

Jim Underwood, Executive Director

MEMORANDUM

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

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

FROM: Freedom of Information Officer, Illinois Capital Development Board

DATE: February 2012

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.

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  
2<sup>nd</sup> Floor  
700 E. Norris Drive  
Ottawa, Illinois 61350

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

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-foot 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.

**Mark J. Ladd, AIA, NCARB, LEED AP**

Mark J. Ladd of Chicago was named to the Capital Development Board in 2002. Currently, Mark is the Managing Director of Millennium Development Group, LLC which is a national real estate company that specializes in government build-to-suit leaseback projects and the development of publicly-owned real estate. Member Ladd graduated from the University of Illinois at Urbana-Champaign with a bachelor's degree and holds a master's degree in architecture from the University of Illinois at Chicago.

He previously worked as a Senior Project Manager with the architectural and engineering firm of Skidmore, Owings & Merrill, LLP where he oversaw the planning and design of many domestic and international large scale projects, with a specialization in the government and commercial markets. His work has included the design management for the new NATO headquarters in Brussels, Belgium, the systems infrastructure and courts renovation of the Dirksen Federal Building, as well as the U.S. Patent and Trademark offices in Alexandria, Virginia.

### **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.

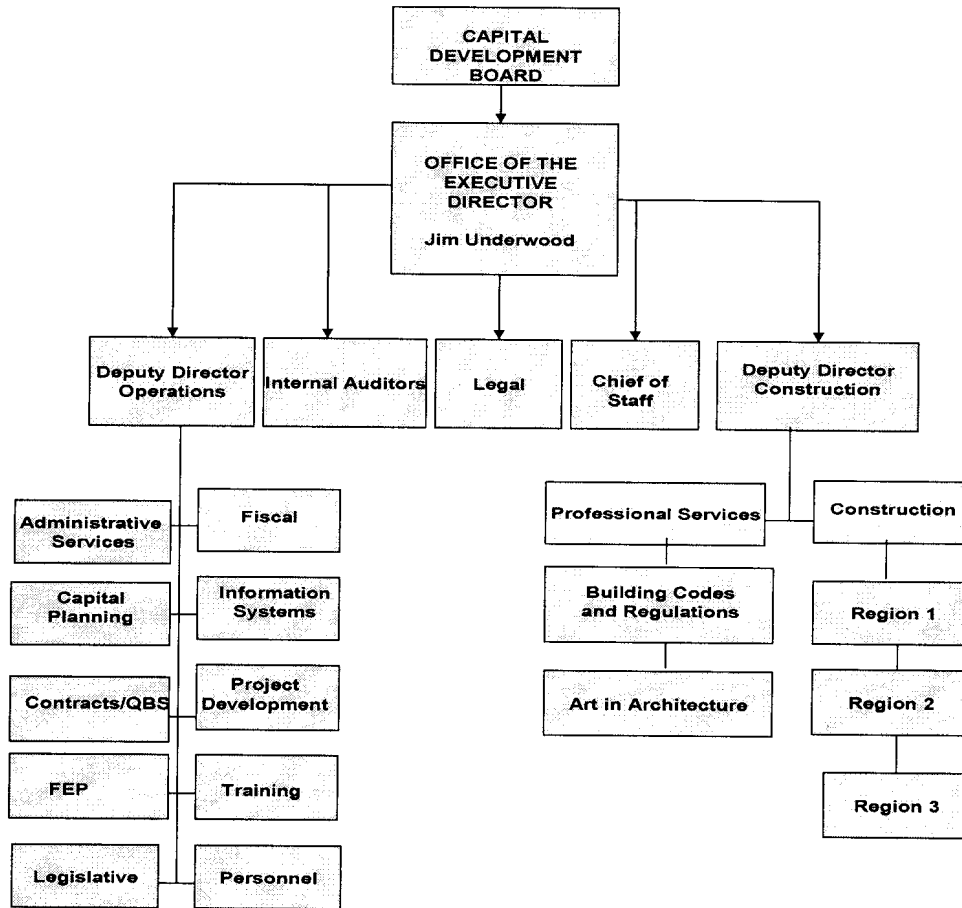
### **Miles W. Beatty III**

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.

The following block diagram describes CDB's functional subdivisions.



The total operating budget for the Illinois Capital Development Board for fiscal year 2012 is broken down as follows:

Payable from Capital Development Fund:

For Personal Services .....	5,780,000
For State Contributions to SERS.....	1,976,200
For State Contributions to:	
Social Security .....	404,600
For Group Insurance .....	1,235,100
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

Total \$10,106,000

Payable from Capital Development Board Revolving Fund:

For Personal Services .....	3,900,000
For State Contributions to SERS.....	1,333,500
For State Contributions to Social Security ....	288,600
For Group Insurance .....	895,000
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 \$7,580,500

Payable from the School Infrastructure Fund:

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

**GRAND TOTAL: \$18,286,500.00**

The Capital Development Board employs approximately 130 full-time employees.

The Capital Development Board 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

## 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 / Addendas

## 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