



PROFESSIONAL LIABILITY: A DEEP DIVE INTO THE CONSULTANTS APPLICATION FORM

Senior Underwriter, Mike Muszynski
Regional Distribution Leader, Jake Terrell

September 22, 2022

EMPLOYEE BREAKDOWN

2. Indicate the numbers of licensed professionals in each category:

	<i>Architects</i>	<i>Engineers</i>	<i>Land Surveyors</i>	<i>Landscape Architects</i>	<i>Geologists Hydrologists</i>	<i>Industrial Hygienists</i>	<i>Other</i>
Principals, Partners, Officers & Directors							
Staff							
Total Licensed							
Total Number of Employees:							
Number of professional or management staff or principals that left the firm in the last year:							
Please indicate professional society memberships:							
<input type="checkbox"/> AIA	<input type="checkbox"/> NSPE	<input type="checkbox"/> ACEC	<input type="checkbox"/> ACSM	<input type="checkbox"/> ASLA	<input type="checkbox"/> CMAA	<input type="checkbox"/> AAEE	<input type="checkbox"/> NSCSS
<input type="checkbox"/> IDA	<input type="checkbox"/> ASA	<input type="checkbox"/> CSI	<input type="checkbox"/> SFPE	<input type="checkbox"/> ASID	<input type="checkbox"/> SEGD	<input type="checkbox"/> IEEE	<input type="checkbox"/> OTHER
Please attach a resume indicating the full name and professional qualifications for all principals, partners, key personnel, directors or officers of current firm(s) and dates of employment (registrations and degrees, date and place acquired.) If previously a principal, partner, director or officer of another firm, indicate firm name and employment dates.							
SERVICES							
Description of Practice:							
(Please also attach a current brochure.)							



GROSS BILLINGS

Please provide the breakdown of gross billings attributable to each of the following categories:

Specialty Design, Engineering & Technical Consulting		Geotechnical	
Acoustical Consulting	\$	Geotechnical Engineering	\$
Agricultural Engineering	\$	Geotechnical Investigations	\$
Air Balancing	\$	Foundation Design	\$
Archeology	\$	Reports and Recommendations	\$
Audio Visual Consulting	\$	Retaining Walls	\$
Commercial Inspections	\$	Slope Stability	\$
Construction Site Safety	\$	Other:	\$
Drafting Services	\$	Drilling (sampling)	\$
Elevator Consulting	\$	Drilling (wells, blasting, engineering)	\$
Environmental Graphic Design	\$	Sampling, Testing and Laboratory Analysis	
Facilities Operations and Management	\$	Construction Materials Testing	\$
Food Handling/Kitchen Consultant	\$	Nondestructive Testing (specify)	\$
Forensic Consulting	\$	Soils Testing and Analysis (not subsurface conditions)	\$
Graphic Design	\$	Other (specify)	\$
Historic Preservation	\$	Engineering, Architectural & Other Professional	
Home Inspections	\$	Architecture	\$
Instrumentations/Controls Engineering	\$	Chemical Engineering	\$
Interior Architecture/Interior Build Out	\$	Civil Engineering	\$
Interior Design	\$	Construction Management	\$
Irrigation Design	\$	Agency	\$
Lighting Design	\$	At-Risk	\$
Machinery Equipment Design	\$	Corrosion Engineering	\$
Photogrammetry	\$	Electrical Engineering	\$
Property Condition Assessments	\$	HVAC Engineering	\$
Roofing Consulting	\$	Landscape Architecture	\$
Software Consulting/Design (specify)	\$	Land Surveying	\$
Telecommunications/Communications	\$	Mechanical Engineering	\$
Traffic Engineering	\$	Mining Engineering	\$
Transportation Consulting	\$	Nuclear Engineering	\$
Urban Planning	\$	Oil/Petrochemical Engineering	\$
Other (specify)	\$	Process Engineering	\$
Other (specify)	\$	Structural Engineering	\$

GROSS BILLINGS

Please provide the breakdown of gross billings attributable to each of the following categories:

Specialty Design, Engineering & Technical Consulting	Geotechnical
Acoustical Consulting \$	Geotechnical Engineering \$
Agricultural Engineering \$	Geotechnical Investigations \$
Air Balancing \$	Foundation Design \$
Archeology \$	Reports and Recommendations \$
Audio Visual Consulting \$	Retaining Walls \$
Commercial Inspections \$	Slope Stability \$
Construction Site Safety \$	Other: \$
Drafting Services \$	Drilling (sampling) \$
Elevator Consulting \$	Drilling (wells, blasting, engineering) \$
Environmental Graphic Design \$	Sampling, Testing and Laboratory Analysis
Facilities Operations and Management \$	Construction Materials Testing \$
Food Handling/Kitchen Consultant \$	Nondestructive Testing (specify) \$
Forensic Consulting \$	Soils Testing and Analysis (not subsurface conditions) \$
Graphic Design \$	Other (specify) \$
Historic Preservation \$	Engineering, Architectural & Other Professional
Home Inspections \$	Architecture \$
Instrumentations/Controls Engineering \$	Chemical Engineering \$
Interior Architecture/Interior Build Out \$	Civil Engineering \$
Interior Design \$	Construction Management \$
Irrigation Design \$	Agency \$
Lighting Design \$	At-Risk \$
Machinery Equipment Design \$	Corrosion Engineering \$
Photogrammetry \$	Electrical Engineering \$
Property Condition Assessments \$	HVAC Engineering \$
Roofing Consulting \$	Landscape Architecture \$
Software Consulting/Design (specify) \$	Land Surveying \$
Telecommunications/Communications \$	Mechanical Engineering \$
Traffic Engineering \$	Mining Engineering \$
Transportation Consulting \$	Nuclear Engineering \$
Urban Planning \$	Oil/Petrochemical Engineering \$
Other (specify) \$	Process Engineering \$
Other (specify) \$	Structural Engineering \$



SERVICES



SERVICES

Description of Practice:

(Please also attach a current brochure.)

Please provide the breakdown of gross billings attributable to each of the following categories:

Specialty Design, Engineering & Technical Consulting		Geotechnical	
Acoustical Consulting	\$	Geotechnical Engineering	\$
Agricultural Engineering	\$	Geotechnical Investigations	\$
Air Balancing	\$	Foundation Design	\$
Archeology	\$	Reports and Recommendations	\$
Audio Visual Consulting	\$	Retaining Walls	\$
Commercial Inspections	\$	Slope Stability	\$
Construction Site Safety	\$	Other:	\$
Drafting Services	\$	Drilling (sampling)	\$
Elevator Consulting	\$	Drilling (wells, blasting, engineering)	\$
Environmental Graphic Design	\$	Sampling, Testing and Laboratory Analysis	
Facilities Operations and Management	\$	Construction Materials Testing	\$
Food Handling/Kitchen Consultant	\$	Nondestructive Testing (specify)	\$
Forensic Consulting	\$	Soils Testing and Analysis (not subsurface conditions)	\$
Graphic Design	\$	Other (specify)	\$
Historic Preservation	\$	Engineering, Architectural & Other Professional	
Home Inspections	\$	Architecture	\$
Instrumentations/Controls Engineering	\$	Chemical Engineering	\$
Interior Architecture/Interior Build Out	\$	Civil Engineering	\$
Interior Design	\$	Construction Management	\$
Irrigation Design	\$	Agency	\$
Lighting Design	\$	At-Risk	\$
Machinery Equipment Design	\$	Corrosion Engineering	\$
Photogrammetry	\$	Electrical Engineering	\$
Property Condition Assessments	\$	HVAC Engineering	\$
Roofing Consulting	\$	Landscape Architecture	\$
Software Consulting/Design (specify)	\$	Land Surveying	\$
Telecommunications/Communications	\$	Mechanical Engineering	\$
Traffic Engineering	\$	Mining Engineering	\$
Transportation Consulting	\$	Nuclear Engineering	\$
Urban Planning	\$	Oil/Petrochemical Engineering	\$
Other (specify)	\$	Process Engineering	\$
Other (specify)	\$	Structural Engineering	\$

REMEDIATION OR OTHER CONSTRUCTION BILLINGS

ACCOUNTING YEAR DATA		
<p>3. The following items refer to Gross Billings which include reimbursable expenses, consultants' and subcontractors' fees for your firm's past twelve months. Include Gross Billings for projects insured under separate Project Policies and provide the name, location, description of service and current status for each on a separate sheet. New firms should use an estimate of gross billings for the next twelve months.</p>		
<p>A. Date of Reporting Period: From: To:</p>	<p><i>Gross Billings (Include Billings paid to Subcontractors)</i></p>	<p><i>Percentage Attributable to Subcontractors</i></p>
B. Engineering, Consulting, and Other Design Services		
C. Remediation or other Construction billings		
D. Direct Reimbursable by contract, which includes travel, per diem, billings for reproduction, etc. and DOES NOT include billings paid to subcontractors		
E. Total Billings		
<p>F. If you currently have a specific additional limit of liability endorsement on your policy, provide us with your firm's billings for the most recently completed 12 months and estimated billings for the current year for each project:</p>		
	<i>Past 12 Months</i>	<i>Current 12 Months</i>
(1) Project:	\$	\$
(2) Project:	\$	\$

SUMMARY

- Completing application correctly will lead to higher quote rate, higher efficiency
- Application can be first impression/touchpoint for your new prospective insureds
- Don't hesitate to ask your underwriter/ distribution team member

QUESTIONS?



TODAY'S PRESENTERS

Thanks for joining!



Mike Muszynski

Senior Underwriter

michael.muszynski@victorinsurance.com



Jake Terrell

Regional Distribution Leader

jake.terrell@victorinsurance.com

General email: design.us@victorinsurance.com



THANK YOU