



August 29, 2008

Mr. Dan R. Long
Executive Director
Commission on Government
Forecasting and Accountability
703 Stratton Office Building
Springfield, Illinois 62706

Dear Executive Director Long,

We are in receipt of your correspondence of August 22, 2008 regarding follow-up questions to answers provided by CMS on August 14, 2008. CMS respectfully responds as follows:

1. **CMS indicated in response to the first question that, the Department does not have a copy of the lease between the Department of Natural Resources – Office of Mines and Minerals and the Southeastern Illinois College Foundation for space at 540 N. Commercial Street in Harrisburg because the lease was executed by DNR. Please provide the Commission with a copy of the space request submitted to CMS related to the leased space in Harrisburg.**

CMS cannot find record of ever receiving a space request from DNR – Office of Mines and Minerals related to this lease.

2. **In response to question four, CMS indicated that the Department “has not contacted the owner regarding a purchase of part or all of the building. CMS was, however, informed by the using agency that the using agency had approached the owner regarding the purchase...”. Please provide the Commission with the date the using agency approached the owner with regard to purchase. Also, please provide the date and any relevant correspondence related to the statement “CMS was also informed that the option to purchase clause contains a provision that may require the purchase to be above the usual fair market value”.**

CMS continues to gather the information requested and expects to provide a response to the Commission by the close of business on September 2, 2008.

3. **CMS indicated on page 7, of the letter dated August 14, 2008, that the Department of Transportation submitted a “Space Request dated**

September 21, 1987, to CMS...". Please submit a copy of the IDOT space request dated September 21, 1987.

Please see the attachment.

Please let us know if you require further information. As stated, we will provide additional information for Question #2 by COB September 2, 2008.

Sincerely,



Marcia Armstrong
Deputy Director
Bureau of Property Management

attachment



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois/62764

R.A.A.
22 SEP 87

September 21, 1987

Mr. S. Michael Bartletti
Property Bureau Manager
Illinois Department of Central
Management Services
719 Stratton Office Building
Springfield, IL 62706

Dear Mr. Bartletti:

I am enclosing a space request for 37,000 net usable square feet of office and storage space in the Springfield area. This space is needed by the Department in order to consolidate IDOT offices at the same location. At the present time, we have offices that have to locate a portion of their employees in leased space at multiple locations in the Springfield area. This is due to overcrowded conditions in the Administration Building. We request that space be found adjoining our Administration Building facility if at all possible. This would allow parking to be shared by both facilities as well as convenient access between the two buildings. We anticipate that this space will be occupied by our Divisions of Traffic Safety and Water Resources. A complete justification and description of our space needs has been included in this request.

We have also been notified by the Federal Highway Administration Division Office that they are planning to relocate their offices in Springfield. We would appreciate you contacting FHWA and their leasing representative, the U.S. General Services Administration, in an effort to locate FHWA adjacent to our Administration Building. This could be accomplished through either a shared facility with IDOT or separate IDOT and FHWA buildings adjacent to one another. This arrangement would benefit both IDOT and FHWA due to the frequent interaction between the management and engineering staffs of our organizations.

Please contact me if you have any questions regarding the enclosed information. Your prompt consideration of this request would be appreciated.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Al Greco'.

Al S. Greco
Director of Finance & Administration

Enc.

**CENTRAL MANAGEMENT SERVICES
BUREAU OF PROPERTY MANAGEMENT/REAL ESTATE**

SPACE REQUEST

04577

REQUESTING AGENCY: Illinois Department of Transportation
 Address: 2300 South Dirksen Parkway
 City, Zip Code: Springfield, Illinois 62764
 Agency Contact: Larry K. Burton Phone (217) 782-2730

DIVISION OR UNIT TO OCCUPY: Divisions of Traffic Safety & Water Resources
 Present Address: 2300 South Dirksen Parkway ^{1/}
 City, Zip Code: Springfield, Illinois 62764
 Local Agency Contact: Name: David G. Campbell Phone (217) 782-7427

ACTION REQUESTED: ^{1/}Traffic Safety also has leased office space at
320 West Washington Street

- Lease New Space* Lease State-Owned Property Additional Space — Same Location*
 Amend Lease Renew Lease Other
 Lease No. _____ Lease No. _____

*Reason (See also Justification Requirements, P. 4)

LOCATION DESIRED: City Springfield County Sangamon

Road or street boundaries: North: In close proximity to IDOT South: _____
 East: Administration Building West: _____
2300 South Dirksen Parkway

LEASE TERMS: From 2/, 19____ to _____, 19____.

Maximum monthly rental desired: \$15/sq. ft. per month.
2/ Five year lease with option to renew

Lease to include the following services and utilities: (Check)

- | | | |
|--|--|---|
| <input type="checkbox"/> Electricity | <input checked="" type="checkbox"/> All necessary fixtures | <input checked="" type="checkbox"/> Fire extinguisher maintenance |
| <input type="checkbox"/> Gas | <input checked="" type="checkbox"/> Janitor service | <input checked="" type="checkbox"/> Snow removal |
| <input type="checkbox"/> Water | <input checked="" type="checkbox"/> Extermination service | <input checked="" type="checkbox"/> Parking |
| <input checked="" type="checkbox"/> Heating | <input checked="" type="checkbox"/> Elevator service | <input checked="" type="checkbox"/> Renewal option |
| <input checked="" type="checkbox"/> Air conditioning | <input checked="" type="checkbox"/> Re-decorating | <input checked="" type="checkbox"/> Cancellation clause |

SPACE SUMMARY

	Square Feet Requested
Total Personnel Space	<u>25,830</u>
Total Special Facilities Space	<u>6,175</u>
Total Storage Space	<u>5,000</u>
TOTAL	37,005

SPACE REQUEST (Cont.)

PERSONNEL SPACE (List Ea. pos. by Title & Grade)	PT, F or FF	SPACE TYPE	NO. OF POSITIONS	AREA FOR EA. POS.	SQ. FT. REQUESTED
<u>EXECUTIVE:</u>					
Director	PF	P	2	300	600
Secretary	FF	PC	2	150	300
<u>ADMINISTRATOR:</u>					
Bureau Chief	FF	P	6	225	1,350
<u>MID. MGMT./SUP.</u>					
Section Manager	FF	P	25	150	3,750
<u>PROFESSIONAL:</u>					
Unit Manager	FF	PC	48	100	4,800
Program Manager & Safety Respons. Anal. I	FF	PC	64	75	4,800
<u>TECH. PROFESSIONAL:</u>					
Technicians & Input Op. Safety Respons. Anal. I	FF	PC	92	55	5,060
<u>CLERICAL:</u>					
Clerks, Correspondents	FF	O	94	55	5,170
TOTAL PERSONNEL SPACE			333		25,830

SPACE REQUEST (Cont.)

Special Facilities Area	Number		Frequency of Use			Hourly Duration	Sq. Ft. Requested
	Visitors	Staff	Daily	Weekly	Monthly		
Conference Room: Room 1	20	5	x			4	600
Room 2	10	4	x			4	375
Employees Room: Including Service Area		300 - 300	x			7	1,800
Reception Area:	30		x				200
Public Waiting Room:							
Total Space							2,975

Other Special Facilities/Areas	Justification	Special Requirements	Sq. Ft. Requested
Duplicating Room Mail Room	Copy Center Mail Dist.	240 V Electrical 110 V Electrical	800 400 - Traffic Safety
Supply Room Rest Rooms	Office Supplies	Shelving	300 1,800
Total Space			3,200

Storage Room/ Warehouse	Justification	Special Requirements	Sq. Ft. Requested
Storage	Printed Forms Accident Report Files, Equipment Misc.	Shelving	5,000
Total Space			5,000

COMMENTS/JUSTIFICATION:

1. What beneficial effects upon agency programs, employees and clientele are associated with the requested action?

See attachment

2. Identify potential disruptions in agency programs:

a) Associated with the requested action

None anticipated

b) Associated with denial of the requested action

Programs will not be disrupted but they will not function as efficiently as desired.

3. Identify any cost savings/cost avoidance associated with the requested action and/or identify estimated increase in costs similarly associated. The following 5-year savings will result:

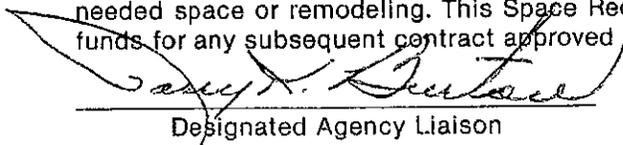
1. Defer expansion of parking facility at Adm. Bldg. (one time savings)	\$ 625,000
2. Termination of Lease No. 04262 (Location & Environment)	100,000
3. Termination of Lease No. 03032 (Traffic Safety)	800,000
	<u>\$1,525,000</u>

4. Estimate all indirect costs associated with the requested action (moving, communications relocation, etc.).

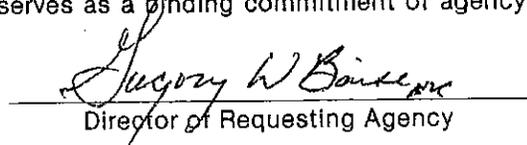
Initial installation cost for telecommunication wiring, equipment and network	\$250,000
Moving expense	40,000
Misc. expense	10,000
	<u>\$300,000</u>

For requesting agency use only

The requesting space is NECESSARY and FUNDS ARE AVAILABLE. I hereby authorize the Department of Central Management Services to enter into negotiations on behalf of this agency to procure any needed space or remodeling. This Space Request form serves as a binding commitment of agency funds for any subsequent contract approved by CMS.



Designated Agency Liaison



Director of Requesting Agency

Date: September 21, 1987

Date: September 21, 1987

For Central Management Services

- Request approved Request denied Request approved with modification

Comments: _____

Comments and Justification

The primary objective of this proposal is to improve operational efficiency by consolidating major divisions of IDOT at one location, consolidate leased IDOT office facilities in the Springfield area and relieve overcrowded conditions at the IDOT Administration Building.

Relocating the Division of Traffic Safety and the Division of Water Resources into a single facility located in close proximity to the IDOT Administration Building will accomplish the above objective. In addition, the public will have easier access to the Department's Administrative offices through the improvement of parking conditions at this facility.