

MEMORANDUM

Board Members
Peter J. O'Brien, Sr.
Chairman

FROM: Freedom of Information Officer, Illinois Capital Development Board

Glyn M. Ramage
Michael Y. Chin
Stewart A. Munoz
Miles W. Beatty, III
Anthony J. Garippo

DATE: July 2012

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

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.

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
150 East Pleasant Hill Road
Carbondale, Illinois 62901

IDOT Dist # 3 Hdqtrs
2nd Floor
700 E. Norris Drive
Ottawa, Illinois 61350

217.782.2864
217.524.0565 FAX
217.524.4449 TTD
www.cdb.state.il.us

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.

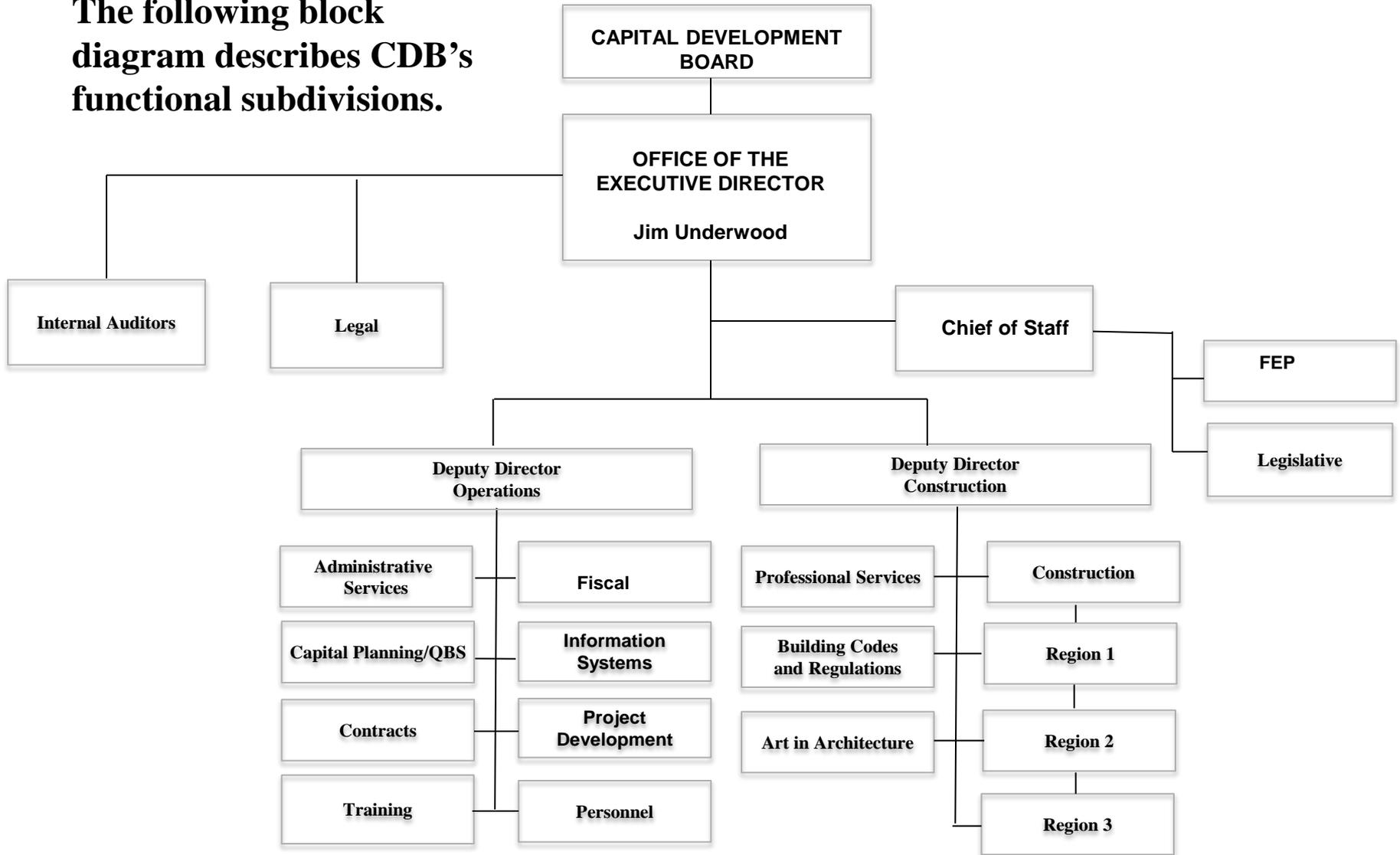
Beatty has been an Illinois resident for 59 years. He and his wife Pam have three adult children.

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.

The following block diagram describes CDB's functional subdivisions.



The total operating budget for the Illinois Capital Development Board for fiscal year 2013 is broken down as follows:

Payable from Capital Development Fund:

For Personal Services	6,572,700
For State Contributions to SERS.....	2,496,800
For State Contributions to:	
Social Security	522,000
For Group Insurance	1,797,900
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	900,000
For Project Management Tracking	500,000

Total \$13,499,500

Payable from Capital Development Board Revolving Fund:

For Personal Services	3,900,000
For State Contributions to SERS.....	1,481,500
For State Contributions to Social Security	308,000
For Group Insurance	1,307,200
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 \$8,160,100

Payable from the School Infrastructure Fund:

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

GRAND TOTAL: \$22,259,600.00

The Capital Development Board employs approximately 130 full-time employees and is headquartered at the William G. Stratton Building, 401 South Spring St., 3rd 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

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, 3rd 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.

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