



Building a Better Illinois

JIM UNDERWOOD • Executive Director

## MEMORANDUM

### Board Members

Peter J. O'Brien, Sr.  
*Chairman*

Glyn M. Ramage

Michael Y. Chin

Stewart A. Muñoz

Miles W. Beatty, III

Anthony J. Garippo

William A. Lowry, Sr.

**Wm. G. Stratton Building**  
401 South Spring Street  
Third Floor  
Springfield, Illinois  
62706-4050

**James R. Thompson Center**  
100 West Randolph Street  
Suite 14-600  
Chicago, Illinois  
60601-3283

**Dunn-Richmond  
Economic Development Center**  
1740 Innovation Drive  
Suite 258  
Carbondale, Illinois  
62903-6102

**IDOT District 3 Headquarters**  
700 East Norris Drive  
Second Floor  
Ottawa, Illinois  
61350-0697

**East St. Louis  
Community College Center**  
601 James R. Thompson Blvd.  
Building B, Suite 1025  
E. St. Louis, Illinois  
62201-1129

217.782.2864  
217.524.0565 FAX  
217.524.4449 TDD  
[www.illinois.gov/cdb](http://www.illinois.gov/cdb)

FROM: Freedom of Information Officer, Illinois Capital Development Board

DATE: July 2014

SUBJECT: INFORMATION POSTED PURSUANT TO THE FREEDOM OF  
INFORMATION ACT ("FOIA")

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This memorandum is posted pursuant to the Illinois Freedom of Information Act (5 ILCS 140) and contains the following information:

- I. A description of the Illinois Capital Development Board ("CDB"), including the identification of CDB's Board Members, a block diagram outlining its subdivisions, the total amount of its operating budget, the location of its satellite offices, and the approximate number of full and part-time employees.
- II. A description of the methods whereby the public may request information and public records from CDB, including the name of CDB's designated FOIA Officer, the address where requests for public records should be directed and any fees allowable under FOIA.
- III. A current list of types of records under the Control of CDB.

### **I. DESCRIPTION OF THE ILLINOIS CAPITAL DEVELOPMENT BOARD**

Enacted under (20 ILCS 3105), the Capital Development Board ("CDB") is the construction management agency for Illinois state government. CDB oversees the construction of new state facilities, such as prisons, college and university classroom buildings, mental health hospitals and state parks. In addition, CDB is responsible for renovation and rehabilitation projects at the State's 8,441 state-owned buildings containing more than 96 million square-feet of floor space.

The agency also works with the Illinois State Board of Education to administer grants for school construction and renovation to local elementary and secondary school districts through the School Construction Program. In addition to its construction duties, CDB also is responsible for the removal of hazardous materials such as asbestos and lead from state-owned facilities, the replacement of leaking underground storage tanks on state property and the remodeling of state buildings to accommodate persons with disabilities.

Established to better manage the state's capital improvement programs, the agency is guided by a seven-member, bi-partisan board that deliberates matters of policy, approves the selection of design professionals through the 1991 Qualifications-Based Selection System and sets direction for the agency. The board members, who are appointed by the Governor and confirmed by the Illinois Senate, serve four-year, unpaid terms. They also are charged with selecting an executive director, who is responsible for the daily operation and management of the agency and its employees. Board members are as follows:

### **Peter O'Brien, Chairman**

Peter O'Brien of Chicago was named to the Capital Development Board in April of 2011. Peter is Chief Operating Officer and Vice President of his family business, MADO Management LP. Peter has over three decades of experience in the development and management of commercial and institutional properties within the state. Peter has served on the Illinois Development Finance Authority and most recently MPEA, as Board member, secretary/treasurer and then appointed to the interim board. Peter is an active Trustee of Old Town Merchants and Residents Association, Past President of The Irish Fellowship Club of Chicago and a board member of The Chicago Convention and Tourism Board and the Illinois Restaurant Association.

### **Glyn Ramage**

Glyn M. Ramage of Millstadt was named to the Capital Development Board in August, 2002. He was appointed acting chairman of the CDB between February and April of 2004. Member Ramage has served as the business manager for the Twelve Counties Southwestern Illinois Laborers District Council since 2000. He is a 26-year member of the Laborers' Local No. 100 in East St. Louis and has served as business manager of the Local since 1993. Member Ramage serves as chairman of the Foundation for Fair Contracting of Southwestern Illinois, Inc. and is a director of the Labor Management Work Preservation & Construction Industry Promotional Trust of Southwestern Illinois.

### **Michael Chin**

Mr Michael Chin of Chicago was named to the Capital Development Board in August of 2004. He is currently Sr. Vice President of Commercial Bank, TCF Bank, administering the corporate banking division and commercial real estate and development. Member Chin graduated with a degree in marketing from the University of Illinois at Chicago and a master's degree in business administration from Lewis University. In 2002 he received a "business leader award" from State Treasurer Judy Baar Topinka and is involved with Chicago Mayor Richard M. Daley's 21st Century Leadership Council. He also has served as president of the Asian American Small Business Development Center.

### **Stewart A. Munoz**

Stewart A. Munoz of Chicago was named to the Capital Development Board in January of 2005. He is currently the chief executive officer of Centro Realty and Development, where he administers the financing and management of building projects. Member Munoz has earned an associate of arts in marketing from the College of DuPage in Glen Ellyn, a bachelor's degree in communication from Northeastern Illinois University in Chicago and a master's degree in business administration from Madison University. He previously worked as a real estate consultant for Century 21 Boardwalk. Member Munoz serves as the chairman of Chicago Mayor Richard M. Daley's Advisory Council on Latino Affairs, as vice chairman of the Illinois Hispanic Chamber of Commerce and as vice president of the Cuban Chamber of Commerce. He also is a director of the Pan American Bank Advisory Committee and a member of the Chicago Association of Realtors.

### **Miles W. Beatty III**

Miles W. Beatty III of Lake Zurich, President of Beatty Decorating Company, was named to the Capital Development Board in January of 2012. Beatty has been president of Beatty Decorating Company, a firm that specializes in painting, wall coverings and specialty finishes, since 1992. He joined the family-owned firm as an apprentice in 1972. He is on the Board of Directors of the Finishing Contractors Association of Chicago and is a Trustee of the Chicago Painters and Decorators Pension Fund. Beatty has been an Illinois resident for 59 years. He and his wife Pam have three adult children.

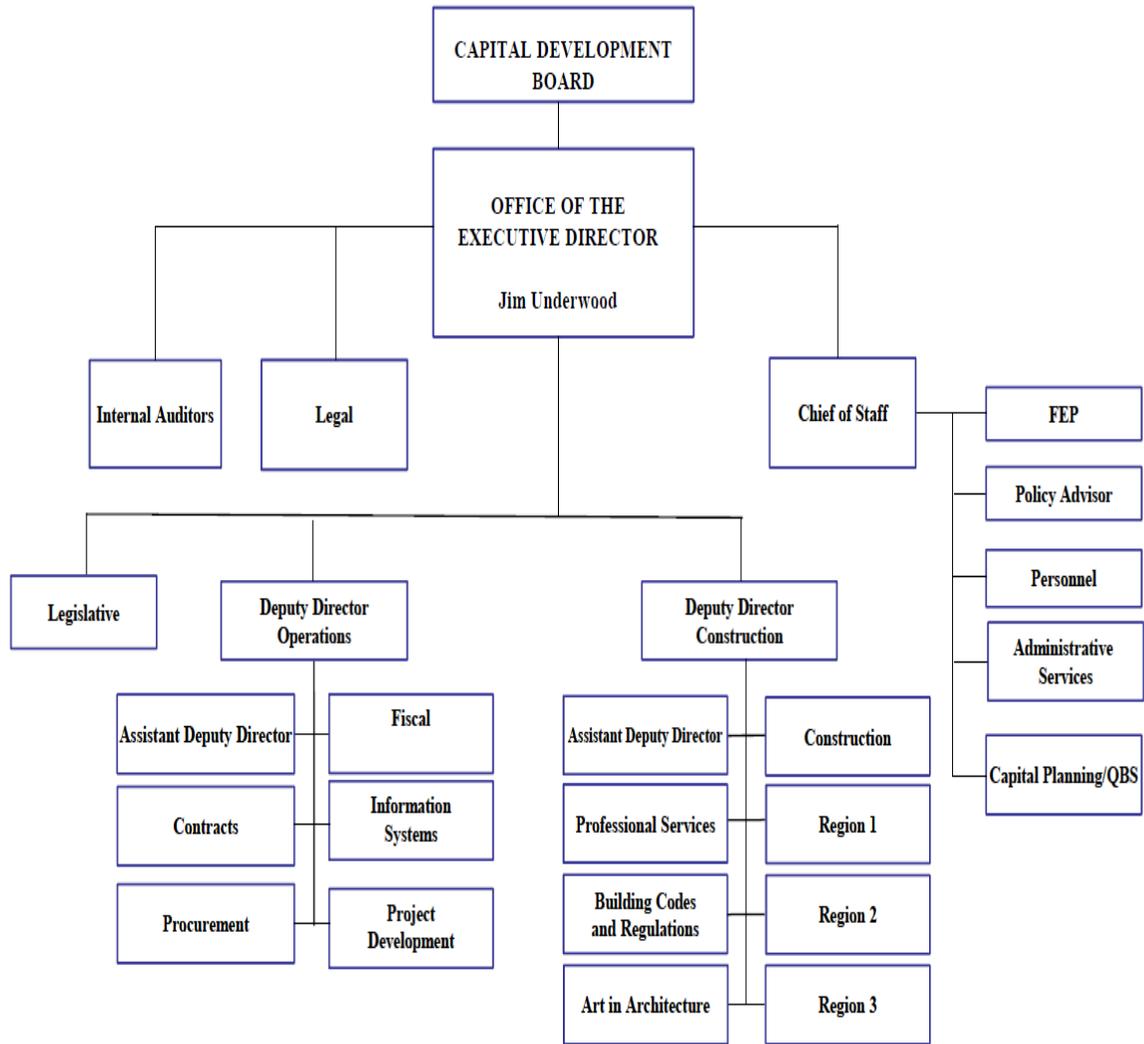
### **Anthony J. Garippo**

Anthony J. Garippo (Tony) of LaGrange Park, IL was named to the Capital Development Board in March 2012. Currently he is the Vice President of Architecture and Construction for Crate and Barrel, an international home furnishings retailer. Tony has been responsible for managing the store design and construction processes of all Crate and Barrel stores worldwide, including expansion into Singapore, Mexico and Chile, as well as store development for CB2 and The Land of Nod. His career, which has spanned nearly three decades, has included the management of high rises in Chicago and New York, corporate headquarters, the world's largest steam boat "The American Queen", as well as hotels and shopping centers. Member Garippo graduated with a BA from Dartmouth College and a master's degree in architecture from the University of Illinois Chicago. Anthony is an active trustee of Fenwick High School in Oak Park, and a member of the International Council of Shopping Centers.

### **William A. "Bill" Lowry**

William A. "Bill" Lowry is President and Managing Shareholder of Nyhan, Bambrick, Kinzie & Lowry, P.C., a Chicago law firm with 47 attorneys. His specialty is in Workers' Compensation and Employer Liability Law. Bill has received numerous professional recognitions, including being named among Chicago's Best Lawyers. He is the author of several legal articles and presents lectures at seminars relating to insurance and employment law. Bill is a board member of Lake Forest College, Loyola University of Chicago School of Law, Chicago Children's Museum, Chicago Family Directions, Legal Prep Charter Academies, Coordinated Advice and Referral Program for Legal Services and The Ancona School.

The following block diagram describes CDB's functional subdivisions.



The total operating budget for the Illinois Capital Development Board for fiscal year 2015 is broken down as follows:

Payable from Capital Development Fund:

For Personal Services .....	8,320,400
For State Contributions to SERS.....	3,522,800
For State Contributions to:	
Social Security .....	624,000
For Group Insurance .....	2,070,000
For Contractual Services .....	200,000
For Travel .....	0
For Commodities .....	14,500
For Printing .....	0
For Equipment .....	0
For Electronic Data Processing .....	0
For Telecommunications Services .....	71,500
For Operation of Auto Equipment .....	24,100
For Operational Expenses .....	400,000
For Facilities Conditions Assessments and Analysis .....	1,500,000
For Project Management Software .....	1,000,000

Total \$17,747,300.00

Payable from Capital Development Board Revolving Fund:

For Personal Services .....	4,161,600
For State Contributions to SERS.....	1,762,000
For State Contributions to Social Security .....	312,200
For Group Insurance .....	1,125,000
For Contractual Services .....	282,500
For Travel .....	157,700
For Commodities .....	11,400
For Printing .....	14,500
For Equipment .....	10,000
For Electronic Data Processing .....	285,200
For Telecommunications Services .....	92,100
For Operational Expenses .....	310,000

Total \$9,124,200

Payable from the School Infrastructure Fund:

For School Infrastructure Program .....	600,000
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Total \$600,000

**GRAND TOTAL: \$26,871,500**

The Capital Development Board employs approximately 130 full-time employees and is headquartered at the William G. Stratton Building, 401 South Spring St., 3<sup>rd</sup> Floor, Springfield, IL 62706. Other locations are as follows:

James R. Thompson Center  
14th Floor  
100 West Randolph Street  
Chicago, IL 60601  
PH: 312/814-6000  
FAX: 312/814-2041

Dunn-Richmond Economic Development Center  
Room #258  
150 Pleasant Hill Road  
Carbondale, IL 62901  
PH: 618/453-8232  
FAX: 618/453-8233

Ottawa Satellite Office 2nd Floor IDOT Dist # 3 Hdqtrs  
700 E. Norris Drive  
Ottawa, IL 61350  
PH: 815/433-7121  
FAX: 815/433-7123

E. St. Louis Community College Center – Bldg. B  
Suite 1025  
601 James R. Thompson Boulevard  
E. St. Louis, IL 62201  
PH: 618/874-6589  
FAX: 618/874-6590

Rock Cut State Park Office  
7318 Harlem Road  
Loves Park, IL 61111  
PH: 815/885-3317  
FAX: 815/885-3664

Dixon Correctional Center  
Bldg. 1, Room 141  
2600 Brinton Avenue  
Dixon, IL 61021  
PH: 815/288-0246  
FAX: 815/288-0557

## **II. REQUEST FOR RECORDS UNDER THE FREEDOM OF INFORMATION ACT**

Chris Miles, Executive 1 for the Capital Development Board, currently serves as the Freedom of Information Officer. The Freedom of Information Officer is responsible for receiving and responding to request for public records.

Requests for Capital Development Board records under the Freedom of Information Act may be submitted to the Freedom of Information Officer at the following address:

Capital Development Board  
401 South Spring Street, 3<sup>rd</sup> Floor  
Springfield, IL 62706  
Attn: Freedom of Information Act Officer

CDB does not accept requests via telephone. Facsimile requests will be honored at 217-524-0565 and e-mail requests will be honored at [CDB.FOIA@Illinois.gov](mailto:CDB.FOIA@Illinois.gov).

When submitting a FOIA request, please be as specific as possible and clearly describe the documents being sought, or documents you wish to inspect, including the project/contract numbers and a description of the project if applicable. Please include your name, affiliation, address and phone number.

Upon receipt of your request, the FOIA Officer will review your request and respond within 5 working days of receipt of the request. Responses may include but are not limited to a full disclosure of documents, a disclosure of documents with certain information redacted, a notification that CDB needs up to an additional 5 working days to respond, or a denial or partial denial of your request due to certain exemptions under the Act.

CDB may charge fees reasonably calculated to reimburse its actual cost for reproduction and for the use by any person of the equipment of the public body to copy records. CDB may waive fees if “the requester states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest” in accordance with 5 ILCS 140/6 (b).

## **III. RECORDS UNDER THE CONTROL OF THE CAPITAL DEVELOPMENT BOARD**

### **PROJECT DEVELOPMENT**

Scope Assessment Transmittal  
Scope Assessment Form (BR/PT)  
Funding Source Documentation (Release of Funds, User Fund Requisition)  
Project Scope statement  
Survey/Technical Analysis  
Pertinent Correspondence  
Land Acquisition Report  
Site Specific/Building Report  
Emergency Contract Package:  
    Contractor Proposal  
    Memo of Contractors  
    Final Affidavit  
    Transmittal to Auditor General Correspondence

## GRANTS

Grant Application  
Grant Approval  
Pertinent Correspondence  
Federal Requirements (Administrative)  
Construction / Annual Interest Grant

## ARCHITECT/ENGINEER SELECTION

A/E Selection Letter (CDB or User)  
Letter of Interest Ads  
Top Firm 255 Form  
PSB Project Description  
Pre-Screening Sheet  
Committee Sheet  
Interview Evaluation Criteria Sheet  
A/E Interview Score Sheets  
Additional Proposal Information  
Board Agenda Sheet  
A/E's Current Contract Status Listing  
Listing of Responding Firms  
ADA Selection Letters  
QBS Status Letter

## ART-IN-ARCHITECTURE

Design Proposal Contract  
Authorization to Proceed  
Major Work Contract  
Conditions of Contract  
AIA Correspondence / Meeting Minutes  
Vouchers

## USING AGENCY

All Correspondence  
Change Requests, General Issues

## DESIGN

Request / Review Notes / Comments  
A/E In-House Estimates and Responses  
Task Force Studies  
Asbestos Variance Requests  
In-House Design Development  
A/E Estimates & Responses (Cost Analysis)  
Program Analysis Submittal  
Single Source Request & Approval  
Manufacturer Certification (RSMC, PBMC)  
Proposed Addenda & Comments / Approval Transmittals  
Non-Asbestos Variance Requests  
User Design Comments

## BID

Miscellaneous Bid / Rebid Correspondence  
Bid Ad Correspondence  
Bidders List from A/E  
Future Bid Date Notice  
Ad Copies  
Bid Date Change Memos  
Withdrawal Letters  
Request for Bid Date  
Unsuccessful Bids (bid forms, bid tabs)  
Priority of Alternate Bids  
Rejected Bids  
MBE/FBE Correspondence

## PROJECT MANUAL

Project Specifications / Addenda's

## LAND ACQUISITION

Appraisals  
Correspondence, Mod Forms  
EPA Permits, Easements  
Request / Approval Land Acquisition  
Site Survey  
Title Search  
Acquisition Vouchers  
Deed  
Title Policy  
Transfer, Plat Survey  
Land Acquisition Report