meet as needed to present any issues or concerns that could potentially impede the successful performance of the IGSA.

7. PERSONNEL. Each party is responsible for all costs of its personnel, including pay and benefits, support, and travel. Each party is responsible for supervision and management of its personnel.

8. ADMINISTRATIVE POINTS OF CONTACT. The following points of contact (POC) will be used by the Parties to communicate in the implementation of this IGSA. Each Party may change its POC upon reasonable notice to the other Party.

MCINCR-MCBQ:

Primary: Deputy Chief of Staff
G-4, MCINCR-MCBQ
Phone: (703) 784-1907

Alternate: Partnership Agreement Manager
G-7, Performance and External Affairs
Phone: (703) 784-4332

Board of County Supervisors of Prince William County, Virginia through its Department of Public Works:

Primary: Construction Services Branch Chief
Environmental Services Division
Prince William County Department of Public Works
5 County Complex Court, Suite 170
Prince William, VA 22192

Alternative: Director of Public Works
Prince William County Department of Public Works
5 County Complex Court, Suite 260
Prince William, VA 22192

9. CORRESPONDENCE. All correspondence to be sent and notices to be given pursuant to this IGSA will be addressed to

MCINCR-MCBQ: Deputy Chief of Staff
G-4, MCINCR-MCBQ
3250 Catlin Ave
Marine Corps Base Quantico, VA 22134

Board: Director of Public Works
Prince William County Department of Public Works
5 County Complex Court, Suite 260
Prince William, VA 22192

10. FINANCIAL DETAILS. This IGSA does not document or obligate funds. Any obligation of funds in support of this IGSA will be accomplished in accordance with current regulations of both Parties and is subject to availability of appropriated funds pursuant to DoD Financial Management Regulation and the Local Government Budget and Fiscal Control Act.

11. FINANCIAL POINTS OF CONTACT.

MCINCR-MCBQ: Comptroller
Phone: (703) 784-2461

Board: Senior Business Services Analyst
Environmental Services Division
Prince William County Department of Public Works
5 County Complex Court, Suite 170
Prince William, VA 22192

12. REVIEW OF AGREEMENT. This IGSA is designed to be mutually beneficial for both parties and as such will be reviewed annually on or around the anniversary of its effective date.

13. MODIFICATION OF AGREEMENT. This IGSA may only be modified by the written agreement of the Parties, duly signed by their authorized representatives with at least 30 days' notice.

14. TRANSFERABILITY. This IGSA is not transferable except with the written consent of the Parties.

15. DISPUTES. Any disputes relating to this IGSA will, subject to any applicable law, Executive Order, Directive, or Instruction, be resolved by consultation between the Parties or in accordance with DoDI 4000.19. Should a dispute arise, both parties agree to follow the applicable dispute resolution process established in the Federal Acquisition Regulation (FAR). If a dispute arises MCINCR-MCBQ will identify the appropriate Contracting Officer at the Regional Contracting Office and provide their contact information to the Board within 3 business days of a request by the Board.

16. TERMINATION OF AGREEMENT. This IGSA is a mutually beneficial agreement and as such may be terminated by any Party by giving at least 30 days written notice to the other Party or at any time upon the mutual written consent of both Parties.

17. ENTIRE AGREEMENT. It is expressly understood and agreed that this IGSA embodies the entire agreement among the Parties regarding the IGSA's subject matter.

18. EFFECTIVE DATE. This IGSA takes effect beginning on the day after the last party signs.

19. EXPIRATION DATE. This IGSA expires ten years from the date of final signature.

Signatures:

Thomas Smith
Public Works Director
Prince William County, Virginia

W. C. Bentley III
Commander, Colonel
MCINCR-MCBQ

DATE

DATE



STAFF REPORT

Board Meeting Date:	May 4, 2021
Agenda Title:	Authorize Execution of the Intergovernmental Support Agreement Between Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCBQ) and Prince William County Department of Public Works, and Budget and Appropriate up to \$500,000 to the County Construction Crew
District Impact:	Potomac and Brentsville Magisterial Districts
Requested Action:	Authorize the execution of the Intergovernmental Support Agreement between Marine Corps Base Quantico and Prince William County Department of Public Works, and budget and appropriate the funds.
Department / Agency Lead:	Department of Public Works
Staff Lead:	Thomas J. Smith, Director

EXECUTIVE SUMMARY

The Marine Corps Installations National Capitol Region MCBQ commands and controls assigned organizations and provides facilities and services to tenant commands, military and civilian personnel, and family members in order to promote and sustain training, readiness, and facilitate Inter-Agency, Joint, and Service -level missions. The MCBQ is partially located within Prince William County and has a history of collaborating with the surrounding communities via partnership agreements with local, state, and other federal government organizations.

The MCBQ contacted the Department of Public Works requesting to formalize a working relationship among the parties, which requires an Intergovernmental Support Agreement (IGSA) between MCBQ and Prince William County Department of Public Works is required. The IGSA will allow Public Works to procure materials, equipment, supplies, and services in support of MCBQ operations, thus furthering the positive relationship that already exists between the County and MCBQ.

Upon approval of the IGSA, the Department of Public Works will be able to place bids and obtain task orders to complete work on the MCBQ. Contingent upon approval of the IGSA and individual task orders, the Department of Public Works requests the budget and appropriation of \$500,000 for MCBQ capital projects, which will allow the staff to procure the necessary items to begin work on projects for the MCBQ. Upon completion of the work, all funds would be reimbursed by MCBQ, through billing to include time, materials, plus an administrative fee. Per the IGSA all invoices will be paid by MCBQ within thirty (30) days of receipt from Prince William County Department of Environmental Services.

It is the recommendation of staff that the Prince William Board of County Supervisors (Board) authorize the execution of the Intergovernmental Support Agreement between Marine Corps Installations National Capital Region-Marine Corps Base Quantico and Prince William County Department of Public Works, and budget and appropriate up to \$500,000 to the County Construction Crew for Marine Corps Base Quantico capital projects contingent on approved and agreed upon task orders.

BACKGROUND

The Department of Public Works County Construction Crew performs a variety of construction projects within the County, including such things as drainage repair and stormwater retrofits, property and roadway clearing, grounds maintenance/repairs, and securing or dismantling blighted buildings. The Construction Crew has recently built roads such as Thomasson Barn Road and Challenger Court, which included storm, sewer, water, duct bank, box culverts, curb, and sidewalk.

The MCBQ contacted the Department of Public Works requesting to formalize a working relationship among the parties, which requires an Intergovernmental Support Agreement between MCBQ and Prince William County Department of Public Works. The IGSA will allow Public Works to procure materials, equipment, supplies, and services in support of MCBQ operations, thus furthering the positive relationship that already exists between the County and MCBQ.

As the Construction Services Branch increases their workload and projects, the need to procure materials, equipment, and other necessary items is imperative to complete projects in a timely manner. Therefore, the budget and appropriation of \$500,000, contingent upon approval of the IGSA and individual task orders, for reimbursable funds is essential to completing the work for any projects awarded by the MCBQ.

The MCBQ would utilize Prince William County Department of Public Works for projects located within the U.S. Marine Reservation. The first project, upon approval of the IGSA with MCBQ, would be emergency work to replace a failing corrugated metal pipe that lies beneath West Russell Road, just east of Caddy Road within Prince William County. This road provides public access to MCBQ, and the Town of Quantico.

STAFF RECOMMENDATION

It is the recommendation of staff that the Board authorize execution of the Intergovernmental Support Agreement between Marine Corps Installations National Capital Region-Marine Corps Base Quantico and Prince William County Department of Public Works, and budget and appropriate up to \$500,000 to the County Construction Crew.

Service Level / Policy Impact

The execution of the agreement between MCBQ and Prince William County Department of Public Works will allow them to work together to procure materials, equipment, supplies, and services to enhance mission effectiveness, create efficiencies, and reduce costs through the use of economies of scale.

Fiscal Impact

The MCBQ will reimburse the County for all costs associated with MCBQ projects. The IGSA outlines that the MCBQ will reimburse the funds within thirty (30) days of invoices received. The County Construction Crew will charge MCBQ on a time and materials basis and include an administrative fee, as is done with other local jurisdictions, the County Construction Crew completes work for. The budget and appropriation of up to \$500,000 is needed to support individual task orders anticipated in Fiscal Year (FY) 2021 and FY 2022.

Legal Impact

The proposed IGSA between MCBQ and Prince William County Department of Public Works must be authorized by the Board before construction can begin. Also, the budget and appropriation of the funds require Board approval. The County will continue to be liable for insurance and worker's compensation claims which may occur while working on the projects. The overhead for these associated costs is included in the administrative fee charged to the MCBQ. The County in the proposed agreement will be agreeing to abide by the Federal Acquisition Regulations (FAR) for handling potential disputes with the MCBQ under this agreement, rather than the County's contractual norm of agreeing to litigate potential disputes at the Prince William County Courthouse or the Federal District Court in Alexandria.

STAFF CONTACT INFORMATION

Lucas Hisghman | (703) 792-6865
Lhisghman@pwcgov.org