



# CONSTRUCTION PROJECT QUESTIONNAIRE

## GENERAL INFORMATION:

Primary Ownership Entity Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Website: www.\_\_\_\_\_

General Contractor (GC) Name: \_\_\_\_\_

GC's Mailing Address: \_\_\_\_\_

GC's Website: www.\_\_\_\_\_

GC's number of years in business: \_\_\_\_\_

GC's state contractor's license #: \_\_\_\_\_

Named Insured(s) (circle one): **OWNER / GC / BOTH**

Other requested Named Insureds (include name, role/function on the project, relationship to Primary Ownership Entity): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PROJECT DETAILS:

1. Project name: \_\_\_\_\_

2. Project address: \_\_\_\_\_

3. Project estimated start and completion dates: \_\_\_\_\_

4. Is the project **financed** or **self-funded** (circle one)?

5. **In detail**, describe the scope of work for this project **AND** end use of the project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<u># of units</u>	<u># of stories</u>	<u>Total Bldg Area (sq ft)</u>	<u>Total Lot Area (sq ft)</u>	<u>Construction Type (frame, concrete, etc.)</u>
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What are the total **Construction Costs** of this project? \$ \_\_\_\_\_  
**Definition:** "Construction Costs" means the total cost for all work performed during the policy period by you or for you by independent contractors and/or subcontractors at all levels.

**Inclusions:** a. The cost of all labor including, but not limited to, executive supervisors, supervisors, project managers and any other similar employees, materials, equipment and supplies furnished, used or delivered for use in the execution of such work, whether furnished by the owner, by the contractors, or by subcontractors at any level. b. General conditions, contingency fees, overhead and profit.

**Exclusions:** Soft costs, including but not limited to, the cost of land acquisition, financing (including lender's fees), insurance premiums, attorneys, environmental audits, architectural fees, engineering fees, design costs, permitting costs, consulting costs and other associated fees shall be deducted from Construction Costs.

7. Any self-performed work other than Supervisory (circle one)? **YES / NO**

If **YES**, provide a description of work and associated payroll:

- a. Supervisory Payroll \$ \_\_\_\_\_
- b. Debris Removal/Site Clean-up Payroll \$ \_\_\_\_\_
- c. Trade/work(Class): \_\_\_\_\_ Payroll \$ \_\_\_\_\_
- d. Trade/work(Class): \_\_\_\_\_ Payroll \$ \_\_\_\_\_
- e. Trade/work(Class): \_\_\_\_\_ Payroll \$ \_\_\_\_\_
- f. Trade/work(Class): \_\_\_\_\_ Payroll \$ \_\_\_\_\_

8. Percentage of work subcontracted out: \_\_\_\_\_ %

9. Will you require all subcontractors to defend, indemnify and hold you harmless from their activities and name you as an Additional Insured, including for Completed Operations as part of the written contract (circle one)? **YES / NO**

**If YES, provide a copy of your (the GC) subcontractor agreement.**

10. Estimated total sales/lease for condos and/or lease for apartments? \$ \_\_\_\_\_

11. Describe surrounding exposure including proximity (in feet) of adjacent structures:

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

12. Any underpinning (circle one)? **YES / NO**

**If YES, provide a copy of Support of Excavation (SOE) plans and underpinning details.**

13. Any dewatering (circle one)? **YES / NO**

**If YES, provide a copy of an engineer designed dewatering plan.**

14. Will there be occupancy during the project (circle one)? **YES / NO**

If **YES**, complete the following:

a. Who are the occupants? \_\_\_\_\_

b. Will there be separate liability coverage placed for tenant occupancy during construction (circle one)? **YES / NO**

c. Details on how occupants will be protected from construction activities (or provide plans).

\_\_\_\_\_

\_\_\_\_\_

15. What site protections are/will be in place on the project (circle all that apply)? **site fencing, security personnel, security cameras, key/card access, subcontractor check-in log, Other:** \_\_\_\_\_

16. Will there be a Builder's Risk policy in place for this project (circle one)? **YES / NO**

17. Will there be any demolition prior to construction (circle one)? **YES / NO / DEMO IS DONE**

If **YES**, please complete the following:

a. What is being demolished? \_\_\_\_\_

b. How many stories? \_\_\_\_\_

c. Who will perform the demolition? \_\_\_\_\_

d. **Provide a copy of demo plans.**

18. Has work started on the project (circle one)? **YES / NO**

If **YES**, please complete the following:

a. When did work start? \_\_\_\_\_

b. What work has been completed to date? \_\_\_\_\_

c. What are total Construction Costs that have been completed to date? \$ \_\_\_\_\_

d. Was there a different General Contractor responsible for the prior completed work (circle one)? **YES / NO**

If **YES**, who and explain the situation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

e. Was there liability coverage in place for prior work (circle one)? **YES / NO**

If **YES**, who is/was insured, carriers, limits, project, wrap, practice, etc.? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other Underwriting items needed for this project (where applicable):**

1. Copy of all items previously mentioned items, if applicable. (SOE plan, underpinning details, demo plan, dewatering plan)

2. Copy of the GC's subcontract agreement.

3. GC's past 5-7 years practice and 5 years project loss runs.

4. GC's project list during the past 5 years including addresses, project descriptions, scope of work, and exposure data (Construction Costs) for each project.

5. Historical exposure data to coincide with loss periods for practice policies.

6. Full Geotech Report.

7. Project drawings and specifications.

8. Copy of tenant protection plan, if any occupancy during construction.

**Inspection contact name:** \_\_\_\_\_

**Inspection contact email:** \_\_\_\_\_

**Inspection contact phone number:** \_\_\_\_\_

**Audit contact name:** \_\_\_\_\_

**Audit contact email:** \_\_\_\_\_

**Audit contact phone number:** \_\_\_\_\_

**WARRANTY:** The purpose of this Construction Project Questionnaire is to elicit material information regarding the risk the Applicant is seeking to have underwritten and insured. Information contained herein is specifically relied upon in the determination of entering into an insurance contract. Material misstatements or errors made on this Construction Project Questionnaire, or omissions of material information from any responses, may provide a basis for the rescission of any insurance policy issued to the Applicant at any time during the term of the policy. The undersigned, therefore, warrants that the information contained herein or provided herewith is true, correct and accurate in all material respects and does not omit to state a material fact necessary in order to make the statements made, in the light of the circumstances under which they were made, not misleading.

**Printed Name of Applicant:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Title of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_