



CONTRACTORS AND CONSULTANTS

THIS IS AN APPLICATION FOR A CLAIMS MADE AND REPORTED POLICY

This Application for Professional Liability Insurance is intended to be used for the preliminary evaluation of a submission. When completed in its entirety, this Application will enable the Underwriter to decide whether or not to authorize the binding of insurance.

THIS APPLICATION IS NOT A BINDER

SECTION I - GENERAL INFORMATION

1. Name of Firm: _____ County: _____
2. Address: _____

3. Branch Office Address(es): _____
4. Phone: (____) _____ Fax: (____) _____
E-Mail: _____ Website: _____
5. Firm is: Corporation Partnership Sole Proprietorship Joint Venture
6. Date Established: _____ Gross receipts for last fiscal year \$ _____

PERSONNEL

	Number	Number Registered/Licensed	Full-Time	Part-Time
7. a. Architects:				
b. Engineers:				
c. Other Professionals:				
d. Project/Construction Managers:				
e. Others:(Construction Personnel/Administrative/Clerical)				
f. Total Personnel:				

ADDITIONAL INFORMATION

Please submit the following documents along with this Application and check the appropriate box indicating you have included the item requested.

8. A. Statement of qualifications and resumes of key professional staff
- B. Copy of a typical contract for services with a client (including scope of services)
- C. Copy of typical contract with professional subconsultants
9. Detailed claim history (use RA&MCO Claims Supplement)
10. Brochures, promotional literature, and recent project list
11. The firm would like a quotation based on the following limit(s) and deductible(s):

Limit

Deductible

NOTE: For deductibles of \$50,000 or more, please enclose a copy of the firm's balance sheet and income statement for the most recent fiscal year.

CLIENTS		CONTRACTS	
	Percent of Clients (must total 100%)		Percent of Contracts (must total 100%)
12. a. Government or Public Entities	_____	13. Please specify types of contracts used by the firm.	
b. Owners acting as their own builders	_____	a. Standard industry contract (AGC, AIA, EJCDC, etc.)	_____%
c. Design/Build or turnkey contractors	_____	b. Firm's own standard contract	_____%
d. Other contractors	_____	c. Letter agreement	_____%
e. Developers	_____	d. Purchase order	_____%
f. Financial and lending institutions	_____	e. Client contract	_____%
g. Other design professionals	_____	f. Oral agreement	_____%
h. Other _____	_____	(a. through f. must total 100%)	_____
(a. through h. must total 100%)	_____	14. What percentage of the firm's contracts contain a Limitation of Liability clause?	_____%
PROJECTS			
	Percent of Projects (must total 100%)		
15. a. Schools, colleges or public buildings	_____	s. Pipelines	_____
b. Hospitals, retirement or convalescent homes	_____	t. Mines and quarries	_____
c. Hotels, motels or resort properties	_____	u. Earth dams/reservoirs	_____
d. Condominiums/Townhouses	_____	v. Structures for offshore use	_____
e. Single family residential subdivisions	_____	w. Harbors, jetties, docks or piers	_____
f. Custom single family residential	_____	x. Bridges, trestles or tunnels	_____
g. Apartments	_____	y. Parking garages, theaters or grandstands	_____
h. Office/Commercial/Retail	_____	z. Other _____	_____
i. Industrial/Process	_____	_____	_____
j. Machine design	_____	(a. through z. must total 100%)	_____
k. Plumbing/Piping, Refrigeration	_____	16. In the past 5 years has your firm, a predecessor firm or any other insured provided any services on residential condominium or townhouse projects? <input type="checkbox"/> Yes <input type="checkbox"/> No	
l. Instrumentation/Controls	_____	If yes, please provide details and complete the following:	
m. Public Utilities/Power Generation	_____	Total number of Condominiums/ Townhouse projects?	_____
n. Jails/Justice	_____	Approximate total construction value? \$	_____
o. Airports	_____	17. What percentage of the firm's projects are done on a Fast Track basis?	_____%
p. Roads/Highways/Traffic	_____	18. What percent of the firm's projects are outside the U.S. and Canada?	_____%
q. Sewage or waste disposal systems	_____		
r. Water systems	_____		

INSURANCE HISTORY

19. Has any insurer cancelled or refused to renew any similar insurance issued to the firm or any of its members?
If yes, please explain in detail. Yes No

20. Please detail Professional Liability insurance for the past five years. Show current policy and prior four years.

COMPANY	TERM	LIMIT	DEDUCTIBLE	PREMIUM

Retroactive date on current policy: _____ / _____ / _____
MONTH DAY YEAR

21. a. Please provide current General Liability policy information:

COMPANY	TERM	LIMIT	DEDUCTIBLE	PREMIUM

- b. Does your General Liability policy contain a mold coverage exclusion or limitation?

Yes No If yes, please provide a copy of such exclusion or limitation.

- c. UMBRELLA Liability Policy

COMPANY	TERM	LIMIT	DEDUCTIBLE	PREMIUM

FINANCIAL AND OTHER INTERESTS

For all "yes" responses to questions 21 through 23, please provide details by attachments.

22. Does the firm have any predecessor firms or related entities? Yes No

23. During the past 12 months, has the firm or any principal:

a. Become involved in a real estate development company? Yes No

b. Derived more than 50% of last fiscal year's gross receipts from any one client? Yes No

c. Designed a building, component or system which might be used on more than one project? Yes No

d. Become involved in the manufacture or fabrication of any component, device or system? Yes No

e. Developed, sold or leased software products for use by others? Yes No

f. Been the subject of disciplinary action by authorities as a result of their professional activities? Yes No

24. During the next 12 months does the firm foresee substantial changes in operations? Yes No

25. a. Does your firm or any principal, partner, officer, director or shareholder of your firm or an immediate family member of any such person have an ownership interest in any entity or project for which professional services have been or are to be rendered? Yes No

b. Other than for third party claims, does your firm seek coverage for these projects?
If yes, an Equity Interest Supplemental Application must be submitted. Yes No

LIABILITY ISSUES

26. In the past **ten years** have any Professional Liability claims been made against the firm or any of its members? Yes No

If yes, complete a Claim/Incident Information Supplement provided with this Application.

27. Does the firm or any of its members have any knowledge of prior acts, errors or omissions which might reasonably be expected to give rise to a claim under this insurance? Yes No

If yes, please explain in detail.

28. In the past ten years, have you reported a claim for bodily injury or property damage under your CGL policy where payments or reserves, including your deductible, exceed \$100,000? Yes No

If yes, please explain in detail.

29. Do you have any pending dispute concerning the payment of fees to the firm for services rendered? Yes No

If yes, please explain in detail.

30. Do you have any knowledge of any circumstance, incident, situation, accident, condition or unresolved job controversy or other matter which might give rise to a claim under this insurance? Yes No

If yes, please explain in detail.

31. Have you given notice to any other Professional Liability underwriter of any actual or alleged act, error, omission, deficiency, property damage or bodily injury, circumstance, incident, situation, accident, unresolved job controversy or fee dispute which could result in a claim? Yes No

If yes, please use the Claim/Incident Information Supplement provided with this Application.

SECTION II – CONTRACTOR SERVICES –

DESIGN/BUILD • CONTRACTORS PROFESSIONAL • CONSTRUCTION MANAGEMENT

	CURRENT FISCAL YEAR _____/_____ MONTH / YEAR	IMMEDIATE PAST YEAR _____/_____ MONTH / YEAR	TWO YEARS AGO _____/_____ MONTH / YEAR
32a. Firm's gross receipts	\$ _____	\$ _____	\$ _____
b. Estimated gross receipts for the next fiscal year	\$ _____		

33. Of the firm's total gross receipts above, please break down as follows:	CURRENT FISCAL YEAR		IMMEDIATE PAST YEAR		TWO YEARS AGO	
	CONSTRUCTION VALUES	PROFESSIONAL FEES	CONSTRUCTION VALUES	PROFESSIONAL FEES	CONSTRUCTION VALUES	PROFESSIONAL FEES
• Construction Contracting Only (No responsibility for design services by the firm or its subconsultants).		N/A		N/A		N/A
• Design/Build (Responsibility for both design documents and construction services).						
• Construction Management Services – Agency – At Risk						

34. Please estimate the percentage by discipline of the professional services rendered above by the following categories:
(Total should equal 100%.)

Architecture	%	Landscape Architecture	%	HVAC Engineering	%
Civil Engineering	%	Land Surveying	%	Fire Protection Engineering	%
Mechanical Engineering	%	Construction Management	%	Materials Testing	%
Electrical Engineering	%	Process Engineering	%	Mining Engineering	%
Structural Engineering	%	Chemical Engineering	%	Interior Design	%
Soils Engineering	%	Environmental	%	Other _____	%
Project Management	%	Construction Inspection	%	Other _____	%

35. Please specify exact amounts paid to subconsultants:

	Current Year (Proj.)	Immediate Past Year	2 Years Ago
Fees to Professional Subconsultant	\$ _____	\$ _____	\$ _____
Construction Values to Design/Build Subcontractors	\$ _____	\$ _____	\$ _____

36. Has a surety company ever declined to offer a bond? Yes No
If yes, please provide details by attachment.

37. Is the firm aware of any unresolved construction disputes including an unexcused delay, a budget overrun, or a change order which exceeds \$10,000? Yes No

38. Has the firm ever defaulted, failed to complete a contract, or had liquidated damages assessed against them? Yes No

If any of the above questions are answered yes, please provide an explanation (use attachment if necessary):

SECTION III – DETAILS OF SUBCONTRACTED PROFESSIONAL SERVICES/ADDITIONAL INFORMATION

If, under Section II, the firm hires design firms or professional subconsultants, please list the four most frequently used firms or provide certificates of insurance evidencing professional liability coverage of these firms.

Please be specific regarding the design or consulting discipline to be rendered, i.e., Civil, Structural, HVAC, Construction Management, Value Engineering, etc.

	Name and Address	Discipline	Total Professional Fees	Professional Liability Coverage
A.	_____	_____	_____	Company: _____ Limit: _____ Deductible: _____
B.	_____	_____	_____	Company: _____ Limit: _____ Deductible: _____
C.	_____	_____	_____	Company: _____ Limit: _____ Deductible: _____
D.	_____	_____	_____	Company: _____ Limit: _____ Deductible: _____

39. Please provide any additional information regarding the firm and its services that you wish us to consider:

The applicant has read the foregoing and understands that completion of this Application does not bind the Underwriter or the Broker to provide coverage. It is agreed, however, that this Application is complete and correct to the best of applicant's knowledge and belief and that all particulars which may have a bearing upon acceptability as a Professional Liability insurance risk have been revealed. It is understood that this Application shall form the basis of the contract should the Underwriter approve coverage and should the applicant be satisfied with the Underwriter's quotation.

It is further agreed that, if in the time between submission of this Application and the requested date for coverage to be effective, the applicant becomes aware of any information which would change the answers furnished in response to questions 26-31 of this Application, such information shall be revealed immediately in writing to the Underwriter.

Must be signed by Owner, Partner, or Officer.

Print or Type Your Name

Title

Signature of Applicant

Date