

Architects & Engineers Professional Application

Please answer all questions completely. If there is insufficient space to complete an answer, continue on a separate sheet of the firm's letterhead. This form must be completed, signed and dated by a principal, partner or officer of the firm. Please type or print.

Note: The insurance for which you are applying is written on a claims made and reported basis, only claims first made against the insured and reported to the company during the policy period or extended reporting period, if applicable, are covered subject to the policy provisions.

Contact Information

Applicant Name: _____

Mailing Address: _____

Business Description:

Owner: _____ Phone: _____

Website: _____ Email: _____

Business Information

Type of entity: _____ Years in Business? _____

Geographic extent of services (must total 100%): Domestic _____ Foreign _____

Financial and Staffing

**Gross Billings-
 Past 12 month reporting period gross billings from professional services** (include fees paid to sub-consultants).

Reporting Period: _____ to _____

	<u>Gross Billings</u>	<u>Construction Values</u>
Projects insured under separate project policies:	_____	_____
Feasibility studies, reports and opinions	_____	_____
Fees paid to sub-consultants	_____	_____
Direct Reimbursables	_____	_____
All other billings	_____	_____
Total	_____	_____
Projection for next 12 months	_____	_____

Number of Personnel-

	<u>Licensed</u>	<u>Non-Licensed</u>
Principal, Partner, Officer or Director	_____	_____
Technical (other than above)	_____	_____
Support, Administrative or Clerical	_____	_____
Total	_____	_____

Professional Disciplines

Type of Services- based on the firm's billings, please indicate the approximate percentage of professional services listed below which are performed by the firm. (Do not include services of the firm's subconsultants)

Acoustical Engineering _____	Draftsmen _____	Marine Eng. / Surveying _____
Aerospace Engineers _____	Electrical Engineering _____	Master Planning _____
Agricultural Engineers _____	Elevator Inspectors _____	Materials Engineers _____
Architecture- Commercial _____	Environmental Engineering _____	Mechanical Engineering _____
Architects- Residential _____	Excavation Contractors _____	Metallurgical Engineers _____
Automotive Engineers _____	Expert Witness / Consultant _____	Nuclear Engineers _____
Building Code Inspector _____	Forensic Engineering _____	OSHA Consultants _____
Biomedical Engineers _____	Forensic Testing _____	Roofing Consultants _____
Chemical Engineers _____	Geotechnical Engineers _____	Safety Engineer/Consultant _____
Civil Engineering _____	HVAC Engineering _____	Sanitary Engineer _____
City Planners _____	Interior Design _____	Software Engineering _____
Computer Engineering _____	Irrigation Designers _____	Structural Engineers _____
Communication Engineering _____	Laboratory Testing _____	Textile Engineer _____
Construction Mgmt (Agency) _____	Land Surveying _____	Traffic _____
Construction Mgmt (At Risk) _____	Landscape Architecture _____	Utility Consultants _____
Control Systems Eng. _____	Lighting Design _____	Water Testing & Analysis _____
	Mapping _____	Total: _____

Types of Projects

Type of Projects- based on the firms's gross billings, please indicate approximate percentage of projects listed below in which the firm is in engaged.

Airports _____	Libraries _____	Schools / Colleges _____
Apartments _____	Manufacturing / Industrial _____	Sewage Systems _____
Amusement Rides _____	Mass Transit _____	Shopping Center / Retail _____
Arenas / Statiums _____	Multi-Family / HUD _____	Single Family Houses (subdivisions) _____
Bridges _____	Municipal Buildings _____	Single Family Houses (custom) _____
Convention Centers _____	Nuclear / Atomic _____	Superfund Sites _____
Correctional Facilities _____	Office Buildings _____	Technology Products _____
Condominiums _____	Parking Structures _____	Tunnels _____
Courts / Justice _____	Pipelines / Petrochemical _____	Warehouses _____
Harbors / Piers / Dams _____	Pools _____	Wastewater Treatment _____
Hospitals / Health Care _____	Quarries / Mines _____	Water Systems _____
Hotels / Motels _____	Recreation / Sports _____	Utilities _____
Industrial Waste Water _____	Religious _____	Other _____
Landfills _____	Roads / Highways _____	Description _____
		Total: _____

Project Delivery

Contractual Responsibility / Project Delivery- based on the firm's gross billings, please indicate the approximate percentage of contractual responsibility undertaken.

Design Only, with no construction phase responsibility	_____
Design with observation of construction duties	_____
Observation of construction only	_____
Design with Construction Responsibility (Construction in-house or subcontracted)	_____
Construction with design Responsibility (All Design subcontracted)	_____
Fast Track	_____
Other (Describe) _____	_____
Total	_____

Business Practice / Risk Management

Indicate the approximate percentage of your gross billings derived from repeat clients: _____

Does the firm use written agreements on every project? Yes No

Does the firm have legal counsel or insurance professionals review written agreements prior to implementing? Yes No

Has the firm implemented a limitation of liability clause in 100% of its professional service agreements? Yes No

If no, please indicate the approximate percentage of executed contracts containing these clauses? _____

Has the firm participated in a "peer review" sponsored by the AIA, NSPE or other organization? Yes No

If yes, when was this last completed? _____

Does the firm has a written in-house quality control procedure? Yes No

If yes, when was this last updated? _____

Does the firm have an in-house continuing education program for employees? Yes No

What percent of your firm's projects utilize Building Information Modeling (BIM)? _____

What CAD program(s) do you use at your firm? _____

Sub-Contracted Services

Does the firm subcontract professional services? Yes No

Indicate the percentage of sub-consultants that maintain professional liability: _____

Joint Ventures

Does the firm participate in joint ventures? Yes No

If yes, please describe the firm's involvement

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Current E&O Insurance and Claims History

Current Insurer: _____ Expiration Date: _____
Limit of Insurance: _____ Retro Date: _____
Insurance Contact Name: _____ Phone: _____ Email: _____

Have any claims been made or legal action been brought against the firm, it's predecessor(s), any past or present principals, partners, directors, or officers in the past FIVE years? Yes No

What is the total # of claims made against firm in the past FIVE years? _____

What is the total amount of claims payment (expense & indemnity) in the past FIVE years? _____

Quoting Options: E&O Limits, Deductibles and Coverage

Limits of Liability: _____ Each Claim _____ Aggregate

Deductible per Claim: _____

Coverage Options:

<no values defined>

Professional Memberships and Conventions Attended

Professional Memberships

- ACEC National
- AEA
- AEE
- AIA Trust
- AIA National
- ASCE
- ASME
- NSPE/PEPP
- SEA
- SEAC
- Other: _____

Conventions Attended

- AIA National
- AIEE
- NSPE/PEPP
- ACEC
- State
- WEC
- Other: _____

Publications and Websites

Professional Publications

- AIArchitect
- Am. Consul. Eng
- Architecture Magazine
- Architectural Record
- Civil Engineering
- ENR
- Engineering Times
- Other: _____

Websites

- AIA Trust
- AIA
- NSPE
- Planet AEC
- LinkedIn
- Other: _____

Business Owners Package Insurance

Have any Property or General Liability claims been reported or paid in the last FIVE years? Yes No
If Yes, please provide Details.

Property Limits:

Building Limit: _____
Personal Property: _____
Business Computer: _____
Personal Property of Others: _____
Employee Dishonesty: _____
Property in Transit: _____

Building Characteristics

Are functioning burglar alarms present? Yes No
Is all electrical wiring connected to functional and operational circuit breakers? Yes No
Are there functioning smoke and heat detectors in all units and/or occupancies? Yes No
Is aluminum wiring present in the building? Yes No

Property Protection Class (1-10): _____

Building Construction (please check one):

- Frame- Building is made from a wood frame.
 Joisted Masonry- Outside walls are constructed with bricks/cinder blocks, roof is made of wood.
 Masonry Non-Combustible- Same as Joisted Masonry, except roof is steel.
 Fire Resistive- Structural steel framing, reinforced concrete outside / load bearing walls.

Workers Compensation Insurance

Please indicate the Payroll for the following Classes:

Architects and Engineers: _____
Clerical: _____
Outside Salespeople: _____

Applicant Signature

The undersigned authorized representative of the applicant, based upon reasonable inquiry, warrants to the best of it's knowlege that the statements set forth herein are true and include all material information.

The Applicant further warrants that if the information supplied on this application changes materially between the date of this application and the inception date of the policy, it will immediately notify the insurance company of the changes. Signing of this application does not bind the Company to offer nor the Applicant to accept insurance, but it is agreed that this application shall be a basis of the insurance and it will be attached and made a part of the policy should a policy be issued.

Signature of Applicant: _____ Date: _____

Title: _____ Firm: _____