

# Appendix TDM

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Preliminary Transportation Management Demand Plan

# 499 FORBES BLVD.

*Preliminary Transportation Demand Management Plan  
(Trip Reduction Plan)*



A Transportation Demand  
Management Company

June 26, 2019



# **499 Forbes**

## **South San Francisco**

### **Preliminary Transportation Demand Management Plan (Trip Reduction Plan)**



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June 26, 2019

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**TDM SPECIALISTS, INC. QUALIFICATIONS**

## TDM EXECUTIVE SUMMARY

This Transportation Demand Management TDM Plan (herein known as the TDM Plan) for the site at 499 Forbes Boulevards (Project) provides a viable and dynamic program to support a 40 percent alternative transportation mode-use rate. The TDM Plan meets the requirements put forward to the City of South San Francisco (City). This TDM Plan is consistent with the City of South San Francisco's TDM Ordinance and trip reduction guidelines provided by the City/County Association of Governments (C/CAG) of San Mateo County. The C/CAG guidelines are designed to "...identify strategies to respond to future transportation needs, develop procedures to alleviate and control congestion, and promote countywide solutions." The Project understands that the efficacy of this TDM Plan is paramount. The mechanisms in the TDM Plan will bind both the Project and future tenants. Four (4) factors set the proposed TDM Plan apart from typical TDM Plans:

- **Employee Transit Subsidies/Amenities:** The TDM Plan will include the infrastructure, programs, and monitoring system to meet the City's requirement. In addition to the conventional TDM measures, the TDM Plan will include transit subsidies, guaranteed ride home, preferential carpool parking, bike parking, telework options, and annual online surveys. The TDM Plan will also include:
  - Last-mile shuttle program (operated by Commute.org)
  - Financial allowances for commuters who carpool/bike/walk (taxable)
  - \$350 monthly MTC vanpool subsidy
  - 30,000 square foot public trail development
  - On-going Commuter Consultant amenity support services for tenants and their employees
  - A real-time, transportation information kiosk/screen
- **Enforcement Mechanisms:**
  - Obligate Tenants to Perform: Language codified into the office leases will obligate future tenant(s) to achieve trip reduction goals and offer employee commuter benefits, such as transit subsidies and participate in annual surveys.
  - Surveys: Online employee surveys will identify transportation mode use and ensure trip reduction goals are achieved.
  - Triennial driveway hose counts: Every three years, the Project will undertake a driveway hose count study to identify the number of peak-hour and daily trips taken during a typical week.
  - City Penalty Structure: Penalties may be assessed at the discretion of the City. Financial penalties would be the direct responsibility of the Project. Additionally, the conditions of approval for the Project may provide a financial penalty structure, in the event of failure to perform or provide annual reporting.

- **Ongoing Role for TDM Consultant:** The TDM Consultant who prepared the TDM Plan will be incorporated into the Project's Property Management team. Ongoing responsibilities will include:
  - Pre-occupancy engagement with tenants to transition drive alone commuters to alternative transportation options before tenants move to the site
  - New employee (all personnel) orientation to alternative transportation options
  - Quarterly on-site promotions and events for all employees that highlight public transit, pedestrian and biking, and carpooling transit options and rewards
  - Support tenants with their Employee Wellness/Health/Commuter Transportation Fair/Earth Day/Bike to Work Day/Spare the Air events and promotions
  - Support tenants with coordination and formation of vanpools
  - Robust surveys of tenants and their staff to ensure compliance
  - Report TDM performance to the City.

The Project TDM Plan's measures listed below are designed to achieve a 35 percent alternative transportation mode-use rate. These measures are consistent with other very well-performing TDM Plans and trip-reduction programs in South San Francisco, Foster City, Mountain View, Palo Alto, and other San Francisco Bay Area locations

The following outline provides a summary of the applicant's TDM Plan for the Project:

#### **TDM INFRASTRUCTURE AND PHYSICAL MEASURES**

- Infill development
- Building design (setbacks, sidewalk amenities)
- 30,000 square foot public trail development
- Bicycle parking - long-term secure lockers or bike rooms (Class I)
- Bicycle parking - short-term racks (Class II)
- Bicycle Fixit Station/repair tools/air pump
- Showers and clothes lockers
- Numbered preferential carpool/vanpool parking spaces
- Commuter/Transportation Kiosk (TransitScreen)
- Employee Commuter Resource Flier

#### **TDM PROGRAMMATIC MEASURES**

##### ***Commuter Program Management (obligates the applicant to provide)***

- Commuter Consultant services for all tenants as a building amenity
- Kick-off transportation and commuter fair
- Participation in Commute.org Shuttle Consortium (or comparable shuttle program)
- Commuter incentives and reward programs
- Coordination of trip reduction programs with existing developments/employers



- Parking management strategies
  - Preferential vanpool parking
  - Preferential carpool parking (with two or more participants from the building)

***Commuter Benefits (obligates the office tenant to provide)***

- Transit subsidies) or;
  - Caltrain GoPass
  - SamTrans Way2Go pass
- Vanpool subsidies
- Pre-tax transit deduction payroll option
- Pre-tax parking deduction payroll option (for parking at a transit station)
- Carpool/bike/walk commuter allowance (taxable)
- Telework option
- Alternative work schedule option (flextime, compressed workweek)

***Commuter Service & Resources (obligates the office tenant to provide)***

- Employee Transportation Coordinator
- Commute information web portal/intranet
- Guaranteed Ride Home program
- Scheduled mobile Bicycle Repair service
- Access to \$350 monthly MTC vanpool subsidy
- Carpool and Vanpool Ride-matching services
- Carpool and Vanpool Incentives

***Commuter Marketing & Outreach (obligates the office tenant to perform)***

- New employee - onboarding introduction to the commuter program
- Employee Commuter Transportation Fair events
- Earth Day/Bike to Work Day/Spare the Air promotions
- Employer participation – Commute.org (a TMA-like organization)
- Employer participation – South San Francisco Ad Hoc Coalition

***TDM PERFORMANCE MONITORING & SURVEYING (obligates applicant and all tenants)***

- The Project will record TDM Plan obligations and requirements into the Project's CCRs.
- Tenant leases will require reduction performance (35 percent alternative transportation mode-use rate) and share of penalties if performance is not achieved
- Annual on-line Employee Commuter Survey and reporting
- Triennial driveway hose count survey of Project
- Non-compliance penalty (included as a tenant responsibility per lease)
- No expiration of the TDM Plan

## INTRODUCTION

This 499 Forbes Boulevard Transportation Demand Management (TDM) TDM Plan (herein known as the TDM Plan) was developed to meet the specific needs for the Project, considering the logistical resources, opportunities, and constraints of the site. The TDM Plan measures provide specific elements and actions that commit the applicant and future tenant to their implementation. Execution of the TDM Plan measures will increase opportunities for pedestrian, bicycle, carpool, and transit uses and is designed to achieve the required alternative transportation mode-use rate.

The TDM Plan is performance-based and directs the applicant and future employers (tenants) to implement programs, employee benefits, and create a formal commute program. Commute program marketing, ongoing promotions, a guaranteed emergency ride home program, and an active commute coordinator will provide the synergism needed to create an effective and successful program for future Project employees. This TDM Plan contains appropriate measures and elements that are consistent with other very well-performing Silicon Valley, San Francisco Bay Area region, and national commute programs. Annual monitoring via surveys will provide the documentation to demonstrate the effectiveness of the TDM programs to meet a 35 percent alternative transportation mode-use rate.

This TDM Plan provides the details of the applicant's commitment to the City of South San Francisco (City) and its designated responsibility for implementation.

This Project is designed to encourage the use of alternative modes of transportation, including walking, bicycling, carpooling, vanpooling, and public transit. By balancing air quality with economic growth, the 499 Forbes Boulevard Project (Project) will help the City thrive as a community and meet its 2020 greenhouse gas (GHG) emission reduction goals.

### ***TDM Planning Process***

The Project will include trip reduction elements and goals outlined in Chapter 20.400 Transportation Demand Management ordinance. The following comprehensive TDM Plan is designed to address employee commute trips typically associated with an office, bio-tech Project. The TDM Plan contains appropriate measures and elements that are consistent with other Peninsula and regional commute programs.

This TDM Plan encompasses an array of alternative transportation mode-use strategies categorized in the following three sections:

- I. TDM Infrastructure and Physical Measures
- II. Programmatic TDM Measures
- III. TDM Monitoring and Reporting

## 1.0 REGULATORY AND SUSTAINABLE ENVIRONMENTS

The TDM Plan is a combination of services, incentives, facilities, and actions that reduce single occupant vehicle (SOV) trips to help relieve traffic congestion, parking demand, and air pollution problems. The following are goals that can be achieved through the effective utilization of a TDM Plan with the use of TDM measures:

- *Reduce parking demand by converting SOV trips to an alternate mode of transportation (e.g., transit, carpool or vanpool, bicycling or walking).*
- *Shift travel to less congested routes by providing traveler information systems that warn motorists about delays or alternative routes.*
- *Support other technological solutions (e.g., compressed natural gas, electric/hybrid vehicles, or other zero-emission vehicles).*
- *Eliminate or shift trips from peak periods (e.g., flexible schedules, compressed work weeks, or telecommuting).*

Successes achieved from TDM Planning will also have a significant impact on GHG emission reductions while providing sustainable mobility solutions. At a City-wide level, the sustainable solution combines innovative strategies with proven trip reduction methods, mobility enhancing strategies, and energy consumption-reducing programs. The results include mitigating GHG emissions and other pollutants, improved traffic flow and connectivity, reduced parking demand, and lower energy bills.

A summary of city, county, and State policy goals related to sustainability, congestion management, and GHG reduction follows below.

### *City of South San Francisco*

#### **South San Francisco General Plan<sup>1</sup>**

- Land Use Policies: 2-G-8 Provide incentives to maximize community orientation of new development and to promote alternative transportation modes.
- Implementation Policies: 2-I-4 Require all new developments seeking a FAR bonus to achieve a progressively higher alternative mode usage.
- Alternative Transportation Systems Policies: 4.3-G-1 Develop a comprehensive and integrated system of bikeways that promote bicycle riding for transportation and recreation.
- Alternative Transportation Systems Policies: 4.3-G-2 Provide safe and direct pedestrian routes and bikeways between and through residential neighborhoods, and to transit routes

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<sup>1</sup> <http://www.ssf.net/home/showdocument?id=15526>

- Alternative Transportation Systems Policies: 4.3-G-3 In partnership with employers, continue efforts to expand shuttle operations.
- Alternative Transportation Systems Policies: 4.3-G-4 In partnership with the local business community, develop a transportation systems management plan with identified trip reduction goals while continuing to maintain a positive and supportive business environment.
- Alternative Transportation Systems Policies: 4.3-I-4 Require provision of secure covered bicycle parking at all existing and future multifamily residential, commercial, industrial, and office/institutional uses.
- Alternative Transportation Systems Policies: 4.3-I-8, 9, 10,
- Alternative Transportation Systems Policies: 4.3-I-11 Establish parking standards to support trip reductions by:
  - Allowing parking reductions for the project that have agreed to implement trip reduction methods, such as paid parking.
- Air Quality Policies: 7.3-G-2 Encourage land use and transportation strategies that promote the use of alternatives to the automobile for transportation, including bicycling, bus transit, and carpooling.
- Bicycle Master Plan Policies:<sup>2</sup> 1.2 Reduce reliance on travel by single occupant passenger vehicles.
- Bicycle Master Plan Policies: 3.2 Bicycle parking facilities should be provided at schools, parks, and transit stops and shall be required to be provided at private developments including places of work, commercial shopping establishments, parks, community facilities, and other bicyclist destinations.

### **South San Francisco Climate Action Plan<sup>3</sup>**

The City's Climate Action Plan was adopted in 2014 to reduce energy usage and GHGs community-wide. The City is also focusing on transit-oriented development proximate to Caltrain, BART, and the ferry terminal. South San Francisco is investing heavily in alternative modes of transportation to reduce reliance on the single-occupancy vehicle, including the newly renovated Caltrain Station and pedestrian plaza, which will help improve transit options for employees, residents, and visitors..... The City is also piloting bike share and has partnered to offer carpool programs, the free South City Shuttle, as well as transportation demand management strategies for commercial and residential development.

### **South San Francisco Zoning Ordinance 2010**

- Chapter 20.400 Transportation Demand Management

Chapter 20.300.015 "Trip Reduction" of the Municipal Code outlines the TDM objectives for the City. It states that, "*all-nonresidential development expected to generate 100 or more average daily trips, based on the Institute of Traffic Engineers (ITE) trip generation rates which are current at the time of application, is subject to Chapter 20.400 (Transportation Demand Management).*"

<sup>2</sup> Approved General Plan Amendment Adopting the South San Francisco Bicycle Master Plan, February 9, 2011.

<sup>3</sup> <http://www.ssf.net/departments/city-manager/sustainability>

### **Chapter 20.330 – Parking Standards (Bicycle Parking)**

- Short and long-term bicycle parking shall be provided, according to the provisions identified in section 20.330.008 of the SSFMC and as modified as in the Oyster Point Specific Plan and Precise Plans.

### **San Mateo County Congestion Management Plan<sup>4</sup>**

- All land use changes or new developments that require a negative declaration or an Environmental Impact Report (EIR) and that are projected to generate a net (subtracting existing uses that are currently active) 100 or more trips per hour at any time during the a.m. or p.m. peak hour period must be reported to C/CAG within 10 days of completion of the initial study prepared under the California Environmental Quality Act (CEQA).

### ***San Francisco Bay Area Commuter Benefit Program***

Air District Regulation 14, Rule 1, also known as the Bay Area Commuter Benefit Program, requires employers with 50 or more full-time employees to register and offer commuter benefits to their employees. The purpose of this rule is to improve air quality, reduce emissions of greenhouse gases and other air pollutants, and decrease traffic congestion in the San Francisco Bay Area by encouraging employees to commute to work by transit and other alternative commute modes.

### ***State Regulatory Setting***

The State of California has given many organizations and agencies the responsibility of creating guidelines, policies, and thresholds that meet legislation from the Office of Planning and Research, California Air Resources Board (CARB), California Air Pollution Control Officers' Association, Council of Governments, and the Attorney General's office.

- ◆ **Assembly Bill 1499** – requires that CARB develop and adopt regulations that achieve the maximum feasible reduction of GHGs emitted by passenger vehicles and light-duty truck and other vehicles, and to develop the nation's first GHG emission standards for automobiles.
- ◆ **Executive Order S-3-05** – directs the secretary of the California Environmental Protection Agency (Cal EPA) to initiate a multi-agency effort to reduce GHG emissions to the target levels.
- ◆ **Assembly Bill 32, California Climate Solutions Act of 2006** – requires that statewide GHG emissions be reduced to 1990 levels by the year 2020. This first-in-the-world comprehensive program of regulatory and market mechanisms are designed to achieve real, quantifiable, and cost-effective reductions of GHG. AB 32 establishes CARB as the agency responsible for monitoring and reducing GHG emissions.

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<sup>4</sup> [www.ccag.ca.gov](http://www.ccag.ca.gov)

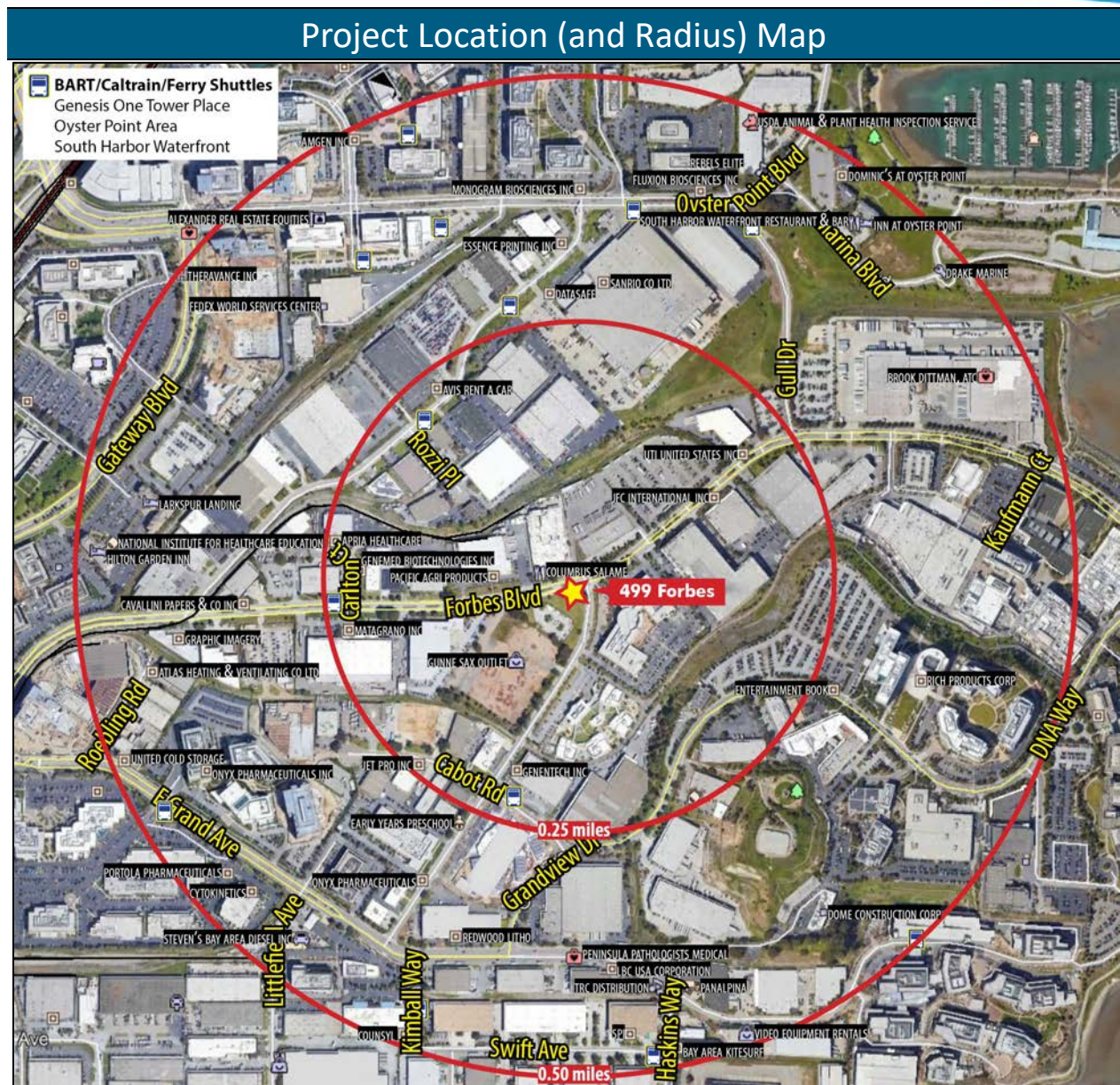


- ◆ **Senate Bill 375** – establishes improved land use and transportation policy supporting AB32 by providing a means for achieving the AB 32 goals for cars and light trucks through land use changes. This legislation created potentially revolutionary changes in California's regional planning processes for housing and transportation by mandating the creation of sustainable regional growth plans. These plans are expected to double the GHG emission reduction targets that local governments must meet through land use planning.

The CEQA streamlined review process for developers is the most significant provision of the bill. Projects that meet certain criteria including at least 50 percent residential use, high densities, and located within one-half a mile from rail, ferry, or bus line with 15-minute headways or less – qualify for a CEQA review exemption.

## 2.0 PROJECT DESCRIPTION

The Project includes demolition of an existing one-story building and construction of a new lab bio-tech building and a six-story parking structure. The building will be approximately 128,799 gross square feet with a floor area ratio (FAR) of 1.0. Garage and surface parking will provide 368 parking spaces. A Project location map is shown on page 6.



### 3.0 EXISTING TRANSPORTATION FACILITIES

The Project is located east of Highway 101 and has access to multiple shuttle routes that provide connecting service to the South San Francisco Ferry Terminal, South San Francisco Caltrain Station, and the South San Francisco BART station. Additional shuttle resources, via the Genentech shuttles, provide connectivity to the Millbrae BART/Caltrain Center and the Glen Park BART Station. Weekday shuttles offer 143 total trips per day. There are no public bus routes that serve the business community east of Highway 101. The transit matrix shown on page 7 includes resources that are within walking distance to the Project.

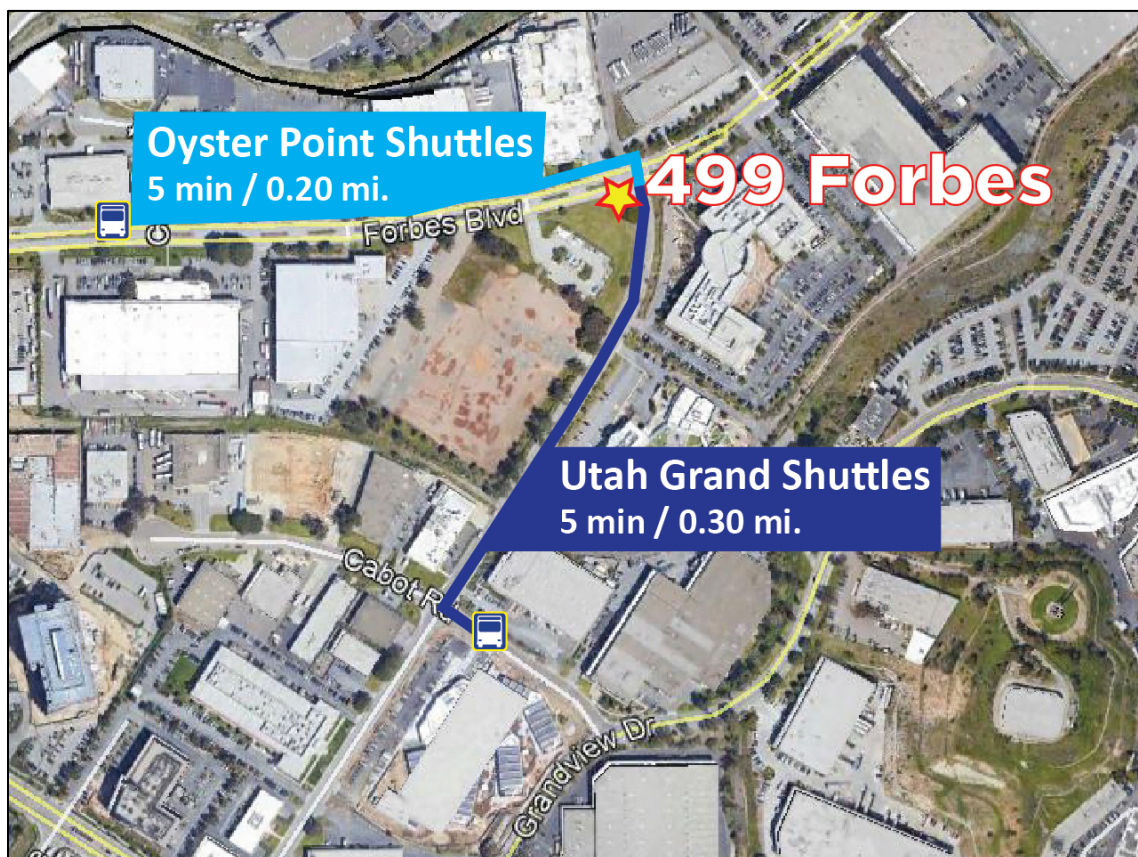


Route	Span of Service	Trips per Weekday	Communities Served
Oyster Point BART Shuttle	5 Days/Week 6:52 a.m. - 6:39 p.m.	19	<a href="#">South San Francisco BART Station</a> , The Cove, 1120 Veterans Blvd, 220 Oyster Point, 200 Oyster Point, Oyster Point Blvd/Eccles, 384 Oyster Point Blvd, Cul-de-Sac (395/400 Oyster Point Blvd), Gull/Oyster Point Blvd, <b>Forbes Blvd/Carlton Ct</b> , Eccles Ave/Rozzi Pl, and 550 Eccles Ave
Oyster Point Caltrain Shuttle	5 Days/Week 6:50 a.m. - 6:51 p.m.	14	<a href="#">South San Francisco Caltrain Station</a> , The Cove, 1120 Veterans Blvd, 220 Oyster Point, 200 Oyster Point, Oyster Point Blvd/Eccles, 384 Oyster Point Blvd, Cul-de-Sac (395/400 Oyster Point Blvd), Gull/Oyster Point Blvd, <b>Forbes Blvd/Carlton Ct</b> , Eccles Ave/Rozzi Pl, and 550 Eccles Ave
Oyster Point Ferry Shuttle	5 Days/Week 7:31 a.m. - 6:41 p.m.	6	<a href="#">South San Francisco Ferry Terminal</a> , 384 Oyster Point Blvd, Cul-de-Sac (395/400 Oyster Point Blvd), Gull/Oyster Point Blvd, <b>Forbes Blvd/Carlton Ct</b> , Eccles Ave/Rozzi Pl, 550 Eccles Ave, 1120 Veterans Blvd, 220 Oyster Point, 200 Oyster Point, The Cove, Genesis One Tower Place, and SSF Business Ctr (Dubuque), and <a href="#">South San Francisco Caltrain Station</a>
Utah-Grand Area BART Shuttle	5 Days/Week 6:36 a.m. - 6:13 p.m.	15	<a href="#">South San Francisco BART Station</a> , 169 Harbor Way, 230 E. Grand Ave, Kimball & E. Grand Ave, 390 Swift Ave, 400/450 E. Jamie Ct, 475 E. Grand Ave (Building 42), <b>Cabot &amp; Allerton</b> , Littlefield & Lawrence, 229 Littlefield, 339 Harbor Way, and 255 So. Airport Blvd - SSF Conference Center
Utah-Grand Area Caltrain Shuttle	5 Days/Week 6:05 a.m. - 6:31 p.m.	15	<a href="#">South San Francisco Caltrain Station</a> , 169 Harbor Way, 230 E. Grand Ave, Kimball & E. Grand Ave, 390 Swift Ave, 400/450 E. Jamie Ct, 475 E. Grand Ave (Building 42), <b>Cabot &amp; Allerton</b> , Littlefield & Lawrence, 229 Littlefield, 339 Harbor Way, and 255 So. Airport Blvd - SSF Conference Center
Utah-Grand Area Ferry Shuttle	5 Days/Week 7:00 a.m. - 6:35 p.m.	7	<a href="#">South San Francisco Ferry Terminal</a> , <a href="#">South San Francisco Caltrain Station</a> , 169 Harbor Way, 230 E. Grand Ave, Kimball & E. Grand Ave, 390 Swift Ave, 400/450 E. Jamie Ct, 475 E. Grand Ave (Building 42), <b>Cabot &amp; Allerton</b> , Littlefield & Lawrence, 229 Littlefield, 339 Harbor Way, and 255 So. Airport Blvd - SSF Conference Center
GNE Millbrae Caltrain/ BART Transit Connector	5 Days/Week 6:56 a.m. - 6:20 p.m.	15	<a href="#">Millbrae/Caltrain BART Station</a> , The Cove, 690 Gateway, 300 Gateway, 230 E. Grand Ave, <b>Kimball Way &amp; E. Grand Ave</b> , and 390 Swift Ave.
GNE Glen Park BART Transit Connector	5 Days/Week 5:46 a.m. - 7:12 p.m.	52	<a href="#">Glen Park BART Station</a> , 690 Gateway, Genentech Building 83, 300 Gateway, <b>499 Forbes</b> , Genentech Building 5, and Genentech Building 35
<b>Total Bus Trips/Weekday</b>		<b>143</b>	

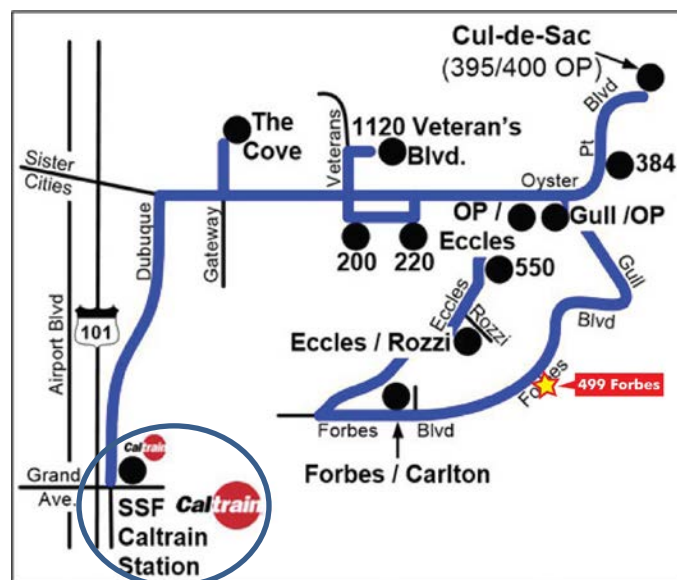
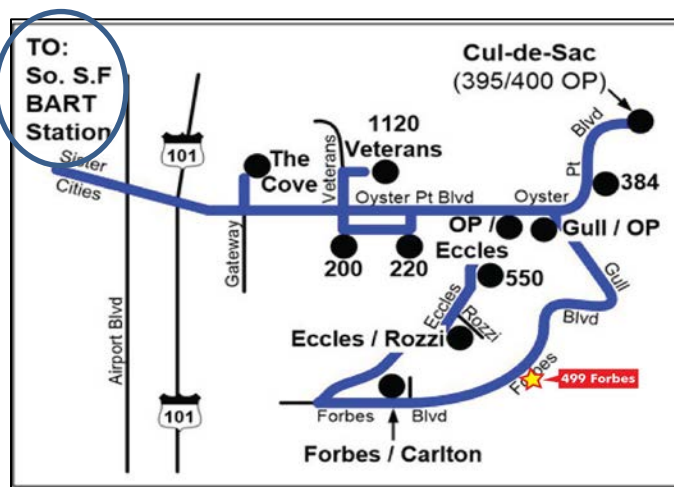
\* All buses and trains are lift equipped for handicapped, elderly, or those in need.

Access to the Utah-Grand and Oyster Point shuttle routes require the Project to join the Commute.org Consortium. Commute.org operates the South San Francisco shuttle programs during peak hours.

Oyster point shuttles include pick-up locations on Forbes Boulevard just 0.20 miles from the Project.



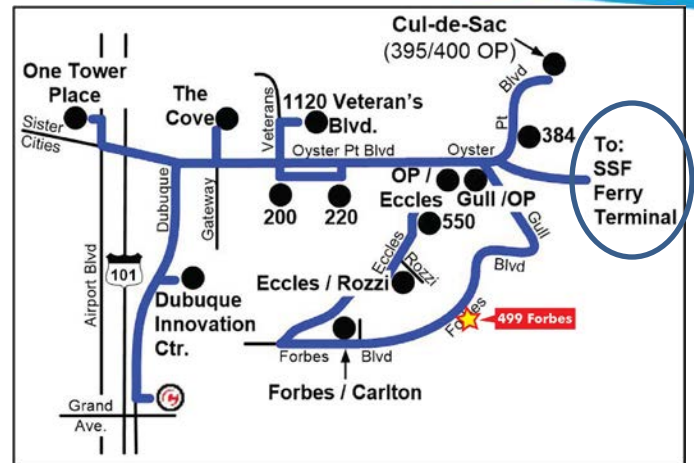
Below are maps of the three Oyster Point shuttle routes.



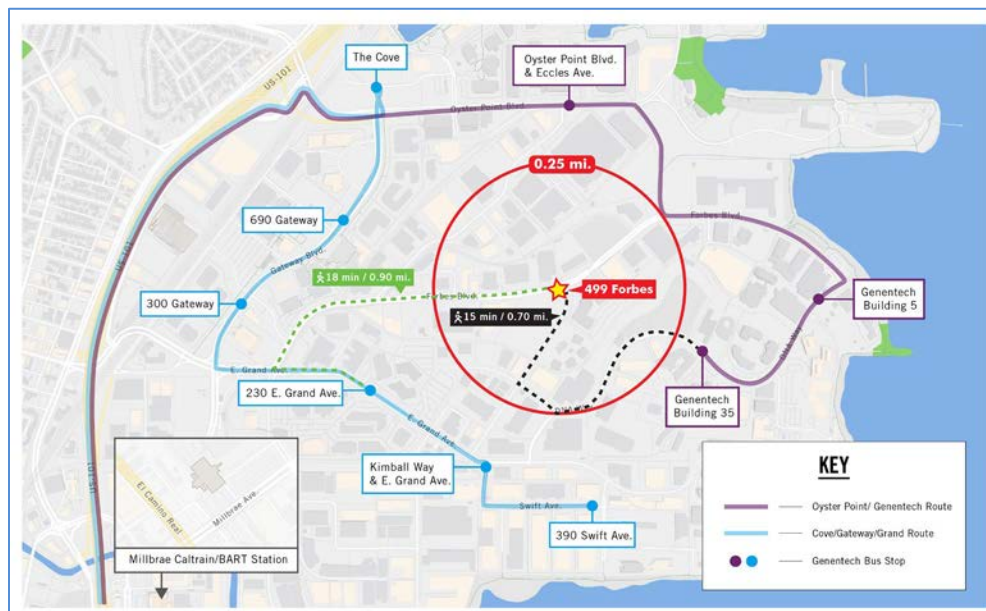


Within 0.30 miles walking distance from the Project is three Utah-Grands shuttle routes. The Utah-Grand shuttles serve the same South San Francisco BART, Caltrain, and Ferry sites. Access to these additional shuttles would be included with the Project's participation in the Commute.org Consortium agreement.

In September 2018, Genentech opened to the public their Millbrae Transit Station shuttles. Below are the Genentech Millbrae shuttle routes for AM and PM peak hour trips. Future Project commuters can ride the Genentech shuttles at no cost, but they would have to walk to the nearest pickup location. The Genentech Millbrae Shuttle AM and PM schedule can be found at <https://sites.google.com/view/e101mobility>.

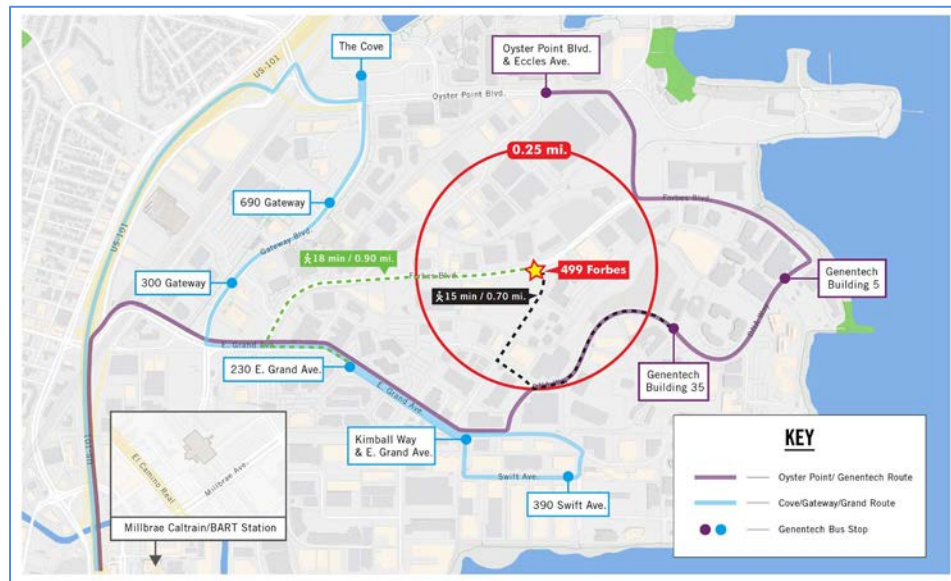


### Genentech Millbrae AM Connector Shuttle





### Genentech Millbrae PM Connector Shuttle



Genentech also allows commuters from the area East of Highway 101 to ride their Glen Park BART shuttle. The AM route as a drop off near the Project site but the PM route requires a short walk to reach the shuttle pick up location. The Genentech Glen Park Shuttle AM and PM schedule can be found at <https://sites.google.com/view/e101mobility>.

### Genentech Glen Park AM Connector Shuttle

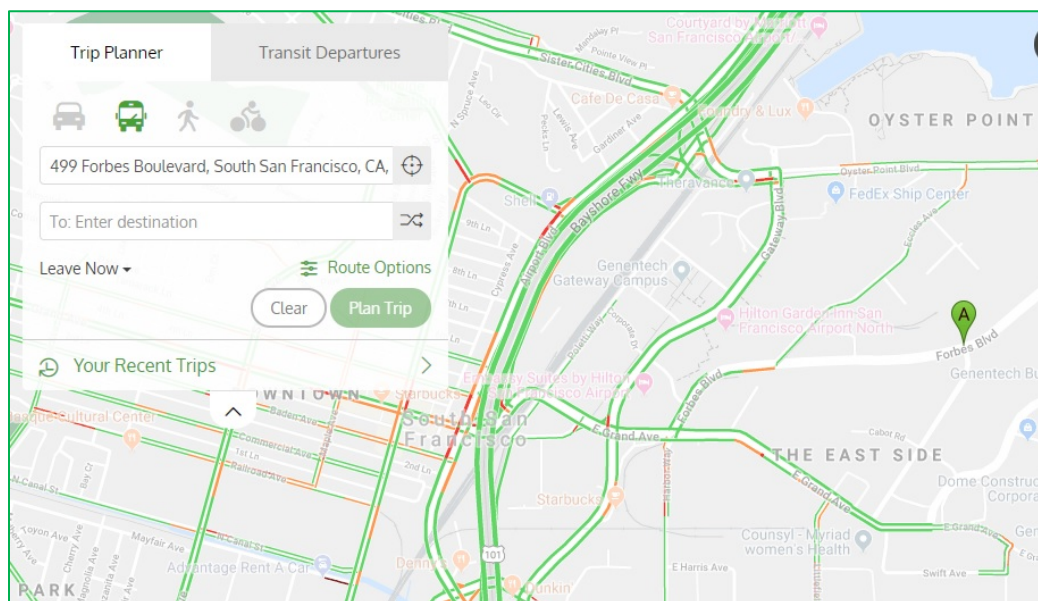


### Genentech Glen Park PM Connector Shuttle



### Transit Trip Planning Resources

Transit Planning resources include the 511 online transit trip Planner. A trip Planner is a useful tool for planning public transit trips and building an itinerary that suits the needs of the transit user. An itinerary can be built that can identify the fastest commute, with the least amount of transfers or the cheapest fares. The Trip Planner, by default, will generate the fastest itinerary between the origin and destination. This free service can be found online at <https://511.org/>.



#### Other Transit Resources:

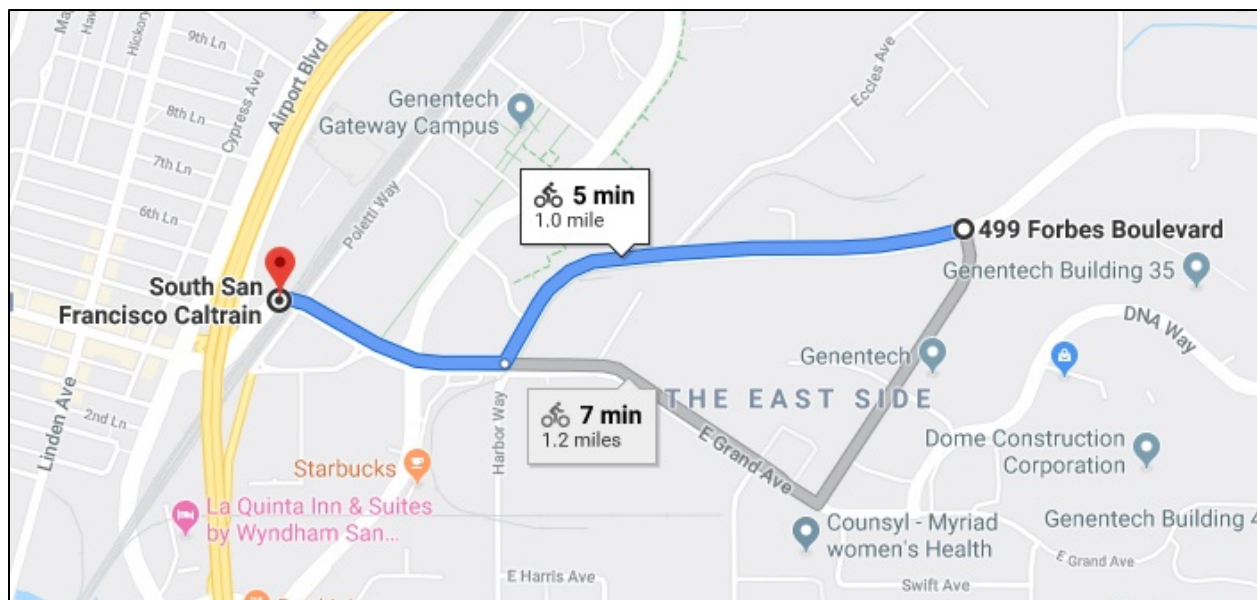


The 511 Transit App, designed for iPhone 4 and Android, provides door-to-door transit trip TDM Planning on more than 30 transit agencies and finds scheduled departure times for transit stops throughout the region. This app provides a complete transit agency coverage for the San Francisco Bay Area. It quickly finds transit trip options based on selected start and end points. Third party apps can be found at <https://511.org/gettingaround/third-party/apps>.

Google has also collaborated with select regional transit agencies to provide a public transit TDM Planner for riders of VTA, AC Transit, and BART. This free service can be found online at [www.google.com/transit](http://www.google.com/transit).

#### *Bicycle Connections*

The project is surrounded by pedestrian and bicycle connections. The Project site can be accessed from suggested a bike route along Gateway Boulevard. Sister Cities and Oyster Point Boulevards are rated as Class II bike lanes. East Grand, Littlefield, and Utah Avenues are rated as a Class III bicycle facility. Bicycle access from Caltrain is a five-minute ride. Bicycle access from the Ferry Terminal is a six-minute ride.



The South San Francisco Bike Map, shown on page 13, identifies various bicycle facilities for commuters. Class III bike lanes are identified along portions of Allerton Avenue and Forbes Boulevard. The San Mateo County Bikeways Map, shown on page 14, provides another view of nearby bicycle facilities.

Surrounding the entire area east of Highway 101 is the San Francisco Bay Trail which is rated as a regional trail, Class I bicycle path. The Bay Trail is a 500-mile network of multi-use pathways



circling San Francisco and San Pablo Bay. The trail provides commuters an exceptional pathway to bicycle or walk to work in South San Francisco. The San Francisco Bay Trail Map is shown on page 15.

### City of South San Francisco Bicycle Map

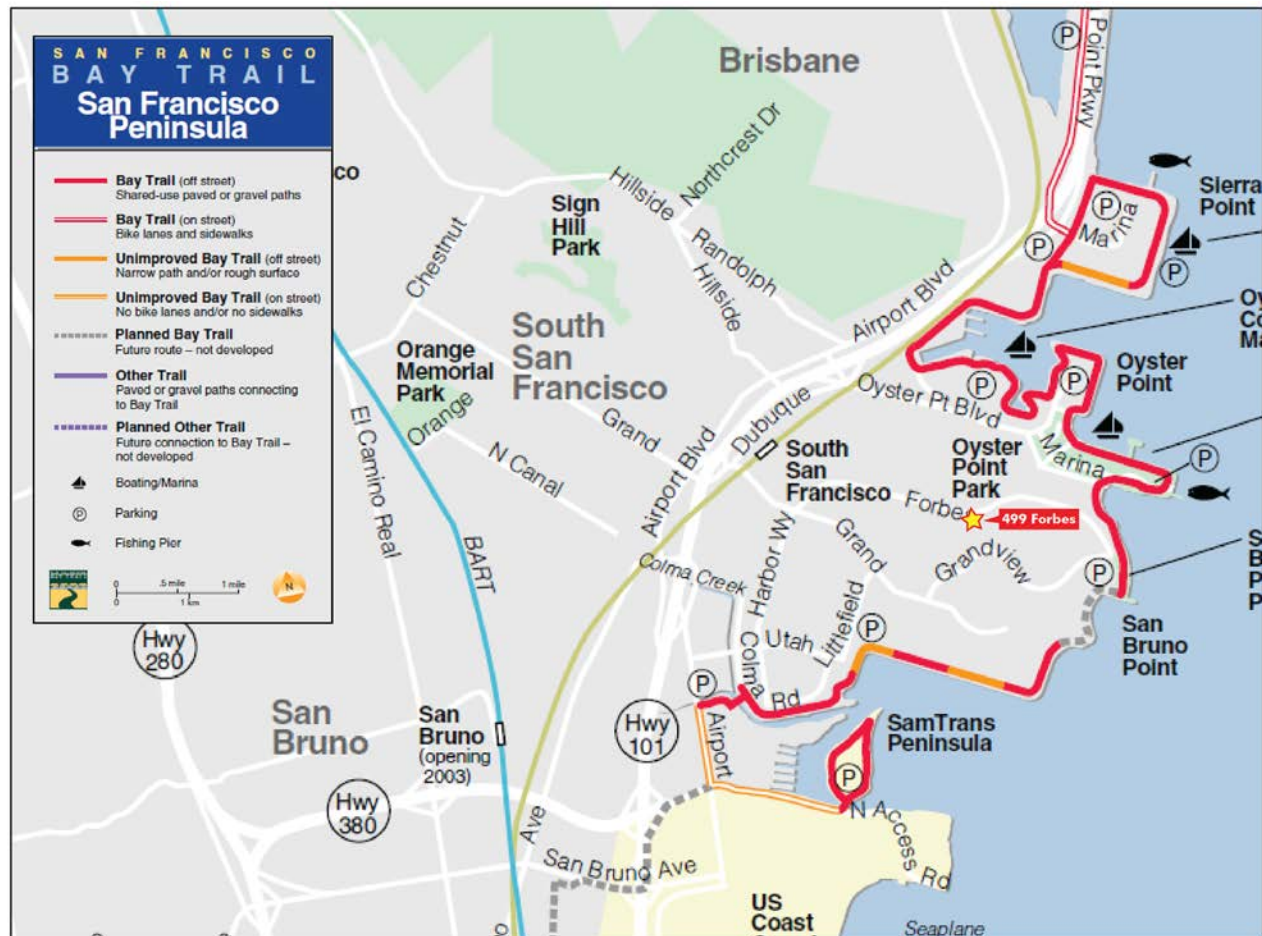


## San Mateo County Bicycle Map





## San Francisco Bay Trail Map



### Bicycle Commuter Resources

Commute.org, in partnership with a nationally certified League Cycling Instructor (LCI), offers free bicycle safety workshops for employers. Workshops can be scheduled during lunchtime, late in the workday or even after work.

## Bicycle Safety Classes

Commute.org, in partnership with a nationally certified League Cycling Instructor (LCI), offers free bicycle safety workshops at employer sites across San Mateo County. They can be tailored to 60 or 90 minutes, and most employers schedule them during lunchtime.

The workshop covers important safety information for motorists and cyclists alike, including a San Mateo County bike map, safe cycling booklet, and other helpful resources and tools for bicyclists. Commute.org can also provide marketing assistance to get the word out to employees.

To request a workshop and/or more information, contact your Programs Representative.

Bicycle commuters looking to find a riding partner can log on to <http://bicycling.511.org/> for more information. The 511 system also provides significant resources for bicycle commuters, including:

- ◆ Free Bike Buddy matching
- ◆ Bicycle maps
- ◆ Location of bike lockers
- ◆ How to take your bike on public transit
- ◆ How to take your bike across Bay Area toll bridges
- ◆ How to ride safely in traffic
- ◆ Tips for bike selection
- ◆ Links to bicycle organizations
- ◆ Bike to Work Day
- ◆ Bike Commute Calculator
- ◆ Tips on bike commuting



#### Commute by Bike : Work

Work

School



Bicycling can be a fun, dependable and virtually free mode of transportation. Bicycling also burns 300 to 500 calories an hour, so you can commute and stay fit at the same time.

Once you discover the freedom, convenience and fitness benefits of biking to work, you'll wonder why you didn't start riding sooner. If your work place is too far to bike, consider riding to transit stations or Park & Ride lots. Enjoy the ride!

#### Getting Ready

Before starting out, take time to consider the following:

- Determine what route you will take. >
- Decide if you need a change of clothes. >
- Know in advance where you'll park. >
- Check your equipment. >
- Find a Bike Buddy. >
- Ride the route on your day off. >
- Know the rules of the road. >

## SECTION I – TDM INFRASTRUCTURE AND PHYSICAL MEASURES

The following physical infrastructure measures are designed to support commuters who use alternative transportation. These TDM Plan components will be installed during construction of the Project.

### ***Infill Development***

The proposed Project would develop under-used parcels within the existing urban area. The area surrounding this Project is mostly improved. Under these conditions, the Project would be considered infill development, which contributes to trip reduction outcomes. According to the City/County Association of Governments of San Mateo County, infill development can reduce peak-hour vehicle trips by two percent.<sup>5</sup>

Due to its infill location, the Project will become a shuttle-oriented, pedestrian, and bicycle-friendly Project that embraces the City's goals and policies. Some of the pedestrian and transit-oriented design features include orienting the building toward transit stops and tying into adjacent bicycle and pedestrian circulation facilities.

### ***Building Design***

Building design will enhance pedestrian continuity by:

- Recessing door and window features of the building to further the walkable area of the sidewalks.
- Incorporating landscaped areas to serve visitors and passersby at the entry to the building.
- Installing TDM Planters on the property adjacent to the public right-of-way.
- Providing a direct walkway from street to Lab Building main entry and parking garage that also extends to amenity area and bike trail.
- Highly visible short-term bike parking at all surface parking lot finger islands with secure bike parking outside Lab building and fully protected inside garage.

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<sup>5</sup> City/County Association of Governments (CCAG) of San Mateo County's Congestion Management Program.



### ***Transit/Shuttle Shelter***

The applicant proposes to contribute funding for the construction of one transit passenger shelter along Forbes Boulevard. Currently, there are shuttle stops but no bench or shelter. The transit shelter placement and construction will coordinate with the City and Commute.org to determine the suitability of a new shuttle stop. The purpose of a transit passenger shelter is to provide a structure that affords protection from the weather for persons who are waiting to board public or franchised transit vehicle. An attractive bus shelter encourages more transit ridership.



### ***Tenant Performance and Lease Language – TDM Requirements***

The Project will include lease language for the future tenant that requires the identification of a designated employer contact responsible for the implementation of the TDM Plan (including annual survey and reporting, and registration in the emergency guaranteed ride home program). Sample lease language may be worded as follows:

***Transportation Management.*** *Tenant shall fully comply with all present or future programs mandated by the City of South San Francisco intended to manage parking, transportation or traffic in and around the Project and/or the Building, and in connection therewith, Tenant shall take responsible action for the transportation TDM Planning and management of all employees located at the Premises by working directly with Landlord, any governmental transportation management organization, or any other transportation-related committees or entities. Such programs may include, without limitation: (i) restrictions on the number of peak-hour vehicle trips generated by Tenant; (ii) increased vehicle occupancy; (iii) implementation of an in-house ridesharing program, transit subsidies, and designation of an employee transportation coordinator; (iv) working with employees and any Project, Building or area-wide ridesharing program manager to conduct annual commuter surveys; (v) instituting employer-sponsored incentives (financial or in-kind) to encourage employees to rideshare; joining the South San Francisco TMA; and (vi) utilizing telework and flexible work shifts for employees.; and be responsible for any financial penalties for non-attainment of vehicle trip reduction requirements.*

## **4.0 BICYCLE FACILITIES**

A total of 108 bicycle parking facilities will be provided. The Project exceeds the City's Bicycle Parking code. This increase in bicycle facilities also exceeds the LEED bicycle parking requirement by 535 percent.

### ***Long-Term Bike Parking***

The Project will provide at least 48 Class I secure, covered Class I bicycle parking facilities. A Class I bike parking cage will be provided in a covered, secure location in the Project garage. This caged area can be expanded to accommodate more bike parking for future needs. Photos of a sample bike room are shown to the right and below.



### ***Short-Term Bike Parking***

The Project will provide at least 60 short-term parking bike racks (Class II). The racks will have the ability to secure the frame and both wheels of the bike. Racks will be located near building entrances within constant visual range.



### ***Enhanced Bike Parking Facilities***

The Project will increase the number of bicycle facilities by more than 500 percent the number required by code. Enhanced bicycle facilities will encourage building occupants to use cycling as a commuter option and will provide capacity for a larger number of cyclists.



### ***Bicycle Trail Development***

The Project will improve 30,000 square feet of public trail adjacent to the garage. Bicycle racks and a bike repair fixit station will be located just off the trail. An image of the trail section is shown below.



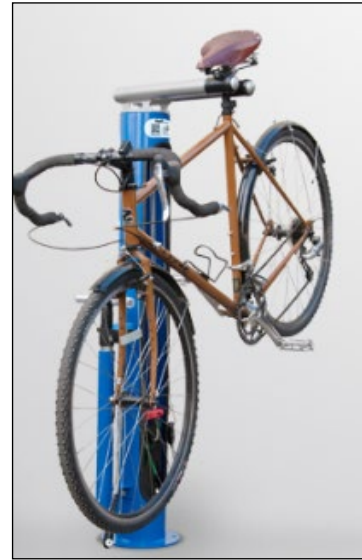


### ***Fix-it Bicycle Repair Station***

The Project will install a bicycle Fix-it station to provide cyclists the opportunity to conduct minor maintenance on their bike. The Fix-it includes all the tools necessary to perform basic repairs and maintenance, from changing a flat to adjusting brakes and derailleurs. The tools and air pump are securely attached to the



stand with stainless steel cables and tamper-proof fasteners. Hanging the bike from the hanger arms allows the pedals and wheels to spin freely while adjusting.



### ***Showers and Changing Facilities***

Showers and clothes lockers will be installed for use by employees who walk, jog, or bicycle to work, or those who wish to change clothes after commuting via an alternate mode of transportation. A total of six showers will be installed, providing showers for both genders. Shower and changing facilities will be provided free of charge for all employees.

## **5.0 PEDESTRIAN FACILITIES**

The creation of a pedestrian-oriented environment ensures access between public areas while strengthening pedestrian and bicycle connections. Safe, convenient pedestrian connections shall be provided from the project to surrounding external streets and trails. Lighting, landscaping, and building orientation will be designed to enhance pedestrian safety. Pedestrian spaces can be used for recreation, eating, or other outdoor activities.

The Project will provide a direct walkway from Forbes Avenue to the main entrance of the Lab Building that further extends to the garage, amenity area and the bike trail.

## **6.0 PARKING FACILITIES**

The Project will be responsible for striping parking space pavement and providing appropriate signage for preferential carpool, vanpool, electric, and fuel-efficient parking throughout the site. The Project will also install a technology-based parking stall counting system in the garage. Parking data collected will be included in the annual TDM Commute Survey Report.

### ***Carpool/Vanpool Parking***

The Project is anticipated to provide 29 spaces to be used for carpool parking. Three spaces will be designated for vanpool parking. These parking spaces will be designated for carpool and vanpool vehicles and for the exclusive uses of employees who are ridesharing. Space will be incorporated with the clean-air vehicle parking discussed below. The carpool/vanpool spaces will be in parking areas closest to a building's entrance or a prime location in the garage.

The carpool parking spaces may require policy development, employee registration, and permitting. Registered vanpools may receive a special designated parking space.

### ***Clean Air, Clean-Fuel Vehicle Parking***

The Project will also include a clean-air parking space. The Project will be responsible for construction, striping, and signage for the specialty parking space. A description of the designated parking space includes:

- The clean-air vehicle parking space will also accommodate carpool and vanpool striping and signage.
- Space will be in the parking areas closest to the building's employee entrances or prime locations in the garage.



In total, ten percent of all parking will be allocated to clean air, electric, and carpool/vanpool parking. The designed parking space satisfy CalGreen standards and the City's zoning code.

### ***Electric/Plug-in Charging Facilities***

The Project will provide five electric-vehicle (EV) charging spaces. The applicant will pay for the installation of the EV charging stations and will help coordinate with EV station operators the billing of EV users directly for electric utility costs of charging.

It should be noted the electric vehicles are not a TDM measure and do not reduce vehicle trips. Electric vehicles tend to generate drive alone commuter trips.

### ***Motorcycle and Scooter Parking Placement***

Designated motorcycle and electric scooter parking may be provided in a covered location. Electric scooters will be encouraged for employee consideration for their clean-fuel benefits and contribution to reducing vehicle congestion and parking.

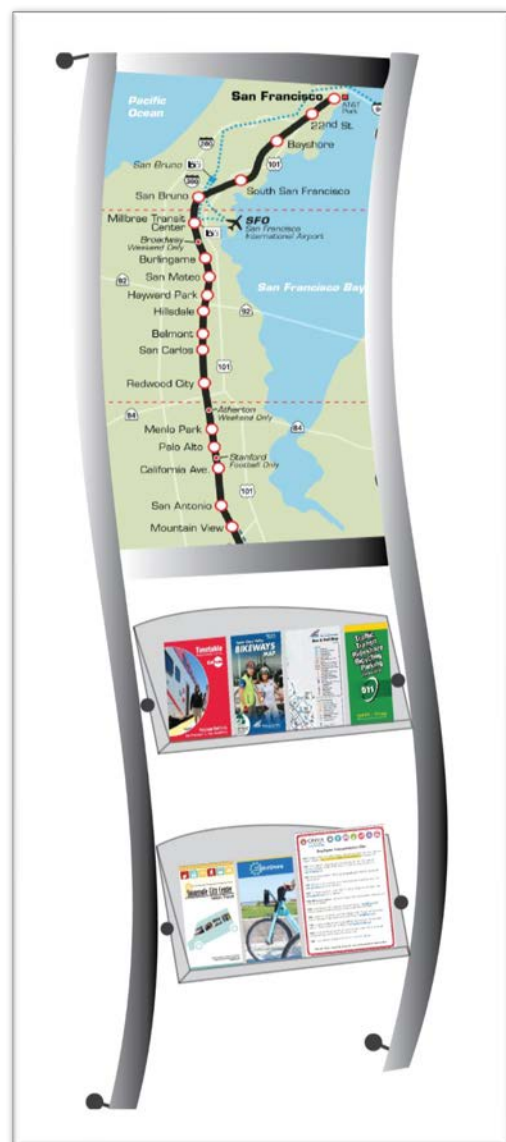
## 7.0 TRANSPORTATION AND COMMUTE INFORMATION KIOSK

The Project will provide transportation information kiosk in the building lobby. Easily accessible transportation information will be a key component of commuter outreach and education for the employee

could the kiosk may be a wall-mounted or floor-standing kiosk containing physical bike maps, train schedule, shuttle fliers, and other rideshare materials.

## 8.0 EMPLOYEE COMMUTER RESOURCE FLIER

All future tenants will be provided with a reproducible and editable employee commuter flier. This flier will include (but is not limited to) information about carpool parking, transit opportunities, shuttles, bicycle routes, and on-site amenities and resources. The flier will promote commuter assistance, incentives, and rewards, along with links to helpful resources. Fliers will be integrated with tenant/employer information. A sample flier is provided.



## 499 Forbes Commuter Resources

### TRANSIT & SHUTTLES

[Caltrain](#)

[SamTrans](#)

[BART](#)

[SF Bay Ferry](#)

[Transit Planner Tool](#)

#### Oyster Point Routes

**FREE** [Oyster Point Caltrain Shuttle](#)

**FREE** [Oyster Point BART Shuttle](#)

**FREE** [Oyster Point Ferry Shuttle](#)

#### Utah-Grand Routes

**FREE** [Utah-Grand Caltrain Shuttle](#)

**FREE** [Utah-Grand BART Shuttle](#)

**FREE** [Utah-Grand Ferry Shuttle](#)

#### Genentech Routes

**FREE** [Millbrae Caltrain/BART Shuttle](#)

**FREE** [Glen Park BART Shuttle](#)

### CARPOOL & VANPOOL

Preferential Carpool Parking

Reserved Vanpool Parking

[Scoop](#) Carpool matching app

[Waze](#) Carpool matching app

\$100 eGift Card [Carpool Rewards](#)

\$350 [Vanpool Subsidies](#)

\$500 [Vanpool Drive Cash](#)

### BICYCLE

Secure bicycle storage the garage

Bicycle Repair Fix-it Station

Showers available in the building

Mobile on-site bicycle services

[San Mateo County Bike Map](#)

[San Francisco Bay Trail](#)

[Santa Clara County Bikeways Map](#)

[Find a Bike Buddy to share the ride](#)

[511.org BikeMapper 3.1 BETA](#)

[Silicon Valley Bicycle Coalition](#)

### SERVICES & INCENTIVES

**[Guaranteed Ride Home Program](#) –  
*requires pre-registration***

Commute.org [Commuter Rewards](#)

511.org [Commuter Rewards](#)

Bay Area [Spare the Air Alert Notices](#)

Email: [Elizabeth Hughes](#)

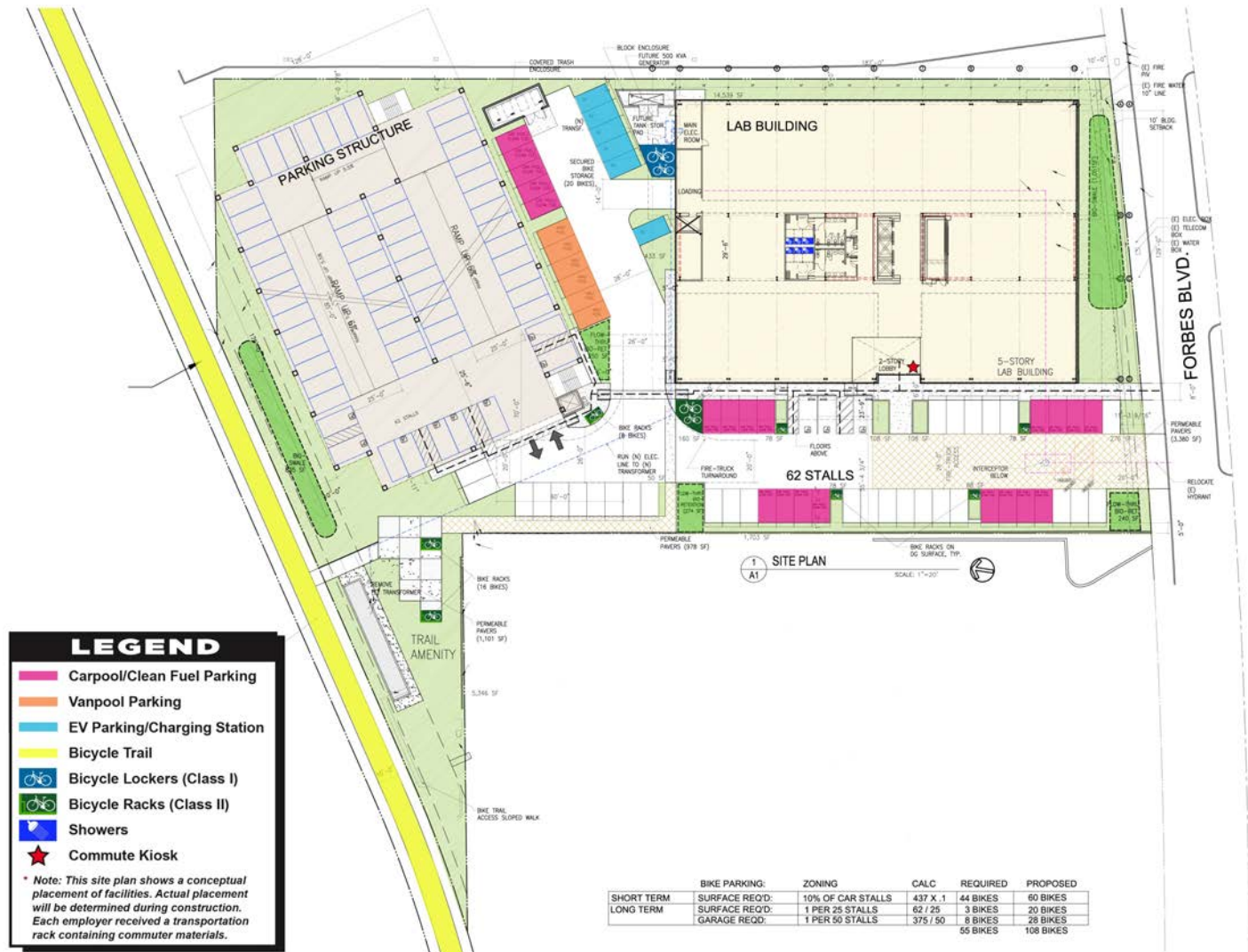
Employee Commute Coordinator





## 9.0 TDM SITE PLAN

The following TDM site plan shows the trip reduction design elements for the Project.





## SECTION II – PROGRAMMATIC TDM MEASURES

The following programmatic measures are designed to enhance the success of the TDM Plan. Upon implementation, they create the “499 Forbes Commute Program.” Representing various promotions and outreach activities of the Commute Program, these measures are TDM components that will be required of tenants and employers as part of their occupancy agreements. Implementation efforts represent the backbone of a successful commuter program.

### 10.0 APPLICANT COMMUTER PROGRAM MANAGEMENT

#### *Commuter Consultant Amenity*

The Project will provide a commuter consultant/TDM professional to support the tenants of the Project. As a building amenity, the commuter consultant will help organize and TDM Plan programs and communications for the tenant before they occupy the site. Pre-move engagement will assist employees with customized trip TDM Planning, registration for transit subsidies and commuter allowances, and the establishment of program policies. The commuter consult will become a constant resource for tenants and their employees and will remain a feature of the Project to meet the 35 percent alternative transportation mode-use rate.

The commuter consultant will provide employer training, and employee commute program start-up assistance, TDM Planning assistance, and instructions for the annual monitoring and survey reporting. The overarching goals of this support function are to reduce commute trips for employees, formalize tenant commute programs, and assist with employee marketing and outreach. The TDM/commuter consultant will assist building property management in the preparation of tenant materials for new employee orientation, production of kick-off events, and coordination of carpool parties, commute e-news articles, employee assistance, and coordination of the annual transportation fair.

#### *Kick-off Transportation and Commuter Fair*

At 75 percent occupancy of the Project, the tenant will host a commute alternative kick-off event. Transportation providers, such as Caltrain, BART, Commute.org, 511, and bicycle representatives, will be invited to set up exhibit booths/tables. To encourage employee participation in the event, the Project and tenant(s) may provide food (such as popcorn, ice cream, hot dogs, or other refreshments). The Project commute consultant will coordinate this event in cooperation with the tenant(s).


#### *Commuter Incentives and Rewards*

During the year, the commuter consultant will promote various commuter incentives and rewards. Many incentives are offered by the San Francisco Bay Area 511.org program.

Current 511.org incentive programs include:

[Promotions](#) [County Specific](#) [Calculate Savings](#) [Testimonials](#)


511 wants to reward you for taking the initiative to start and ride in carpools, and for practicing a green commute. Your decisions have a big impact on Bay Area freeway congestion.



**Carpool in Nov and Dec for \$20 to shop Amazon!**

Take five (5) carpool trips with Waze Carpool, Waze, or Scoop. Upload app screenshots of completed rides and get a \$20 Amazon gift card at [carpool511.org](http://carpool511.org). Keep up the green commute!


[Learn More](#)



**Free Fandango gift card for carpool commuters...need we say more?**

Carpoolers have the chance to win a \$25 Fandango gift card by tracking five carpool trips each month in their [511 Trip Diary](#). 10 lucky winners selected each month! It is our way of saying 'Thanks' for reducing congestion on Bay Area freeways.

[Learn More](#)

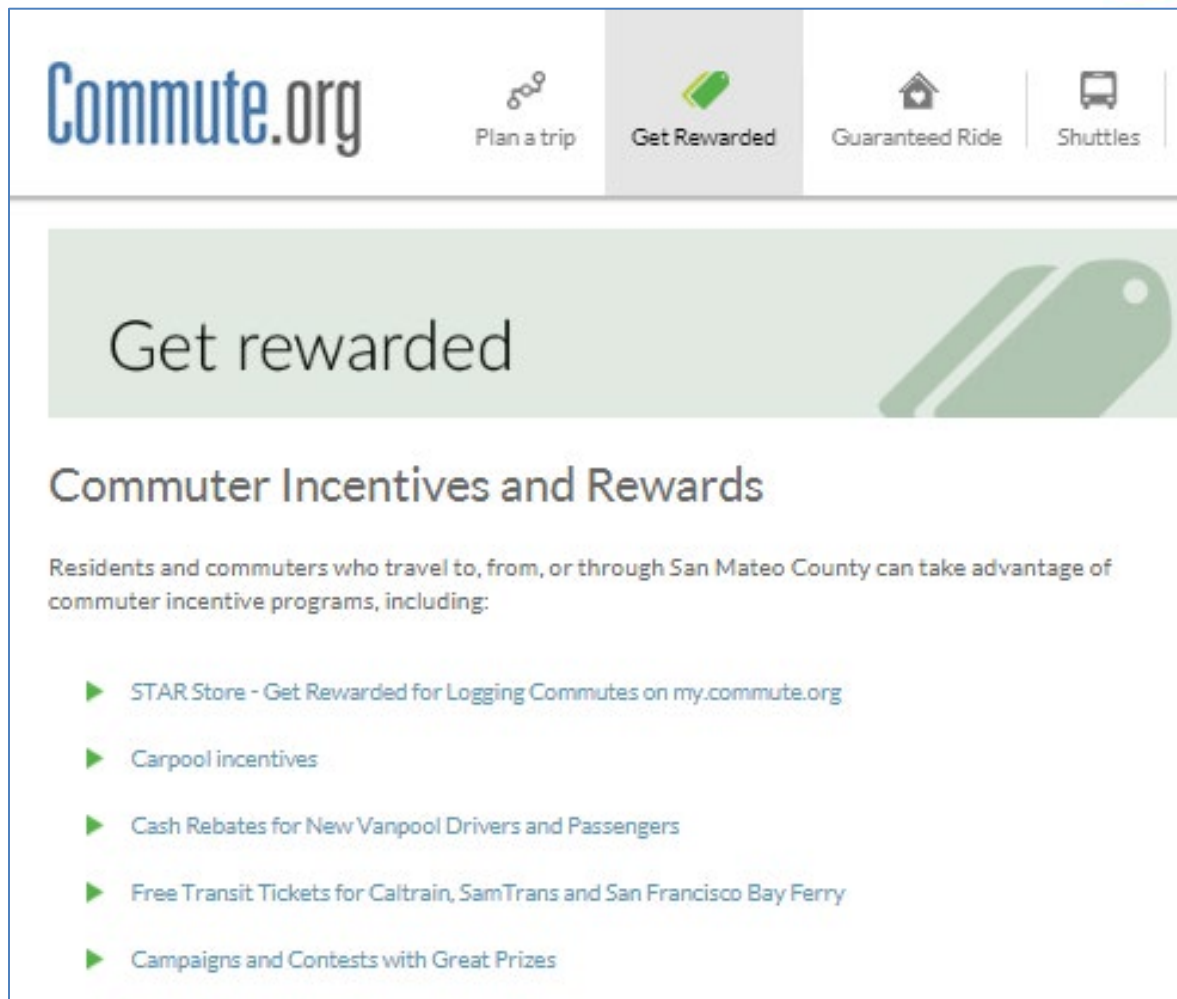


**Stay warm this season with a Starbucks treat on us!**

Track at least five green commute trips (carpooling, vanpooling, walking, bicycling, transit, or telecommuting) in your [511 Trip Diary](#) each month and you will be entered to win a \$5 Starbucks gift card. We select 10 lucky winners each month. Keep up the green commute!

[Learn More](#)

Other incentives are available for commuters traveling from or through San Mateo County. Commute.org offers a \$100 e-gift card carpool reward, a \$500 cash vanpool driver reward, and free trial transit tickets for new riders. An image of the Commute.org incentives is shown below.



### ***Coordination of Trip Reduction Programs with Existing Developments***

The Project's commuter consultant will coordinate with nearby developments and employers, in the downtown area, to identify opportunities to leverage or co-op commuter resources. For example, employees from the future hotel may have similar schedules as retail employees of the Project. The commuter consultant will investigate carpool matching options between the retail tenants and the hotel management and facilitate carpool candidates' introductions. Another example may be available seats on a vanpool that is established for retail employees, and nearby retail or restaurant employees would be invited to participate in the vanpool.

### ***Preferential Vanpool Parking***

The Project will stripe and sign a limited number of, parking spaces for commuter vanpools. Commuter vanpool parking spaces will only be made available to employees from the building who vanpool as their commute option.



### ***Preferential Carpool Parking***

The Project will stripe and sign a limited number of carpool parking spaces for commuter carpools. Carpools must contain two or more participants who work at the building. A registration process will provide carpoolers with a special carpool parking permit.

### ***Carpool Parking Policy***

Use of these carpool parking spaces may require policy development, employee registration, and permitting.



## Carpool Parking Policy

The 499 Forbes Project encourages carpooling to promote healthy commute alternatives, improve air quality and reduce parking demand.

To receive reserved carpool parking at the building you must arrive with at least one other co-worker or commuter. To obtain a reserved carpool parking space, complete the following steps:

1. Identify your carpool partner(s) using one registration form. Download the carpool registration form on the Commuter portal.
2. Registration identifies your commute status and gives you access to the FREE guaranteed ride home (GRH) program and other benefits.
  - Registration is an annual process and may audited each year.
  - Notify [commute@499Forbes.com](mailto:commute@499Forbes.com) when there are any changes in your carpool group. For example, a carpool partner leaves the group or the company, or a new carpool partner is added.
3. Obtain your manager's signature on the registration form.

If you need additional assistance, please contact the Commute Coordinator at [commute@499Forbes.com](mailto:commute@499Forbes.com).

Email the completed carpool registration form to [commute@499Forbes.com](mailto:commute@499Forbes.com) for review and processing.

4. Once approved, each carpool group will receive from the Commute Coordinator, a parking permit and will be eligible to use any specially marked carpool parking spaces in the garage.
  - Carpool parking spaces are striped, signed and may be numbered.
  - One carpool parking permit will be provided for each carpool group. Carpoolers must share the parking permit and hand the permit in the vehicle upon parking at the campus.
  - If you lose your carpool partner, notify the Commute Coordinator and return your parking permit to a receptionist.
5. Carpool parking spaces unused after 1:00 pm will be open to the general population.
6. Carpoolers who do not participate in the annual Campus Commute Survey and verify their carpool activities will be removed from the carpool program for non-compliance.

## 11.0 TENANT COMMUTER EMPLOYEE BENEFITS

### *Transit Subsidies*

Office tenants will offer all employees a transit subsidy or a transit pass for commuting to the Project site. A transit subsidy program may include participation in the Caltrain GoPass or SamTrans Way2Go program or a comparable transit subsidy or commute allowance program.

To be successful, the future tenant will need the flexibility to choose the type and amount of transit subsidy and incorporate benefit programs that best suit their employees' needs. Subsidies may be equivalent to the cost of a three-zone Caltrain monthly pass. Subsidies may also be provided in tandem with the pre-tax payroll deduction program.



#### **Caltrain GoPass:**

The Caltrain Go Pass program allows companies to purchase annual unlimited-ride passes for all eligible employees. A Go Pass sticker is affixed to an approved identification badge, and the user presents it on the train as proof of payment. The Go Pass is good for travel on Caltrain between all zones, seven days a week, for one low annual cost per user.<sup>6</sup>

#### **SamTrans Way2Go:**

The SamTrans Way2Go program allows companies to purchase annual unlimited-ride passes for all eligible employees. Customers simply swipe their Way2Go Pass through the farebox when boarding SamTrans. The Way2Go Pass is valid on all SamTrans fixed-route service. The Way2Go Pass is valid for a calendar year and expires on Dec. 31 each year.<sup>7</sup>

### *Vanpool Subsidies*

The tenant will provide employees with vanpool subsidies. The vanpool subsidy will be equivalent to the amount offered to transit rides. Vanpool subsidies may also be provided in tandem with the pre-tax payroll deduction program.

### *Pre-tax Transit Payroll Deduction Option*

The office tenant(s) will offer a transit and vanpool pre-tax payroll deduction option as a way for employers to provide transit and vanpool expenses on a tax-free basis. The monthly cap for the transit and vanpool benefits are now at \$265/month as of 2019. The transit and vanpool pre-tax benefit is a highly effective and easy tool for employers to provide options to their employees.

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<sup>6</sup> [http://www.caltrain.com/Fares/tickettypes/GO\\_Pass.html](http://www.caltrain.com/Fares/tickettypes/GO_Pass.html)

<sup>7</sup> [http://www.samtrans.com/fares/faretypes/Way2Go\\_Program.html](http://www.samtrans.com/fares/faretypes/Way2Go_Program.html)

Employees elect to withhold funding from their paycheck to use to purchase fare media for transit or vanpools. The employee is not taxed on the funding withheld, and the employer does not pay employment taxes on those funds. The transit and vanpool pre-tax benefit helps reduce congestion, increase transit ridership, and improve air quality.

#### ***Pre-tax Parking Payroll Deduction Option***

The office tenant(s) will offer a parking pre-tax payroll deduction option as a way for employers to provide parking expenses on a tax-free basis. The monthly cap for the parking benefits is now at \$265/month as of 2019.

Employees elect to withhold funding from their paycheck to use to purchase payment media for parking expenses incurred at transit stations. The employee is not taxed on the funding withheld, and the employer does not pay employment taxes on those funds. T

#### ***Commuter Allowance – Pedestrian, Bicycle, Carpool***

As a taxable benefit, the office tenant(s) will offer their employees a monthly cash allowance for commuters who predominately walk, bicycle, or carpool to work. Per IRS regulations [Section 132(f)], commuter payments will be added to income and subject to tax withholding at the federal and state supplemental tax rate.

A commuter may only participate in one type of transportation mode per day up to the maximum allowance allowed per month. For example, commuters may not receive transit subsidy benefits and then claim a walk, bike, or carpool allowance for last-mile travel from the train station.

#### ***Telework/Remote Work Option***

The office tenant(s) will allow their employees to work remotely when viable. The provision of telework infrastructure and equipment may be needed to ensure that teleworkers enjoy fast, smooth data transmission between their workplace and telework office. Telework options reduce or eliminate the need for commute travel to the office.

#### ***Alternative Work Schedule Option – Flextime, Compressed Workweek***

The office tenant(s) will offer their employees the option to use an alternative work schedule. An alternative work schedule may include a compressed workweek (e.g., four-day week) option or flextime (e.g., adjusting work hours to fit arrival and departure times).

A compressed workweek lets employees work longer hours but shorter weeks. The shortened workweek and shifted hours may help employees avoid rush-hour traffic and reduce the number of commute days. Employees also have an additional day for leisure activities, personal business, and family time. Typical compressed work options include a 9/8/80 workweek and a 4/10 schedule. A 9/8/80 schedule is eight, nine-hour workdays (72 hours) plus one eight-hour day, totaling 80 hours over two weeks. This program allows employees to have one day off



every two weeks. A 4/10 schedule allows the employee to work four 10-hour days per week. Employees typically are divided into two groups: one group works Monday through Thursday; the other group works Tuesday through Friday.

Flextime provides versatility, enables employees to more conveniently use rideshare options, and avoid traffic congestion and transit crowding. It is also an attractive employee recruitment tool that allows employees to work around childcare or school schedules. To maximize alternative mode-use, the Project tenant(s) will offer a preference for alternative work schedules to employees who use or will use an alternative transportation mode.

## 12.0 TENANT COMMUTER SERVICE & RESOURCES

Building tenants will partner with the Project and property management to develop employee commute programs and services. As written in the lease agreement, the tenant will be required to provide an employee transportation coordinator, participate in the emergency guaranteed ride home program (GRH) and offer their employees a transit subsidy and transit passes to all employees.

### *Designated Employer Contact/Employee Commute Coordinator*

The tenant will identify a designated contact implement TDM programs described in this plan. The designated employer contact will maintain commuter information, marketing, and outreach, and assist with administer of the annual employee commuter surveys. The designated contact may be the employee transportation coordinator (ETC) whose role it will be to manage and monitor the alternative commute program. The ETC's primary responsibility will be implementing many of the programs and features described in the TDM Plan. The ETC will be responsible for providing ongoing commute assistance to employees, producing on-site transportation fairs and promotional events, collaborating with Commute.org and 511 to maximize rideshare resources, conducting the annual survey, and producing the annual commute report.

The ETC will provide the following services:

- Promote trip reduction and air quality strategies to employees at the Project site;
- Maintain membership in the TMA and promote the emergency ride home program to employees;
- Be the main point of contact for tenant/employer and employees who wish to commute using an alternative transportation mode;
- Work with local agencies such as Caltrain, BART, Ferry, Commute.org, 511 Rideshare, Silicon Valley Bicycle Coalition and the Bay Area Air Quality Management District (BAAQMD);

- Post informational materials on the company Commuter Website, transportation kiosks and disperse alternative program information to employees via designated employer contacts, posters, fliers, banners, e-newsletters, new employee orientation, etcetera;
- Participate in the BAAQMD Spare the Air program to encourage employees not to drive to work alone;
- Provide timely transit alerts to riders of BART, Ferry, and Caltrain;
- Coordinate various aspects of the program that require periodic updating or monitoring, such as the guaranteed GRH program, car and vanpool registration, parking enforcement, and locker assignment and enforcement; and,
- Develop and manage the company transportation and commute information webpage. The webpage will contain transportation information, resources, and links, promotions, incentives, prizes or awards, spare the air notices, transit links, 511 ride-matching, and other related information.

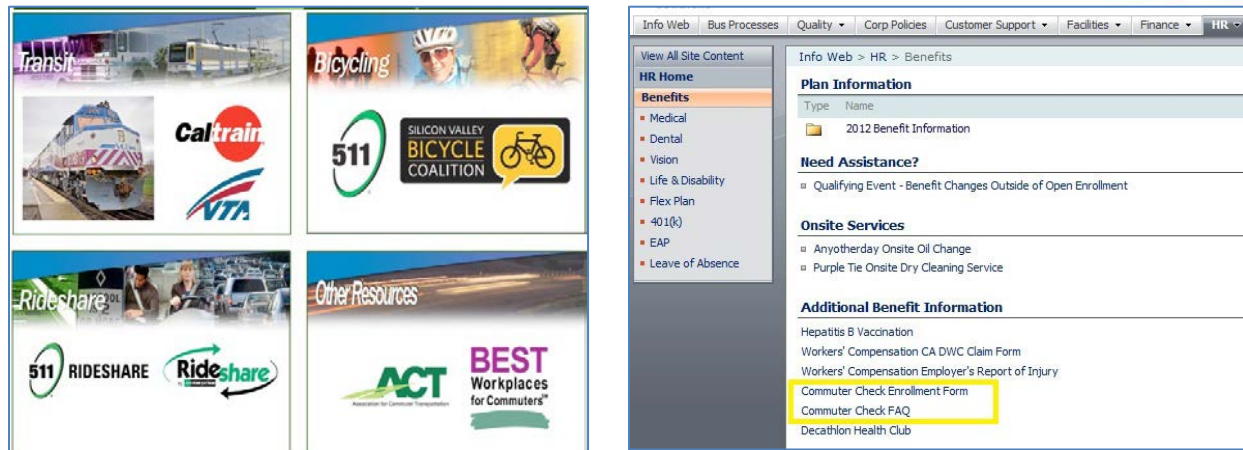


Alternate transportation programs will be presented to commuters in a comprehensive and proactive manner, just like any other employee program. This can be done via participation in, and support of, employee orientation forums or transportation fairs, transportation kiosk posting, employee newsletters, management bulletins, emails, and other methods.

An Employee Commute Program should be viewed as a big picture process. This includes explaining the area's air quality problems and describing how fighting air pollution is part of being a good corporate citizen. It is important that the employees recognize the benefits on a personal and community level to see how they gain from better air quality: less traffic congestion on the highways and the surrounding neighborhoods, fewer parking hassles, and cost savings for employees, among other benefits. The ETC will work with to build employee participation in the commute programs.

#### ***Commute Information Web Portal/Intranet***

The office tenant(s) will establish comprehensive transportation and commute information website for employees. The Project will contain transportation information, resources, and links, including promotions, incentives, Bay Area Spare the Air notices, guaranteed ride home information, transit schedules, 511 ride-matching, and other related information. A sample image of a transportation homepage for employee commute programs is shown below.



### ***Tenant Mobile Amenities - Optional***

The Project will coordinate with tenants to allow for scheduled on-site mobile services. Services may include food trucks, bicycle repair, auto fueling, dry cleaning, and laundry, or other personal services such as haircuts and massages. The tenant(s) may engage in mobile vendors to provide convenience services for their employees. Mobile vendors may include:

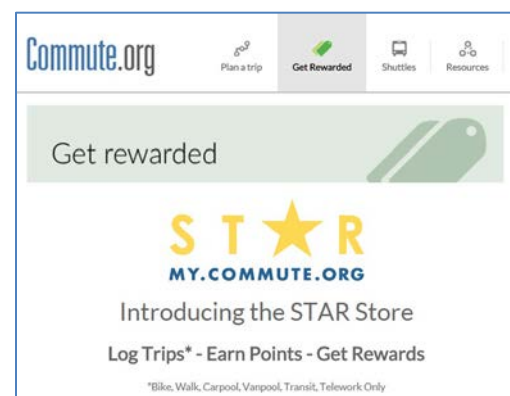
- Mobile food trucks
- Mobile auto fueling
- Mobile dry cleaning and laundry
- Mobile bicycle repair
- Mobile personal services (haircut, massage)

### ***Guaranteed Ride Home Program***

The My.Commute.org STAR program offers employees access to use the free guaranteed ride home (GRH) program.

Employees who enroll in the program (who do not drive alone to work) will receive a reimbursement for the cost of an Uber or Lyft ride home. The GRH trip reimbursement provides up to \$60 per ride (for a maximum of four rides per eligible commuter, per year).

The GRH program is incorporated in the Commute.org STAR Platform and requires users to be registered in advance to participate in the program.





#### WHO IS ELIGIBLE FOR A GRH REIMBURSEMENT?

- Must be 18 years or older
- Must work or go to a participating college in San Mateo County
- Used an alternative to driving alone to get to work or college on day GRH is needed
- Must have a STAR account and log trip to work or college on [my.commute.org](http://my.commute.org)

#### WHAT TYPES OF EMERGENCIES ARE ELIGIBLE FOR A QUALIFIED GRH TRIP?

- Personal or family illness or emergency
- Home emergency
- Eldercare or daycare emergency
- Bicycle theft or breakdown
- Unforeseen change of work schedule
- Inclement weather (for walkers/bicyclists)
- Carpool partner emergency resulted in loss of ride home

#### WHAT TYPES OF TRIPS OR REASONS ARE NOT COVERED?

- Transit delays
- Natural disasters
- Personal errands or appointments
- Ride to work
- Using a ride-hailing app (e.g. Uber or Lyft) to work or college is not a qualifying alternative commute mode
- Carpool app provider cannot find a match to get the commuter home
- Non-emergency side trips
- Business related travel
- Transportation to a doctor or hospital resulting from an on-the-job injury (GRH cannot be used to replace an employer's legal responsibility under workers' compensation regulations.)

#### HOW WILL I GET HOME?

GRH program participants decide how to get home (e.g. taxi, ride-hailing app, transit, or combination).



#### HOW DO I REQUEST A REIMBURSEMENT?

STAR users can redeem a GRH reimbursement request via the incentives area in their STAR account. Participants must complete questionnaire provided in reimbursement request and provide GRH trip receipt(s) to receive reimbursement.

Reimbursement requests must be submitted within 30 days of GRH trip.

Visit [Commute.org](http://Commute.org) and click on the Guaranteed Ride Home button for program rules and limitations.

#### *Scheduled Mobile Bicycle Repair Service*

The tenant's ETC will coordinate periodic mobile repair services for its bike commuters. Mobile repair and services companies (e.g., Velofix, Beeline Bikes) will travel to the Project site and provide on-site repair and maintenance services for cyclists.



### ***Tenant e-Bike Fleet - Optional***

The tenant may coordinate a small fleet of electric bicycles to be provided for employees to use for commuting. Employees can use bicycles for commuter between home and work and midday trips. An organization that leases electric bicycles, such as eShare.bike, can provide turnkey, month-to-month services for a small fleet of electric bicycles.



### ***Tenant Scooter Program - Optional***

The tenant(s) may host a fleet of electric scooters available for employees to travel to nearby amenities, restaurants, or services. Scooters will be paid by the user and be available for midday use and as a last-mile resource for connecting with transit services (e.g., Caltrain and BART or the Ferry). The scooters will have GPS-enabled smart technology and would be considered as mobility perk.



### ***Access to \$350 Monthly Vanpool Subsidy***


The tenant(s) will provide information to their employees about the \$350 monthly vanpool subsidy available from 511.org and the Metropolitan Transportation Commission (MTC). The Bay Area 511 Vanpool Program partnered with Commute With Enterprise to provide an all-inclusive option to make vanpooling easy. A Commute With Enterprise vanpool comes with a newer model, low-mileage van or SUV, with roadside assistance and maintenance included.





### *Carpool and Vanpool Ride-matching Services*

Tenants will promote free ride-matching services. San Francisco Bay Area 511.org is working with private ride-matching companies to provide commuters with alternative ride-matching resources. A sample of ride-matching apps include the following:



App Store

Google Play

**Scoop — takescoop.com**


- Provides guaranteed ride home.
- Best for work trips during regular commute hours - Scoop currently matches carpoolers who work in various locations from home locations throughout the Bay Area.

See "More" below.

- Enter your trip information by 9 p.m. the night before your morning commute, and 3:30 p.m. for your afternoon commute. Scoop automatically provides you with your match and trip itinerary.
- Register with Promo Code **SCOOPME05** for a free first trip.

Take Scoop to BART and get guaranteed parking at the Concord, Dublin/Pleasanton, Millbrae, Orinda, Pleasant Hill, Rockridge, San Bruno, and Union City stations. Find out more [here!](#)

More >



App Store

Google Play


**Waze Carpool**

Waze Carpool makes it easy and fun for Wazers to commute together, saving time and money while reducing the strain on the roads and the environment.

**3 Steps to Carpool:**

1. **See who's on your route:** With Waze Carpool, YOU CHOOSE who you carpool with based on detailed profiles, star ratings, and connections — shared interests, same workplace, and more — as well as price and distance off route.
2. **Offer/request a ride:** Found someone? Simply offer a ride (drivers) or request a ride (riders), and wait for a reply. You're notified as soon as the ride is confirmed.
3. **Enjoy your commute!** Drivers are guided by Waze on the fastest route, while riders can follow their progress on the map in real-time. When the ride is over, payment is transferred from rider to driver automatically.

Use code **511WAZE** for a free ride! Learn more at [waze.com/carpool](https://waze.com/carpool).



Register

Log in

**511 RideMatch Service**

- An interactive system that helps you find carpools, vanpools or bicycle partners.
- Over 60,000 Bay Area commuters available for matching.
- Track your trips in the 511 Trip Diary and be eligible to win prizes. [Watch this video explanation](#) of how the Trip Diary works.
- Discounts on tolls and nifty rewards from 511 and local county agencies all just for doing what you already do!
- Live staff available by phone to help you find a match.



### *Carpool Incentive Programs*

- Carpool Rideshare Rewards – Employees can participate in the 511 Rideshare Rewards program for carpoolers. Rewards may include Amazon gift cards, Fandango gift cards, or Starbucks treats. More details can be found at <https://511.org/carpool-vanpool/benefits/promotion>.

*Rideshare Rewards for carpoolers are available from 511 for a limited period each year and are provided on a first-come, first-served basis until funds are depleted.*

- Carpool (HOV) Lanes – Carpool lanes, also known as high-occupancy vehicle (HOV) lanes, can reduce commute times. To drive in carpool lanes during commute hours, commuters must be in a carpool, vanpool, public transit vehicle, or riding a motorcycle. Carpool lanes vary in their hours of operation and the minimum number of people per car. A list of HOV hours of operation and the required number of passengers can be found at <https://511.org/carpool-vanpool/carpool/lanes>.
- Park and Ride Lots – There are 150 free park and ride lots conveniently located throughout the Bay Area, where carpool partners or vanpools can meet in a central location. Many lots also feature easy access to transit connections and bike lockers.
- San Mateo County Carpool Commuters \$100 Reward – Employees who live in or commute through San Mateo County can participate in the Commute.org \$100 carpool incentive program. Employees who ten days of carpooling activities and log or track their carpool trips in the STAR program may receive a \$25 e-gift card, up to \$100.



### *Vanpool Incentive Programs*

- \$350 Monthly Vanpool Subsidy – Vanpoolers can apply for a \$350 monthly vanpool subsidy for the vanpool group. The Bay Area 511 Vanpool Program provides this monthly subsidy for vanpools with seven or more participants.
- San Mateo County \$500 New Vanpool Participant Rebates – Commuters who live or drive through San Mateo County can participate in [the vanpool incentive](#) program. As an incentive for vanpooling, Commute.org will pay half of the cost for the first three

months of vanpooling, up to \$100 per month per employee. Vanpool drivers of new vanpools can receive a \$500 cash incentive. This one-time incentive is provided for those who have joined a new vanpool in the last six months and have not vanpooled for three months.

### 13.0 TENANT COMMUTER MARKETING & OUTREACH

Active and involved tenant-employers will generate positive impacts on the success of the TDM Plan measures that will be implemented. The tenant shall participate in the following commute alternative programs aimed at increasing transit use and reducing the need for employees to drive alone to work.

#### *New Employee Onboarding*

A commuter program onboarding process will be established to welcome, and retain, new employees. Onboarding may include pre-hire TDM Planning and support to coordinate employee's transportation needs. A written summary of commuter programs and trip reduction goals will be provided to hiring candidates for their consideration. Once hired, the onboarding process will include an overview of commuter benefits, systems, services, and resources. Registration forms will be provided to engage employees in the transit and vanpool subsidies, emergency ride home program, and bicycle resources. Personalized support will be provided during welcome events, and one-on-one sessions will be scheduled when new employees start employment.

#### *Employee Transportation Fairs*

Project tenants may host periodic transportation events or tablings. Commuter information can also be included in company wellness or benefits fairs. When appropriate, the tenant's ETC will add tabling space for the employer's commute program to join these employee events.

#### *Newsletter Articles and Emails*

Periodic rideshare articles or emails will be written by the project ETC for internal newsletters (if desired), with ongoing highlights of alternative commuters and their successes. Internal company notices and incentive promotions should attract the attention of commuters, generate excitement about the use of commute alternatives, and reward those who rideshare.

The project ETC will register with the BAAQMD for the Spare the Air program to receive regional air quality forecast bulletins about poor and unhealthy air quality days. These direct e-mail updates will be forwarded to all personnel to encourage the use of alternative transit modes during peak advisory periods.

### ***Transportation Management Association Membership***

Transportation Management Associations (TMAs) are typically private; nonprofit organizations run by a voluntary Board of Directors and a small staff. They help businesses, developers, building owners, local government representatives, and others work together to collectively establish policies, programs, and services to address local transportation problems. The key to a successful TMA lies in the synergism of multiple groups banding together to address and accomplish more than any single employer, building operator, or developer could do alone.

In the City South San Francisco, Commute.org (formerly the Peninsula Traffic Congestion Relief Alliance) operates as a TMA organization. Commute.org provides:

- Shuttle programs
- Carpool and vanpool matching
- Parking management programs
- Trial transit passes
- Emergency ride home programs
- Enhanced bicycle facilities
- Car and vanpool incentives
- Transit advocacy
- Information on local issues
- Teleworking
- Training
- Marketing programs
- Promotional assistance
- Newsletter

Participating in Commute.org is an asset for project tenants. Commute.org is a clearinghouse for information about alternative commute programs, incentives, and transportation projects affecting San Mateo County businesses.

### ***Tenant Participation in Annual Commuter Survey Efforts***

All Project tenants will engage their employees to participate in an online employee five-day commute survey process to evaluate and ensure the success of their commuter programs. The annual online commuter survey will be hosted by the Commuter Consultant.

A report summarizing results from the employee survey will provide both quantitative data (e.g., mode split) and qualitative data (e.g., employee perception of the alternative transportation programs). Any tenant employee who does not participate in the commute survey will be counted as drive-alone or SOV commuters by default. This default mechanism will render conservative results. Employees who carpool with only children will not be counted as a “commuter carpool” for purposes of this survey. Tenants will strongly encourage, support, and participate in the promotion and marketing of the annual building-wide employee survey.



## SECTION III – TDM COMPLIANCE, MONITORING, AND REPORTING

A comprehensive program of TDM measures and incentives can reduce parking demand, traffic, and air pollution, creating a more sustainable employment environment while freeing up valuable land for higher and better uses.

Adequate parking, traffic congestion, and air pollution are critical concerns in maintaining a healthy economy for the City. Traffic congestion results in time lost to residents and commuters and increased demand on City fiscal resources for roadway construction and maintenance. According to the U.S. Environmental Protection Agency, “mobile sources account for more than half of all the air pollution in the United States. The primary mobile source of air pollution is the automobile.” “...today's motor vehicles are still responsible for up to half of all the emissions released into the air.”<sup>8</sup> “In the Bay Area, the transportation sector accounts for more than 50 percent of air pollution, and more than 40 percent of greenhouse gas emissions.”<sup>9</sup>

### 14.0 COMPLIANCE, MONITORING, AND REPORTING

The TDM Plan intends to reduce SOV trips and lessen parking demand, traffic congestion, and mobile source-related air pollution. As written, this TDM Plan is designed to achieve at least a 35 alternative transportation mode-use rate. To evaluate the performance and success of the Project's TDM Plan, it is important to ensure TDM measures are implemented and effective. Therefore, a TDM reporting and monitoring program will be implemented.

#### *Annual Employee Commute Survey*

Because the TDM Plan is performance-based, the tenant will perform an annual commute program evaluation (a five-day, weekday commute survey) which will allow the Commuter Consultant, tenant, and the City to assess the effectiveness of the unique program designed for this Project. Survey data can be used to focus on marketing and outreach efforts to employees based on their specific commuter interests.

The commute survey will be a critical part of the monitoring process to evaluate and ensure the success of the TDM Plan's measures. Employees who do not participate in the commute survey will be counted as drive-alone or SOV commuters by default. Therefore, the results will be appropriately conservative. A sample commute survey tool is shown below.

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<sup>8</sup> <http://www.epa.gov/apti/course422/ap3a.html>

<sup>9</sup> Bay Area Air Quality Management District, Aaron Richardson, Public Information Officer

**6. How did you GET TO WORK LAST WEEK, (select the primary transportation method you used.) If you were out of the office, please describe your "typical" weekly commute activity.**

Commute Modes	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Dropdown menu options:

- Drove alone to worksite
- Rode as a passenger in a carpool (did not drive)
- Carpooled with an employee/colleague
- Vanpooled (5+ people)
- Rode transit (bus, shuttle, train, etc.)
- Biked to work
- Walked/jogged to work
- Teleworked/worked remotely
- Rode motorcycle/scooter
- Did not work this day

### Annual Commute Survey Report

Each year, the Commuter Consultant, in cooperation with the tenant, will prepare an annual TDM summary report to be submitted to the City's Chief Planner documenting the effectiveness of the TDM Plan and progress toward meeting the 35 percent employee alternative transportation mode-use rate.

The annual TDM summary report will include a determination of week-long employee commute methods obtained from the survey of employees. The summarized results from the employee survey will provide both quantitative data (e.g., mode split) and qualitative data (e.g., employee perception of the alternative transportation programs).

If the 35 percent alternative transportation mode-use rate has not been achieved, the report will explain how and why the goal was not reached and specify additional measures and activities that will be implemented in the coming year to improve the mode-use rate. Survey data may then be used to focus TDM marketing and the efforts of the Commuter Consultant, ETC to maintain the project's 35 percent alternative commute mode-use rate and commitment at the site.

The first baseline survey will be conducted one-year after occupancy with subsequent employee survey (and subsequent annual surveys) will be conducted in the fourth quarter of each year. The table at right shows a *sample* summary matrix of an employee commute survey. Actual results will be determined once an actual survey is conducted.

Employee Commute Modes	Alt. Mode-use Percent	Estimated Employees
Carpooler (driver/passenger)	13.8%	62
Transit and Shuttle Users	10.2%	46
Bicycle	2.9%	13
Walker/Pedestrian	0.0%	0
Telecommuter	2.7%	12
Motorcycle/scooter	0.9%	4
Vanpooler	4.7%	21
<b>Alternative transportation mode-use rate</b>	<b>35.0%</b>	<b>158</b>

### ***Triennial Driveway Hose Counts***

A triennial driveway hose count report is required for all projects that receive a FAR bonus. The purpose of the triennial report is to document the effectiveness of the final trip reduction plan in achieving the required alternative mode use and mitigation of net new peak-hour vehicle trips. Driveway hoses will be placed during a one-week period to track all trip and peak-hour trips. The five-day peak-hour average will be calculated. Peak period includes 6:00 a.m. to 10:00 a.m. and 3:00 p.m. to 7:00 p.m. Peak hour is defined as the hour when heaviest daily traffic volume occurs and generally occurs during morning and afternoon commute times. Traffic counts are obtained during AM and PM peak periods and the volume from the heaviest hour of AM or PM traffic is used to define peak hour for those time periods. The highest number of net trips resulting from AM or PM peak hour will be used. Net trips are calculated by subtracting trips for existing uses from those generated by the new project.

The triennial report will be prepared by an independent consultant, retained by City and paid for by the Project, who will work in concert with the Commuter Consultant and the designated employer contact.

***Submittal.*** The triennial report shall be submitted every three years on the anniversary date of the granting of the certificate of occupancy for a building or facility.

4. ***Response Rate.*** The information for the triennial report shall be based on a survey response rate of 51 percent of employees working in the buildings. If the response rate is less than 51 percent, additional responses need to reach a 51 percent response rate will be counted as a drive alone trip.

5. ***Required Alternative Mode Use.*** The triennial report shall state whether the nonresidential development has or has not achieved its required percent alternative mode use. If the development has not achieved the required alternative mode use, the applicant shall provide an explanation of how and why the goal has not been reached and a detailed description of additional measures that will be adopted in the coming year to attain the required alternative mode use. Any and all additional measures must include an implementation schedule by month.

6. ***Historical Comparison.*** The triennial report shall include a comparison to historical responses on the survey and if a mode share has changed significantly, a detailed description as to why the mode share has changed.

7. ***City Review.*** The Chief Planner shall review all triennial reports. If at any time the reports indicate failure to achieve the stated policy goals, those reports will be submitted to the City Council.

8. ***Penalty for Noncompliance.*** If after the initial triennial report, the subsequent triennial report indicates that, in spite of the changes in the final trip reduction plan, the required alternative mode use is still not being achieved, or if an applicant fails to submit a triennial report at the times described above, the City may assess applicant a penalty. The penalty shall be established by City Council resolution on the basis of project size and actual percentage alternative mode use as compared to the percent alternative mode use established in the trip reduction plan.

*Source: Chapter 20.400 Transportation Demand Management, 20.400.008 Monitoring and Enforcement*



### ***Penalty for Noncompliance***

Annual reports and triennial reports will be submitted to City to monitor and document the effectiveness of the TDM plan in achieving the goal of 35 percent alternative mode usage.

- 1) **TDM Reports:** The initial TDM report on the property will be submitted two (2) years after the granting of a certificate of occupancy with respect to the building, and this requirement will apply to all buildings on the property except the parking facilities. The second and all later reports with respect to the building shall be included in an annual comprehensive TDM report submitted to the City.
- 2) **Report Requirements:** The goal of the TDM program is to encourage alternative mode usage, as defined in Chapter 20.400 of the South San Francisco Municipal Code. The initial TDM report shall either: (1) state that the applicable property has achieved the Targeted Alternative Mode Usage, based on the number of employees in the redeveloped buildings at the time, providing supporting statistics and analysis to establish attainment of the goal; or (2) state that the applicable property has not achieved the Targeted Alternative Mode Usage, providing an explanation of how and why the goal has not been reached, and a description of additional measures that will be adopted in the coming year to attain the Targeted Alternative Mode Usage.
- 3) **Penalty for Non-Compliance:** If after the initial triennial report, the subsequent triennial report indicates that, in spite of the changes in the TDM plan, the Targeted Alternative Mode Usage is still not being achieved, or if Owner fails to submit such a triennial report at the times described above, City may assess Owner a penalty per year for each percentage point below the Targeted Alternative Mode Usage goal.
  - i. In determining whether a financial penalty is appropriate, City may consider whether Owner has made a good faith effort to meet the TDM goals.
  - ii. If City determines that Owner has made a good faith effort to meet the TDM goals, but a penalty is still imposed, such penalty sums, in the City's sole discretion, may be used by Owner toward the implementation of the TDM plan instead of being paid to City. If the penalty is used to implement the TDM Plan, an Implementation Plan shall be reviewed and approved by the City prior to expending any penalty funds.
  - iii. Notwithstanding the foregoing, the amount of any penalty shall bear the same relationship to the maximum penalty as the completed construction to which the penalty applies bears to the maximum amount of square feet of Office, Commercial or Hotel use permitted to be constructed on the Property. For example, if there is 100,000 square feet of completed construction on the Property included within the TDM report with respect to which the penalty is imposed, the penalty would be determined by multiplying the penalty amount times a fraction, the numerator of which is 100,000

square feet and the denominator of which is the maximum amount of square feet of building construction, excluding parking facilities, permitted on the Property; this amount would then be multiplied by the number of percentage points below the Targeted Alternative Mode Usage goal.

Applicants shall be required, as a condition of approval, to reimburse the City for costs incurred in maintaining and enforcing the trip reduction program for the approved project. (Ord. 1432 § 2, 2010).

#### ***No Expiration of TDM Plan or Programs***

All measures in this TDM Plan will continue to be implemented by the applicant on an ongoing basis. There is no expiration of this Plan as it runs in perpetuity. Periodic on-site auditing may be conducted by the City of South San Francisco to ensure that measures in this Plan are being implemented.

#### ***City/County Association of Governments of San Mateo County Guidelines***

C/CAG requires the developer and all subsequent tenants of a project to implement TDM programs that can reduce the demand for new peak-hour trips. The local jurisdiction must also agree to maintain data available for monitoring by C/CAG that supports the ongoing compliance with the agreed-to trip reduction measures. The estimated AM and PM peak-hour trips for this project total 293.

**Table 1: Weekday Project Trip Generation**

Land Use	Size	Daily	AM Peak Hour			PM Peak Hour		
			In	Out	Total	In	Out	Total
Office <sup>1</sup>	128.8 KSF	1356	127	21	148	23	122	145
35% TDM Trip Reduction		(475)	(44)	(7)	(52)	(8)	(43)	(51)
<b>Total</b>		<b>881</b>	<b>83</b>	<b>14</b>	<b>96</b>	<b>15</b>	<b>79</b>	<b>94</b>
Previous Light Industrial <sup>2</sup>	54 KSF	263	25	3	28	3	21	24

Notes:

1. Rates based on ITE *Trip Generation 10<sup>th</sup> Ed., 2017* fitted curve equation for Office (ITE 710)
2. Rates based on ITE *Trip Generation 10<sup>th</sup> Ed., 2017* fitted curve equation for General Light Industrial (110). These volumes are shown to compare Project trip generation characteristics with a scenario where the existing building was reoccupied with a similar industrial use.

Source: Fehr & Peers Transportation Consultants

The estimated C/CAG peak-hour trip credit accounting and mitigation for the project are provided below. The C/CAG peak-hour trip credit accounting totals 660 trips and meets the City of South San Francisco's requirement to provide a completed checklist of trip reduction measures (Section 20.400.005, item A).

### Accounting of C/CAG Trip Credits

Required TDM Measures per SSF Ordinance	Quantity	Credit Ratio	Trip Credit
Bicycle Parking - Long-Term (Class I)	48	0.33	16
Bicycle Parking - Short-Term (Class II)	60	0.33	20
Carpool and Vanpool Ride-matching Service	1	0	0
Designated Employer/Tenant Contact for TDM implementation	1	5	5
Direct Route to Transit	1	0	0
Free Parking for Carpool and Vanpools	100%	0	0
Guaranteed Emergency Ride Home program	112	1	112
Information Board/Kiosk(s)	1	5	5
Passenger Loading Zone(s)	0	1	0
Pedestrian Connections	1	5	5
Preferential Carpool Parking Space	34	2	68
Preferential Vanpool Parking Space	3	7	21
Promotional and Commuter Outreach Programs	1	0	0
Showers/Clothes Lockers	6	10	60
Additional Credit for shower combination and Class I bike parking	30	5	150
Shuttle last-mile Programs	46	1	46
Additional Credit for Emergency Ride Home program	46	1	46
Transportation Management Association Participation	1	5	5
Annual Employee Commute Survey	1	1.5	1.5
<b>Subtotal of C/CAG Trips Credited</b>			<b>560</b>
<b>Additional TDM Measures - SSF Ordinance</b>			
Public Bicycle Trail Improvements	1	5	5
On-site and nearby amenities	1	5	5
<b>Other Measures - to be Deemed Consistent by Chief Planner</b>			
Transit and vanpool subsidies	46	1	46
Commuter Allowances: pedestrian and bicycle commuters	12	1	12
Flextime alternative work hours program	1	10	10
Additional Credit for combination of any 10 elements	1	5	5
TDM Plan/Transportation Action Plan	1	10	10
Infill Development	293	0.02	6
Coordinate TDM with existing developments/employers	1	5	5
Bicycle Fix-it Repair Station	1	1	1
<b>Subtotal of Additional and Other Measures</b>			<b>100</b>
<b>Total C/CAG Trip Credits</b>			<b>660</b>



## **TDM SPECIALISTS, INC. QUALIFICATIONS**



A Transportation Demand Management Company

**We are planners and technical experts** focused on development projects and improving employee mobility options. Our Transportation Demand Management (TDM) planning solutions reduce vehicle traffic, parking demand, greenhouse gases, and air pollution impacts. We work successfully with developers, employers, and government agencies to get TDM Plans approved and projects entitled. We also implement and manage on-site commuter programs and achieve required TDM goals.

Our TDM practitioners provide full-service commute and traffic mitigation, sustainable LEED planning, and air quality conformity. Serving as an extension of client staff, we provide a broad range of services to get the job done efficiently while meeting the unique needs of the client and specific jurisdiction.

**"We have finished the review of the Draft TDM. First let me say, that was the best TDM I have ever seen! The best by a large margin...a fantastic TDM Plan. Thank you so much."**

*Steve Lynch, AICP, Senior Planner, City of Santa Clara, California*

### **Transportation Demand Management**

TDM Specialists develop Transportation Demand Management plans, traffic mitigation plans, and sustainable programs that address green commuting, mobility, and constrained parking issues. The purpose of TDM is to promote more efficient utilization of existing transportation facilities, reduce traffic congestion and mobile source emissions, and ensure that projects are designed in ways to maximize the potential for alternative transportation use.

### **Commute Program Implementation**

We have a proven track record of getting employees out of their cars. As projects are built and occupied, TDM Specialists can develop the structure, outreach and promotions necessary to implement and manage employee Commute Programs. The initial start-up, implementation, and ongoing management of the Commute Program are designed to meet TDM or trip reduction objectives and requirements. The overarching goal of a Commute Program is to enhance the quality of life and reduce commute trips for project employees.

*Quality of life improvements can enhance employee recruitment, morale and retention, and increase productivity that create positive benefits for businesses.*

### **Sustainable Air Quality and Greenhouse Gas (GHG) Solutions**

TDM Specialists successfully implements trip reduction programs tailored to fit the project, and can typically reduce employee trips to the site by 30 percent. This results in reduced drive-alone trips and complies with requirements to reduce project GHG impacts. We coordinate the mechanisms to calculate and report these results to appropriate agencies.

Contact:

**Elizabeth L. Hughes**  
Senior Transportation Manager

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Carmichael, CA 95608

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*A Transportation Demand  
Management Company*

## Areas of Expertise

### Traffic Mitigation

TDM/TSM Mitigation Plans  
TDM Employer Training  
Commute Program Development  
Commute Program Management  
Commute Program Audits  
Commuter Surveys  
Transportation Fairs and Events  
Car Management Strategies  
Shuttle Programs  
TMA Management

### Parking Mitigation

Parking Demand Reduction  
Parking Management Strategies  
Parking Constraints Solutions

### Entitlement

Project Support  
Strategic Counsel  
Critical Response Support  
Environmental (EIR) Mitigation  
(Air Quality and Transportation)

### Sustainability

Greenhouse Gas Emission Reductions  
Supporting LEED Components  
Air Quality Mitigation Plans

### TDM Applications

- Office or R&D buildings
- Corporate Headquarters/Campus
- Master Plan projects
- Specific Plans
- Business Parks
- Hospitals/Medical Offices
- Retail/Shopping Centers
- Residential (multi family, single family, hi-rise, etc.)
- Special Events
- Recreation
- Universities and Colleges
- Warehouse and Manufacturing
- Airports and Transit Stations

### Development, Property Management and Employer Projects

- Facebook
- Genentech
- NVIDIA
- SAP Labs
- Intel Folsom
- Intel Santa Clara
- Nokia
- Yahoo! Inc.
- NetApp
- VMware
- McClellan Business Park
- Juniper Networks
- Sunnyvale City Center
- Marvell
- Access/Palm Source
- Alexandria Real Estate Equities
- Oyster Point Business Park
- Metro Air Park
- Raley Field
- Moffett Park Business and Transportation Association
- Intuitive Surgical
- The Allen Group
- Spieker Properties
- HCP, Inc.
- Granite Regional Park
- Hyatt Place Hotel – So. San Francisco
- So. San Francisco Business Center
- Masonic Homes of California
- Fairview River Landing
- Donahue Schriber
- BioMed Realty Trust
- Panattoni Development
- Taylor Properties Development Co.
- SKS Investments, LLC
- Shorenstein
- LBA Realty
- Jones Lang LaSalle
- California Farm Bureau
- California Highway Patrol
- Separovich • Domich
- Newell Real Estate Advisors
- LinkedIn
- Menlo Equities, LLC
- TMG Partners
- The Minkoff Group
- Arnell Enterprises, Inc.
- The Pollock Financial Group
- Wolff Enterprises

### Municipal & Agency Locations

- Sacramento Area Council of Governments
- California Highway Patrol
- County of Sacramento, Dept. of Human Services
- City of South San Francisco
- City of Mountain View
- City of Santa Clara
- City of Sunnyvale
- State of California, Dept. of General Services
- San Mateo City/County Association of Governments
- City of Union City
- Cal PERS
- Cal STBS
- Ogden City, UT
- City of Brisbane
- Grand Rapids Interurban Transit, MI
- City of Citrus Heights
- University of California San Diego West Campus
- Sacramento County International Airport

### Biotech, Pharmaceutical and Hospital Projects

- Genentech
- Amgen
- Rigel
- Takeda
- Onyx Pharmaceutical
- University of California San Diego, East Campus Medical Center
- Sutter Medical Center, Sacramento
- Mercy General Hospital
- Mercy San Juan Medical Center
- Enloe Medical Center
- Intuitive Surgical
- Blood Source
- Eclipsys, MA
- Counsyl, Inc.
- Theravance, Inc.