

August 1, 2003

MEMORANDUM

Clark Energy Cooperative, Inc.
Winchester, KY

Re: Need for Modest Office Expansion

Our recommendation for the renovation and modest expansion of Clark Energy's headquarters office is based on the needs of the client and the desire to keep construction costs low. The option to renovate and modestly expand Clark Energy's headquarters facilities is estimated to be about half the cost to build a new office complex. Our recommendations utilize the most efficient use of the existing and proposed space to minimize the amount and cost of new construction. A summary of the space allocation of the new expansion area is summarized within the table below.

- 925 sq ft Safety training room space to accommodate more employees. This safety training room space doubles as an area to organize employee and contract crews during a large outage. Adequate space was not always available within the existing office for safety training and meetings.
- 352 sq ft New dispatch space to accommodate new information system hardware, software applications and more operations dispatch or management personnel during large outages. The former dispatch space could only accommodate two people during outages and no additional space was available for new computer equipment.
- 1633 sq ft Operations space needed to ease office overcrowding. The former space could not accommodate all operations line and dispatch personnel at one time. This portion of the expansion will provide offices for operations and safety personnel, more restroom space, desk space for operations crews, storage, and a clean-up "mud" room.
- 740 sq ft Additional front office lobby space to accommodate servicing more members at one time including additional display space, waiting area, and space to provide members individual attention.
- 550 sq ft New break room and vending area to accommodate more employees. The former break room could only seat about eight people comfortably.
- 4200 sq ft Total expansion area. The total expansion area includes space necessary for hallways or walkways, walls or partitions, mechanical space, and some closet storage space.


Duane Culp, AIA
Project Manager
DCT Design Group, Ltd.