

Design Professionals Liability Application

Poole Professional Ltd.
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1. GENERAL INFORMATION

Firm Name:		Additional Mailing Address:	
Business Mailing Address:		Business Phone Number:	
City:		Business Fax Number:	
State:		E-Mail Address:	
Zip Code:		Firm Web Site Address:	
County:		Date Established:	
Firm Is: (Corp/Sole Proprietorship/LLC/etc.)			

PERSONNEL

Total Number People Employed:

TOTAL	Arch.	Engineer	Land Surveyor	Landscape Arch.	Lab Personnel	Scientist	Field Tech.	Non Tech.	Administration
Principals									
Staff									
Full Time									
Part Time									
Registered/Licensed									
Non-Registered									

List all professional societies and organizations to which the firm and/or any key personnel belong.



www.PoolePL.com

Professionals Serving Professionals

www.WortleyPoole.com



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2. FINANCIAL & OTHER INTERESTS

Accounting Basis: (Circle) Cash / Accrual

	Current Fiscal Year	Last Fiscal Year	Two Years Ago	Three Year Ago
Fiscal Year End:				
Total Gross Receipts:				
Direct Reimbursable:				

	Fees / Income (Current Fiscal Yr)	Fees / Income (Last Fiscal Yr)	Construction Values
CM Services, Firm also serves as GC			
CM Services, Firm does NOT serve as the GC			
CM Services, Firm also has responsibility for design service			
Construction Contracting only: No design performed by firm/subs			
Design / build: Professional fees Portions			
Design / Build: Construction Contracting Portion			

Branch Office

Office Location, Address contact name and Phone#	Percent Last year Fees %



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Consultants Fees Paid to Last Year (Total):

	INSURED	UNINSURED
Architects:		
Construction Inspection Consultants		
Construction Management Consultants		
Civil Engineers		
Electrical Engineers:		
Environmental Consultants:		
Estimating Consultants		
Geotechnical Consultants:		
HAVC		
Laboratories:		
Mechanical Engineers:		
Non-Design Firms:		
Project Management Consultants		
Structural Engineers:		
Scheduling or Coordinating Consultants		
Value Engineering Consultants		
Other Firms:		



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Does the firm have any predecessor firms or related entities?	<input type="checkbox"/>	<input type="checkbox"/>
Become involved in a real estate development company?	<input type="checkbox"/>	<input type="checkbox"/>
Derived more than 50% of last fiscal year's gross receipts from any one client?	<input type="checkbox"/>	<input type="checkbox"/>
Designed a building, component or system, which might be used on more than one project?	<input type="checkbox"/>	<input type="checkbox"/>
Become involved in the manufacture or fabrication of any component, device or system?	<input type="checkbox"/>	<input type="checkbox"/>
Developed, sold or leased software products for use by others?	<input type="checkbox"/>	<input type="checkbox"/>
Been the subject of disciplinary action by authorities as a result of their professional activities?	<input type="checkbox"/>	<input type="checkbox"/>
Any involvement in any construction or real estate enterprises?	<input type="checkbox"/>	<input type="checkbox"/>
Does anyone maintain ownership of any outside firm?	<input type="checkbox"/>	<input type="checkbox"/>
Do you obtain certificates of insurance from your subcontractors?	<input type="checkbox"/>	<input type="checkbox"/>
QA section	<input type="checkbox"/>	<input type="checkbox"/>
Does the firm have a written Quality Assurance/Quality Control manual or program?	<input type="checkbox"/>	<input type="checkbox"/>
Has the firm participated in an Organizational Peer Review?	<input type="checkbox"/>	<input type="checkbox"/>
Does the firm have continuing education programs for all personnel?	<input type="checkbox"/>	<input type="checkbox"/>
Does a principal review all plans?	<input type="checkbox"/>	<input type="checkbox"/>



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3. CONTRACTS		
1. Client generated contract:		%
2. Explain1		
3. Your firm's letter of agreement:		%
4. Purchase order:		%
5. National professional society contract:		%
6. Your firm's standard contract:		%
7. Verbal / Oral agreements:		%
8. Verbal / Oral Notes (Note from #7)		
9. Other contract type:		%
10. Are all sub-consultants and/or subcontractors retained under written agreements?		
11. Do all contracts (or letters, etc.) contain an ownership of documents provision in your favor?		
12. What steps do you take to protect yourself from reuse of your work?		
13. What percent of your contracts include a Limitation of Liability clause?		%
14. Do you obtain certificates of insurance from your subcontractors?		
15. Explain sub-consultant/subcontractor selection process		
16. Explain Other contract type:		



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4. SERVICES			
Arch. Master Planning:	%	Const/Project Management:	%
Const Review No- Design (Gov't)	%	Const Review No-Design (Priv.)	%
Cost of Quantity No-Design	%	Design w/o Const. Phase (Gov't.)	%
Design w/o Const. Phase (Priv.)	%	Design with Const. Phase	%
Environment Science Industrial Hygiene	%	Environment Services Asbestos Studies	%
Environment Science Wild Life study	%	Environment Services Asbestos / Lead abatement	%
Environment Science Permitting	%	Environment Services Design services	%
Environment Services Investigations	%	Environment Services Other assessments	%
Environment Services Preliminary site assessments	%	Environment Services Site remediation activities	%
Environment Services Studies	%	Forensic Inspection and/or expert witness service	%
Hydrology	%	Inspection as stand alone service	%
Lab service on Project (other)	%	Plan checking on design by others	%
Boundary or const. staking	%	Feasibility/planning/other services	%
Construction Review without design responsibility: for governmental clients	%	Balancing of HVAC Systems	%
Other service provided	%	Project commissioning	%
Materials testing	%		
Please describe:		Other service provided (2) Please describe:	%



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5. DISCIPLINES		
Category\Fiscal Year	Last Fiscal Year	Next Fiscal Year
Acoustical Consulting	%	%
Architecture	%	%
Architectural Planning	%	%
Asbestos Consulting	%	%
Chemical Engineering	%	%
Construction Management	%	%
Communication Engineering	%	%
Civil Engineering	%	%
Civil Engineering - Wastewater (Muni)	%	%
Electrical Engineering	%	%
Environmental Engineering	%	%
Geo-Environmental Engineering	%	%
Industrial Waste water Environment Eng.	%	%
Environmental Sciences	%	%
Fire Protection Engineering	%	%
Geotechnical Field Services	%	%
Geotechnical Engineering	%	%
HVAC Engineering	%	%
Hydrogeology or Geology Consulting	%	%
Interior Architecture	%	%
Interior Design	%	%
Analytical Environmental Lab. Service	%	%
Microbiology & Chemistry Lab. Service	%	%
Lab. Materials Testing/Analysis	%	%
Lab. Product Testing/analysis	%	%
Clinical Research Lab. Service	%	%
Landscape Architecture	%	%
Land Planning/Consulting	%	%
Lighting Consulting/Engineering	%	%
Machinery/Equipment Design	%	%
Marine Engineering: Description:	%	%



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Mechanical Engineering	%	%
Mining Engineering	%	%
Materials testing & Analysis	%	%
Naval Architecture Description:	%	%
Nuclear Engineering	%	%
Process Engineering	%	%
Structural Engineering	%	%
Land Surveying	%	%
Traffic Engineering	%	%
Other Disciplines Description:	%	%
	%	%
	%	%
	%	%
	%	%



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6. PROJECTS				
High rise structure (over 15 FI)	%		Chemical Plants:	%
Industrial Facilities:	%		Mines & Quarries:	%
Nuclear related facilities:	%		Oil Refineries:	%
Pipelines:	%		Processing/Production Sys.	%
Tunnels:	%		Utilities:	%
Airport Runways:	%		Bridges and Trestles:	%
Other Dams/Reservoirs:	%		Earth Dams/Reservoirs:	%
Landfills:	%		Land reclamation designs:	%
Work on National Priorities:	%		Roads and Highways:	%
Sewage/Waste disposal Sys.	%		Care Giving Facilities:	%
Passenger terminals/Facilities:	%		Passenger terminal (Describe)	%
Waste treatment/Disposal:	%		Waster Systems:	%
Churches, synagogues, Temples:	%		Correctional Facilities	%
Libraries:	%		Project Categories:	%
School, college/University (Priv):	%		School, college/University (Pub):	%
Harbors, jetties, docks or piers:	%		Structures for offshore use:	%
Hotels:	%		Motels:	%
Office Facilities:	%		Parking Garages:	%
Restaurants:	%		Retail, Shopping Centers:	%
Retail shops (Description):			Parks & Playgrounds:	%
Ski lifts, Amusement rides:	%		Ski, Amusement rides (Description):	
Sports/convention projects:	%		Sports/Convention (Description):	
Theaters and Grandstands:	%		Apartments:	%
Condominiums:	%		Single Family residential	%
Planned Unit Developments:	%		Machine Design	%
Custom single family residences:	%		Percent of last year's fees from work located outside the US & Canada	%
HVAC Systems	%		Are there any hi-rise residential condos?	
Percent of last year's fees from "fast track" based projects	%		Instrumentation or controls	%
Other Projects	%			



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7. CLIENTS				
Foreign Clients:	%		Other Design Professionals:	%
Contractors:	%		Environmental Consultants:	%
Design Build Contractors:	%		Financial/Lending Institutions:	%
Developer Clients:	%		Owners acting as own builder:	%
Owners:	%		Owners (Description):	
Public federal Clients:	%		Public Clients (Gov't):	%
Other private Client Types:	%		Repeat clients	%
Other Public Client Types:	%		Other Private (Description):	
Turnkey Contractors:	%		Other Public (Description)	

