

**SDA ViewPoint Questions  
Beginning January 21, 2002**

Updated 10-23-07

**ARCHIVED POSTINGS**

Question	Results	Date Posted	PEG
<p><b>Does your firm offer direct deposit of payroll checks?</b></p> <ul style="list-style-type: none"> <li>• We offer a choice of direct deposit or paper checks to employees.</li> <li>• We offer only direct deposit of payroll to employees.</li> <li>• We do not offer direct deposit.</li> <li>• We do not offer direct deposit at this time, but are planning on doing so in the future.</li> </ul>	<p>68 votes 49% 28% 21% 3%</p>	<p>09/07</p>	<p>HR</p>
<p><b>What is the average raise increase your firm's employees are receiving this year (merit increase and/or cost of living increase)?</b></p> <ul style="list-style-type: none"> <li>• None of our employees are receiving raises this year</li> <li>• Less than 1%</li> <li>• 1% to 2%</li> <li>• 2% to 3%</li> <li>• 3% to 4%</li> <li>• 4% to 5%</li> <li>• 5% to 6%</li> <li>• Over 5%</li> </ul>	<p>45 votes 2% 2% 4% 20% 31% 22% 11% 7%</p>	<p>08/07</p>	<p>HR</p>
<p><b>Does your firm provide Bereavement Leave?</b></p> <ul style="list-style-type: none"> <li>• Yes, one day leave.</li> <li>• Yes, two days leave.</li> <li>• Yes, three days leave.</li> <li>• Yes, four or more days leave</li> <li>• No, we do not provide bereavement leave for our employees.</li> </ul>	<p>87 votes 5% 21% 55% 6% 14%</p>	<p>05/07</p>	<p>HR</p>
<p><b>Which holidays does your firm observe by offering paid time off to employees?</b></p> <ul style="list-style-type: none"> <li>• My firm gives paid time off for the basic holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, December 25<sup>th</sup> (7 paid holidays per year).</li> <li>• My firm gives paid time off for the basic holidays listed above plus the Friday after Thanksgiving and/or an additional day in December.</li> <li>• My firm gives paid time off for the standard holidays plus the time between Christmas and New Year's Day.</li> <li>• My firm gives paid time off for the basic holidays listed above plus Martin Luther King Jr Day.</li> <li>• My firm gives paid time off for basic holidays plus religious holidays, such as Yom Kippur or Good Friday.</li> <li>• My firm gives paid time off for the basic holidays</li> </ul>	<p>99 votes 18% 55% 3% 2% 7% 0%</p>	<p>06/06</p>	<p>HR</p>

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<p>plus additional civic holidays such as Columbus Day or Veterans Day.</p> <ul style="list-style-type: none"> <li>• My firm gives paid time off of a certain number of hours per year to be used at the employees' discretion.</li> <li>• My firm gives paid time off, but for fewer days than the basic holidays listed above.</li> <li>• My firm does not give paid time off for holidays.</li> </ul>	<p>0%</p> <p>15%</p> <p>0%</p>		
<p><b>How often does your firm update your drafting software?</b></p> <ul style="list-style-type: none"> <li>• Annually, under a maintenance agreement.</li> <li>• We have an annual agreement, but don't load all of the updates.</li> <li>• Due to training, we only purchase updated software at key intervals.</li> <li>• We haven't updated in over 5 years.</li> </ul>	<p>31 votes</p> <p>35%</p> <p>16%</p> <p>48%</p> <p>0%</p>	04/06	IT
<p><b>At your last renewal period, did your firm see a rate increase in health insurance premiums?</b></p> <ul style="list-style-type: none"> <li>• 0 – 10% fully insured</li> <li>• 10 – 20% fully insured</li> <li>• 20+% fully insured</li> <li>• 0 – 10% partially self-funded/fully insured</li> <li>• 10-20% partially self-funded/fully insured</li> <li>• 20+% partially self-funded/fully insured</li> </ul>	<p>47 votes</p> <p>40%</p> <p>40%</p> <p>6%</p> <p>9%</p> <p>2%</p> <p>2%</p>	01/06	HR
<p><b>Does your firm use marketing software?</b></p> <ul style="list-style-type: none"> <li>• Yes, we use the program that came with our accounting software (i.e., Wind2, Deltek)</li> <li>• Yes, we use a stand-alone software</li> <li>• No, we do not use a software program at all.</li> <li>• No, we do not have a marketing department.</li> </ul>	<p>17 votes</p> <p>12%</p> <p>6%</p> <p>59%</p> <p>24%</p>	12/05	Mkt
<p><b>Does your firm pay your membership dues for professional organizations?</b></p> <ul style="list-style-type: none"> <li>• Yes, my firm pays for all employees' membership dues.</li> <li>• No, my firm does not pay for employees' membership dues.</li> <li>• My firm makes a decision on a case-by-case basis.</li> </ul>	<p>37 votes</p> <p>65%</p> <p>0%</p> <p>35%</p>	11/05	
<p><b>Do you charge your clients interest on past due invoices?</b></p> <ul style="list-style-type: none"> <li>• Yes, after 30 days.</li> <li>• Yes, after 60 days.</li> <li>• Yes, after 90 days.</li> <li>• No, we do not charge interest at all.</li> </ul>	<p>29 votes</p> <p>24%</p> <p>3%</p> <p>14%</p> <p>59%</p>	10/05	OA

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<p><b>Are you familiar with SDA’s certification requirements and process? If so, are you interested in pursuing SDA certification?</b></p> <ul style="list-style-type: none"> <li>• Yes, I am familiar and I would like to pursue certification</li> <li>• No, I am not familiar, but I would like to learn more.</li> <li>• Yes, I am familiar, but I am not interest in becoming certified.</li> <li>• No, I am not familiar and I am not interested in becoming certified.</li> </ul>	<p>67 votes</p> <p>37%</p> <p>21%</p> <p>33%</p> <p>9%</p>	<p>12/02/04</p>	
<p><b>What type of annual marketing event do you typically hold for current or potential clients?</b></p> <ul style="list-style-type: none"> <li>• Open House</li> <li>• We invite them to our company picnic</li> <li>• We give them gifts at least once a year (e.g., during the holiday season)</li> <li>• We invite them to our Holiday Party</li> <li>• Other</li> <li>• We do not hold annual marketing events</li> </ul>	<p>130 votes</p> <p>8%</p> <p>0%</p> <p>25%</p> <p>5%</p> <p>8%</p> <p>55%</p>	<p>11/9/04</p>	<p>MKT</p>
<p><b>When archiving your firm’s files for long-term storage, how are they stored?</b></p> <ul style="list-style-type: none"> <li>• Electronically</li> <li>• Hard copies</li> <li>• Both electronic and hard copies</li> </ul>	<p>146 votes</p> <p>3%</p> <p>14%</p> <p>83%</p>	<p>10/19/04</p>	<p>OA</p>
<p><b>How does your firm intend to compensate employees who have lost their non-exempt status under the FLSA “new rules”?</b></p> <ul style="list-style-type: none"> <li>• Continue to pay in the same manner including overtime</li> <li>• Change the employees to exempt salaried, and modify their base pay to compensate for lost overtime</li> <li>• Change to exempt and pay straight time for any extra hours</li> <li>• None of our employees are affected by the new rules</li> <li>• Other</li> </ul>	<p>11%</p> <p>5%</p> <p>6%</p> <p>71%</p> <p>7%</p>	<p>10/4/04</p>	<p>HR</p>
<p><b>Does your firm have a written policy on Internet usage?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• No, but we are planning on developing one</li> </ul>	<p>133 votes</p> <p>58%</p> <p>36%</p> <p>6%</p>	<p>9/20/04</p>	<p>IT</p>
<p><b>How important is it to you for your firm to hold periodic all-staff meetings?</b></p> <ul style="list-style-type: none"> <li>• Very important</li> <li>• Somewhat important</li> <li>• Not important</li> </ul>	<p>75 votes</p> <p>76%</p> <p>19%</p> <p>5%</p>	<p>9/7/04</p>	<p>OA</p>

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<p><b>Who handles the Construction Administration in your firm?</b></p> <ul style="list-style-type: none"> <li>• The Principal-in-Charge</li> <li>• The Project Manager</li> <li>• The Project Architect</li> <li>• The Construction Administration Department</li> <li>• One of the administrative staff</li> <li>• Other</li> </ul>	<p>124 votes 2% 44% 25% 21% 4% 4%</p>	<p>8/23/04</p>	<p>PM</p>
<p><b>Does your firm offer flex time for its employees?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	<p>91 votes 54% 46%</p>	<p>8/9/04</p>	<p>HR</p>
<p><b>Which best describes the method you use to take meeting minutes?</b></p> <ul style="list-style-type: none"> <li>• I use shorthand (the "formal" kind, e.g., Gregg or Pittman)</li> <li>• I don't use formal shorthand but take notes in my own version of shorthand/speedwriting</li> <li>• I use a laptop during the meeting</li> <li>• I use a combination of my own shorthand/speedwriting with a tape recorder as back-up</li> <li>• A tape recorder captures the meeting so I don't need to attend, I just transcribe</li> <li>• Other</li> </ul>	<p>24 votes  8% 58% 4% 8% 8% 13%</p>	<p>7/26/04</p>	<p>OA</p>
<p><b>Does your firm participate in a recycling program?</b></p> <ul style="list-style-type: none"> <li>• Yes, the building has a recycling program for its tenants</li> <li>• Yes, we handle the recycling ourselves</li> <li>• No</li> </ul>	<p>29 votes 28% 41% 31%</p>	<p>7/12/04</p>	<p>OA</p>
<p><b>If your firm provides year-end bonuses, are the admin staff included? If so, what is your firm's primary discipline?</b></p> <ul style="list-style-type: none"> <li>• Yes; architecture or interior design</li> <li>• Yes; construction</li> <li>• Yes; engineering</li> <li>• Yes; other</li> <li>• No, our admin staff do not receive year-end bonuses</li> <li>• Our firm does not provide year-end bonuses</li> </ul>	<p>160 votes 61% 2% 20% 5% 4% 8%</p>	<p>6/28/04</p>	<p>HR</p>
<p><b>What version of Microsoft Word do you currently use at work?</b></p> <ul style="list-style-type: none"> <li>• Word 95 or 97</li> <li>• Word 2000 or 2002</li> <li>• Word 2003</li> <li>• Other</li> <li>• We use WordPerfect</li> </ul>	<p>78 votes 4% 73% 17% 6% 0%</p>	<p>6/14/04</p>	<p>IT</p>
<p><b>Does your firm offer direct deposit for its employees' paychecks?</b></p> <p>Yes, and it's mandatory for all employees</p> <p>Yes, but it's on a voluntary basis</p> <p>No, we do not provide direct deposit and we don't have plans to do so</p> <p>No, we do not currently have direct deposit but we are considering doing so.</p>	<p>192 votes 17% 65% 11% 7%</p>	<p>5/31/04</p>	<p>HR</p>

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<p><b>How does your firm establish its marketing/business development budget?</b></p> <ul style="list-style-type: none"> <li>• We use a specific formula</li> <li>• Our budget is 5% or more of our estimated gross sales</li> <li>• Our budget is no more than 4% of our estimated gross sales</li> <li>• Same as previous year; it's just a budget after all</li> <li>• Other</li> </ul>	<p>76 votes</p> <p>9%</p> <p>5%</p> <p>4%</p> <p>14%</p> <p>67%</p>	<p>5/17/04</p>	<p>MKT</p>
<p><b>What human resource organization does your firm or firm's HR Manager belong to or use as a primary HR information/education source?</b></p> <ul style="list-style-type: none"> <li>• SHRM (Society of Human Resource Management)</li> <li>• A local/regional employer's resource organization</li> <li>• An Internet-based personnel advisor organization</li> <li>• Other</li> <li>• None</li> </ul>	<p>25 votes</p> <p>16%</p> <p>12%</p> <p>0%</p> <p>4%</p> <p>68%</p>	<p>5/3/04</p>	<p>HR</p>
<p><b>Is your staff allowed to listen to music (or any type of audio device) at their workstations during working hours?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• Absolutely not</li> <li>• Sometimes. Depends on the circumstances.</li> </ul>	<p>105 votes</p> <p>84%</p> <p>2%</p> <p>14%</p>	<p>4/19/04</p>	<p>HR</p>
<p><b>Are your clients requesting evidence of <i>Sustainable Development</i> (meeting the needs of the present without compromising the ability of future generations to meet their own needs) in their RFQs/RFPs?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Sometimes, depends on the project and/or the client</li> </ul>	<p>74 votes</p> <p>16%</p> <p>42%</p> <p>42%</p>	<p>3/22/04</p>	<p>MKT</p>
<p><b>What type of profit sharing plan does your firm have?</b></p> <ul style="list-style-type: none"> <li>• 401k contributions</li> <li>• Bonuses</li> <li>• ESOP</li> <li>• Company stock</li> <li>• A combination of above</li> <li>• Other</li> </ul>	<p>126 votes</p> <p>19%</p> <p>17%</p> <p>2%</p> <p>1%</p> <p>52%</p> <p>10%</p>	<p>3/8/04</p>	<p>HR</p>
<p><b>How has your staffing changed in the recent economy?</b></p> <ul style="list-style-type: none"> <li>• Implemented voluntary, temporary lay-offs/reduction in hours</li> <li>• Management determined what positions should be eliminated</li> <li>• Entire staff took reduced hours or salary cutback</li> <li>• We have increased staff</li> <li>• We have not experienced any staffing changes</li> <li>• Combination of the above</li> </ul>	<p>77 Votes</p> <p>3%</p> <p>25%</p> <p>3%</p> <p>27%</p> <p>27%</p> <p>16%</p>	<p>2/24/04</p>	<p>HR</p>

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<p><b>If your firm has changed from the traditional Holiday, Vacation, Sick Leave time allowances to a paid time off (PTO) policy, do you find the PTO policy to be:</b></p> <ul style="list-style-type: none"> <li>• More beneficial to the staff</li> <li>• Less beneficial to the staff</li> <li>• Value to the staff is unchanged</li> <li>• We have not changed to PTO</li> </ul>	Results not available	2/9/04	HR
<p><b>Does your firm have a tax strategy during the year to reduce the tax burden?</b></p> <ul style="list-style-type: none"> <li>• Yes, we pay bonuses</li> <li>• Yes, we provide more 401k contributions</li> <li>• Yes, we reduce payables</li> <li>• Yes, other</li> <li>• Yes, combination of above</li> <li>• No</li> </ul>	92 Votes  48% 18% 17% 16%	1/12/04	FIN
<p><b>Who typically signs and seals your Contract Document drawings?</b></p> <ul style="list-style-type: none"> <li>• The Principal-in-Charge</li> <li>• The licensed Architect/Engineer that is the lead designer</li> <li>• The Project Manager</li> <li>• Other</li> </ul>	Results not available	12/22/03	PM
<p><b>Christmas is on a Thursday this year. What is your firm doing on Friday, the day after?</b></p> <ul style="list-style-type: none"> <li>• It is work as usual</li> <li>• This year we are closing the office and employees get an extra day off with pay</li> <li>• The day after Christmas is always a paid holiday for our firm</li> <li>• Other</li> </ul>	175 votes  47%  26%  15% 11%	12/8/03	HR
<p><b>Do you compensate owners with any non-payroll fees for personal loan guarantee fees?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	96 votes  5% 95%	11/24/03	FIN
<p><b>For firms that have 25 or more employees, what format do you use for new employee orientation?</b></p> <ul style="list-style-type: none"> <li>• Videotape</li> <li>• Hard copy reading materials</li> <li>• One-on-one sessions</li> <li>• Computer presentations (e.g., PowerPoint)</li> <li>• Combination of the above</li> <li>• Other</li> </ul>	102 votes  0% 8% 48% 1% 41% 2%	11/10/03	HR
<p><b>Do you compensate owners with any non-payroll fees for serving on the Board of Directors?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	104 votes  10% 90%	10/27/03	FIN

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<p><b>How large is your firm?</b></p> <ul style="list-style-type: none"> <li>• 1-25</li> <li>• 26-75</li> <li>• 76-100</li> <li>• 101-125</li> <li>• 126-150</li> <li>• 150+</li> </ul>	<p>195 votes</p> <p>40%</p> <p>34%</p> <p>3%</p> <p>3%</p> <p>4%</p> <p>16%</p>	<p>10/13/03</p>	<p>HR</p>
<p><b>Does your firm maintain a historical database of project costs and figures (construction costs, size of project in square feet, types of systems used, etc.) for estimating and budgeting future projects?</b></p> <ul style="list-style-type: none"> <li>• Yes, we developed our own database</li> <li>• Yes, we purchased a software package to do so</li> <li>• Yes, but not electronically</li> <li>• Other</li> <li>• No</li> </ul>	<p>148 votes</p> <p>36%</p> <p>18%</p> <p>14%</p> <p>22%</p> <p>9%</p>	<p>9/29/03</p>	<p>MKT</p>
<p><b>Does your firm pay the fees for an employee to become a Notary?</b></p> <ul style="list-style-type: none"> <li>• Yes, but we don't pay their Errors &amp; Omissions Insurance</li> <li>• Yes, and we also pay their Errors &amp; Omissions Insurance</li> <li>• No, the employee pays their own notary fees, but we do pay their Errors &amp; Omissions Insurance</li> <li>• No, we do not pay for employees to become Notaries</li> </ul>	<p>176 votes</p> <p>32%</p> <p>46%</p> <p>1%</p> <p>21%</p>	<p>9/15/03</p>	<p>OA</p>
<p><b>Does your firm offer a severance package to terminated employees?</b></p> <ul style="list-style-type: none"> <li>• Yes, based on years of service only</li> <li>• Yes, based on compensation only</li> <li>• Yes, based on various factors</li> <li>• No</li> </ul>	<p>120 votes</p> <p>8%</p> <p>2%</p> <p>51%</p> <p>39%</p>	<p>9/2/03</p>	<p>FIN</p>
<p><b>Does your firm provide Project Management Training?</b></p> <ul style="list-style-type: none"> <li>• Yes, to newly licensed architects/engineers</li> <li>• Yes, only to new project managers</li> <li>• Yes, to any employee who wants the education</li> <li>• No formal training</li> </ul>	<p>29 votes</p> <p>3%</p> <p>3%</p> <p>24%</p> <p>69%</p>	<p>8/18/03</p>	<p>PM</p>
<p><b>Do you have staff on board who are LEED accredited? (LEED = Leadership in Energy and Environmental Design)</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• No, but some of our staff are working on obtaining LEED accreditation</li> </ul>	<p>130 votes</p> <p>38%</p> <p>52%</p> <p>10%</p>	<p>8/4/03</p>	<p>MKT</p>
<p><b>How often does your firm develop an organization chart for its projects?</b></p> <ul style="list-style-type: none"> <li>• We develop one for every project</li> <li>• We only develop one if requested by the client</li> <li>• We do not develop org charts for any of our projects</li> </ul>	<p>108 votes</p> <p>24%</p> <p>48%</p> <p>28%</p>	<p>7/21/03</p>	<p>PM</p>

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<p><b>Does your firm book Work-in-Process?</b></p> <ul style="list-style-type: none"> <li>• No</li> <li>• Yes, monthly</li> <li>• Yes, at end of year only</li> <li>• Yes, other</li> </ul>	<p>97 votes 54% 32% 8% 6%</p>	<p>7/7/03</p>	<p>FIN</p>
<p><b>Do your clients request electronically submitted RFQs/RFPs?</b></p> <ul style="list-style-type: none"> <li>• Always</li> <li>• Never</li> <li>• Sometimes</li> </ul>	<p>142 votes 0% 51% 49%</p>	<p>6/9/03</p>	<p>MKT</p>
<p><b>If your firm only held one "event" during the year, which would you prefer?</b></p> <ul style="list-style-type: none"> <li>• Spring or summer picnic</li> <li>• Year-end holiday party</li> <li>• Firm allows each employee to spend one day participating in a charitable-giving event of their choice</li> <li>• Firm holds a campaign in-house to raise funds for a charitable organization</li> <li>• Other</li> </ul>	<p>160 votes 19% 58% 15% 8%</p>	<p>6/23/03</p>	<p>OA</p>
<p><b>What type of contracts does your firm negotiate most often?</b></p> <ul style="list-style-type: none"> <li>• Lump sum</li> <li>• Cost plus fixed fee with maximum amount</li> <li>• Cost plus fixed fee without maximum amount</li> <li>• Time and materials</li> <li>• Percent of construction cost</li> <li>• Other</li> </ul>	<p>29 votes 59% 10% 10% 3% 17% 0%</p>	<p>5/26/03</p>	<p>PM</p>
<p><b>Does your firm require drug testing?</b></p> <ul style="list-style-type: none"> <li>• Yes, but only at the pre-employment stage</li> <li>• Yes, we have a random testing policy for employees</li> <li>• Yes, both of the above</li> <li>• Yes, but we only test after job-related accidents</li> <li>• No</li> </ul>	<p>140 votes 1% 4% 4% 3% 87%</p>	<p>5/12/03</p>	<p>HR</p>
<p><b>Does your firm account for accrued vacation or personal leave?</b></p> <ul style="list-style-type: none"> <li>• Never</li> <li>• Yes, as a balance sheet liability</li> <li>• Yes, as a balance sheet liability and financial reserve</li> <li>• Yes, other</li> </ul>	<p>15 votes 53% 33% 7% 7%</p>	<p>4/28/03</p>	<p>FIN</p>
<p><b>Part 2: Which best describes the way your firm responds to references for ex-employees?</b></p> <ul style="list-style-type: none"> <li>• We only allow the HR manager/director to provide references</li> <li>• We only allow the staff in our HR department to provide references</li> <li>• We allow all staff to provide references</li> <li>• We only allow our senior-level staff to provide references</li> </ul>	<p>29 votes 31% 10% 3% 55%</p>	<p>4/14/03</p>	<p>HR</p>

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<p><b>Part 1: Which best describes your firm's policy regarding references for ex-employees? (Be sure to vote on Part 2 the week of 4/14/03)</b></p> <ul style="list-style-type: none"> <li>• We have a strict "no references provided" policy</li> <li>• We only provide very limited information, such as dates of employment</li> <li>• We provide responses to some or all of the questions asked, to the best of our knowledge and within our authority</li> </ul>	<p>37 votes</p> <p>5%</p> <p>57%</p> <p>38%</p>	<p>3/31/03</p>	<p>HR</p>
<p><b>Which is the most likely way your firm handles the reception desk?</b></p> <ul style="list-style-type: none"> <li>• The desk is always staffed during business hours</li> <li>• The desk is not staffed during the lunch hour only</li> <li>• The desk is sometimes not staffed during business hours, depending on the tasks the receptionist has to complete</li> <li>• Other</li> <li>• We do not have a designated reception desk</li> </ul>	<p>48 votes</p> <p>46%</p> <p>13%</p> <p>29%</p> <p>4%</p> <p>8%</p>	<p>3/17/03</p>	<p>OA</p>
<p><b>Does your firm allow payroll deductions to charities?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• We're considering doing so</li> </ul>	<p>36 votes</p> <p>44%</p> <p>56%</p> <p>0%</p>	<p>3/3/03</p>	<p>HR</p>
<p><b>Do you require your subconsultants to sign a Memorandum of Understanding (i.e., committing them to the proposal and/or prohibiting them from teaming with others on the same project)?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• Sometimes, depending on the project or client</li> </ul>	<p>32 votes</p> <p>3%</p> <p>72%</p> <p>25%</p>	<p>2/17/03</p>	<p>MKT</p>
<p><b>Does your firm routinely monitor employee's e-mails?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• No, but we are considering doing so</li> </ul>	<p>60 votes</p> <p>25%</p> <p>62%</p> <p>13%</p>	<p>1/20/03</p>	<p>HR</p>
<p><b>Who attends your firm's retreats?</b></p> <ul style="list-style-type: none"> <li>• Only senior staff</li> <li>• All staff</li> <li>• Other</li> <li>• We do not hold firm retreats</li> </ul>	<p>45 votes</p> <p>22%</p> <p>11%</p> <p>11%</p> <p>53%</p>	<p>2/3/03</p>	<p>OA</p>
<p><b>How does your firm typically pay taxes?</b></p> <ul style="list-style-type: none"> <li>• On a cash basis</li> <li>• On an accrual basis</li> </ul>	<p>52 votes</p> <p>73%</p> <p>27%</p>	<p>1/6/03</p>	<p>FIN</p>
<p><b>Does your firm maintain an electronic client database (i.e., one that contains at a minimum the contact name, address, phone, fax, e-mail, etc.)?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• We are going to develop one or purchase software to use</li> </ul>	<p>28 votes</p> <p>96%</p> <p>4%</p> <p>0%</p>	<p>12/30/02</p>	<p>MKT</p>

**SDA ViewPoint Questions  
Beginning January 21, 2002**

<p><b>Who initiates the Value Engineering process on your firm's projects?</b></p> <ul style="list-style-type: none"> <li>• Our design team (including subconsultants)</li> <li>• The client</li> <li>• Other</li> <li>• We don't perform Value Engineering on our projects</li> </ul>	<p>34 votes</p> <p>35%</p> <p>32%</p> <p>9%</p> <p>24%</p>	<p>12/23/02</p>	<p>PM</p>
<p><b>Do your employees submit their timesheets electronically?</b></p> <ul style="list-style-type: none"> <li>• Yes, using Deltek Sema4/Advantage</li> <li>• Yes, using Protrax</li> <li>• Yes, using Wind2</li> <li>• Yes, using another program</li> <li>• No</li> </ul>	<p>26 votes</p> <p>38%</p> <p>0%</p> <p>0%</p> <p>8%</p> <p>54%</p>	<p>12/16/02</p>	<p>OA</p>
<p><b>Does your firm have a "guaranteed ride home" policy for employees who use public transportation to and from work? If so, what is your firm's primary discipline?</b></p> <ul style="list-style-type: none"> <li>• Yes, architecture</li> <li>• Yes, engineering</li> <li>• Yes, construction</li> <li>• Yes, interior design</li> <li>• Yes, other</li> <li>• No, we do not have a guaranteed ride home policy</li> </ul>	<p>16 votes</p> <p>6%</p> <p>0%</p> <p>6%</p> <p>0%</p> <p>0%</p> <p>88%</p>	<p>12/9/02</p>	<p>HR</p>
<p><b>Does your firm include a financial staff person on the project negotiating team?</b></p> <ul style="list-style-type: none"> <li>• Yes, when developing and negotiating proposals</li> <li>• Yes, for establishing financial procedures with client</li> <li>• Yes, both of the above</li> <li>• Yes, other</li> <li>• No</li> </ul>	<p>29 votes</p> <p>2W%</p> <p>0%</p> <p>14%</p> <p>10%</p> <p>72%</p>	<p>12/2/02</p>	<p>FIN</p>
<p><b>Does your firm have a succession planning strategy or firm transition plan?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• We are in the process of implementing a plan</li> </ul>	<p>12 votes</p> <p>25%</p> <p>42%</p> <p>33%</p>	<p>11/25/02</p>	<p>MKT</p>
<p><b>Who typically distributes your firm's project Bid documents?</b></p> <ul style="list-style-type: none"> <li>• Our firm handles in-house</li> <li>• An outside vendor (e.g., reprographics firm)</li> <li>• One of our subconsultants</li> <li>• The client</li> <li>• Other</li> </ul>	<p>27 votes</p> <p>63%</p> <p>15%</p> <p>7%</p> <p>11%</p> <p>4%</p>	<p>11/18/02</p>	<p>PM</p>
<p><b>Does your firm use an off-site vendor for archiving its records (e.g., project records and/or company records)?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> <li>• We do not currently use an off-site vendor but plan to do so</li> </ul>	<p>32 votes</p> <p>34%</p> <p>63%</p> <p>3%</p>	<p>11/11/02</p>	<p>OA</p>

**SDA ViewPoint Questions  
Beginning January 21, 2002**

<p><b>How often does your firm hold administrative staff meetings?</b></p> <ul style="list-style-type: none"> <li>• Once a week</li> <li>• Semi-monthly</li> <li>• Monthly</li> <li>• Other</li> <li>• We do not hold administrative staff meetings</li> </ul>	<p>33 votes 18% 12% 18% 9% 42%</p>	11/4/02	HR
<p><b>Does your firm outsource its payroll program?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>	<p>161 votes 45% 55%</p>	10/28/02	FIN
<p><b>Does your firm request debriefings upon notification that it was not selected for a project?</b></p> <ul style="list-style-type: none"> <li>• Yes, after every pursuit</li> <li>• Yes, but only for select clients</li> <li>• Yes, but only for projects with a fee greater than \$25,000</li> <li>• Yes, other</li> <li>• We do not request debriefings</li> </ul>	<p>83 votes  27% 28%  0% 12% 34%</p>	10/21/02	MKT
<p><b>What project scheduling program does your firm typically use?</b></p> <ul style="list-style-type: none"> <li>• Primavera</li> <li>• P3 Project Planner</li> <li>• Expedition</li> <li>• SureTrak</li> <li>• Other</li> <li>• We do not use a project scheduling program</li> </ul>	<p>113 votes  1% 1% 2% 4% 50% 42%</p>	10/15/02	PM
<p><b>How does your firm provide air travel arrangements for its employees?</b></p> <ul style="list-style-type: none"> <li>• We only use an outside travel agent</li> <li>• We only use the Internet to book travel</li> <li>• We use both a travel agent and the Internet to book travel</li> <li>• We have our own in-house travel agent</li> <li>• Other</li> <li>• Our employees do not have to travel for the firm</li> </ul>	<p>17 votes  12% 29% 47%  6% 6% 0%</p>	10/7/02	OA
<p><b>Does your firm have an Employee Assistance Program? If so, what is your firm's primary discipline?</b></p> <ul style="list-style-type: none"> <li>• Yes; architecture</li> <li>• Yes; engineering</li> <li>• Yes; construction</li> <li>• Yes; interior design</li> <li>• Yes; other</li> <li>• No; our firm does not have an Employee Assistance Program</li> </ul>	<p>14 votes  0% 7% 0% 0% 0% 93%</p>	9/30/02	HR
<p><b>How does your firm account for revenue and expenses (not considering tax return)?</b></p> <ul style="list-style-type: none"> <li>• On an accrual basis</li> <li>• On a cash basis</li> <li>• Both</li> </ul>	<p>98 votes  15% 18% 26%</p>	9/23/02	FIN

**SDA ViewPoint Questions  
Beginning January 21, 2002**

<p><b>Has your firm provided formal diversity training for its employees? If so, what is your firm's primary discipline?</b></p> <ul style="list-style-type: none"> <li>• Yes; architecture</li> <li>• Yes; engineering</li> <li>• Yes; construction</li> <li>• Yes; interior design</li> <li>• Yes; other</li> <li>• No; our firm has not provided formal Diversity training for its employees</li> </ul>	<p>24 votes</p> <p>25%</p> <p>0%</p> <p>4%</p> <p>0%</p> <p>4%</p> <p>67%</p>	<p>9/16/02</p>	<p>HR</p>
<p><b>Does your firm develop a Quality Control/Quality Assurance Plan for its projects?</b></p> <ul style="list-style-type: none"> <li>• Yes, for every project</li> <li>• Only for certain clients</li> <li>• Only for projects with a fee greater than \$25,000</li> <li>• Other</li> <li>• We do not develop a QC/QA Plan for our projects</li> </ul>	<p>105 votes</p> <p>43%</p> <p>3%</p> <p>10%</p> <p>10%</p> <p>34%</p>	<p>9/9/02</p>	<p>PM</p>
<p><b>Has 9/11/01 made your firm rethink its procedures specifically for disaster planning, safety plans, etc?</b></p> <ul style="list-style-type: none"> <li>• Yes, we are updating our current procedures</li> <li>• Yes, we developed new procedures, for the first time</li> <li>• Yes, other</li> <li>• No, we have not made any procedural changes because of 9/11/01</li> <li>• My firm has not made any changes, but the building we are in has revised its security procedures</li> </ul>	<p>14 votes</p> <p>14%</p> <p>14%</p> <p>0%</p> <p>64%</p> <p>7%</p>	<p>9/2/02</p>	<p>OA</p>
<p><b>What type of recognition did you receive from your firm when you obtained your SDA/C certification?</b></p> <ul style="list-style-type: none"> <li>• A salary increase or a one-time cash bonus</li> <li>• Firm distributed a press release</li> <li>• Social event (e.g., reception/party, or lunch/dinner)</li> <li>• A combination of the above</li> <li>• Other</li> <li>• I did not receive any tangible recognition from my firm when I obtained SDA/C certification</li> </ul>	<p>39 votes</p> <p>5%</p> <p>5%</p> <p>3%</p> <p>8%</p> <p>13%</p> <p>67%</p>	<p>8/26/02</p>	<p>HR</p>
<p><b>What does your firm's accountant provide?</b></p> <ul style="list-style-type: none"> <li>• Compilation and tax return</li> <li>• Review and tax return</li> <li>• Audit and tax return</li> <li>• Tax return only</li> <li>• Other</li> </ul>	<p>125 votes</p> <p>33%</p> <p>32%</p> <p>11%</p> <p>18%</p> <p>6%</p>	<p>8/19/02</p>	<p>FIN</p>
<p><b>Which one of the following clients provide the largest percentage of your firm's revenue?</b></p> <ul style="list-style-type: none"> <li>• Commercial</li> <li>• Healthcare</li> <li>• Education</li> <li>• Preservation</li> <li>• Religious</li> <li>• Other</li> </ul>	<p>161 votes</p> <p>31%</p> <p>14%</p> <p>27%</p> <p>2%</p> <p>1%</p> <p>25%</p>	<p>8/12/02</p>	<p>MKT</p>

**SDA ViewPoint Questions  
Beginning January 21, 2002**

<p><b>What specification program does your firm primarily use?</b></p> <ul style="list-style-type: none"> <li>• CSI MasterFormat</li> <li>• AIA MasterSpec</li> <li>• SpecLink</li> <li>• Other</li> <li>• We use an outside specification writer/consultant</li> <li>• We do not use a dedicated specification program</li> </ul>	<p>156 votes 12% 36% 6% 13% 10% 23%</p>	<p>8/5/02</p>	<p>PM</p>
<p><b>What is your firm's primary discipline? (This completes Part 2 of the "firm size" survey.)</b></p> <ul style="list-style-type: none"> <li>• Architecture</li> <li>• Construction</li> <li>• Engineering</li> <li>• Interior Design</li> <li>• Transportation Planning</li> <li>• Other</li> </ul>	<p>166 votes 63% 3% 23% 2% 1% 18%</p>	<p>7/29/02</p>	<p>OA</p>
<p><b>How many are employed at your firm? (This is Part 1 of a 2-part question. Be sure to vote next week to complete the question.)</b></p> <ul style="list-style-type: none"> <li>• Under 20 employees</li> <li>• 21 to 50 employees</li> <li>• 51 to 100 employees</li> <li>• 101 to 300 employees</li> <li>• 301 to 500 employees</li> <li>• Over 500 employees</li> </ul>	<p>27 votes 30% 41% 11% 15% 0% 4%</p>	<p>7/22/02</p>	<p>OA</p>
<p><b>How does your firm pay for marketing costs?</b></p> <ul style="list-style-type: none"> <li>• Overhead amount set in each fiscal budget</li> <li>• Charged to project if effort is successful</li> <li>• Don't keep track of costs</li> <li>• Other</li> </ul>	<p>126 votes 51% 12% 19% 18%</p>	<p>7/15/02</p>	
<p><b>To what extent does your firm participate in CANSTRUCTION?</b></p> <ul style="list-style-type: none"> <li>• We either enter as design team or we sponsor a design team</li> <li>• We usually donate money or food to the cause (but do not enter or sponsor a design team)</li> <li>• We only volunteer our labor during the event (e.g., helping at the construction site)</li> <li>• Other</li> <li>• We do not participate in CANSTRUCTION</li> </ul>	<p>155 votes 30% 4% 4% 5% 56%</p>	<p>7/8/02</p>	<p>OA</p>
<p><b>Does your firm have a flex work schedule in place? If so, what is the schedule?</b></p> <ul style="list-style-type: none"> <li>• Monday through Thursday, 10 hrs/day, Friday off</li> <li>• Monday through Thursday, 9 hrs/day, half day Friday</li> <li>• 9/80 schedule: 9 hrs/day for 9 days (80 hours), 10th day off</li> <li>• Other</li> <li>• No flex work schedule</li> </ul>	<p>127 votes 0% 17% 3% 36% 43%</p>	<p>7/1/02</p>	<p>HR</p>

**SDA ViewPoint Questions  
Beginning January 21, 2002**

<p><b>Have your firm's employees received training in the Federal Procurement Integrity Act? If so, what is your firm's primary discipline?</b></p> <ul style="list-style-type: none"> <li>• Yes; architecture</li> <li>• Yes; engineering</li> <li>• Yes; construction</li> <li>• Yes; other</li> <li>• No; our employees have not been trained in the Federal Procurement Integrity Act</li> </ul>	<p>85 votes</p> <p>2%</p> <p>2%</p> <p>0%</p> <p>0%</p> <p>95%</p>	<p>6/24/02</p>	<p>HR</p>
<p><b>How often does your firm benchmark (i.e., compare financial results with industry averages) its financial performance?</b></p> <ul style="list-style-type: none"> <li>• Yearly</li> <li>• Quarterly</li> <li>• Other</li> <li>• We do not benchmark our financial performance</li> </ul>	<p>99 votes</p> <p>40%</p> <p>10%</p> <p>16%</p> <p>33%</p>	<p>6/17/02</p>	<p>FIN</p>
<p><b>Who typically provides the graphics for your firm's marketing materials?</b></p> <ul style="list-style-type: none"> <li>• Our in-house graphics department</li> <li>• An outside graphics consultant/vendor</li> <li>• Other</li> </ul>	<p>181 votes</p> <p>79%</p> <p>13%</p> <p>8%</p>	<p>6/10/02</p>	<p>MKT</p>
<p><b>Who typically maintains your firm's project files?</b></p> <ul style="list-style-type: none"> <li>• An in-house administrative person</li> <li>• An outside document control/records management consultant</li> <li>• One of the in-house designers (e.g., architect, engineer, planner, etc.)</li> <li>• Other</li> </ul>	<p>189 votes</p> <p>76%</p> <p>1%</p> <p>20%</p> <p>4%</p>	<p>6/3/02</p>	<p>PM</p>
<p><b>Which of these qualifications is most likely required for promotions within your firm?</b></p> <ul style="list-style-type: none"> <li>• Seniority</li> <li>• Education</li> <li>• Quality of Work</li> <li>• Other</li> <li>• We rarely promote employees from within</li> </ul>	<p>185 votes</p> <p>8%</p> <p>4%</p> <p>69%</p> <p>14%</p> <p>5%</p>	<p>5/27/02</p>	<p>HR</p>
<p><b>Who is responsible for your project's accounts receivable collections?</b></p> <ul style="list-style-type: none"> <li>• Accounting staff</li> <li>• Project managers</li> <li>• Accounting staff and project managers share responsibilities equally</li> <li>• Other</li> </ul>	<p>170 votes</p> <p>37%</p> <p>13%</p> <p>39%</p> <p>11%</p>	<p>5/20/02</p>	<p>FIN</p>
<p><b>Who typically photographs your firm's projects for your marketing materials?</b></p> <ul style="list-style-type: none"> <li>• An in-house employee</li> <li>• An outside, professional photographer</li> <li>• Other</li> </ul>	<p>125 votes</p> <p>50%</p> <p>48%</p> <p>2%</p>	<p>5/13/02</p>	<p>MKT</p>

**SDA ViewPoint Questions  
Beginning January 21, 2002**

<p><b>How often does your firm typically bill its clients?</b></p> <ul style="list-style-type: none"> <li>• Semimonthly</li> <li>• Monthly</li> <li>• Upon submittal of a milestone (e.g., design, report)</li> <li>• Other</li> </ul>	<p>164 votes 7% 82% 9% 3%</p>	<p>5/6/02</p>	<p>PM</p>
<p><b>Does your firm have its own website? If so, who maintains it?</b></p> <ul style="list-style-type: none"> <li>• Yes, in-house employee maintains</li> <li>• Yes, outside consultant/vendor maintains</li> <li>• Yes, other</li> <li>• Our firm does not have its own website</li> </ul>	<p>168 votes 63% 17% 9% 11%</p>	<p>4/29/02</p>	<p>OA</p>
<p><b>Does your firm pay National Convention expenses for its SDA member(s)? If so, to what extent?</b></p> <ul style="list-style-type: none"> <li>• Yes, labor only</li> <li>• Yes, registration only</li> <li>• Yes, registration, hotel and airfare</li> <li>• Yes, other</li> <li>• No, firm does not pay National Convention expenses for its SDA member(s)</li> </ul>	<p>133 votes 2% 5% 42% 14% 37%</p>	<p>4/22/02</p>	<p>HR</p>
<p><b>When does your firm typically recognize consultant liability?</b></p> <ul style="list-style-type: none"> <li>• When we recognize income (i.e., at moment of billing)</li> <li>• When we receive payment from client</li> <li>• When we receive invoice from consultant</li> <li>• Other</li> </ul>	<p>81 votes 17% 27% 38% 17%</p>	<p>4/15/02</p>	<p>FIN</p>
<p><b>Does your firm have a structured Intern Development Program (IDP) to assist your IDP interns with obtaining required experience in specific areas? If so, do you personally assist with the process? (This completes the two-part survey on IDP. Thank you for participating.)</b></p> <ul style="list-style-type: none"> <li>• Yes, we have a structured program and I assist with the process</li> <li>• Yes, we have a structured program but I do not assist with the process</li> <li>• No, we do not have a structured program</li> </ul>	<p>93 votes 1% 33% 66%</p>	<p>4/8/02</p>	<p>HR</p>
<p><b>Does your firm employ interns? If so, are they enrolled in the Intern Development Program (IDP)? (This is part one of a two-part question. Be sure to vote the week of 4/8/02 to complete the survey.)</b></p> <ul style="list-style-type: none"> <li>• Yes, we employ interns and they are enrolled in IDP</li> <li>• Yes, we employ interns but they are not enrolled in IDP</li> <li>• No, we do not employ interns</li> </ul>	<p>67 votes 40% 39% 21%</p>	<p>4/1/02</p>	<p>HR</p>
<p><b>Does your firm use an outside consultant to help it prepare for client interviews? If so, what is your firm's primary discipline?</b></p> <ul style="list-style-type: none"> <li>• Yes, architecture</li> <li>• Yes, engineering</li> <li>• Yes, construction</li> <li>• Yes, other</li> <li>• No, we do not use an outside consultant to help prepare for client interviews</li> </ul>	<p>139 votes 5% 2% 0% 1% 92%</p>	<p>3/25/02</p>	<p>MKT</p>

**SDA ViewPoint Questions  
Beginning January 21, 2002**

<p><b>Does your office develop a Project Management Plan (or similar document) for each of your projects?</b></p> <ul style="list-style-type: none"> <li>• Yes, for every project</li> <li>• Yes, only for specific projects/clients</li> <li>• No, only for projects with a fee greater than \$50,000</li> <li>• Yes, other</li> <li>• We do not develop a Project Management Plan for our projects</li> </ul>	<p>77 votes</p> <p>30%</p> <p>18%</p> <p>3%</p> <p>13%</p> <p>36%</p>	<p>3/18/02</p>	<p>PM</p>
<p><b>Who typically maintains your firm's library (or resource/catalog area)?</b></p> <ul style="list-style-type: none"> <li>• One of the in-house designers (e.g., architect, engineer, planner, etc.)</li> <li>• An outside library consultant</li> <li>• An in-house administrative employee</li> <li>• Other</li> <li>• We do not have a library (resource/catalog area)</li> </ul>	<p>159 votes</p> <p>45%</p> <p>4%</p> <p>38%</p> <p>13%</p> <p>1%</p>	<p>3/11/02</p>	<p>OA</p>
<p><b>How often does your firm perform employee reviews/evaluations?</b></p> <ul style="list-style-type: none"> <li>• At the first of or end of each year</li> <li>• On the employee's anniversary date</li> <li>• Only when there's a problem with the employee</li> <li>• Every six months</li> <li>• We do not have employee reviews/evaluations</li> </ul>	<p>176 votes</p> <p>40%</p> <p>38%</p> <p>5%</p> <p>12%</p> <p>6%</p>	<p>3/4/02</p>	<p>HR</p>
<p><b>Does your firm use an internet-based project management program to order plans, manage drawings, etc? If so, what is your firm's primary discipline?</b></p> <ul style="list-style-type: none"> <li>• Yes, architecture</li> <li>• Yes, engineering</li> <li>• Yes, construction</li> <li>• Yes, other</li> <li>• No, we do not use an internet-based project management program</li> </ul>	<p>108 votes</p> <p>12%</p> <p>2%</p> <p>1%</p> <p>2%</p> <p>83%</p>	<p>2/25/02</p>	<p>PM</p>
<p><b>Is your firm registered to any of the ISO 9000 standards? If so, what is your firm's primary discipline?</b></p> <ul style="list-style-type: none"> <li>• Yes, architecture</li> <li>• Yes, engineering</li> <li>• Yes, construction</li> <li>• Yes, other</li> <li>• No, we are not registered to ISO 9000</li> </ul>	<p>78 votes</p> <p>5%</p> <p>4%</p> <p>0%</p> <p>4%</p> <p>87%</p>	<p>2/18/02</p>	<p>OA</p>
<p><b>How often does your firm use a Go/No-Go checklist (or similar document) for marketing pursuits?</b></p> <ul style="list-style-type: none"> <li>• For every pursuit</li> <li>• Only for pursuits with a fee greater than \$50,000</li> <li>• We do not use Go/No-Go checklists</li> </ul>	<p>111 votes</p> <p>18%</p> <p>6%</p> <p>76%</p>	<p>2/11/02</p>	<p>MKT</p>
<p><b>What is your firm's retention policy for project records?</b></p> <ul style="list-style-type: none"> <li>• Less than 5 years</li> <li>• 5 to 7 years</li> <li>• 7 to 10 years</li> <li>• Greater than 10 years</li> <li>• We do not have a Records Retention policy specifically for projects</li> </ul>	<p>141 votes</p> <p>1%</p> <p>7%</p> <p>28%</p> <p>48%</p> <p>16%</p>	<p>2/4/02</p>	<p>PM</p>

**SDA ViewPoint Questions  
Beginning January 21, 2002**

<p><b>Does your office allow employees to have internet access?</b></p> <ul style="list-style-type: none"> <li>• All employees have internet access</li> <li>• Only a select few employees have internet access</li> <li>• No internet access permitted</li> </ul>	<p>213 votes 92% 8% 0%</p>	<p>1/28/02</p>	<p>OA</p>
<p><b>Which of these is your major source for finding professional applicants?</b></p> <ul style="list-style-type: none"> <li>• Professional organization job bank (e.g., SDA, AIA)</li> <li>• Headhunter/placement agency</li> <li>• Newspaper</li> <li>• Personal recommendation</li> <li>• On-line employment resume service (e.g., Monster.com)</li> </ul>	<p>150 votes  14% 12% 29% 41% 5%</p>	<p>1/23/02</p>	<p>HR</p>
<p><b>Does your firm's benefit package include funding for professional development?</b></p> <ul style="list-style-type: none"> <li>• Funding provided for principals only</li> <li>• Funding provided for principals and management personnel</li> <li>• Funding provided on a case by case basis</li> <li>• Funding provided for all employees</li> <li>• No professional development plan in place</li> </ul>	<p>180 votes  2% 7% 48% 35% 8%</p>	<p>1/14/02</p>	<p>HR</p>