

I-ENG-A[®] OF PUGET SOUND

by Schira Consulting
Professional Forensic Engineering

A MEMBER FIRM OF THE
INVESTIGATIVE ENGINEERS ASSOCIATION



- Asbestos & Chemical Exposure
- Construction Defects
- Foundation Settlement
- Slip & Fall Reconstruction

- Accident Reconstruction
- Expert Witness Testimony
- Industrial Accidents
- Water Intrusion

- Appliance Damage
- Fires and Explosions
- Property & Structural
- Work Environment Issues



I-ENG-A of Puget Sound
by Schira Consulting
Professional Forensic Engineering

1028 12th Street
Bellingham, WA 98225
Phone: (360) 756-8957
Email: pugetsound@ienga.net
www.pugetsound.ienga.net / www.schira.biz

TABLE OF CONTENTS

MISSION STATEMENT	Pg. 3
BUSINESS PROFILE	Pg. 4
INVESTIGATIVE ENGINEERS ASSOCIATION EXPERTISE	Pg. 5
APPROACH & PROCESS	Pg. 6
OUR POLICY IN CASE HANDLING	Pg. 7
RESUMES OF PROFESSIONAL ENGINEERS	Pg. 8-11
I-ENG-A NATIONAL CLIENTS LIST	Pg. 12
ORDER FORM	Pg. 13
RATE SHEET	Pg. 14
CERTIFICATE OF INSURANCE (FOR INFORMATIONAL PURPOSES ONLY)	Pg. 15
W-9 FORM	Pg. 16



MISSION STATEMENT

I-ENG-A[®] of Puget Sound by Schira Consulting provides insurance and litigation clients with solutions to understand the cause and control costs of soaring claim settlements through knowledgeable and professional investigative support conducted by an experienced and diverse team of forensic experts.

Investigate - Educate - Resolve

I-ENG-A[®] of Puget Sound by Schira Consulting was founded to provide the insurance claims industry and legal and other client representatives with a single source of contact for expertise and information relating to the practice of forensic engineering. It is the goal of the company and its associates to provide clear, concise and comprehensive information, findings and conclusions to claims adjusters, attorneys and risk management professionals in a professional, timely and cost-effective manner.

Schira Consulting's mission is to listen with intention, learn through our partnerships, and lead with expertise that will expand our client's engineering needs to their fullest potential.

I-ENG-A[®] of Puget Sound by Schira Consulting
Phone: (360) 756-8957
Email: pugetsound@ienga.net
www.pugetsound.ienga.net / www.schira.biz



BUSINESS PROFILE

I-ENG-A[®] of Puget Sound is the forensic division of Schira Consulting. The firm is a member of the Investigative Engineers Association (I-ENG-A[®]). I-ENG-A[®] was founded in 1991 as the first association of forensic and investigative engineers doing business with the property and casualty insurance industries. Being a member of I-ENG-A allows the member firm to tap into forensic engineering resources regarding claims investigation. No single firm, no matter its size or how broad based its coverage, can possibly provide the level of service and combined resources that the national network of I-ENG-A can offer.

I-ENG-A[®] of Puget Sound by Schira Consulting provides clients with unbiased, comprehensive and concise investigative reports formatted to allow the reader to grasp difficult technical concepts and visualize the reasoning to support the conclusions.

Professional Engineering You Can Count On

Schira Consulting is a sole proprietorship that is a Veteran Owned and a Women Owned Business established in 2001.

Celt Schira is a Licensed Professional Electrical Engineer, LEED Accredited Green Building Professional, providing architects and builders in Western Washington with electrical design services and green building expertise, to meet client's goals and budget.

Our vision is to develop a network of partnerships that will broaden our company's professional range while satisfying the needs of our clients and contributing to a better designed future.

I-ENG-A[®] of Puget Sound by Schira Consulting
Phone: (360) 756-8957
Email: pugetsound@ienga.net
www.pugetsound.ienga.net / www.schira.biz



INVESTIGATIVE ENGINEERS ASSOCIATION EXPERTISE

I-ENG-A® of Puget Sound by Schira Consulting has the ability to draw from the diverse resources of the Investigative Engineers Association network of forensic engineering firms. Additional expertise, when needed, is available through I-ENG-A® of Puget Sound by Schira Consulting in the following disciplines:

AISC Steel Erection	Ground Water/Storm Water	Risk Management/Risk Analysis
ANSI	Hazardous Waste and Nonhazardous	Road Construction
API	Waste	Road Geometrics
ASME	Health and Safety (CIH)	Roof Systems
ASTM	Heavy Equipment Failure Analysis	Safety Belt Usage
AWS	Gun Design	Sanitary
AWWA	High Voltage Transmission and Power	Security
Acoustic Emission	Generation (Commercial, Residential	Septic Failures
Analytical Chemistry	and Industrial)	Sick Building Syndrome
Architectural Design and Design Practic-	Highway and Work Zone Safety	Site Design
es	Household Appliances Fire Investigation	Slip and Fall Analysis
Asbestos	Human Factors (Accident Reconstruc-	Slope Stability
Biochemistry and Bioinstrumentation	tion)	Soils and Geologic Investigations
Blasting	HVAC Design	Sprinkler and Fire Suppression System
Bridges and Roadways	Hydraulics and Hydrology	Sprinkler Discharge
Burner Malfunctions	HVAC&R Mechanical Systems	SSPC Industrial Painting
Building and Land Surveying	Hydrogeology (Geologist)	Steel and Wood-framed
CERCLA RI/FS Investigations	Indoor Air Quality (CIH)	Support Structures
Building Codes and Contract Administra-	Industrial Power Systems	Storage Process Tank Inspectors
tion	Industrial Hygiene (Mold, Fungi, Bacte-	Storm Water
Chemical and Nuclear Waste Issues	ria)	Structural Engineering
Civil Engineering	Industrial Safety and Operation	Structural Fire Investigation
Computer Based Analytical Methods	Landfills	Surveying
Concrete Failures	ISO14001	Surveying Disputes
Construction Defects	Leaks	Tanks Testing Programs
Code Interpretation	Levees	Traffic Accident Reconstruction
Controls System Engineering and Con-	Lightning Damages/Determination	Traffic Accidents and Roadway Geomet-
struction	Liquid Penetrant	rics
Crane Collapse	Litigation Support	Traffic Law
Dams	Low Voltage Distribution Systems	Ultrasonic
Construction Practices and Safety	Machining and Machine Design	UST/AST
Design	Magnetic Particle	Utilities and Drainage
Dikes	Materials of Construction	Vehicle Fire Investigation
Drainage	Materials Science	Vehicular Mechanical Investigations
Earth Movement	Mechanical Design/Failure	Vessel and Pipe Rupture
Eddy-Current	Medical Instrument Design	Vibration
Electrical Controls and Failures	Micromachining and Instrument Analysis	Visibility Concepts
Electrical Fire Cause and Origin	Mining	Visual Testing
Electrical Injuries	Moisture Surveys (Roofs, EIFS, Floors)	Waste Water
Electrical Utility Power Systems	Mold Investigation	Water Management
Environmental	Mold Remediation Planning	Water Quality
Environmental Management and Reme-	NCE	Welded Fittings
diation	Oil and Gas	Wind Storm Damage
Failure Analysis (Mechanical/Civil)	Paving	Wind, Floor and Fire Damage Assess-
FDM-Confined Space Entry and Rescue	Pipelines	ments
Fire and Arson Investigation	Post Office- Multiple Design	Wood Trusses
Flooding/Flood Control	OHSA, ADA, Building Code Evaluations	Zoning and Planning
Fluid Handling Systems	Product Failure/Liability	
Footings	Project Management	
Foundation Failure	Radiographic	
Structural Analysis	Railroads	
Foundation Walls	RCRA Hazardous Waste	
Freeze-Ups	Recreation Centers	
Gas Explosions	Refrigeration Systems Design	
Geosynthesis	Regulatory Technician	
Geotechnical	Replacement Costs	
Grading Issues	Reservoirs	

I-ENG-A® of Puget Sound by Schira Consulting
Phone: (360) 756-8957
Email: pugetsound@ienga.net
www.pugetsound.ienga.net / www.schira.biz



APPROACH & PROCESS

Our investigative services extend to clients in all areas of insurance, loss, and loss mitigation. Typically, an assignment begins with a phone call, letter, fax or email from a potential client. During the initial client interview process, we request certain specific information relating to the case. Items such as the following may be discussed:

- Type of loss
- Date of loss
- Name and address of Insured
- Name and address of Claimant, if different
- Policy number
- Claim Number
- Name and telephone number of contact person at Adjuster's Office
- Estimated value of claim
- General outline of policy coverage

**Schira Consulting
has established an exceptional
reputation for outstanding service
by providing our clients with
dedicated and skilled personnel
committed to their work.**

Additionally, we solicit other general information that may be available:

- Any records and documents already obtained or available
- Any pertinent information in Adjuster's file
- Circumstances of this loss

If no records or documentation are available from a client or adjuster, we may choose to prepare additional requests for data, directly to the parties involved, their representatives, or any associated insurance providers always copying our client on the communications. Depending on the circumstances, we may also contact the parties involved to arrange an appointment and begin the forensic investigation at the location of damage, loss, or accident.

If the client has obtained records and documents, we will request that they be forwarded to us. After examination, we will consult with the client to agree on the plan for the investigation.



OUR POLICY IN CASE HANDLING

1. **I-ENG-A[®] of Puget Sound by Schira Consulting** will hold an initial discussion with you (the client) at no charge to validate the need for a case assignment.
2. When you offer the assignment, and we accept the assignment, we mutually agree on the initial phase(s) of the investigation and acceptable hours/charges (or not to exceed).
3. As we complete each phase of the assignment, we will provide you an oral report. You provide us with one of the following directions:
 - a. You decide no further analysis is required, and authorize our final billing.
 - b. You decide the analysis is complete, direct us to submit a written report, and authorize our final billing with submission of the report.
 - c. You decide to continue with the next phase of the assignment.
4. If you decide to continue the assignment, you may expect the following:
 - a. You have authorized us to proceed; we will formally acknowledge the assignment, and submit a final bill for the analysis.
 - b. With the bill, we will submit additional time/charge estimate for completing the next phase of the assignment and an amount of the deposit required to begin the phase.
 - c. During the assignment, we will provide you verbal progress reports at least every two weeks, and submit monthly progress billing.
 - d. When we complete the assignment, we will provide a complete verbal report, which we will formalize in writing only upon your authorization to do so.
 - e. We will submit a written report (if you have authorized one) and a final billing.
5. We will provide you with timeliness and the services of qualified experts through our direct staff, our substantial resources and those of the Investigative Engineer's Association. We will handle our assignments in a cost effective manner leaving you in control at all times.



CELT M. SCHIRA, P.E.

SCHIRA CONSULTING

**1028 12TH STREET
BELLINGHAM, WA 98225**

**SCHIRA@OPENACCESS.ORG
MOBILE: 360-510-6537
OFFICE: 360-756-8957**

Professional Electrical Engineer, WA State License #36777, DUNS #826404324
LEED Accredited Green Building Professional

HIGHLIGHTS OF QUALIFICATIONS

- * Over 30 years progressive experience in electrical engineering design, including power, lighting design, telecommunications, and renewable energy.
- * Experienced systems engineer, bringing a multi-disciplinary approach to electrical design.
- * Team player and highly motivated self-starter.
- * Project management experience.
- * WA WBE #W2F0025582, Federal DBE#D2F0025582, Federal VBE, WA State VOSB, King County SCS, Small Business Administration SBE.

SKILLS AND EXPERIENCE

Electrical Engineering

Registered professional engineer in private practice, providing electrical design for power distribution, lighting, telecommunications, renewable energy, grounding systems, and emergency power for buildings, parks and other structures. Recent projects include (9) multi-family / mixed-use buildings, a college building with classrooms, labs and a theater, a skilled nursing facility, (2) light industrial facilities and converting a floor from office to residential in a mixed use building.

Telecommunications Engineering

Experienced communications systems engineer, including radio frequency, microwave, cable, switching, telephony, backup and emergency power. Designed secure communications systems for new installations and upgrades at 15 remote sites in Korea, 1984 - 1987. Technical and administrative head of the U.S. Army's communications transmission systems test bed at Fort Huachuca, Arizona 1991 - 1992. Deployed to support the strategic backbone communications systems for NATO during Operation Desert Storm. Taught fiber optic engineering and transmission engineering at the Naval Postgraduate School 1992 - 1993.

Project Management

Prime contractor for lighting upgrade at Maritime Heritage Park, Bellingham, WA. Supervised the civil engineer, did the electrical design and engineer's estimate, wrote specification, prepared documentation in accordance with city requirements, did bid supervision and construction supervision of the \$250,000 project.

Project manager for a U.S. Army active duty unit with a worldwide mission. During extended reserve duty tours, met with clients to identify client needs, wrote requirements documents, found applicable guidance and regulations, coordinated support, provided budget estimates and provided project oversight for the communications infrastructure for three new facilities and two proposed construction projects during the period 1996 – 2000.

EDUCATION

M.S. Electrical Engineering, Vanderbilt University, Nashville, Tennessee.

M.A., Applied Mathematics, A.B., Mathematics, University of California at Los Angeles.

Professional Memberships

Institute for Electrical and Electronic Engineers, Society of Women Engineers

TODD J. MOORE

SCHIRA CONSULTING

MOBILE: 360-510-8876

OFFICE: 360-756-8957

EMAIL TODD.MOORE@SCHIRA.BIZ

HIGHLIGHTS OF QUALIFICATIONS

- * Six years of experience as an Electrical Design Technician for Schira Consulting.
- * Twenty-five years of experience in problem analysis and research skills in written and oral communication from background as a debate coach and English teacher.

SKILLS, KNOWLEDGE, AND ABILITIES

Electrical Design Technician

Schira Consulting October 2016 - Present

- * Application of National Electric Code (NEC) 2014, 2017, and 2020 standards to power distribution.
- * Extensive use of Washington Administrative Code Energy and Lighting requirements.
- * Drafting electrical and lighting plans with appropriate symbols, scale, linework, layers, orientation, and attribution.
- * Electrical circuiting based on one-line drawing and mechanical schedules.
- * Power studies drafting and research including arc flash hazards, short circuit, and selective coordination studies.

Civil Design Training

- * Roadway design with geometry, setbacks, and sightlines.
- * Surveying for site and construction with traditional and laser equipment.
- * Civil engineering earthworks, materials, and soil mechanics.
- * Contracts and construction law.

Technology

- * AutoCAD 2014-2023 drafting and printing as primary work tool.
- * CivilCAD 3D 2016-2021 drafting and program command troubleshooting.
- * SKM Power Tools 10.0 power system drafting, evaluation, and revision.
- * Survey training in Total Station, GPS, and drone survey.

Communication

- * Writing, listening, and note-taking skills from 6 years of teaching English, Speech and Debate in secondary education.

EDUCATION

B.S. Civil Engineering Technology, Washington Engineering Institute, November 2016

B.A. English and Communication/Secondary Education, Western Washington University, June 2000

DUSTIN SCHMIDT

SCHIRA CONSULTING

MOBILE: 360-920-5775

OFFICE: 360-756-8957

EMAIL DUSTIN.SCHMIDT@SCHIRA.BIZ

HIGHLIGHTS OF QUALIFICATIONS

- * Commercial and multi-family power distribution and lighting design, construction support and NEC compliance.
- * Electronics design, failure assessment, troubleshooting and repair.
- * Proficient with Assembly, Embedded C++, Python, and MATLAB programming languages, as well as AutoCAD and Altium design tools.

SKILLS, KNOWLEDGE, AND ABILITIES

Electrical Design Technician

Schira Consulting March 2020 - Present, Bellingham, WA

- * Design, document and ensure National Electrical Code compliance for multi-family and commercial construction projects under supervision of a professional engineer, including progressive responsibility for coordinating with clients and conducting site surveys.
- * Developed standards for four year electrician's apprentice program.
- * Generated code for Field Programmable Gate Array educational curriculum.

Advanced Deployment / Owner Operator

Nov 2014-April 2018, Bellingham, WA

- * Responsible for production, QA, equipment maintenance on commercial laser engraving equipment for rapid turnaround custom work.
- * Managed inventory and coordinated with designer on new product feasibility.

Barcode Repair / Lab Technician

October 2012-October 2014, Ferndale WA

- * Responsibilities included troubleshooting, maintaining, repairing and assembling industrial and vehicular logistics units.
- * Repaired and assessed handheld logistics units and provided resolution to clients.
- * Provided management with written diagnosis and provided resolution of all faults in equipment.

EDUCATION

B.S. Electrical and Computer Engineering, Western Washington University,
June 2023 with Honors

Electronics Engineering Technician Certificate in Renewable Energy, Bellingham Technical
College, June 2012 with Honors

NATIONAL CLIENTS LIST

The Investigative Engineers Association (I-ENG-A®) network has worked with most major insurance companies since its inception in 1991. Following is a list of many of the companies who have used our services. If you require further information, please email your request to info@ienga.com.

AAA	Continental	Hamilton Farmers' Mutual	Parkway Insurance
Acuity, Inc.	Continental Western Group	Hanover Insurance Company	Peerless Insurance
Adjusters International	Corporate Claims Management	Harbin Adjusters	Pekin Insurance
Aetna	Corrick, Peter & Associates	Harleysville Insurance Company	Pilot Insurance
AIG Claims Services	Country Companies (CCI)	Hartford Ins. Group	Preferred Risk Mutual
Allied Group Insurance	Crawford & Company	Heritage	Prudential Insurance
Allstate Insurance Co.	Crawford & Company (Crum & Forster)	Home Insurance Co.	Prudential-LMI Commercial Insurance Co.
American Family Insurance	Cumberland Insurance Group	Hoosier Insurance	R. Ian Pepper Insurance Adjusters, Inc.
American Fire and Indemnity	Custard Insurance	Hubanks & Kendall, Inc.	RBT Adjusters, Inc.
American Hardware Insurance	Economical Mutual Ins. Co.	INA Insurance Co.	Republic Insurance Group
American Indemnity Group	EMC Insurance Company	Indiana Farmers Mutual	Royal Insurance
American States Insurance Company	Employers Mutual Insurance	Indiana Insurance	Safeco
Amerisure	Encompass Insurance	Island Insurance Companies	Sams & Associates
Ameriprise	Erie Insurance Group	ITT Hartford	Sazant, Grenier & Assoc.
Amherst, Inc.	Evans & Dixon	Kemper Insurance	Scheppers O'Brien
Amica	Excelsior Exchange	Lashley & Bear	Scottsdale Ins. Co.
Amica Mutual Ins. Co.	Farm Bureau	Law Offices of Cozen & O'Conner	St. Paul Fire & Marine
Anthem Insurance Company	Farmer's Home Mutual	Leamon Adjusting Co.	St. Paul/Travelers Insurance
Appalachian Claims Service ARM	Farmers Insurance Group	Lemars Mutual Insurance	Stivers & Powers
Armed Forces Insurance	Farmers Mutual of Nebraska	Liberty Mutual	State National Insurance
Associated Claims Service	Federated Mutual Insurance Co.	Lindsey Morden Claim Services, Inc.	Tessier & Associates/Halifax Ins.
Associates Insurance Adjusters	Fidelity National Insurance	LMI	The Shelby Insurance Group
Atlantic Mutual Insurance Co.	Fireman's Fund	Lyons, Brandt, Cook & Hiramatsu	The Hartford
Auto Owners Insurance	First Insurance Company of Hawaii	Markel Insurance Company of Canada	TIG Insurance Group
Bankers & Shippers	Francis, LaBrash, Quibell, & Associates	Maryland Casualty	TransAmerica (Now TIG)
Bierman-Condroy	Frontier Adjusters of Hawaii	Maryland Insurance Group	Travelers Insurance Co.
Bi-State Claims	GAB Business Services, Inc.	Meredith Adjusting Service	Travelers Property Casualty
Billings Adjusting Service	GAB Robins	Mid-Continent Casualty	Travelers
Boat US	Gallagher Bassett	Miller's Mutual Ins. Co.	UCIG
Buttner Associates	Garden City Claim Service	Morse, David & Associates	U.S.F. & G.
Cal Farm	Gay & Taylor	Motorists Insurance Co.	Underwriters Adjustment Bureau
Cannon Cochran Mgmt. Svcs, Inc.	General Accident	Motorists Mutual Insurance	United Fire Group
Canyon State Insurance	Germantown Mutual	MPI	USAA
Central Texas	Global Claims Service	MSI Insurance	Utah Home Fire Insurance
CNA Property Claims Division	Gore Insurance	National Interstate	Wausau Ins.
CGU	Goward, Inc.	Nationwide Insurance Co.	West Bend Mutual
Chrysler Insurance	Grange Mutual Casualty	Nixon & Company	Western National Assurance
Chubb Group	Grange Insurance Associates	Nodak Mutual Insurance Co.	Westfield Companies
Church Mutual Insurance	Great American Insurance	Northbrook Insurance	Zurich North American
Cincinnati Insurance Co.	Great Oaks Insurance Co.	Nova Casualty Company	ZC Sterling Insurance
CNA Insurance	Guardian Insurance	Ohio Casualty Group	
Columbia Insurance Company	Guide One Insurance	ORION NATIONAL	
Commercial Insurance	Halifax Insurance	Pacific Insurance Company	
Commercial Union Ins.			

I-ENG-A® of Puget Sound by Schira Consulting
Phone: (360) 756-8957
Email: pugetsound@ienga.net
www.pugetsound.ienga.net / www.schira.biz



ORDER FORM

There are several methods to order a claim investigation:

1. Complete this form and email to pugetsound@ienga.net
2. Call and place a verbal order at (360) 756-8957
3. Go to <http://www.ienga.net/assignment-form/>

Name: _____ Title: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Phone: _____ Fax: _____
Claim No _____ Date of Loss: _____

Your Client _____
Adverse Party: _____
Location of Occurrence: _____
City: _____ State: _____ Zip: _____

Additional Instructions: _____

_____ Traffic Accident Reconstruction	_____ Property and Structural
_____ Construction Defect	_____ Mechanical and Electrical
_____ Personal Injury	_____ Fire and Arson Investigation
_____ Product Liability	_____ Cause and Origin

Other (Please Describe): _____

Completion Target Date: _____ Priority Level: Low Med High

INVOICING INFORMATION:

Invoice To: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____

I-ENG-A® of Puget Sound by Schira Consulting
Phone: (360) 756-8957
Email: pugetsound@ienga.net
www.pugetsound.ienga.net / www.schira.biz



RATE SHEET

HOURLY RATES

- Principal Engineer \$ 185.00/hr
- Senior Engineer \$ 175.00/hr
- Engineer \$ 165.00/hr
- Engineering Technician \$ 120.00/hr
- Clerical Support \$ 60.00/hr
- Depositions/Court \$ 250.00/hr

EXPENSES

- Consultants Invoice Cost + 20%
- Shipping Invoice Cost
- Laboratory Analysis Invoice Cost
- Mileage Current Government Rate
- Large Evidence \$200 pick-up/\$75 per month storage
- Small Evidence \$100 pick-up/\$25 per month storage





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/14/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Association Member Benefits Advisors, LLC. In CA dba Assn. Member Benefits & Insurance Agency P.O. Box 850179 Minneapolis, MN, 55485-0179	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ EMAIL ADDRESS: _____
INSURER(S) AFFORDING COVERAGE	
INSURER A: Beazley American Insurance Company	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Per occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	<input type="checkbox"/>	<input type="checkbox"/>				COMBINED SINGLE LIMIT (Per accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	OTHER: ENGINEERS PROFESSIONAL LIABILITY INSURANCE RETRO DATE: 06/15/2007			C32AD8220101	06/15/2022	06/15/2024	DEDUCTIBLE: PER CLAIM: 0 LIMITS: PER CLAIM: \$1,000,000 AGGREGATE: \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CLAIMS MADE POLICY

CERTIFICATE HOLDER Celt M Schira dba Schira Consulting 1028 12th Street Bellingham, WA 98225	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) Celt M. Schira	
Business name, if different from above Schira Consulting	
Check appropriate box: <input checked="" type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.) 1028 12th St	Requester's name and address (optional)
City, state, and ZIP code Bellingham, WA 98225	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								
2	6	1	5	5	1	2	1	4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	<i>Celt M. Schira</i>	Date ▶	<i>3/19/2018</i>
------------------	----------------------------	-----------------------	--------	------------------

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
 - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
 - Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.
- Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
- The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:
- The U.S. owner of a disregarded entity and not the entity,