

9. A. Please give the following details of professional personnel.

Names of Principals, Directors & Officers	Qualifications and/or Degrees	Date Received	Years with firm
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Names of Other Senior Personnel	Qualifications and/or Degrees	Date Received	Years with firm
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Total Personnel

- i. Other technical staff _____
- ii. Number of office (non-technical staff) _____
- iii. Total construction force, if any _____
- iv. Total of all personnel _____

10. A. Please provide examples of your main disciplines of Professional Service. Please provide enough examples to cover most of the work you do. Please show percentages of income derived from each service, together with a description. Please use a separate sheet if necessary.

Example ---- 30% ---- Fire protection design. I/we provide design specifications for industrial clients, mostly light manufacturers.

___% _____

___% _____

___% _____

___% _____

B. In the past 5 years has there been any significant changes in the answers to Questions 7. 8. and/or 9.? YES NO

If YES, please give details on a separate sheet.

C. Do you foresee any substantial changes in the coming year? YES NO

If YES, please give details on a separate sheet.

11. Do you sublet or subcontract any professional services to others? YES NO

If YES, please advise the following information:

A. Circumstances in which you would subcontract services. _____

B. Disciplines you sublet. _____

C. Percentage of your fees/construction values sublet. _____%

D. Do you always obtain Professional Indemnity Certificates from the subcontractor? YES NO

E. Do you ever assume the liability of others by agreement under any contract, whether the contract be written or oral? YES NO

12. Do you, or have you ever engaged in any overseas projects? YES NO

If YES, please advise the location of the work, nature of your operation and the percentage of your overall work it represents on a separate sheet.

13. Is more **than** 30% of your professional services work for any one client? YES NO

If YES, please advise the percentage of total work and nature of this relationship.

14. Does the Applicant/Firm or any of its principals, directors or officers, individually or collectively maintain a financial interest in any project or in any client **for** which the Applicant has rendered professional service? YES NO

If YES, please advise the nature of the relationship, the percentage of ownership and the percentage of your overall work this represents.

15. Does your professional work ever involve designs, plans and/or specifications for experimental or untested means of construction? YES NO

If YES, please advise full details of this work on a separate sheet.

16. A. On what percentage of jobs do you use written contracts? _____%

B. If the answer is less than 80%, please advise why written contracts are not used more frequently.

C. Standard Contract, or identify the Contract Coding if you use an Industry Standard Contract.

17. Do you currently carry professional liability insurance for your firm? YES NO

If YES, please advise the retroactive date of that policy. _____

18. Please provide details on your current and two previous Professional Liability policies.

INSURER	POLICY NO.	LIMITS	DEDUCTIBLE	PREMIUM	PERIOD
_____	_____	_____	_____	\$ _____	_____
_____	_____	_____	_____	\$ _____	_____
_____	_____	_____	_____	\$ _____	_____

