PSMJ 2026 Financial Performance Survey Instructions

Copy of Pop-Up Instructions

The following instructions are identical to the Pop-Up Instructions we've included throughout the online survey — the numbering of these items corresponds with the questions in the survey.

If you have any questions, contact PSMJSurveys@PSMJ.com.

FIRM DESCRIPTIVE INFORMATION

Answers should reflect your firm's Fiscal Year-End 2025
(Unaudited, internally generated data is sufficient)

For Questions 1 and 2:

Please include part-time staff, seasonal help, and paid interns as full-time people equivalents in the appropriate category of staff.

To convert part-time staff, seasonal help, and paid interns to full-time equivalents, use 2,080 hours (or 1,950 for Canadian firms working a 37.5-hour work week).

Full-time employees who work more than 2,080 hours should be counted as one employee in total staff count.

1. We are looking to establish the average size of your firm at the end of the fiscal year and to distinguish between technical/professional staff and others.

1a. Include all professional staff who work more than 50% of their time on projects, including principals. Professional staff is defined as registered professionals or graduates who are in the process of becoming registered.

1b. Include all technical staff (include drafters, technicians and designers who work on projects more than 50% of their time). Exclude professionals reported in item 1a.

1c. Include all other personnel who spend more than 50% of their time on projects (spec typists, etc.)

1d. Include all others, such as financial, marketing, administrative, and other support staff who work 50% or less of their time on projects. This includes principals who charge 50% or less of their time to projects.

1e. The total of items 1a through 1d (Calculated automatically).

2. We want to determine industry turnover rates and the ratios of various staff types. Note that these people are to be included in item 1 above.

2a. Indicate the number of people who left the firm during the past year, including retirements, resignations, etc. (2ai - VOLUNTARY) and terminations, layoffs, etc. (2aii - INVOLUNTARY)

2b. Indicate the number of people who joined the firm (new hires) in the past year.

2c. Indicate the number of partners/principals (owners) you have in the firm. Include only those who are currently employed full time by the firm.

2d. Indicate the number of people in your firm who have direct responsibility for the management of projects (project managers).

2e. Only include those engaged in business development full time (over 75%), including principals, business development and marketing staff and clerical support. Do not include staff who spend a lesser portion of their time in business development (such as a project manager).

2f. Please indicate if Director of Business Development (or other title designating responsibility for your firm's BD efforts) is a partner/principal (owner) in your firm. Indicate Yes or No.

2g. Only include those engaged in accounting full time (over 75%), including principals, accounting staff and clerical support. If some individuals work on accounting for a portion of their time, use full-time equivalents (FTE) based on 2,080 US (or 1,950 Canadian) hours.

2h. Only include those engaged in IT/computer operations full time (over 75%), including principals, and MIS staff and clerical. If some individuals work on IT/computer support a portion of their time, use full-time equivalents (FTE) based on 2,080 or (1,950 Canadian) hours. IT/computer operations does not include the use of applications in the performance of other jobs (such as CAD use on projects).

2i. Only include those engaged in human resources management full time (over 75%), including principals, and HR staff and clerical. If some individuals work in HR support a portion of their time, use full-time equivalents (FTE) based on 2,080 (or 1,950 Canadian) hours. HR functions include benefits management, recruiting, training management and personnel policy development and management.

Note: To convert part-time staff, seasonal help, and paid interns to full-time people equivalents, use 2,080 hours (or 1,950 for Canadian firms working a 37.5-hour work week).

Please include part-time staff as full-time people equivalents in the appropriate category of staff.

3. We want you to identify your firm type, based on the services you provide in-house. You must choose only one of the types listed. Note: we are interested in your primary service type. If you are an engineering firm which does both prime and subconsulting, please indicate the type that represents a majority of your work.

4. We want to see where you do the majority of your work (i.e., more than 50%). The definition of the regions follows:

   1. All U.S. - Report All U.S. only if no single region generates more than 50% of total revenues.

   2. Northeastern U.S. - Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont.

3. Southern U.S. - Alabama, Arkansas, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia.

4. Midwestern U.S. - Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin.

5. Southwestern U.S. - Arizona, New Mexico, Oklahoma, Texas.

6. Mountain U.S. - Colorado, Idaho, Montana, Nevada, Wyoming, Utah.

7. Western U.S. - Alaska, California, Hawaii, Oregon, Washington

8. All Canada - No single Canadian region represents more than 50% of your work. Note: please use Canadian dollars for all dollar responses.

9. Eastern Canada - New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland, Labrador

10. Ontario

11. Quebec

12. Western Canada - British Columbia, Alberta, Saskatchewan, Manitoba, Yukon, Northwest Territories, Nunavut

13. International - Firms performing more than 50% of their work outside the U.S. and Canada. Including U.S. possessions.

5a. Here we would like to know if you do most of your work for private-sector owners of projects, including commercial, industrial, housing and/or other private-sector facility owners. Precise accuracy is not needed – Round to the nearest 5%.

5b. Here we would like to know if you do most of your work under the rules of governmental agencies. Please report state and local government work together with federal as government work. Precise accuracy is not needed – Round to the nearest 5%.

6. Here we are looking for percentage of revenues from each type of client(s) you serve, by market sector. If you do not have precise figures, or have some projects that may include multiple types of work, use an estimate. An estimate to within 5% is acceptable.

Definitions include:

6a. Transportation - State, local and federal highway departments, agencies and authorities. Work includes roads, bridges, rail, airports, transportation planning (includes ITS), traffic.

6b. Other Government Agencies/Buildings - Work for federal, state and local government agencies including justice facilities (courts, jails, etc.); public recreation (parks, athletic fields, etc.); public safety (fire stations, police stations, etc.); sports facilities (arenas, stadiums, etc.). Do NOT include government buildings that are covered in Questions 6a, or 6c-k (Transportation, Water/Wastewater, Environmental/Remediation, Industrial, Energy/Utilities, Commercial (Users and Developers), Education, Housing, Healthcare).

6c. Water/Wastewater - State and local government and private-sector water and wastewater owners. Includes water supply, water distribution, wastewater collection, wastewater treatment, wastewater reuse, water treatments.

6d. Environmental/Remediation - Local, state and federal agencies as well as private-sector owners. Work includes waste disposal (landfills, etc.); site clean up (greyfields, site remediation, nuclear, etc.); resource management (water conservation, dams, etc.); site characterization (front end investigations, etc.); wetlands delineation; environmental permitting (EIS, EIA, etc.); air pollution.

6e. Industrial - Includes private-sector clients. Work includes component assembly/facilities (telecom, consumer goods), repair service facilities, warehouse/distribution facilities, mining/resource extraction (includes oil drilling), petroleum facilities, chemical plants, primary materials manufacturing (steel mills, refineries, etc.), product manufacturing (food, auto, etc.), pharmaceutical production.

6f. Energy/Utilities - Includes projects for energy, utility and telecommunication clients, including pipelines, telecomm/cable, utility distribution, power plants, renewable energy--wind, solar, hydroelectric, wave, geothermal, biomass. Also includes on-site cogeneration projects by private-sector owners.

6g. Commercial (Users and Developers) - Private-sector retail and commercial work where the client will occupy the facility. Facility may be built by a developer or by the owner. Includes office buildings, retail buildings, warehouse/distribution facilities, call centers and data facilities, hotels, motels, and restaurants.

6h. Education - Includes K-12 schools and higher education facilities. Also includes education-related laboratories and support facilities (gyms, dorms, libraries, etc.).

6i. Housing - Private-sector work on condominiums, multifamily housing, single family development (subdivisions), single family property (individual houses), senior and assisted living (independent living).

6j. Healthcare - Includes hospitals, continuing care facilities (treatment centers, nursing homes, etc.,) medical offices, medical laboratories.

6k. All other - Includes all work on projects which are not included in the above listed client/project types.

7. Please indicate the percentage of your firm's revenues that are generated by the various procurement methods. Total may not add up to 100% if you have revenues from other types of procurement methods.

8. We are looking for the contractual relationship you have on your projects. Subconsultant services are defined as those for another design professional (or contractor in design-build) where you do not contract directly with the owner. Prime design services are defined as those projects where you contract directly with the owner.

9. Type of fee—Please indicate the percentage of work (to the nearest 5%) performed under each of the fee types listed. We are interested primarily in the contract type for basic services work; thus the total contract value should be included under the individual type selected. Total may not add up to 100% if you have revenues from other types of fee basis.

10a. Please indicate which option best describes your ownership structure. An Employee Stock Ownership Plan (ESOP) is an approved plan wherein stock of a firm is held in a trust for all employees. ESOPs are not applicable in Canada.

10b. Here we would like to know what percentage of ownership is held by the ESOP.

10c. A required ESOP contribution (including any annual amounts owed to departing shareholder(s) or lending institutions).

10d. An optional ESOP contribution would include any annual amounts that are discretionary.

10e-h. We'd like to know what effect the ESOP has had on your firm in terms of employee motivation, firm profitability, and encouraging employees to think like leaders. We'd also like to know if your ESOP is actively being promoted to employees (such as ongoing training, etc.).

11a. Please indicate if the data you are reporting is on an Accrual or Cash basis.

11c. Do you have to prepare a Federal Acquisition Regulation (FAR) compliant overhead statement?

11d. Indicate the type of financial statements prepared by your outside accountants from the choices of full audit, review, compilation (write up) or no statements prepared. Choose only one.

12. We are interested in the portion of your work that is office-based and the portion that is field-based. Please note that field-based includes both construction site services and services where you have staff located in a client-owned facility. The field services would include only those services where the normal full-time place of work is other than a firm office. It is not intended to include such services as site surveys or periodic site inspections performed by staff who normally work in the firm office(s).

Answers should reflect your firm's Fiscal Year-End 2025
(Unaudited, internally-generated data is sufficient)

PROFIT AND LOSS STATEMENT

50. This is total earned revenues whether billed or unbilled, including fees, consultants, reimbursables and any markups. DO NOT include revenue not closely related to providing planning and design services such as revenue from a non-design subsidiary, interest income, real estate investments, etc.

NON-LABOR DIRECT EXPENSES

These are expenses related to specific projects but do not include in-house labor. All expenses should be reported at your cost without markup. Please report all costs, whether they are or are not reimbursed by clients as an addition to fees.

55. All expenses for outside consultants related to specific projects, not including job shoppers. Exclude any markup.

56. All expenses for construction related to specific projects.

57. All expenses for testing (by others) related to specific projects.

58. All expenses for site surveying or mapping expenses.

59. All expenses for equipment usage on projects.

60. All expenses for specific project insurance and/or bonding.

61. All expenses for project furnishings and/or equipment, purchased for the project and turned over to the owner.

62. All expenses for project related travel.

63. All expenses for models, renderings or project photography.

64. All expenses for project supplies.

65. All expenses for project printing.

66. All other external direct project costs not previously listed or included in items 55 to 65.

67. Rounding adjustment if needed.

69. The total direct project expenses is the sum of items 55 to 67. Calculated automatically.

70. Net revenues are Gross Revenues (item 50) less the total of outside direct expenses (item 69). Calculated automatically.

DIRECT (INTERNAL) EXPENSES

71. Include all salaries (raw labor only) charged to projects including the portion of principals' draw chargeable to projects (whether billed or not).

    DO NOT include the portion of the salaries of personnel and principals paid for vacation, sick leave, paid time off (PTO), and other non-project time (e.g., unassigned or indirect labor). Be certain to include any portion of non-technical employee time charged to projects (e.g., typist time for specification preparation). Figures must not include any amount for fringes (which is included in Overhead) or bonuses.

    The raw labor salary for someone in the United States making $20,800 a year is $10 per hour (based on 2,080 hours per FTE year).

    The raw labor salary for someone in Canada making $19,500 a year is $10 per hour (based on 1,950 hours per FTE year).

72. Include all technology costs charged as direct project cost (not technology costs charged to overhead). This should be your cost, not offset by client reimbursements (which should be included in your revenues).

73. All other direct internal project costs not previously listed or included in items 71 and 72, or rounding adjustment if needed.

75. Total direct internal costs is the sum of direct labor (item 71) and technology costs (item 72), and arithmetic adjustment (item 73). Calculated automatically.

76. This is gross profit after project expenses are deducted but before overhead costs are applied (sometimes called Project Contribution to Overhead and Profit).

    Calculated automatically.

INDIRECT (OVERHEAD) EXPENSES

These are operating expenses that cannot be assigned to a specific project. Include all actual (not just allowable) non-project charges. These are actual overhead including all fringes. Examples are: all non-project assigned technical and non-technical personnel at raw labor salaries; total staff holidays, vacation, sick leave, and paid time off (PTO); all overhead costs such as general and administrative costs; promotional expenses that remain in overhead; and all other similar costs not included in other categories above. Exclude expenses related to any non-design business sources of revenue that were excluded from Gross Revenues (item 50).

PAYROLL BURDEN

80. FICA, unemployment, worker's compensation and other payroll taxes required. For Canada, this would include retirement (CCP) and unemployment (UIC) payments to federal and provincial governments.

81. Pay for time not worked for all staff members, including vacation, sick leave, paid time off (PTO), holidays and other paid leave time.

82. Health, life and other voluntary insurance programs. For Canada, this would include Government Health Care payments and payments for supplementary private insurance plans.

83. Mandatory payments made to a regulated, deferred retirement or pension plan (but not a profit-sharing plan or the discretionary (profit-sharing) portion of a 401(k) plan, which should be included in item 152). If your firm has an ESOP, include ONLY mandatory ESOP contribution. Please include any employer matching contributions for a 401(k) plan, if such matching is a normal employee benefit of your firm. For Canada, this would include retirement plans other than mandatory government plans included in item 80.

84. Any fringe benefits not included above.

85. Rounding adjustment, if needed.

89. The total payroll burden (sum of items 80 to 85). Calculated automatically.

GENERAL OVERHEAD (without Business Development)

90. Raw labor salaries of all time not spent on projects including administration, and non-chargeable time for principals, professional, administrative, and IT staff. Do not include vacation, sick leave, paid time off (PTO), and holiday costs that are included in item 81, or business development labor that is included in items 115 and 116.

91. Include all technology costs not charged directly to projects (e.g., Internet, VoIP, remote servers, data backups, cybersecurity, disaster recovery, and other similar expenses). Do not include indirect IT labor costs. These should be included in Indirect Labor (90). Items 72 and 91 should equal your technology costs, without markup or offset by client reimbursement.

92. Total expenses for rent, utilities, and maintenance. If you own your own building, include equivalent expenses such as interest and depreciation on buildings, but not depreciation on equipment and furniture.

93. All telephone costs not charged to projects (e.g., landline, cell/mobile phones expenses not included in 91). All other technology expenses should be entered into Direct (72) and Indirect (91) Technology Costs.

94. The premium expense incurred for errors and omissions insurance.

95. The premium expense for all other insurance coverage. Does not include group insurance, or professional liability coverage expense reported in items 82 and 94 respectively.

96. Total interest for the fiscal year for loans, excluding any mortgage interest which is included in item 92.

97. Amount accrued or expensed for uncollectible accounts during fiscal year.

98. Amount spent for the training and education of the firm's staff. Include costs of tuition, educational programs, educational materials and expenses associated with this effort (including travel costs to educational programs). Do not include salary costs of staff members attending courses.

99. Amount spent on legal and accounting services. Note this does include litigation costs incurred on projects.

100. Amount spent on supplies used on projects, but not directly allocated to a specific project. Examples include general supplies of paper, ink pens, etc.

101. Amount spent on general office supplies. Examples include stationery, paper clips, file folders, etc.

102. The amount you pay for professional registrations or professional licenses. Do not include dues to professional societies or general business licenses.

103. The amount of state and local taxes other than income-based taxes. Examples include business licenses and property taxes.

104. The non-cash expense that allocates the cost of long-term assets over their useful life.

105. All other general overhead expenses not listed above.

106. Rounding adjustment, if needed.

110. The total general overhead expenses (without marketing labor/expenses) reported in items 90 to 105. Calculated automatically.

BUSINESS DEVELOPMENT EXPENSES

We are trying to determine the total raw labor salary spent on marketing and proposal development and the expenses you directly incur in support of your firm's business development efforts.

115. Raw labor salary of full-time business development and marketing people (those included in item 2e above). Do not include any overhead allocation, payroll burden, etc. on this salary.

116. Raw labor salary of time spent by other staff who charged to business development/marketing (proposals, presentations, etc. by project managers, technical staff, etc.).

Again, no associated overhead costs.

117. The total BD/marketing labor, items 115 and 116. Calculated automatically.

120. The total expenses (excluding internal labor) for producing firm brochures.

121. The total expenses (excluding internal labor) for business development related printing.

122. The total expense (excluding internal labor) for promotional advertising (not help wanted advertising).

123. The total expenses (excluding internal labor) for direct mail.

124. The total expenses (excluding internal labor) for business development travel and client presentations.

125. The total expenses (excluding internal labor) for public relations.

126. All other non-labor business development expenses.

127. Rounding adjustment, if needed.

130. The total for non-labor BD costs in items 120 to 127. Calculated automatically.

135. Total BD Costs (item 117 plus item 130). Calculated automatically.

140. All other operating income and expense for the period.

If the combined amount is income, please indicate a negative value. Examples include interest income, sale of fixed assets, etc.

145. Total general overhead (sum of items 89, 110, 135, and 140). Calculated automatically.

PROFIT AND TAX LIABILITY

150. Operating profit before taxes and voluntary distributions. Items 76 minus item 145. Calculated automatically.

151. Voluntary distribution of profits to owners and non-owners in the form of performance bonuses and incentive compensation, which is disbursed (currently paid out in cash).

Does not include discretionary retirement plan contributions which are item 152.

152. Discretionary firm contributions to IRS qualified retirement plans such as profit sharing, the profit sharing component of a 401(k) plan, or discretionary ESOP contributions. Mandatory pension contributions, or firm matching contributions to a 401(k) should be included in item 83.

155. Total discretionary distributions is the total of items 151 and 152. Calculated automatically.

158. All other income and expense (non-operating). Includes non-design business items (such as investment gains) and other non-recurring income and expense items.

If non-operating expenses exceed non-operating income, this should be a positive number.

160. This is income or profit after incentive bonuses and profit sharing, but before income taxes and profit distribution to principals/owners based on their ownership.

Item 150 minus the sum of items 155 and 158. Calculated automatically.

165. Federal, state, or local income tax liability for your fiscal year. Use accrued liability for fiscal year rather than actual tax paid and exclude tax liability on revenue not included in item 50.

170. Annual net income, after taxes. Item 160 minus item 165. Calculated automatically.

BALANCE SHEET

180. Checking and savings accounts plus cash equivalents such as CDs or short-term market instruments.

181. Amount invoiced to clients but not paid yet (net of allowance for bad debts).
Note: If your firm operates on a Cash-basis, you shouldn't have an A/R balance. If your firm is using a Modified Cash-Basis System that generates A/R and WIP balances (e.g., QuickBooks), please change 11.A to Accrual Basis.

182. Amount earned (taken from percentage complete project reports) less total invoiced to date.
This is earned but unbilled income. If a bill is sent out before the work is done (e.g., retainers), this shows up as negative WIP.
Note: If your firm operates on a Cash-basis, you shouldn't have a WIP balance. If your firm is using a Modified Cash-Basis System that generates A/R and WIP balances (e.g., QuickBooks), please change 11.A to Accrual Basis.

183. All other assets readily converted to cash within one year (including prepaid expenses).

184. Rounding adjustment, if needed.

185. The total of current assets; items 180 to 184. Calculated automatically.

186. Investment in computer equipment owned, less accumulated depreciation.

187. Furniture, fixtures and equipment owned less accumulated depreciation (in office equipment).

188. Field equipment owned less accumulated depreciation (for equipment used on project sites).

189. Real estate owned less accumulated depreciation.

190. Leasehold improvements less accumulated depreciation.

191. All other assets such as cash surrender value of life insurance policies, etc.

192. Rounding adjustment, if needed.

195. Total non-current assets (the total of items 186 to 192). Calculated automatically.

200. This is the total assets for the firm: item 185 plus 195. Calculated automatically. (Note: please ensure that this figure equals the figure in item 235).

201. Accrued amounts due vendors and consultants.

202. Amount of deferred taxes.

203. Amount currently owed to banks under short-term, line of credit loan agreements.

204. The current portion (due within one year) of the long-term debt owed by the firm.

205. All other obligations due within one year.

206. Rounding adjustment, if needed.

210. The total current liabilities (items 201 to 206). Calculated automatically.

211. The portion of installment loans not due within one year.

212. All other liabilities.

215. Total long-term liabilities (the sum of items 211 and 212). Calculated automatically.

220. Total liabilities (the sum of items 210 and 215). Calculated automatically.

225. The value of stock, or partnership capital.

226. The value of earnings retained in the firm.

230. Total equity (the sum of items 225 and 226). Calculated automatically.

231. Rounding adjustment, if needed.

235. Total liabilities and equity; the sum of items 220, 230 and 231. Calculated automatically.
Note: please ensure that this figure equals the figure in item 200 (above).

OTHER FINANCIAL INFORMATION

240. Indicate the amount of your contracted net revenue backlog. This is defined as the portion of project net revenues still to be completed. Do not include projects you are marketing but have not yet been awarded. If you are using Ajera, please use Current Month Backlog.

241. Indicate the percentage change of your backlog from the level of twelve months prior to the backlog value reported on the previous line. The formula is: Current backlog / Year ago backlog minus 1 = % change. If the current value is lower than one year ago, indicate the percentage change as a negative value. If you are using Ajera, please use Current Month Backlog.

242. Indicate the percentage change of your **total revenues** (item 50) this year compared to one year prior. The formula is: Current revenue / Year ago revenue minus 1 = % change.
If the current value is lower than one year ago, indicate the percentage change as a negative value.

243. Indicate the percentage change of your **net revenues** (item 70) this year compared to one year prior. The formula is: Current revenue / Year ago revenue minus 1 = % change. If the current value is lower than one year ago, indicate the percentage change as a negative value.

245. This is the direct labor billing multiplier you would quote to a client on a time-and-materials project. Note it should reflect your current pricing to recover all direct costs, overhead and profit. It is multiplied by direct labor and not direct personnel expense.

250. The portion of your total overhead that government auditors disallowed in their last audit. Report dollars (not percent).

251. Indicate the number of hours the firm recorded as direct project charges in the past year.
PLEASE ENSURE THESE AMOUNTS ARE REPORTED IN HOURS--NOT DOLLARS.

252. Indicate the number of hours the firm recorded as total labor (both direct and indirect). Includes all staff, including principals and part-time staff.
PLEASE ENSURE THESE AMOUNTS ARE REPORTED IN HOURS--NOT DOLLARS.

253. Average the accounts receivable balance over the year by totaling the account value at the end of each month and dividing by 12 (use figure upon monthly completion of your billing cycle). Note: If your firm operates on a Cash-basis, you shouldn't have an A/R balance. If your firm is using a Modified Cash-Basis System that generates A/R and WIP balances (e.g., QuickBooks), please change 11.A to Accrual Basis.

254. Average the work in process account balance over the year by totaling the figures for each month-end and dividing by 12. If a bill is sent out before the work is done (e.g., retainers), this shows up as negative WIP.

Note: If your firm operates on a Cash-basis, you shouldn't have a WIP balance. If your firm is using a Modified Cash-Basis System that generates A/R and WIP balances (e.g., QuickBooks), please change 11.A to Accrual Basis.

255. Amount accrued or expensed for unbillable project costs or uncollectable accounts receivable during the fiscal year.

256. Total amount of line of credit financing available to the firm from banks, even if not borrowed and outstanding at year-end.

260. We are interested to know whether you calculate different overhead rates for office and field work. Indicate Yes or No.

261. We are interested if you calculate separate overhead rates for different offices or profit centers. Indicate Yes or No.

262. We are interested if you calculate separate overhead rates for different lines of business (such as environmental). Indicate Yes or No.

263. Indicate whether or not you have multiple office locations (branches). Do not include individual project offices, as we are looking only for offices that provide services on multiple projects. Indicate Yes or No.

Note: We are only interested in the overhead rates you actually use for project costing or fee proposals, on a regular basis. If you have unique overhead rates for individual projects or clients, this is not regular calculation of specialized overhead rates for these responses. If you only have a single, firm-wide overhead rate, the answer to items 260 and 261 will be No.

264-270. Operating profit is defined as Income Before Incentive/Bonus Payments & Income Taxes (Question 150).

271-274. Please indicate the normal percentage markup you add to subcontracts and reimbursable expenses when billing clients.

If you do not mark up these items, please leave these blank. Also please indicate the percentage of your total fees on which you can add markup to subconsultants and reimbursables.

275. We are interested to know if your firm is a Women-Owned Enterprise (WBE) or Minority Business Enterprise (MBE) as certified by some government body.

276. We'd like to know the approximate percentage of your staff hours that were worked from home during fiscal year 2025.

Thank You for Participating!