



**2009 Incentive Compensation and Bonus Benchmark Survey
Exclusively for Architecture, Engineering, Environmental and Interior Design Firms**

Please Complete and Return this Confidential Survey Before March 31, 2009

Please Read These Instructions Before Starting the Survey

This confidential benchmark survey is exclusively for Architecture, Engineering, Environmental and Interior Design firms. The person completing the survey must have access to incentive compensation and bonus payments. If you are not this person - please forward this survey to the appropriate person in your company.

Please read through all of the survey questions before starting the survey. Most of the questions in the survey are relatively easy and it should only take an hour or so to complete the entire survey.

General Survey Rules

1. Please answer all of the questions.
2. The survey can be completed as follows
 - a. (preferred)
 - b. Print and complete the PDF file and fax or mail
2. Do not include cents in your answers
3. Rounding is okay - guessing is not okay
4. Please feel free to add your comments
survey@aecmanagementsolutions.com

What You Get For Participating

All survey participants are entitled to receive a copy of the benchmark survey results for only \$49. The final survey results will be priced at \$225 for non-participants. Please see the order form at the end of the survey.

AEC Management Solutions, Inc.
183 Higgins Road
Matawan, NJ 07747

Tel. 732.705.5098
Fax: 732-879-0205
survey@aecmanagementsolutions.com
www.aecmanagementsolutions.com

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Information about Your Firm

1. Which of the following best describes your firm?

(Check One)

- a. Architecture
- b. Engineering
- c. Interior Design
- d. A/E Architecture/Engineering
- e. E/A Engineering/Architecture
- f. A/I Architecture/Interior Design
- g. Engineering Survey
- h. Environmental
- i. Landscape Architecture
- j. Other _____

2. Total Employees in your firm

- a. Technical Staff
- b. Administrative Staff

3. Number of Owners, Partners or Stockholders

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4. Number of Technical Staff

- a. Principals
- b. Associates and Senior Associates
- c. Profit Center/Branch Office Managers
- d. Project Managers
- e. Non-Titled Technical Staff

5. Number of Administrative/Support Staff

- a. Accounting
- b. Administrative Assistants
- c. Facilities
- d. Marketing/Public Relations (dedicated staff)
- e. Print Room
- f. Other (specify) _____

6. In which State is your main office or headquarters

(check one)

<input type="checkbox"/> Alabama	<input type="checkbox"/> Illinois	<input type="checkbox"/> Montana	<input type="checkbox"/> Rhode Island
<input type="checkbox"/> Alaska	<input type="checkbox"/> Indiana	<input type="checkbox"/> Nebraska	<input type="checkbox"/> South Carolina
<input type="checkbox"/> Arizona	<input type="checkbox"/> Iowa	<input type="checkbox"/> Nevada	<input type="checkbox"/> South Dakota
<input type="checkbox"/> Arkansas	<input type="checkbox"/> Kansas	<input type="checkbox"/> New Hampshire	<input type="checkbox"/> Tennessee
<input type="checkbox"/> California	<input type="checkbox"/> Kentucky	<input type="checkbox"/> New Jersey	<input type="checkbox"/> Texas
<input type="checkbox"/> Colorado	<input type="checkbox"/> Louisiana	<input type="checkbox"/> New Mexico	<input type="checkbox"/> Utah
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Maine	<input type="checkbox"/> New York	<input type="checkbox"/> Vermont
<input type="checkbox"/> Delaware	<input type="checkbox"/> Maryland	<input type="checkbox"/> North Carolina	<input type="checkbox"/> Virginia
<input type="checkbox"/> Dist of Columbia	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Washington
<input type="checkbox"/> Florida	<input type="checkbox"/> Michigan	<input type="checkbox"/> Ohio	<input type="checkbox"/> West Virginia
<input type="checkbox"/> Georgia	<input type="checkbox"/> Minnesota	<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Wisconsin
<input type="checkbox"/> Hawaii	<input type="checkbox"/> Mississippi	<input type="checkbox"/> Oregon	<input type="checkbox"/> Wyoming
<input type="checkbox"/> Idaho	<input type="checkbox"/> Missouri	<input type="checkbox"/> Pennsylvania	

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7. States in which you have offices
(check all that apply)

<input type="checkbox"/>	Alabama	<input type="checkbox"/>	Illinois	<input type="checkbox"/>	Montana	<input type="checkbox"/>	Rhode Island
<input type="checkbox"/>	Alaska	<input type="checkbox"/>	Indiana	<input type="checkbox"/>	Nebraska	<input type="checkbox"/>	South Carolina
<input type="checkbox"/>	Arizona	<input type="checkbox"/>	Iowa	<input type="checkbox"/>	Nevada	<input type="checkbox"/>	South Dakota
<input type="checkbox"/>	Arkansas	<input type="checkbox"/>	Kansas	<input type="checkbox"/>	New Hampshire	<input type="checkbox"/>	Tennessee
<input type="checkbox"/>	California	<input type="checkbox"/>	Kentucky	<input type="checkbox"/>	New Jersey	<input type="checkbox"/>	Texas
<input type="checkbox"/>	Colorado	<input type="checkbox"/>	Louisiana	<input type="checkbox"/>	New Mexico	<input type="checkbox"/>	Utah
<input type="checkbox"/>	Connecticut	<input type="checkbox"/>	Maine	<input type="checkbox"/>	New York	<input type="checkbox"/>	Vermont
<input type="checkbox"/>	Delaware	<input type="checkbox"/>	Maryland	<input type="checkbox"/>	North Carolina	<input type="checkbox"/>	Virginia
<input type="checkbox"/>	Dist of Columbia	<input type="checkbox"/>	Massachusetts	<input type="checkbox"/>	North Dakota	<input type="checkbox"/>	Washington
<input type="checkbox"/>	Florida	<input type="checkbox"/>	Michigan	<input type="checkbox"/>	Ohio	<input type="checkbox"/>	West Virginia
<input type="checkbox"/>	Georgia	<input type="checkbox"/>	Minnesota	<input type="checkbox"/>	Oklahoma	<input type="checkbox"/>	Wisconsin
<input type="checkbox"/>	Hawaii	<input type="checkbox"/>	Mississippi	<input type="checkbox"/>	Oregon	<input type="checkbox"/>	Wyoming
<input type="checkbox"/>	Idaho	<input type="checkbox"/>	Missouri	<input type="checkbox"/>	Pennsylvania		

8. States in which you have active projects
(check all that apply)

<input type="checkbox"/>	Alabama	<input type="checkbox"/>	Illinois	<input type="checkbox"/>	Montana	<input type="checkbox"/>	Rhode Island
<input type="checkbox"/>	Alaska	<input type="checkbox"/>	Indiana	<input type="checkbox"/>	Nebraska	<input type="checkbox"/>	South Carolina
<input type="checkbox"/>	Arizona	<input type="checkbox"/>	Iowa	<input type="checkbox"/>	Nevada	<input type="checkbox"/>	South Dakota
<input type="checkbox"/>	Arkansas	<input type="checkbox"/>	Kansas	<input type="checkbox"/>	New Hampshire	<input type="checkbox"/>	Tennessee
<input type="checkbox"/>	California	<input type="checkbox"/>	Kentucky	<input type="checkbox"/>	New Jersey	<input type="checkbox"/>	Texas
<input type="checkbox"/>	Colorado	<input type="checkbox"/>	Louisiana	<input type="checkbox"/>	New Mexico	<input type="checkbox"/>	Utah
<input type="checkbox"/>	Connecticut	<input type="checkbox"/>	Maine	<input type="checkbox"/>	New York	<input type="checkbox"/>	Vermont
<input type="checkbox"/>	Delaware	<input type="checkbox"/>	Maryland	<input type="checkbox"/>	North Carolina	<input type="checkbox"/>	Virginia
<input type="checkbox"/>	Dist of Columbia	<input type="checkbox"/>	Massachusetts	<input type="checkbox"/>	North Dakota	<input type="checkbox"/>	Washington
<input type="checkbox"/>	Florida	<input type="checkbox"/>	Michigan	<input type="checkbox"/>	Ohio	<input type="checkbox"/>	West Virginia
<input type="checkbox"/>	Georgia	<input type="checkbox"/>	Minnesota	<input type="checkbox"/>	Oklahoma	<input type="checkbox"/>	Wisconsin
<input type="checkbox"/>	Hawaii	<input type="checkbox"/>	Mississippi	<input type="checkbox"/>	Oregon	<input type="checkbox"/>	Wyoming
<input type="checkbox"/>	Idaho	<input type="checkbox"/>	Missouri	<input type="checkbox"/>	Pennsylvania		

9. Percentage of Net Revenue from Private Sector Clients %

10. Percentage of Net Revenue from Public Sector Clients %

11. Percentage of Public Sector Net Revenue by Source (should total 100%)

a. Municipal %

b. State %

c. Federal %

12. Annual Net Revenue (Total Revenue less Non-Labor Project Expenses) ,000

13. Annual Gross Payroll before Incentive/Bonus Payments ,000

14. Net Profit Before Incentive/Bonus Payments and Taxes ,000

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Incentive and Bonus Plans

- 15. What type of cash payment incentive and bonus plans are in place?**
(check all that apply)
- a. Annual incentive/bonus plan
 - b. Project based bonus
 - c. Year-end or holiday Bonus
 - d. Special recognition or spot bonus
 - e. Seniority (years of service) bonus
 - f. Other (describe) _____
 - g. None
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- 16. What was the total dollar amount paid in the last fiscal year under each plan?**
- a. Annual incentive/bonus plan
 - b. Project based bonus
 - c. Year -end or holiday Bonus
 - d. Special recognition or spot bonus
 - e. Seniority (years of service) bonus
 - f. Other (describe) _____
- | |
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- 17. How many employees received payments in the last fiscal year under each plan?**
- a. Annual incentive/bonus plan
 - b. Project based bonus
 - c. Year-end or Holiday Bonus
 - d. Special recognition or spot bonus
 - e. Seniority (years of service) bonus
 - f. Other (describe) _____
- | |
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- 18. What type of non-cash payment incentive and bonus plans are in place?**
(check all that apply)
- a. Additional paid time off
 - b. Gift Cards
 - c. Travel benefits
 - d. Other (describe) _____
 - e. None
- | |
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- 19. What was the total dollar cost in the last fiscal year under each plan**
- a. Additional paid time off
 - b. Gift Cards
 - c. Travel benefits
- | |
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The following questions pertain to the annual incentive/bonus plan only

- 20. Does your firm refer to the plan as an incentive plan or bonus plan**
(check one)
- a. Incentive Plan
 - b. Bonus Plan
- 21. What is the percentage of the distribution criteria is**
- a. Objective (based upon statistical data and no supervisor opinion/judgment) %
 - b. Subjective (based upon supervisor opinion/judgment) %
- 22. What criteria is used to determine incentive/bonus payments?**
(check all that apply)
- a. Company Profits
 - b. Profit Center Profits
 - c. Project Profits
 - d. Utilization Rate
 - e. Overhead Rate
 - f. Net Multiplier
 - g. Gross Payroll Multiplier
 - h. Aged Accounts Receivable
 - i. Collections
 - j. Marketing/Sales Results
 - k. Marketing/Sales Efforts
 - l. Hours worked
 - m. Design ability/contribution
 - n. Level of effort
 - o. Perceived as a team player/attitude
 - p. Salary
 - q. Years of Service
 - r. Ownership
 - s. Other (specify) _____
-
- 23. Who participates in the determining the incentive/bonus payments**
(check all that apply)
- a. Board of Directors
 - b. CEO
 - c. Principals/Owners
 - d. Profit Center/Branch Office Managers
 - e. Other (specify) _____
-
- 24. Who has final approval in the determining an employees incentive/bonus payment**
(check only one)
- a. Board of Directors
 - b. CEO
 - c. Principals/Owners
 - d. Profit Center/Branch Office Managers
 - e. Other (specify) _____
-

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25. Who is eligible for an incentive/bonus payment?

(check all that apply)

- a. Principals/Owners
- b. Associates and Senior Associates
- c. Profit Center/Branch Office Managers
- d. Project Managers
- e. Non-Titled Technical Staff
- f. Administrative Staff

26. Are non-salaried employees eligible for an incentive/bonus payment?

(check one)

- a. Yes
- b. No

27. What is the frequency of incentive/bonus payments?

- a. Annual
- b. Quarterly
- c. Monthly
- d. Other

28. What was the average incentive/bonus payment for each employee type?

- a. Principals/Owners
- b. Associates and Senior Associates
- c. Profit Center/Branch Office Managers
- d. Project Managers
- e. Non-Titled Technical Staff
- f. Administrative Staff

29. What was the highest incentive/bonus paid to an individual in each category?

- a. Principals/Owners
- b. Associates and Senior Associates
- c. Profit Center/Branch Office Managers
- d. Project Managers
- e. Non-Titled Technical Staff
- f. Administrative Staff

30. How many years has incentive/bonus plan been in place?

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Order Form:

- Yes. I have completed the survey and would like to receive the Benchmark Survey Report for the survey participant price of \$49 - a savings of over \$175
- No. I have not completed the survey, but would like to receive the Benchmark Survey Report at the pre-publication price of \$125 - a savings of \$100

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Sales Tax for NJ Addresses at 7%

Total

Payment Method:

- Visa Check enclosed
- MasterCard
- American Express

Cardholder Card #

Expiration Date Signature

Ship To:

Name

Company

Street

City State Zip

Phone e-mail

Return Order Form to:

Survey
AEC Management Solutions, Inc.
183 Higgins Road
Matawan, NJ 07747

Fax: 732-879-0205
survey@aecmanagementsolutions.com