



AIA 2024 Firm Survey Survey Questions

Contact Info

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If you would like to participate in this survey for AIA, please indicate your consent by clicking the "Yes" button below.

If you do not agree, do not wish to participate and do not wish to receive any reminder emails about this survey, simply click the "No" button.

Yes, I consent and will begin the survey now

No, I do not consent

If you indicated you do not consent to the collection and use of your survey answers and data as outlined above and in the Readex Research Privacy Policy, then, we will not ask you any further questions at this time. Thank you

Who should we contact if we have questions about your firm's survey?

Firm name: _____

Your name: _____

Full phone number: _____

Email address: _____

AIA member #: _____
(if a member)

About Your Firm

***1. Which one option best describes your firm (including all offices)?**

- Architecture: multidisciplinary (with one or more additional design disciplines such as interior design or engineering)
- Architecture: single-discipline firm
- Consulting
- Design-build
- Engineering: with one or more additional disciplines, including architecture
- Interior design: with one or more additional disciplines, including architecture
- Planning: with one or more additional disciplines, including architecture
- Other (*please specify*): _____

2. Which design-related disciplines or specialties does your firm offer?*Please select all that apply*

- Architecture
- Building commissioning
- Capital needs assessments
- Climate resilient design
- Community design/engagement
- Construction management
- Cost estimating
- Design services for resilience/climate adaptation
- Design-build
- Development
- Energy modeling
- Expert witness
- Graphic design
- Historic preservation
- Interior architecture
- Interior design
- Landscape architecture
- M/E/P engineering
- Practice-based research (e.g., evidence-based design)
- Predesign services (programming, master planning, strategic planning, site selection)
- Pro bono/public interest design/non-profit
- Program management
- Renovation/adaptive reuse
- Resilience policy and governance
- Risk assessment and forensic architecture
- Structural engineering
- Sustainability certification and verification
- Sustainable design
- Test fits/space planning
- Urban planning/design
- Zoning/code compliance
- Other (*please specify*): _____

3. In what year was your firm founded?

4. Which option most closely matches your firm's legal structure?

- Sole proprietorship
- Partnership
- Employee owned general business corporation (Inc.)
- Limited Liability Company (LLC)
- Professional Limited Liability Company (PLLC)
- Limited Liability Partnership (LLP)
- Professional Corporation (PC)
- S Corporation
- Other (*please specify*): _____

5. Is your firm a Certified B Corporation?

- Yes
- No
- Don't know

6. Does your firm currently have an ownership transition plan?

- Yes
- No
- Don't know

7. Does your firm currently have a *written business plan*?

- Yes
- No
- Don't know

8. Does your firm currently have a *business continuity plan*?

A business continuity plan is a documented plan that creates a system so that a firm can operate throughout a disaster or threat, and recover afterwards.

- Yes
- No
- Don't know

ANSWER QUESTION 9 IF YOUR FIRM CURRENTLY HAS A BUSINESS CONTINUITY PLAN

9. Which of the following are included in your firm's business continuity plan?

Please select all that apply

- Building in redundancies
- Communication plan
- Cyber-attack recovery plan
- Disaster recovery plan
- Emergency preparedness plan
- Hazard insurance
- Inventory of project data
- Other (*please specify*): _____
- Don't know

10. Does your firm currently have a *sustainability or climate action plan*?

A sustainability action plan is a detailed and strategic statement of a company's approach to sustainable design, including top goals and the metrics used to measure improvements.

- Yes
- No
- Don't know

ANSWER QUESTION 11 IF YOUR FIRM CURRENTLY HAS A SUSTAINABILITY OR CLIMATE ACTION PLAN

11. Which of the following are included in your firm's sustainability plan?

Please select all that apply

- Community engagement policies
- Employee training targets
- Firm-wide commitments
- Low-carbon travel policies
- Firm operational carbon assessment
- Policies and guidance for sustainable materials specification
- Office energy audit and reduction plan
- Office water audit and reduction plan
- Project-based performance targets
- Recycling and/or compost policies
- Sustainability procurement policies
- Sustainable meetings policies
- Other (*please specify*): _____
- Don't know

12. Is one of the core missions of your firm to provide services to underserved and/or vulnerable communities?

Definition: An underserved community is one comprised of marginalized populations—groups and communities that experience discrimination and exclusion (social, political, and economic) because of unequal power relationships across economic, political, social, and cultural dimensions.

- Yes
- No
- Other (*please specify*): _____

13. Approximately what percentage of your projects in 2023 was for work that served underserved and/or vulnerable communities?

- none
- 1%–2%
- 3%–4%
- 5%–9%
- 10%–24%
- 25%–49%
- 50%–74%
- 75%–99%
- 100%

ANSWER QUESTION 14 IF YOUR FIRM CURRENTLY HAD ANY WORK THAT SERVED UNDERSERVED AND/OR VULNERABLE COMMUNITIES IN 2023

14. Which of the following types of equitable development work are you doing in underserved and/or vulnerable communities? *Please select all that apply*

- Involving community through co-designing and co-creating together to ensure the community members are integral in the planning, programming, and design process
- Developing placemaking space to encourage social cohesion in transitioning neighborhoods
- Ensuring the protection of a community’s culture and social history
- Considering the resilience of projects within marginalized communities and the ability of any proposed system and its component parts to be flexible in order to anticipate, absorb, accommodate, or recover from the effects of a hazardous event in a timely manner
- Considering the adaptation of projects within marginalized communities and the ability of any proposed system and its component parts to accommodate needs throughout its service life due to changing conditions in the physical, economic and social environments
- Building a network for future mentorship or joint venture partnerships with small and BIPOC firms for equity in order to build a broad and representative team
- Incorporating the Principles of the Framework for Design Excellence (<https://www.aia.org/design-excellence/aia-framework-design-excellence>) into project proposals to inform the design and activate progress toward a zero-carbon, equitable, resilient, and healthy built environment.

15. In which of these ways is your firm recognized on a federal and/or on a state/local level?

Please select all that apply in each column

	<i>Recognized on a federal level</i>	<i>Recognized on a state/local level</i>
Small Business (as defined by the U.S. Small Business Administration, makes less than \$7.5 million gross revenues annually)	<input type="checkbox"/>	<input type="checkbox"/>
Minority-Owned Business Enterprise (MBE)	<input type="checkbox"/>	<input type="checkbox"/>
Woman-Owned Business Enterprise (WBE)	<input type="checkbox"/>	<input type="checkbox"/>
Small Disadvantaged Businesses/Disadvantaged Business Enterprises (SDB/DBE)	<input type="checkbox"/>	<input type="checkbox"/>
8(a) Designation	<input type="checkbox"/>	<input type="checkbox"/>
HUBZone Business Enterprises (HUB, Historically Underutilized Business)	<input type="checkbox"/>	<input type="checkbox"/>
Disabled Veteran Businesses (DVBE)	<input type="checkbox"/>	<input type="checkbox"/>
None of these	<input type="checkbox"/>	<input type="checkbox"/>

***16. Does your firm have permanent office(s)?**

- Yes
- No, our firm is fully virtual
- No, I am a sole practitioner that works out of a home office

***17. Where is your office located?**

If you are fully virtual, please enter where your company is headquartered out of.

If you are a sole practitioner that works out of a home office, please enter the location of your home office.

City: _____

State: [drop down]

Zip Code: _____

ANSWER QUESTION 18 IF YOUR FIRM HAS PERMANENT OFFICES

18. Including yours, how many permanent offices does your firm have?

Please fill in a number for each. If none, enter 0.

_____ Domestic

_____ Foreign (i.e., offices in locations outside the United States, its territories, and possessions)

__000__ TOTAL

19. Including all offices and including partners and principals, approximately how many paid staff, not including independent contractors, were with your firm as of January 1, 2024?

- 1
- 2-4
- 5-9
- 10-19
- 20-49
- 50-99
- 100-249
- 250-499
- 500-999
- 1,000 or more

ANSWER QUESTION 20 IF YOU ARE NOT A SOLE PRACTITIONER THAT WORKS OUT OF A HOME OFFICE

***20. We are looking for as much information on your firm as possible.**

Are you able to access and enter information About Your Firm as a whole, or just for your office?

- I can provide firm-wide responses
- I can only provide information for my office

Instructions on how to complete the rest of the survey.

If you answered that you are a sole practitioner that works out of a home office at Question 16:

Thank you, please respond to all subsequent questions for your **home office**. Please mark this survey section as ready to submit to continue.

If you answered that you can provide firm-wide responses at Question 20:

Thank you, please respond to all subsequent questions for your **firm**, unless otherwise noted. Please mark this survey section as ready to submit to continue.

If you answered that you can only provide information for your office at Question 20:

Thank you, please respond to all subsequent questions for your **office**, unless otherwise noted. Please mark this survey section as ready to submit to continue.

***21. Out of your office/firm's total gross billings from 2022 and 2023, approximately what were the net billings, pass-throughs/reimbursables, and other revenue?**

Please fill in a number for each. If none, enter 0.

Note: If your firm received a Payroll Protection Program (PPP) loan that was forgiven, please treat that revenue as you have in your other financial statements/reporting.

	2022	2023
Net billings revenues received for services actually performed by your office and equal to gross billings less pass-throughs and reimbursables	\$ _____	\$ _____
Pass-throughs/reimbursables funds passed through to consultants or expended on reimbursable items	\$ _____	\$ _____
Other revenue	\$ _____	\$ _____

TOTAL GROSS BILLINGS: #_000_ auto-total

TOTAL GROSS BILLINGS
all revenue received from clients
for projects and services
[TALLY 2022 # TOTAL]

TOTAL GROSS BILLINGS
all revenue received from clients
for projects and services
[TALLY 2023 # TOTAL]

***22. Including you, how many of the paid staff in your office/firm—not including independent contractors—were in each of these categories as of January 1, 2024?**

Report all staff on company payroll, not just full-time staff. Do not include independent contractors.

Enter a whole number for each, counting each person in only the one category that best describes their primary role in your firm. If none, enter 0.

All fields below must be filled out. Please type 0 beside any category you do not have payroll staff. The "Total payroll staff in your office/firm" must be greater than 0.

PAYROLL STAFF

Architecture staff

- # _____ Principals/partners
- # _____ Licensed architects (not including principals/partners)
- # _____ Nonlicensed architecture staff not on licensure path
(nonregistered graduate architecture staff other than principals/partners, emerging professionals, and/or students)
- # _____ Emerging professionals on the path to licensure (formerly known as interns)
- # _____ Students

Other design professionals (including both licensed and unlicensed staff)

- # _____ Engineers
- # _____ Certified/registered interior designers
- # _____ Interior designers that are NOT certified/registered
- # _____ Landscape architects
- # _____ Planners
- # _____ Zoning/code specialists
- # _____ Other design staff

Other

- # _____ Other nondesign professionals (billable) (professional staff other than architects, designers, or other design professionals who are typically billed directly on projects (e.g., healthcare professionals, educational professionals))
- # _____ Technical staff (nonbillable) (e.g., BIM manager, IT manager/director)
- # _____ Nontechnical staff (nonbillable) (e.g., controller, bookkeeper, accounting clerk, business development manager, marketing manager/assistant, human resources director/manager, office manager, administrative assistant, receptionist, librarian, in-house legal counsel)

Instructions on how to complete the rest of the survey.

If you answered that you are a sole practitioner that works out of a home office at Question 16:

Thank you, please respond to all subsequent questions for your **home office**.
Please mark this survey section as ready to submit to continue.

If you answered that you can provide firm-wide responses at Question 20:

Thank you, please respond to all subsequent questions for your **firm**, unless otherwise noted.
Please mark this survey section as ready to submit to continue.

If you answered that you can only provide information for your office at Question 20:

Thank you, please respond to all subsequent questions for your **office**, unless otherwise noted.
Please mark this survey section as ready to submit to continue.

Gross Billings

Throughout this section, please answer questions that refer to office/firm based on instructions provided at the end of the "About Your Firm" survey section.

1. Approximately what percentage of your office/firm's 2023 gross billings came from each of these categories?

Please enter a percentage for each, totaling 100%. If none, enter 0.

- _____ % Projects where your office was the architect of record
 _____ % Projects where your office was a subcontractor/design architect to another office or firm
 _____ % Projects where your office worked jointly with another office or firm
 _____ % Other (please specify): _____
 ___000_ % TOTAL--Should equal 100%

2. Approximately what percentage of your office/firm's 2023 gross billings was billed in each of these ways?

Please enter a percentage for each, totaling 100%. If none, enter 0.

- _____ % Hourly rate (with or without agreed maximum)
 _____ % Professional fee plus reimbursable expenses
 _____ % Stipulated sum (fixed fee)
 _____ % Percentage of construction cost
 _____ % Percentage of construction cost not to exceed fixed amount
 _____ % Fee per square foot
 _____ % Other (please specify): _____
 ___000_ % TOTAL--Should equal 100%

3. Approximately what percentage of your office/firm's 2023 gross billings came from each of the following service categories?

Please enter a percentage for each, totaling 100%. If none, enter 0.

- _____ % Planning and predesign services
 (e.g., code analysis, master planning, programming, property valuation, site planning/selection, urban design)
 _____ % Basic design services
 (e.g., schematic design, design development, construction documents, bidding/negotiations, construction administration)
 _____ % Interior design services
 (e.g., interior renovations, space planning, interior detailing (e.g. millwork and finish details), occupancy and egress calculations)
 _____ % Expanded design services
 (e.g., cost estimating, LEED or other sustainability/high performance/health certification or ratings systems program management, value engineering, historic preservation)
 _____ % Nonarchitectural design services
 (e.g., civil engineering, landscape architecture/design, structural engineering)
 _____ % Construction services
 (e.g., construction management, design-build)
 _____ % Other (please specify): _____
 ___000_ % TOTAL--Should equal 100%

4. Approximately what percentage of your office/firm's 2023 gross billings was/will be delivered in each of these ways?

Please enter a percentage for each, totaling 100%. If none, enter 0.

- _____ % Traditional design-bid-build contract with owner
 _____ % Design-build contract: contractor-led
 _____ % Design-build contract: architect-led
 _____ % Public-private partnership (P3)
 _____ % Construction manager as agent (agency CM)
 _____ % Construction manager as constructor (CM at risk)
 _____ % Integrated project delivery (IPD)
 _____ % Other (please specify): _____
 ___000_ % TOTAL--Should equal 100%

5. Approximately what percentage of your office/firm’s 2023 gross billings came from each of the following types of clients (that is, the person or entity invoiced for your office’s work)?

Please enter a percentage for each, totaling 100%. If none, enter 0.

- _____ % Private individuals
- _____ % Other architects, engineers, design professionals, interior design
- _____ % Developers
- _____ % Construction companies (including design-build)
- _____ % Business, commercial, or industrial companies
- _____ % Federal government
- _____ % State or local government (including public schools)
- _____ % Nonprofit organizations or institutions (e.g., nonprofit schools and hospitals, museums, churches)
- _____ % Private institutions (e.g., for-profit hospitals, private schools)
- _____ % Other (*please specify*): _____
- __000_ % TOTAL--Should equal 100%

6. Approximately what percentage of your office/firm’s 2023 gross billings came from each of the following sources of work?

Please enter a percentage for each, totaling 100%. If none, enter 0.

- _____ % Repeat clients, noncompetitive selection
- _____ % Repeat clients, competitive selection (interview, proposals, etc.)
- _____ % New clients, noncompetitive selection
- _____ % New clients, competitive selection (interview, proposals, etc.)
- __000_ % TOTAL--Should equal 100%

7. Approximately what percentage of your office/firm’s 2023 gross billings came from each of these project categories?

Please enter a percentage for each, totaling 100%. If none, enter 0.

- _____ % New construction projects
- _____ % Renovations, rehabilitations, retrofits
- _____ % Additions to existing structures
- _____ % Historic preservation activities
- _____ % Other nonconstruction-related services (*please specify*): _____
- __000_ % TOTAL--Should equal 100%

8. Approximately what percentage of your office/firm’s 2023 gross billings came from each of the following types of projects? Please consider new construction, additions, and renovations.

Please enter a percentage for each, totaling 100%. If none, enter 0.

- _____ % Single-family residential
- _____ % Multifamily residential
- _____ % Office
- _____ % Retail, food services, etc.
- _____ % Hospitality
- _____ % Manufacturing
- _____ % Distribution/warehousing
- _____ % Education (K-12)
- _____ % Education (college/university)
- _____ % Health care
- _____ % Justice (e.g., corrections, courthouses, police stations)
- _____ % Other government/civic (e.g., post office, federal office buildings)
- _____ % Religious
- _____ % Cultural (e.g., museums)
- _____ % Recreational (e.g., sports centers, theme parks)
- _____ % Transportation (e.g., airports, rail, bus, mass transit)
- _____ % Communications
- _____ % Other construction projects (*please specify*): _____
- _____ % Nonconstruction projects and activities (e.g., urban/master planning, consulting, technology solutions)
- __000_ % TOTAL--Should equal 100%

ANSWER QUESTION 9 IF YOU HAD SINGLE-FAMILY RESIDENTIAL AND/OR MULTIFAMILY RESIDENTIAL PROJECT BILLINGS

9. If at least some of your office/firm’s 2023 gross billings came from residential work (single-family and/or multifamily units), approximately what percentage of that residential work’s gross billings came from each of these categories?

Please enter a percentage for each, totaling 100%. If none, enter 0.

- _____ % New affordable **multifamily** housing units
- _____ % New market rate **multifamily** housing units
- _____ % New **single-family** housing units
- _____ % Additions to existing housing units
- _____ % Renovations/remodels/alterations of existing housing units
- __000_ % TOTAL--Should equal 100%

***10. What would you estimate is the total construction contract value of all residential and nonresidential projects on which design work was begun in 2023 by your office/firm?**

Enter a dollar value for each. If none, enter 0.

To avoid the potential for double counting, for joint ventures or other teaming arrangements for architectural services where your firm earned a percentage of the total net architectural fee, enter only the percentage estimate of construction value for which your office/firm was responsible/served as prime.

Total construction contract value where...

- \$_____ Your firm was architect of record (name on building permit)
- \$_____ Another firm was architect of record
- \$__000_ TOTAL construction contract value

Firm Finances & Profitability

Throughout this section, please answer questions that refer to office/firm based on instructions provided at the end of the "About Your Firm" survey section.

***1. Did your office/firm provide professional services for which the architect/firm received no compensation, other than for reimbursable expenses in 2023?**

- Yes
 No **SKIP TO Q4**

ANSWER QUESTION 2 IF YOU PROVIDE RESIDENTIAL SERVICES FOR WHICH FIRM RECEIVED NO COMPENSATION

2. Approximately what percentage of your office/firm's 2023 billable hours went to the following types of non-compensated work?

Please enter a percentage for each. If none, enter 0.

_____ % Pro bono work for a non-profit entity or public entity serving social needs/public good

_____ % Non-compensated services for for-profit client(s)

_____ % Non-compensated services for prospective clients

ANSWER QUESTION 3 IF YOU DO MORE THAN 0% PRO-BONO WORK...

3. What types of services did you provide these entities serving public good?

Please select all that apply

- Community engagement
 Traditional design services
 Sustainability consulting (e.g., certifications and rating systems, high-performance building design and retrofits)
 Climate resilience consulting
 Community resilience workshops/consulting
 Disaster response or recovery (e.g., building safety assessments, temporary housing)
 Planning services
 Mentoring/volunteerism in schools
 Pre-design services
 Designer/contractor selection
 Code review
 Other (please specify): _____

4. Approximately what percentage of your office/firm's 2023 net billings went to staff costs for marketing and business development and to direct expenses for marketing and business development?

Please enter a percentage for each. If none, enter 0.

_____ % Staff costs for marketing and business development (including estimated value of principal's and staff time)

_____ % Direct expenses for marketing and business development

5. As a percentage of 2023 net billings, what was your office/firm's approximate 2023 profit after all compensation was paid (including owners'/principals' compensation), but before paying out any taxes, discretionary bonuses, or profit-sharing?

- less than 0% (loss)
 0%–2.4%
 2.5%–4.9%
 5%–9.9%
 10%–14.9%
 15%–19.9%
 20%–24.9%
 25%–29.9%
 30% or more
 Cannot calculate my firm profits/Question does not apply to my firm

6. What is your office/firm's net worth as of January 1, 2024?

Please select the best estimate as assets minus liabilities

- Less than \$25,000
- \$25,000–\$49,999
- \$50,000–\$99,999
- \$100,000–\$249,999
- \$250,000–\$499,999
- \$500,000–\$999,999
- \$1,000,000–\$4,999,999
- \$5,000,000 or more

7. What is the approximate value of your office/firm's business loans and/or debt as of January 1, 2024?

- None (\$0)
- \$1–\$49,999
- \$50,000–\$99,999
- \$100,000–\$249,999
- \$250,000–\$499,999
- \$500,000–\$999,999
- \$1,000,000 or more

8. Which of the following types of contractual agreements does your office/firm typically use?

Please select all that apply

- AIA contract documents
- Custom internal agreements
- Client-furnished agreements
- Letters of understanding (LOUs)
- Other (*please specify*): _____
- No formal agreement

Project Characteristics

Throughout this section, please answer questions that refer to office/firm based on instructions provided at the end of the "About Your Firm" survey section.

***1. Did your office/firm begin design work on any residential and/or nonresidential projects in 2023?**

Please select all that apply

- Yes, began work on residential projects
- Yes, began work on nonresidential projects
- No **SKIP TO Q5**

ANSWER QUESTION 2 IF YOU BEGAN WORK ON RESIDENTIAL PROJECTS

2. Considering only residential construction projects for which design work was begun by your office/firm in 2023, how many were new single-family or multifamily housing units (not properties; e.g., count a 4-plex as 4 units) of each of these sizes and how many were each type of addition/renovation?

Please fill in a number for each. If none, enter 0.

New single-family housing units

Less than 1,800 square feet

Your office/firm was architect of record

Other office/firm was architect of record

1,800-3,999 square feet

4,000 square feet or more

TOTAL NEW SINGLE-FAMILY UNITS:

#_000_

TOTAL NEW SINGLE-FAMILY UNITS

TOTAL NEW SINGLE-FAMILY UNITS

New multifamily housing units (not properties; e.g., count a 4-plex as 4 units)

Less than 1,200 square feet

Your office/firm was architect of record

Other office/firm was architect of record

1,200-1,799 square feet

1,800 square feet or more

TOTAL NEW MULTIFAMILY UNITS:

#_000_

TOTAL NEW MULTIFAMILY UNITS

TOTAL NEW MULTIFAMILY UNITS

Additions/renovations (single and multifamily)

Additions/major structural alterations

Your office/firm was architect of record

Other office/firm was architect of record

Kitchen/bath remodels

Other renovations

TOTAL ADDITIONS/RENOVATION:

#_000_

TOTAL ADDITIONS/RENOVATION

TOTAL ADDITIONS/RENOVATION

ANSWER QUESTION 3 IF YOU BEGAN RESIDENTIAL PROJECTS ...

3. Considering the residential projects your office/firm began design work on in 2023, approximately what percentage of that construction contract value came from buildings designed as follows?
Please select an option for **each column**

	<i>To meet or are expected to meet or exceed a performance/sustainability/health rating standard (e.g., LEED, WELL)</i>	<i>With qualities of resilience</i>
0%	<input type="radio"/>	<input type="radio"/>
1%–5%	<input type="radio"/>	<input type="radio"/>
6%–10%	<input type="radio"/>	<input type="radio"/>
11%–25%	<input type="radio"/>	<input type="radio"/>
26%–50%	<input type="radio"/>	<input type="radio"/>
51%–90%	<input type="radio"/>	<input type="radio"/>
More than 90%	<input type="radio"/>	<input type="radio"/>
Don't know	<input type="radio"/>	<input type="radio"/>

ANSWER QUESTION 4 IF YOU BEGAN NONRESIDENTIAL PROJECTS ...

4. Considering the nonresidential projects your office/firm began design work on in 2023, approximately what percentage of that construction contract value came from buildings designed as follows?
Please select an option for **each column**

	<i>To meet or are expected to meet or exceed a performance/sustainability/health rating standard (e.g., LEED, WELL)</i>	<i>With qualities of resilience</i>
0%	<input type="radio"/>	<input type="radio"/>
1%–5%	<input type="radio"/>	<input type="radio"/>
6%–10%	<input type="radio"/>	<input type="radio"/>
11%–25%	<input type="radio"/>	<input type="radio"/>
26%–50%	<input type="radio"/>	<input type="radio"/>
51%–90%	<input type="radio"/>	<input type="radio"/>
More than 90%	<input type="radio"/>	<input type="radio"/>
Don't know	<input type="radio"/>	<input type="radio"/>

5. Did your office/firm use the following for any of your projects in 2023?

Please select all that apply

- AIA Framework for Design Excellence
<https://www.aia.org/resources/6077668-framework-for-design-excellence>
- Criteria (sustainability/resilience/equity/health) around the UN Sustainable Development Goals
<https://sdgs.un.org/goals>
- Guides for Equitable Practice
- Other (please specify): _____
- None

6. How do you typically monitor/evaluate actual building performance?

Please select all that apply

- Building controls
- Dashboard
- Occupant survey(s)
- Energy model calibration and/or monitoring
- Water consumption/monitoring
- Commissioning/retro commissioning
- Monitor energy meters
- Overall benchmarking and tracking
- Other (please specify): _____
- Do not evaluate building performance

***7. Is your office/firm currently using performance simulation or modeling (e.g., energy modeling) on projects?**

- Yes, we energy model our projects in-house
- Yes, the consultants we work with use energy modeling
- No, but plan to **SKIP TO Q9**
- No, and we do not plan to **SKIP TO Q9**
- Unsure/don't know **SKIP TO Q9**

ANSWER QUESTION 8 IF YOU OR YOUR CONSULTANTS ENERGY MODEL PROJECTS IN HOUSE...

8. Approximately what share of your office/firm's billings is from projects using energy modeling software?

_____ % of office/firm's billings from projects using energy modeling software

9. Did your office/firm conduct any Post Occupancy Evaluations (POEs) on your projects in 2023?

- Yes
- No **SKIP TO END OF SECTION**
- Don't know **SKIP TO END OF SECTION**

ANSWER QUESTION 10 IF YOU CONDUCT ANY POEs ON PROJECTS IN 2023

10. On what percentage of your office/firm's projects did you conduct a Post Occupancy Evaluation (POE) in 2023?

- 1%–2%
- 3%–5%
- 6%–10%
- 11%–25%
- 26%–50%
- 51%–75%
- 75%–99%
- 100% of our projects
- Don't know

ANSWER QUESTION 11 IF YOU WHO CONDUCT ANY POEs ON PROJECTS IN 2023

11. Which of the following elements did you include in your POEs in 2023? Please select all that apply

- Contact the owner/occupant to get feedback
- Obtain utility bill to determine actual performance
- Survey building occupants on satisfaction
- Formal onsite daylight measurements
- Share collected data with building occupants
- Formal post occupancy air quality testing
- Data logging of indoor environmental measurements (e.g., temperature, light levels)
- Post occupancy energy analysis
- Develop and share strategies to improve the building's performance
- Teach occupants and operators how to improve building performance
- Pre-occupancy evaluation (i.e., lessons learned from clients' and building operators' previous projects)
- Prepare building user's manual for building operator
- Record O&M training videos for future operators
- Resilience communication and engagement
- Resilience metrics and adaptation strategies
- Resilience retrofit recommendations
- Other (please specify): _____

Your Staff

Throughout this section, please answer questions that refer to office/firm based on instructions provided at the end of the "About Your Firm" survey section.

Unless otherwise noted, please answer these questions as of January 1, 2024.

1. Approximately how many of the [TOTAL # PAYROLL STAFF IN YOUR OFFICE/FIRM] payroll staff in your office/firm in each of these categories are part-time, as of January 1, 2024?

Please fill in a number for each. If none, enter 0.

no part-time staff as of January 1, 2024

_____ Architecture staff

_____ Other design professionals (including both licensed and unlicensed staff)

_____ Other nondesign professionals (billable)

_____ Technical staff (nonbillable)

_____ Nontechnical staff (nonbillable)

000 TOTAL PART-TIME PAYROLL STAFF

ANSWER QUESTION 2 IF YOU HAVE >0 ARCHITECTURE STAFF

2. Approximately what number of the [Total # of architectural staff in About Your Firm Q22] architecture staff in your office/firm are licensed to practice in a foreign country (other than the U.S.), as of January 1, 2024?

If none, enter 0.

_____ of Architecture staff licensed in a foreign country

3. Approximately how many staff members in your office/firm are independent contractors in each of these categories, as of January 1, 2024?

Please fill in a number for each. If none, enter 0.

no contractors as of January 1, 2024

_____ Architecture staff

_____ Other design professionals (including both licensed and unlicensed staff)

_____ Other nondesign professionals (billable)

_____ Technical staff (nonbillable)

_____ Nontechnical staff (nonbillable)

000 TOTAL CONTRACTORS

4. Do you track your payroll staff (full-time and part-time) by gender?

- Yes, track by male and female only
- Yes, track male, female, and non-binary/third gender
- No, do not track by gender **SKIP TO Q7**

ANSWER QUESTION 5 IF YOU TRACK BY MALE AND FEMALE ONLY

5. Approximately how many of the [TOTAL # PAYROLL STAFF IN YOUR OFFICE/FIRM] payroll staff (full-time and part-time)—not including contractors—in your office/firm fall into each of these categories by gender?

Please use your best estimate. If none, enter 0.

Male	Female	<u>Architecture staff</u>
# _____	# _____	Principals/partners
# _____	# _____	Licensed architects (not including principals/partners)
# _____	# _____	Nonlicensed architecture staff not on licensure path (nonregistered graduate architecture staff other than principals/partners, emerging professionals, and/or students)
# _____	# _____	Emerging professionals on the path to licensure (formerly known as interns)
# _____	# _____	Students
		<u>Other</u>
# _____	# _____	Other design professionals (including both licensed and unlicensed staff)
# _____	# _____	Other staff (including nondesign professionals, technical staff, and nontechnical staff)
TOTAL IN YOUR OFFICE/FIRM – The sum of these should equal the total number of payroll staff:		

ANSWER QUESTION 6 IF YOU TRACK BY MALE, FEMALE, AND NON-BINARY/THIRD GENDER

6. Approximately how many of the [TOTAL # PAYROLL STAFF IN YOUR OFFICE/FIRM] payroll staff (full-time and part-time)—not including contractors—in your office/firm fall into each of these categories by gender?

Please use your best estimate. If none, enter 0.

Male	Female	Non-binary/third gender	<u>Architecture staff</u>
# _____	# _____	# _____	Principals/partners
# _____	# _____	# _____	Licensed architects (not including principals/partners)
# _____	# _____	# _____	Nonlicensed architecture staff not on licensure path (nonregistered graduate architecture staff other than principals/partners, emerging professionals, and/or students)
# _____	# _____	# _____	Emerging professionals on the path to licensure (formerly known as interns)
# _____	# _____	# _____	Students
			<u>Other</u>
# _____	# _____	# _____	Other design professionals (including both licensed and unlicensed staff)
# _____	# _____	# _____	Other staff (including nondesign professionals, technical staff, and nontechnical staff)
TOTAL IN YOUR OFFICE/FIRM – The sum of these should equal the total number of payroll staff:			

7. Approximately how many of the [TOTAL # PAYROLL STAFF IN YOUR OFFICE/FIRM] payroll staff (full-time and part-time)—not including contractors—in your office/firm in each category self-identify as a member of a racially and or ethnically diverse demographic group?

Please use your best estimate. If none, enter 0.

For the purposes of this survey, racial and or ethnic diversity is defined as African American/Black, Hispanic/Latinx, American Indian/Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander.

do not track this information

Self-identify as a member of a racially and/or ethnically diverse demographic group

Do not self-identify as a member of a racially and/or ethnically diverse demographic group

Architecture staff

Principals/partners

Licensed architects (not including principals/partners)

Nonlicensed architecture staff not on licensure path (nonregistered graduate architecture staff other than principals/partners, emerging professionals, and/or students)

Emerging professionals on the path to licensure (formerly known as interns)

Students

Other

Other design professionals (including both licensed and unlicensed staff)

Other staff (including nondesign professionals, technical staff, and nontechnical staff)

TOTAL IN YOUR OFFICE/FIRM – The sum of these should equal the total number of payroll staff:

8. Approximately how many of the [TOTAL # PAYROLL STAFF IN YOUR OFFICE/FIRM] payroll staff (full-time and part-time)—not including contractors—in your office/firm are in each of the following age categories?

Please use your best estimate. If none, enter 0.

do not track this information

_____ Under 25

_____ 25–34

_____ 35–44

_____ 45–54

_____ 55–64

_____ 65 or older

_____000_ TOTAL Should equal the total number of payroll staff

9. Approximately how many of the [TOTAL # PAYROLL STAFF IN YOUR OFFICE/FIRM] payroll staff (full-time and part-time)—not including contractors—in your office/firm maintain specialty sustainability or resilience credentials (e.g., LEED AP, WELL AP)?

Please use your best estimate. If none, enter 0.

_____ Staff with sustainability or resilience credentials

10. What are your firm's current hiring plans to acquire sustainability and resilience skills on staff?*Please select all that apply*

- Not currently hiring
- We will use external consultants.
- We will train existing in-house staff.
- We will hire in-house staff in the next 12 months.
- We will hire in-house staff in the next 36 months.
- We may hire in the future, but not specific plans.
- Unsure/don't know

11. Which of the following internal equitable and inclusive practices does your office/firm have in-place?*Please select all that apply*

- An internal employee resource/affinity group (e.g., equity, diversity, and inclusion (EDI) committee/council, advisory board women's leadership, emerging professionals)
- Training on topics such as anti-bias, anti-harassment, anti-discrimination, implicit bias, intercultural competency
- Employment of people who have diverse abilities (e.g., hearing, seeing, cognition, movement)
- A staff member dedicated to managing equity, diversity, and inclusion (EDI) priorities
- A person in leadership or an active decision maker dedicated to managing equity, diversity, and inclusion (EDI) priorities
- Aligning equity, diversity, and inclusion (EDI) with internal (e.g., workplace) business goals and objectives
- Statement on equity, diversity, and inclusion (EDI)
- Retention strategies designed to help retain a diverse and inclusive workforce
- Leadership development/preparation opportunities designed to increase diversity and inclusion in leadership positions (e.g., mentoring, sponsorship, coaching)
- Established metrics, data collection on inclusive-related practices, program or initiatives
- Equitable pay policy and review procedures
- Equitable hiring and talent recruitment procedures
- Office programs with a focus on global/international diversity and inclusion
- Employee perception/satisfaction/engagement survey(s)
- People managers held accountable for equitable and inclusion-related tasks or outcomes in the performance management process
- Incentives, performance measures for management linked to the achievement of organizational equity, diversity and inclusion (EDI) goals (e.g., compensation, performance ratings, bonuses)
- Other (please specify): _____
- None [

12. Which of the following external equitable and inclusive practices does your office/firm have in-place?*Please select all that apply*

- Youth, K-12 education career awareness activities in your community targeting youth and/or underrepresented youth in the profession
- Higher education career awareness activities in your community targeting youth and/or underrepresented youth in the profession
- Employee recruitment strategies designed to increase racial and ethnic diversity and inclusion
- Aligning equity, diversity, and inclusion (EDI) with external (e.g., built environment) business goals and objectives
- Community outreach related to diversity and inclusion (e.g., links between the office and educational institutions, government, identity-based organizations)
- Inter-cultural competence, awareness-building, and community engagement
- Participation in cultural events (e.g., Black History Month, Hispanic Heritage Month, Pride Week)
- Strategies to ensure supply chain equity (e.g., office suppliers, partners, contractors, no violation of human rights)
- Partnering with women- and minority owned business enterprises (WMBEs)
- Actively seek out women- and minority owned business enterprises (WMBEs) for partnerships/consulting work (above what may be required for public contracts)
- Community engagement in project planning and design decisions
- Advocacy or engagement in local municipalities or community organizations
- Other (please specify): _____
- None

13. In the last two years, what types of outside consultants has your office/firm regularly used?

Please select all that apply

- Accounting consultants
- Acoustical engineers
- Building envelope consultants
- Building performance model consultants
- Civil engineers
- Climate resilience consultants
- Cost estimators
- Equity, diversity, and inclusion consultants
- Fire protection
- Human resources consultants
- Interior designers
- Landscape architects
- Legal consultants
- Lighting designers
- M/E/P engineers
- Marketing and business development consultants
- Master planners
- Materials scientists
- Permit expeditors
- Public health professionals
- Renderers/model makers/animators/3D visualization support
- Security consultants
- Specification writers
- Structural engineers
- Sustainability consultants
- Urban planners
- Zoning/code compliance consultants
- Other specialty consultants (e.g., education, healthcare)
- Other design staff
- None of these

14. Has your office/firm surveyed clients regarding their satisfaction with the office's work?

- Yes, in the last 12 months
- Yes, but more than 12 months ago
- No
- Don't know

15. Does your office/firm have a Quality Assurance (QA) or Quality Control (QC) process in place?

- Yes, in the last 12 months
- No, but we are planning to in the next two years
- No, and we have no plans to do so
- Don't know

16. How has your office/firm integrated practice-relevant research into your practice?

(Note: "practice-relevant research" refers to research that helps further the architectural discipline, not including market or economic research or research around the management or operations involved in running a firm.)

Please select all that apply

- We have a formal research department/director that integrates research into all our projects
- We have a formal partnership with a university, either supporting (e.g., funding, providing resources) or collaborating on research
- We use literature reviews or consume existing research on an ad hoc basis depending on the project
- We use research on products to inform our project specifications (e.g., academic studies, industry data) versus using previous product specs as a standard practice
- We save our past projects as case studies to revisit/analyze.
- We have an in-house database/library of research.
- We subscribe/secure access to a research library (including virtual).
- We use a consultant to advise on relevant research.
- We have applied for a R&D tax credit in the last two years.
- We received a R&D tax credit in the last two years.
- We have an annual budget for research study or investigations.
- We contribute to and/or use evidence-based design.
- We conduct peer-reviewed research.
- We promote a culture of knowledge sharing.
- Other (*please specify*): _____
- We do not engage in practice-relevant research

ANSWER QUESTION 17 IF YOU RECEIVED A R&D TAX CREDIT IN THE LAST TWO YEARS

17. How much was your most recent R&D tax credit?

- Less than \$20,000
- \$20,000–\$29,999
- \$30,000–\$39,999
- \$40,000–\$49,999
- \$50,000–\$74,999
- \$75,000–\$99,999
- \$100,000–\$199,999
- \$200,000–\$299,999
- \$300,000 or more

ANSWER QUESTION 18 IF YOU RECEIVED A R&D TAX CREDIT IN THE LAST TWO YEARS

18. Was your firm audited by the IRS for an R&D tax credit over the last two years?

- Yes
- No

Technology & Innovation

Throughout this section, please answer questions that refer to office/firm based on instructions provided at the end of the "About Your Firm" survey section.

1. Did your office/firm incorporate the following practices into any of your projects in 2023?

Please select all that apply

- Integrative design process
- Participatory or community design process
- Alternative project delivery
- Standard/documented project delivery process
- Design charrettes
- Sustainability charrettes
- Resilience charrettes
- Climate risk assessment
- Evidence-based design
- Peer reviews
- Offsite fabrication
- Modular design/construction
- None of these

***2. Is your office/firm currently using building information modeling (BIM) software?**

- Yes, we are using it for billable work
- Yes, but we are not yet using it for billable work **SKIP TO Q4**
- No, but plan to acquire within the next 12 months **SKIP TO Q5**
- No, but plan to acquire sometime (not within the next 12 months) **SKIP TO Q5**
- No, and do not plan to acquire because contractors are using BIM software **SKIP TO Q5**
- No, and do not plan to acquire for other reason(s) (please specify): _____ **SKIP TO Q5**

ANSWER QUESTION 3 IF YOU SAID YES, WE ARE USING BIM FOR BILLABLE WORK

3. What share of your office/firm's revenue is from projects using BIM software?

Please weight "work" by the estimated construction cost rather than project count.

If none, enter 0.

_____ % of office's revenue from projects using BIM

ANSWER QUESTION 4 IF YOU SAID YES, WE ARE USING BIM

4. For which of the following services is BIM being used at your office/firm?

Please select all that apply

- Design visualization
- Coordinated construction documents
- Resolving conflicts with other disciplines (clash detection)
- Energy/performance analysis
- Quantity takeoffs/estimating
- Sharing models with consultants
- Sharing models with constructors/trade contractors
- Sharing models with clients/owners
- Presentations and renderings
- Fabrication and prototyping
- Managing model data during construction
- Other (please specify): _____

5. How are you using the following technology in your office/firm?

Please select one option per technology listed (one option on each row)

	For Marketing purposes (e.g., demonstration of capabilities, client proposals, advertising/promotion)	For Design/project purposes (e.g., design, specification, project delivery)	For both marketing and design/project purposes	Not using
Cloud computing/use – information mobility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4D/5D modeling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3D printing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Virtual reality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Performance simulation/energy modeling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carbon calculators	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Whole building life cycle assessment tools	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. How are you currently using Artificial Intelligence (AI) in day-to-day work in your office/firm?

Please select all that apply

- We are not currently using AI in day-to-day work
- Concept generation – image prompts
- Code research (e.g., UpCodes.ai, MADCAD)
- Specification writing
- RFP text generation
- Embedded in CAD/BIM software we use (e.g., Sketchup)
- Embedded in Photo editing software (e.g., Photoshop)
- Other (please specify): _____

Organization: Entity Name
 Location: Location 1
 Survey: AIA 2024 Firm Survey - International Work

International Work

Questions in this section ask About Your Firm as a whole, not just your office.

***1. In 2023, did your firm (not just your office) work on any international projects; that is, projects built outside the U.S. and/or inside the U.S. for international clients?**

- Yes
- No, but have worked on international projects in the last 3 years SKIP TO Q7
- No, but considering or pursuing potential international projects SKIP TO END OF SURVEY
- No, and not currently interested in pursuing international projects SKIP TO END OF SURVEY
- Do not know SKIP TO END OF SURVEY

ANSWER QUESTION 2 IF YOU HAVE WORKED ON INTERNATIONAL PROJECTS IN 2023

2. Did your firm derive any gross billings in 2023 from international projects (projects built outside the U.S. and/or inside the U.S. for international clients)?

- Yes,
- No SKIP TO Q7

ANSWER QUESTION 3 IF YOU HAVE WORKED ON AND DERIVED GROSS BILLINGS FROM INTERNATIONAL PROJECTS IN 2023

***3. Approximately what percentage of your firm's 2023 gross billings was derived from international projects (projects built outside the U.S. and/or inside the U.S. for international clients)?**

If none, enter 0.

_____ %

ANSWER QUESTION 4 IF YOU HAVE WORKED ON AND DERIVED GROSS BILLINGS FROM INTERNATIONAL PROJECTS IN 2023

***4. Approximately what percentage of your firm's 2023 gross billings from international projects was derived from projects in each of the following categories?**

Please enter a percentage for each, totaling 100%. If none, enter 0.

- _____ % Inside U.S. for international clients
- _____ % Outside U.S. for international clients
- _____ % Outside U.S. for U.S. clients other than the federal government
- _____ % Outside U.S. for federal government
- __000_ % TOTAL--Should equal 100%

ANSWER QUESTION 5 IF YOU HAVE WORKED ON AND DERIVED GROSS BILLINGS FROM INTERNATIONAL PROJECTS IN 2023

5. Approximately what share of your firm's gross billings from international projects outside the U.S. (NOT including projects inside the U.S. for international clients) were from each of the following international regions in 2023?*Please enter a percentage for each, totaling 100%. If none, enter 0.* no international projects in 2023 other than inside U.S. for international clients

_____ % Canada

_____ % Mexico

_____ % Central America and Caribbean

_____ % China

_____ % East Asia and Pacific (including Korea, Japan, SE Asia, Australia, Oceania; does not include China)

_____ % Eastern Europe and Eurasia

_____ % Middle East and North Africa

_____ % South America

_____ % South and Central Asia (including India)

_____ % Sub-Saharan Africa

_____ % United Kingdom

_____ % Western Europe (excluding UK)

_____ % Other (please specify): _____

___000_ % TOTAL--Should equal 100%

ANSWER QUESTION 6 IF YOU HAVE WORKED ON AND DERIVED GROSS BILLINGS FROM INTERNATIONAL PROJECTS IN 2023

6. What share of your firm's 2023 international gross billings are derived from projects based out of a foreign office versus a U.S. office (i.e., offices in locations outside the United States, its territories, and possessions)?*Please enter a percentage for each, totaling 100%. If none, enter 0.*

_____ % Based out of U.S. office

_____ % Based out of foreign office

___000_ % TOTAL--Should equal 100%

7. In what areas outside the U.S. does your firm currently have permanent offices?*Please select all that apply* Canada Mexico Central America and Caribbean China East Asia and Pacific (including Korea, Japan, SE Asia, Australia, Oceania; does not include China) Eastern Europe and Eurasia Middle East and North Africa South America South and Central Asia (including India) Sub-Saharan Africa United Kingdom Western Europe (excluding UK) Other (please specify): _____ No permanent offices outside the U.S.

ANSWER QUESTION 8 IF YOU HAVE WORKED ON INTERNATIONAL PROJECTS IN THE LAST 3 YEARS

8. How often has your firm teamed up with an in-country partner on its international projects? Always Most of the time Some of the time Never

ANSWER QUESTION 9 IF YOU HAVE WORKED ON INTERNATIONAL PROJECTS IN THE LAST 3 YEARS

9. What services does your firm generally provide on international projects?
 Please select all that apply

- Pre-design
- Specialty consulting
- Schematic design
- Design development
- Construction documents
- Bid/negotiations
- Construction administration
- Non-architectural services
- Other (please specify): _____

ANSWER QUESTION 10 IF YOU HAVE WORKED ON INTERNATIONAL PROJECTS IN THE LAST 3 YEARS

10. How do your firm's international projects (including U.S. projects for international clients) typically compare to your domestic projects in each of these areas?
 Please select one option on each row

International projects tend to have...	More	Same	Less
Competition for projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Win rate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Profitability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Construction account aging	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Marketing costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cost of doing business	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Problems encountered after award	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Client familiarity (recent work, personal contacts, referral)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>