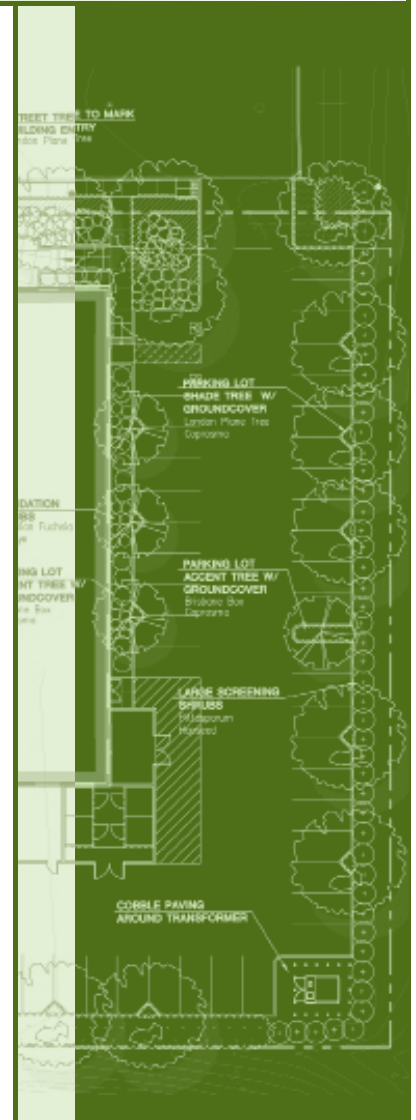


Britannia Modular Labs 3



Preliminary Transportation Demand Management Plan (TRANSPORTATION ACTION PLAN)

Prepared for **HCP – Life Science Estates**
and **City of South San Francisco**



Prepared by **HDR** | **H** THE HOYT COMPANY
916.448.2440

Originally Prepared: March 5, 2009
Updated: August 27, 2012

BRITANNIA MODULAR LABS 3 (ROEBLING)

PRELIMINARY TRANSPORTATION DEMAND MANAGEMENT PLAN (TRANSPORTATION ACTION PLAN)



Prepared for:

HCP – Life Science Estates

Prepared by:



In association with TDM Specialists, Inc.



(408) 420-2411

Originally Prepared: March 5, 2009

Updated: August 27, 2012

Table of Contents

EXECUTIVE SUMMARY	i
1.0 INTRODUCTION AND PURPOSE	1
2.0 TRANSPORTATION DEMAND MANAGEMENT GOALS	3
3.0 EMPLOYEE MODE SPLIT EAST OF HIGHWAY 101	4
Table 1 - Comparable Transportation Mode-Use Rates	4
Table 2 - Estimated Alternative Transportation Modes	5
4.0 PROJECT DESCRIPTION	5
Table 3 - Britannia Modular Labs 3 Project Specifics.....	6
Project Location Map.....	7
TDM Site Plan – Britannia Modular Labs 3 (Roebeling).....	8
5.0 PARKING MANAGEMENT	9
5.1 Reduced Parking Supply.....	9
5.2 Carpool and Vanpool Designations.....	9
5.3 Preferential Parking Space Placement.....	9
5.4 Free Parking for Car and Vanpools and Clean Fuel Vehicles	10
5.5 Passenger Loading Zone	10
6.0 CARPOOL AND VANPOOL RIDEMATCHING SERVICE	10
Britannia South San Francisco Commute Website	11
7.0 TRANSIT	12
7.1 Shuttle Services to Britannia Modular Labs 3.....	12
Table 4 - Shuttle Service to Britannia Modular Labs 3.....	12
7.2 Shuttle/Bus Stops.....	13
7.3 Additional Shuttle Services to Britannia Modular Labs 3	13
7.4 Caltrain	13
Shuttle Service Maps (Caltrain, BART and Ferry).....	14
7.5 Bay Area Rapid Transit (BART)	15
7.6 SamTrans.....	15
7.7 Downtown Dasher Taxi Service	15
7.8 Ferry Service.....	15

8.0	PEDESTRIAN AND BICYCLE AMENITIES	16
8.1	Onsite Pedestrian Connections.....	16
8.2	Enhanced Bicycle Parking – Long-Term and Short-Term.....	16
	Table 5 - Bicycle Parking Recommendation.....	16
8.3	Bicycle Connections	17
8.4	Bicycle Resources.....	17
8.5	Showers and Clothes Lockers	18
	Table 6 - Proposed Shower and Locker Facilities.....	18
	City of South San Francisco Bicycle Map	19
	Subsection of City of South San Francisco – East of Highway 101	20
	Bay Trails Bicycle Map.....	21
9.0	TRANSPORTATION COORDINATOR/COMMUTER ASSISTANCE.....	22
10.0	COMMUTE INCENTIVES AND PROMOTIONS.....	23
10.1	Commuter Choice – Pre Tax Options.....	23
10.2	Commute Allowances and Subsidies	23
10.3	Try Transit Program	23
10.4	Carpool Incentive Programs.....	24
10.5	Vanpool Incentive Programs.....	25
10.6	Free Bridge Toll	26
10.7	Trip Planner.....	26
11.0	GUARANTEED EMERGENCY RIDE HOME PROGRAM	26
12.0	ALTERNATIVE WORK SCHEDULE INFRASTRUCTURE	27
12.1	Flextime.....	27
12.2	Teleworking Infrastructure	28
12.3	Compressed Work Week	28
13.0	TRANSPORTATION RESOURCE INFORMATION	28
13.1	Transportation Kiosk.....	29
	Figure 1 - Sample Transportation Information Board	29
13.2	Britannia Modular Labs 3 Commute Website and Resources	30
	Figure 2 - Sample HCP Britannia Modular Labs 3 Commute Website.....	30
13.3	Employee Transportation Flier	31
13.4	Designated Employer/Tenant Contact	31

13.5	Promotional Programs	31
13.6	Tenant Training and Resource Representatives	32
	Employee Transportation Flier	33
14.0	PROJECT AMENITIES.....	34
15.0	KICK-OFF EVENT	35
16.0	ANNUAL TRANSPORTATION FAIR AND SPECIAL PROMOTIONS.....	35
17.0	TRANSPORTATION MANAGEMENT ASSOCIATION	35
18.0	COMPLIANCE MONITORING AND ENFORCEMENT	37
18.1	Annual Employee Commute Survey	37
18.2	Annual Summary Report.....	37
18.3	Triennial Audit Report.....	38
18.4	Penalty for Noncompliance	38
18.5	Tenant Performance and Lease Language.....	38
19.0	CONCLUSION.....	39

EXHIBIT A – Accounting of C/CAG Off-Peak Trip Credits

ATTACHMENTS:

Employer Shuttle Rider Pass Program Flier
 Mid-day Taxi Service – Downtown Dasher Program Flier
 Bicycle and Pedestrian Safety Program Flier
 Free Transit Ticket Distribution Program – Try Transit Registration
 Carpool Incentive Flier – You Pool, We Pay!
 Vanpool Incentive Flier
 Emergency Ride Home Program – Employee Focus
 Emergency Ride Home Program – Employer Focus
 List of Nearby Amenities (food service, restaurants, coffee, rental car, etc.)

EXECUTIVE SUMMARY

Traffic congestion and air pollution are critical concerns in maintaining a healthy economy and lifestyle for the City of South San Francisco. Traffic congestion results in time lost to residents and commuters and increased demand on City fiscal resources for roadway construction and maintenance. It is estimated that mobile sources, such as automobiles, account for 50% of all air pollution in the City of South San Francisco.

As a leader in sustainable commute-friendly projects, HCP-Life Science Estates has prepared an aggressive Transportation Demand Management (TDM) plan for the Britannia Modular Labs 3 project. HCP has consistently designed their San Francisco Bay Area projects to meet commute-sustainable standards by incorporating TDM elements in their projects. This dedication to reducing trips, air pollution, traffic congestion, and parking demand contributes to successful carbon footprint and greenhouse gas reductions of each project's construction and long-term operations. As implementation and monitoring requirements stemming from AB32 and SB375 are pending, developers and employers are going to be required to reduce impacts from greenhouse gas (GHG) emissions. By reducing emissions now, projects like Britannia Modular Labs 3 will be ahead of the mitigation process.

HCP has prepared this TDM plan in compliance with Chapter 20.400 of the City's Zoning Ordinance. The mitigation measures are also consistent with the City/County Association of Governments of San Mateo County (C/CAG) Guidelines for the Implementation of the Land Use Component of the Congestion Management Program.

This plan identifies a 35% alternative mode-use goal that addresses both traffic and air quality concerns in the City of South San Francisco. In addition, this document provides supporting justification for the current reduced parking feature of this project.

The plan assumes project occupancy based on future tenancy of a research and development (R&D) uses totaling 105,536 square feet with a 0.8123 floor area ratio (FAR) – increased from 0.50. Total surface and garage parking is estimated at 288 spaces. The proposed parking ratio for the development is a rate of 2.70 spaces per 1,000 square feet.

This plan includes TDM measures specifically developed for the Britannia Modular Labs 3 project. Measures include mid-day shuttle services, secure bicycle parking, on-site commuter kiosk, trial transit pass programs, and an emergency ride home program for alternative transportation users. The plan has a variety of infrastructure and incentive-based measures, which encourage all forms of alternative mode-use, such as carpool and vanpool, transit, bicycling, walking, and telecommuting. HCP is committed to encouraging tenant participation and will strongly recommend and support any enhanced tenant-sponsored employee commute programs.

This project plan is designed to address the trip reduction requirement and reduced onsite parking for the project. According to the Traffic Impact Study for the 328 Roebling Road project, prepared by Mark D. Crane, P.E., the peak-hour trip assessment for the project was 127 p.m. trips. The Britannia Modular Labs 3 TDM Plan achieves mitigation for all peak-hour trips as shown in the C/CAG mitigation matrix presented in Exhibit A. The matrix shows total mitigation of 326 peak-hour trip credits. The transportation mode-use rate will be monitored annually with the first employee commute survey to be conducted one year after occupancy of the project. An alternative mode-use summary report will be submitted to the City's Principal Planner after the annual employee commute survey has been conducted.

Efforts to reduce employee drive-alone commuting and expand the mode options available to commuters can take several years to develop and mature. However, if a TDM Plan is implemented aggressively and with management support, results can be immediate. According to regional surveys, the current commute environment in San Mateo County and the City of South San Francisco offers project commuters lower levels of roadway congestion and higher highway travel speeds. Reduced traffic congestion contributes toward single-occupant vehicle (SOV) usage. Conversely, higher fuel costs encourage greater use of travel alternatives such as carpooling and transit.

The measures and elements contained in this plan are consistent with other employee commute programs in the San Francisco Bay Area and other well-performing HCP projects. This plan reflects the 18 measures required by the City of South San Francisco and nine additional supporting TDM measures. These measures include:

Required TDM Measures

1. Bicycle Parking: Long-Term
2. Bicycle Parking: Short-Term
3. Carpool and Vanpool Ridematching Service
4. Designated Employer/Tenant Point of Contact
5. Direct Route to Transit (well-lit path or sidewalk to shuttles)
6. Free Parking for Carpools and Vanpools
7. Emergency Ride Home Program
8. Information Board/Kiosks
9. Passenger Drop Off and Loading Area
10. Pedestrian Connections
11. 10% Preferred Location Carpool and Vanpool Parking
12. Promotional Programs and Events – Ridesharing
13. Showers and Clothes Lockers
14. Shuttle Programs (Utah-Grand Shuttles and Downtown Dasher)
15. Transportation Management Association Participation
16. Annual Employee Commute Survey (100% participation, non response = SOV)
17. Annual TDM Summary Report to City Council & Planning Commission
18. TDM Site Plan

Additional TDM Measures

19. Commute incentives and promotions (Commuter Choice, Try Transit, Carpool Incentives, etc.)
20. Reduced parking
21. Alternative Work Schedule Infrastructure (flextime, telework, compressed work week)
22. Britannia commuter resource Website
23. Employee Transportation Flier
24. Tenant Training and Owner-Provided Resource Representative
25. Onsite Kick-off Event
26. Annual Onsite Transportation Spare the Air Fair
27. Tenant Performance Requirement and Lease Language

1.0 INTRODUCTION AND PURPOSE

The Britannia Modular Labs 3 project supports clustered development that includes various Research and Development (R&D), office and commercial projects along major transportation corridors. Clustered developments in the City further enhance the efficiency of the existing transportation systems. This project is located near, and is served by, U.S. Highway 101 and nearby Interstate 280, a Caltrain station, BART station, and a water ferry terminal.

The comprehensive plan of trip reduction measures identified in this report is essential to realizing the trip reduction potential of the project. The combination of these factors will provide the momentum to achieve a 35% alternative mode-use rate for this project.

Through monitoring efforts, such as the annual survey of employees to determine transportation mode split, the project will be able to better focus transportation coordination efforts and encourage tenant-employees to use alternative transportation. The first travel mode-use survey report will be submitted to the City of South San Francisco after one year of occupancy of any portion of the project.

Local Regulatory Setting

Chapter 20.400 of the Zoning Code outlines the TDM objectives for the City of South San Francisco. The specific purposes of Chapter 20.400 are to:

- A. *Reduce the amount of traffic generated by new nonresidential development, and the expansion of existing nonresidential development, pursuant to the City's police power and necessary in order to protect the public health, safety and welfare.*
- B. *Ensure that expected increases in traffic resulting from growth in employment opportunities in the City of South San Francisco will be adequately mitigated.*
- C. *Reduce drive-alone commute trips during peak traffic periods by using a combination of services, incentives, and facilities.*
- D. *Promote the more efficient utilization of existing transportation facilities and ensure that new developments are designed in ways to maximize the potential for alternative transportation usage.*
- E. *Establish an ongoing monitoring and enforcement program to ensure that the desired alternative mode use percentages are achieved.*

The TDM requirements apply to all non-residential developments located on lands within the jurisdiction of the City of South San Francisco expected to generate 100 or more average daily trips. Additionally, developments with a FAR above minimum (0.50) are subject to further alternative mode-use requirements. The Britannia Modular Labs 3 campus is proposed to have an increased FAR of 0.8123 and meets the expanded requirements for a 35% TDM Plan.

Using the City of South San Francisco's TDM Ordinance as the guideline, the estimated number of trips needed to meet a 35% reduction for the number of employees estimated to work at the Britannia Modular Labs 3 would be 111. The estimated employees were calculated using an employee ratio of three employees per 1,000 square feet.

Estimated Total Employees	317
Trip Reduction Requirement	35%
Employee Mode-Use Requirement	111

This TDM Master Plan also meets many requirements of the *Revised C/CAG Guidelines for the Implementation of the Land Use Program* approved by the City/County Association of Governments (C/CAG) of San Mateo County.

State Regulatory Setting

California is the 12th to 16th largest emitter of carbon dioxide (CO₂) and is responsible for approximately 2% of the world's CO₂ emissions. The natural environment in California may be substantially impacted due to increased in temperature and deteriorating air quality.

The State of California has given many organizations and agencies the responsibility of creating guidelines, policies, and thresholds that meet the intent of legislature: Office of Planning and Research (OPR), California Air Resources Board (CARB), California Air Pollution Control Officers' Association (CAPCOA), Council of Governments, and the Attorney Generals office.

- ◆ **Assembly Bill 1493** - required 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 adopt the nation's first GHG emission standards for automobiles.
- ◆ **Executive Order S-3-05** - directed 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 to achieve real, quantifiable, cost-effective reductions of GHG makes CARB responsible for monitoring and reducing GHG emissions.
- ◆ **Senate Bill 375** - establishes improved land use and transportation policy supporting AB32; providing a means for achieving the AB 32 goals for cars and light trucks through land use changes. This Bill creates potentially revolutionary changes in California's regional planning processes for housing and transportation, SB 375 mandates 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.

A CEQA streamlined review process for developers is the most significant provision of the bill. If projects meet certain criteria such as containing at least 50% residential use, high densities, and located within 1/2 a mile from rail, ferry, or bus line with 15 minute headways or less, then the projects can qualify for a CEQA review exemption.

2.0 TRANSPORTATION DEMAND MANAGEMENT GOALS

The basic premise of Transportation Demand Management (TDM) is the maximum utilization of existing transportation resources. The City of South San Francisco, as is typical of other urban areas in the United States, has millions of dollars invested in roadway infrastructure and public transit infrastructure. The goal of TDM is to more efficiently and economically take advantage of these major capital investments.

The following are three basic goals that can be achieved through effective utilization of TDM measures:

- 1) Convert trips to an alternative mode of transportation (e.g., transit, carpools or vanpools, bicycling or walking)
- 2) Support technological solutions (e.g., compressed natural gas, electric/hybrid vehicles, or other zero emission vehicles)
- 3) Eliminate trips (e.g., compressed work weeks or telecommute)

Until recently in the United States, the answer to relieving congestion on roads, and in parking structures, was to build more roads and parking structures (similar in concept to building another manufacturing plant to expand productivity on levels). Current economics and limited resources affect the ability to build and maintain more roads or parking structures. This reality necessitates better utilization of the existing transportation infrastructure (similar to adding a second shift at an existing plant). To this end, TDM measures support the transition to a greater use of existing alternative transportation options.

The measures and programs outlined in this plan address Chapter 20.400 of the City's Zoning Code. These mitigation measures are also consistent with the *C/CAG Guidelines for the Implementation of the Land Use Component of the Congestion Management Program*.

The C/CAG guidelines require mitigation of 1-to-1 peak-hour trip mitigation. The estimated numbers of peak-hour trips for the Britannia Modular Labs 3 project are 127. C/CAG mitigation credits identified in this TDM Plan total 326 trips. The C/CAG accounting of all trip credits applicable in this updated Preliminary TDM Plan is provided in Exhibit A.

3.0 EMPLOYEE MODE SPLIT EAST OF HIGHWAY 101

According to the Commute Profile 2005 Regional Report, prepared by RIDES Associates, the San Mateo County alternative mode-use rate was approximately 29%, with the Bay Area regional rate comprising approximately 34% alternative mode-use. The larger Bay Area alternative mode-use rate is indicative of paid parking in more urban core areas with abundant and close proximity of public transit resources, whereas parking is free or much less expensive in many areas of San Mateo County (e.g., the City of South San Francisco).

The 2005 Employee Transportation Survey conducted by the Peninsula Traffic Congestion Relief Alliance (Alliance) identified the San Mateo County alternative mode-use rate at 29.9%. However, the overall alternative mode-use rate for the City of South San Francisco was identified at 20.1%.

In fall 2008, an employee commute survey was conducted at another well-performing HCP project site in South San Francisco. Results from the survey indicated an alternative commute mode-use rate of 37%. However, it should be noted that tenants in this neighboring employment site offer their employees substantial commute subsidies and financial incentives, above and beyond typical levels, that greatly enhance the alternative mode-use performance for that project. It is possible, although unknown at this time, that future employers at the Britannia Modular Labs 3 project will also offer subsidies and or allowances to their employees.

Table 1 shows the comparison of alternative mode-use rates for the Bay Area Region, County of San Mateo, City of South San Francisco, and another South San Francisco employer site.

Table 1
Comparable Transportation Mode-Use Rates

Commute Survey Locations	Commute Profile 2005 Regional Report - RIDES	2005 Employee Transportation Survey - Alliance	2007 Transportation Survey TDM Report - HDR The Hoyt Company
San Mateo County	29.0%	29.9%	
Bay Area Region	34.0%		
City of Brisbane		20.1%	
South San Francisco - Britannia Oyster Point Campus			31.2% to 43.1%

Based on current and historical alternative mode-use data for east of Highway 101 business areas, an example of estimated employee alternative mode-use distribution was calculated. This estimate reflects the TDM measures as they are described in this plan and assumes that commute subsidies may be provided by future tenants to their employees

Table 2 shows the estimated various alternative transportation modes for an office project using an employee population assumption based on a highest and best use.

Table 2
Estimated Alternative Transportation Modes for a Typical Office Project

Typical Transportation Modes	Mode Rate	Employees 3/1,000
Total Employees Assumed		317
Drive alone to work site	61.00%	193
Carpool	15.70%	50
Transit	11.50%	36
Other (motorcycle, hybrid, telecommute, compressed workweek)	4.00%	13
Bicycle	2.50%	8
Vanpool	0.65%	2
Walk	0.65%	2
Non-commuting (sick, vacation, business travel)	4.00%	13
	100.00%	
Alternative Mode Use Rate	35.00%	111

The implementation of TDM measures identified in this plan are expected to result in an estimated 35% alternative mode-use rate representing approximately 111 employees from a total of 317 as determined by a calculation of 3 employees per 1,000 square feet of building area. This sample scenario provides a distribution example of employee alternative transportation choices, depicting a typical workweek day for the project.

Note: *This distribution is provided as an example only. The actual distribution of transportation modes could vary and will be clarified in future survey results.*

4.0 PROJECT DESCRIPTION

The project is a 2.97-acre project owned by HCP – Life Science Estates (HCP) in the City of South San Francisco located south of the U.S. Highway 101, south of San Francisco.

The proposed project accommodates two biotech office/R&D buildings totaling 105,536 square feet. The project FAR is 0.8123. In addition to surface lot parking, each building is proposed to include garage parking. Garage and surface parking will accommodate 288 vehicles. Parking for this project will be provided at a ratio of 2.7 parking spaces per 1,000 square feet.

The project is designed to maximize opportunities for pedestrian, bicycle, carpool, transit and shuttle connectivity.

As an R&D project, 29 reserved carpool parking spaces are planned with one space designated for a vanpool. A total of eight Class I bicycle lockers and four bicycle racks will be provided near the buildings and in the garage for bicycle commuters at no charge to employees. Showers and lockers will also be provided for bicycle, pedestrian, and other alternative commuters. Shuttle services to BART and Caltrain are located one block from the site on Britannia Modular Labs 3, near the project site.

There are a number of nearby restaurant and food services establishments for employees at this project. Anticipated on-site vending food service and possible tenant-provided mobile services (e.g., haircuts, dentistry, dry cleaning, etc.) will help to create a self-sufficient development, reducing the number of trips made daily to and from the project.

A project location map is provided on page 7. The HCP Britannia Modular Labs 3 TDM site Plan is provided on page 8. This TDM site plan shows the tentative and conceptual locations of preferential parking, bicycle facilities, pedestrian connections and direct routes to transit. It also depicts that showers, lockers and information kiosks will be provided in the buildings.

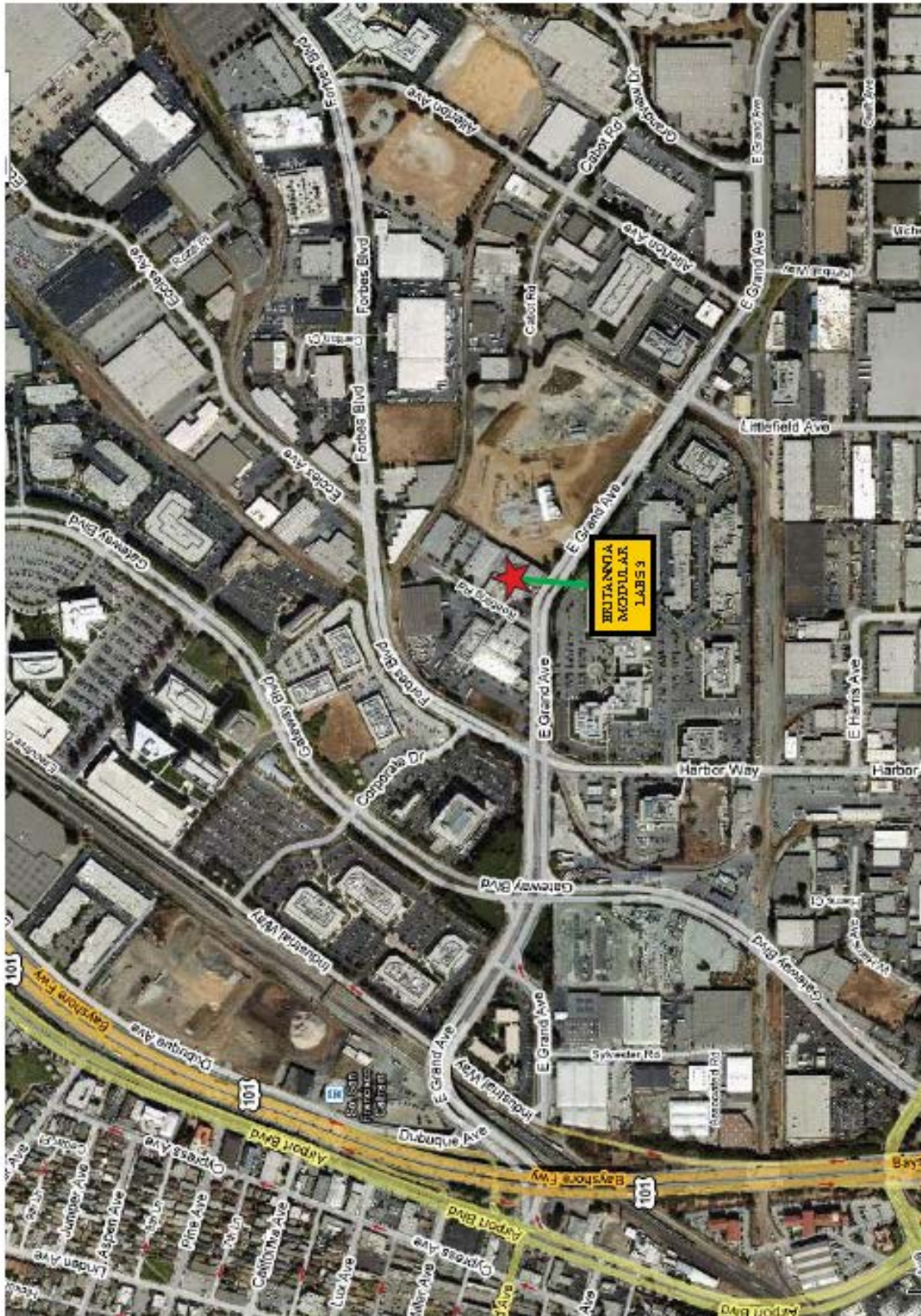
It should be noted that the TDM site plan shows conceptual infrastructure placement and actual placement and final locations will be shown in the permit set of drawings.

Table 3 shows a summary of expected R&D project specifics.

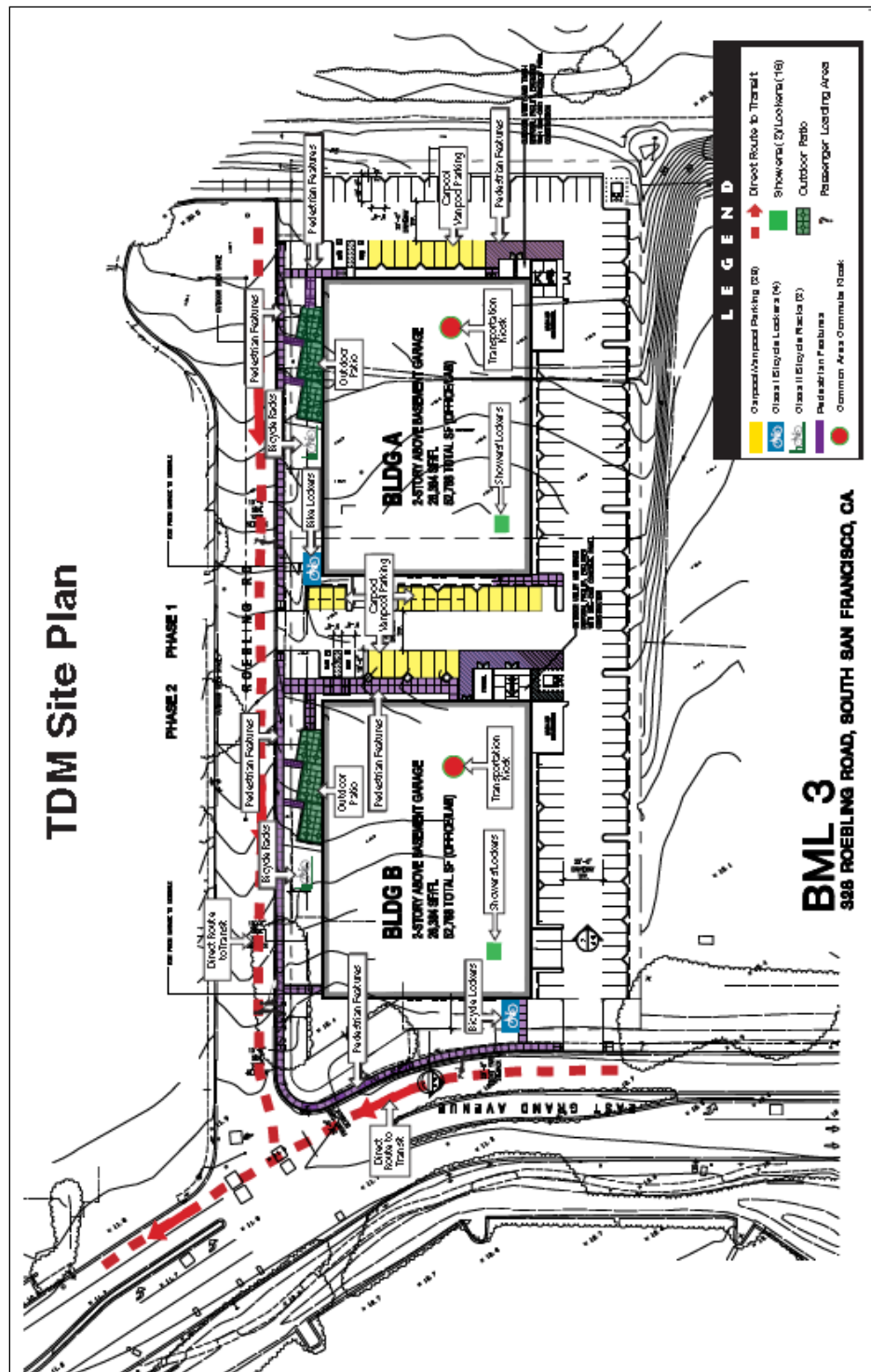
Table 3
Britannia Modular Labs 3 Project Specifics

Project Information	Application
R&D Use	100%
Employees Estimated (3/1,000')	317
Square Feet	105,536
Parking Ratio	2.7/1,000
Parking Spaces Provided	288
FAR	0.81
TDM Goal	35%
Employee Mode-Use Requirement	111

Project Location Map



TDM Site Plan – Britannia Modular Labs 3 (Roebling)



It should be noted that the TDM site plan shows conceptual infrastructure placement and actual placement and final locations will be shown in the permit set of drawings.

5.0 PARKING MANAGEMENT

The ability and willingness to rideshare is directly linked to parking cost and parking availability.

5.1 Reduced Parking Supply

As a biotech office/R&D project, there will be a total of 288 surface and garage parking spaces.

The City parking code for this type of project is one space for each 250 square-feet for the first 50,000 square feet and 3/1,000 square feet thereafter for the remaining 75,000 square feet. Stated another way, the City parking code for is one space for each 333 square feet. The Britannia Modular Labs 3 project is proposing to provide a reduced parking ratio equivalent to one space for each 366 square feet for the entire project.

Reduced parking supports trip reduction and TDM efforts and discourages single-occupant drivers (SOV) by not creating an abundance of easy and convenient parking options. Reduced availability enhances other alternative mode options. The Britannia Modular Labs 3 project has reduced onsite parking by 31 spaces to enhance its TDM efforts.

5.2 Carpool and Vanpool Designations

Upon completion of this project, there will be a minimum of 29 designated carpool/vanpool vehicle parking spaces (10% of vehicle parking spaces). These carpool parking spaces may require employee registration and permitting. These special designated parking space include at least one vanpool parking space.

HCP will be responsible for construction, striping, and signage for the parking spaces. The tenants will also be responsible for monitoring the appropriate use of these specially designated parking spaces.

5.3 Preferential Parking Space Placement

One effective means of encouraging employees to rideshare and/or use a clean-fuel vehicle is to reserve the most preferred parking spaces (premium, convenient locations, close to buildings, in the shade or within 100 feet of building entrances) for the exclusive use of carpool, vanpools, and clean-fuel vehicles. These preferred parking spaces will be designated with signage and pavement striping and will be located throughout the project. Preferential parking spaces are an excellent incentive that sends a clear visual message to employees and the community that alternative transportation is important.

HCP will be responsible for striping the pavement and providing appropriate signage for preferential parking throughout the site.

5.4 Free Parking for Car and Vanpools and Clean Fuel Vehicles

As required by the City's TDM Ordinance, parking will be free for all carpool, vanpool and clean-fuel vehicle participants (if any).

5.5 Passenger Loading Zone

In order to facilitate disembarking and embarking of rideshare passengers, passenger loading/unloading areas will be provided. A passenger loading zone for carpool and vanpool drop off will be located close to the entrance of the buildings.

HCP will be responsible for the construction of a passenger loading zone and appropriate signage at the site.

6.0 CARPOOL AND VANPOOL RIDEMATCHING SERVICE

The Regional 511 Rideshare Ridematch Service, via 511.org and the Peninsula Traffic Congestion Relief Alliance (Alliance), provide free car and vanpool matching services. On-site employer contacts will promote the on-line 511 service directly to employees on a regular basis and allow the Alliance to solicit carpool sign-up at on-site employer events, such as annual Transportation Fairs, Wellness or Benefits events, etc. Tenant/employer contacts can also research employee ZIP code data from Human Resource records and offer to match up employees who live near each other.

Car and vanpooling will be strongly encouraged at the project. An Employee Transportation Flier will be designed to promote the free personalized matching assistance through the 511 Rideshare and Alliance programs. This car and vanpool ridematching service provides individuals with a computerized list of other commuters near their employment or residential ZIP code, along with the closest cross street, phone number, and hours they are available to commute to and from work. Individuals are then able to select and contact others with whom they wish to car or vanpool. They will also be given a list of existing car and vanpools in their residential area that they may be able to join if vacancies exist.

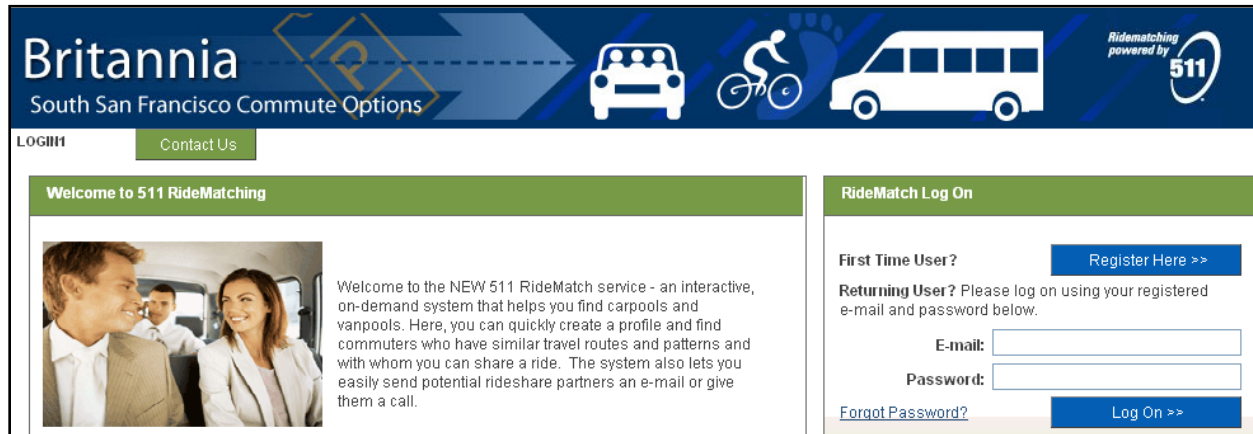
The 511 system gives commuters the information they need to make more informed choices when planning trips. By calling in or logging on, commuters can get up-to-the-minute information about traffic conditions, public transportation options, ridesharing, and bicycling anytime, anywhere throughout the greater Bay Area Region and Northern California.

The 511 system offers one-stop shopping for traffic, transit, rideshare, and bicycle information in the region. The nine-county system is the first 511 service to go online in California. It provides links to 511 systems in Sacramento, Oregon, and Nevada, and is available from any phone provided the carrier supports 511. Most counties in the region have wireless and landline access to the service through major carriers.

The project tenants will be responsible for marketing the 511 Rideshare and Alliance carpool programs to their employees.

The project tenants will be responsible for marketing the 511 Rideshare and Alliance carpool programs to their employees. To more easily assist tenant marketing, HCP also provides the 511 ride-matching services directly through the Britannia South San Francisco Commute Website.

Britannia South San Francisco Commute Website



The screenshot displays the Britannia South San Francisco Commute Website. The header features the Britannia logo, navigation links for 'LOGIN' and 'Contact Us', and icons for car, bicycle, and bus. The main content area is divided into two sections: 'Welcome to 511 RideMatching' and 'RideMatch Log On'.

Welcome to 511 RideMatching

Welcome to the NEW 511 RideMatch service - an interactive, on-demand system that helps you find carpools and vanpools. Here, you can quickly create a profile and find commuters who have similar travel routes and patterns and with whom you can share a ride. The system also lets you easily send potential rideshare partners an e-mail or give them a call.

RideMatch Log On

First Time User? [Register Here >>](#)

Returning User? Please log on using your registered e-mail and password below.

E-mail:

Password:

[Forgot Password?](#) [Log On >>](#)

7.0 TRANSIT

Caltrain, Bay Area Rapid Transit (BART), and SamTrans provide transit service to the City of South San Francisco in proximity to the project site. Shuttle services, managed by the Alliance, are provided from the South San Francisco Caltrain Station and BART Station providing links for transit riders near the project site. A copy of the Alliance shuttle pass flier is provided as an attachment.

7.1 Shuttle Services to Britannia Modular Labs 3

The project tenants will be encouraged to participate in the Alliance's shuttle system with both commute peak-period and lunchtime service (via the Free Downtown Dasher). The Utah-Grand Caltrain, BART, and Ferry shuttles offer combined daily shuttle service totaling 37 trips.

The Utah-Grand BART shuttle circulates between the South San Francisco BART station and the project at 15, 20, and 30-minute frequencies. There are currently a total of 15 BART shuttle trips to and from the project site.

The Utah-Grand Caltrain shuttle service circulates between the South San Francisco Caltrain Station and the project during the morning and evening peaks at 20, 25 and 35-minute frequencies. Seventeen (17) Caltrain shuttle trips provide connecting service to and from the project site. The Utah-Grand Ferry Shuttle provides four a.m. and three p.m. trips to the water ferry terminal.

Table 4 shows the number of shuttle trips provided to the project site for connectivity to the South San Francisco BART and Caltrain stations, and the Water Ferry station.

Table 4
Shuttle Service to Britannia Modular Labs 3

Shuttle Service	Morning Trips	Afternoon Trips	Total Trips
Utah-Grand Area Caltrain Shuttle	8	7	15
Utah-Grand Area BART Shuttle	8	7	15
Utah-Grand Area Ferry Shuttle	4	3	7
Total Shuttle Trips	20	17	37

The South San Francisco Employer Shuttles, including the Utah-Grand shuttles, operate using an employee pass program. Participating projects and developments, tenants or employers who contribute funding for the shuttles are provided with free passes for their employees. Shuttle route maps are provided on page 14.

7.2 Shuttle/Bus Stops

Shuttle drop-off and pick-up locations for BART and Caltrain commuter service are located off-site, within one block of the project at 230 East Grand Avenue. Should the Alliance pursue additional shuttle stops at or near the project site, the developer would be amenable to providing designated street side space for the Alliance shuttle stop.

7.3 Additional Shuttle Services to Britannia Modular Labs 3

Free shuttle resources are provided by the Gateway Campus shuttle (Genenbus) which provides service to the Millbrae Caltrain and BART Intermodal Station. This shuttle provides ten (10) a.m. and ten (10) p.m. shuttle trips from the station. Caltrain operates Baby Bullet express services from the Millbrae Intermodal Station which creates a time-savings advantage for some Caltrain riders.

The Genenbus also serves the Glen Park BART Station in the City of San Francisco. This shuttle provides 16 a.m. and 16 p.m. shuttle trips from the BART Station. The Glen Park BART Station creates a cost-savings advantage for some BART riders. The Genenbus shuttle services are provided within a fourth (0.38) of a mile from project site at 330 Gateway Boulevard.

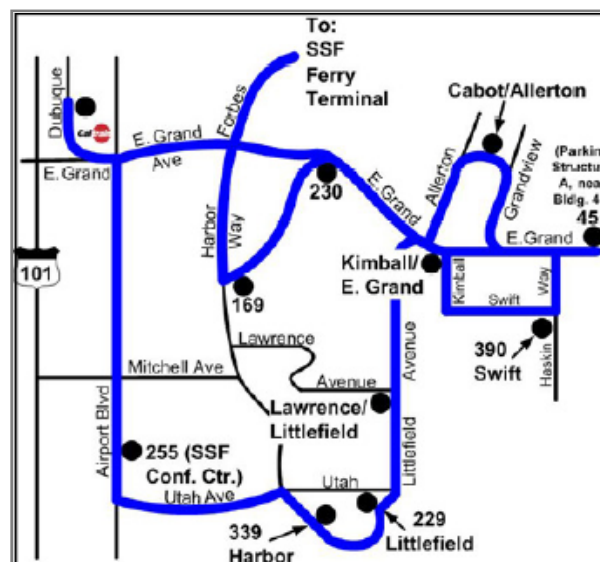
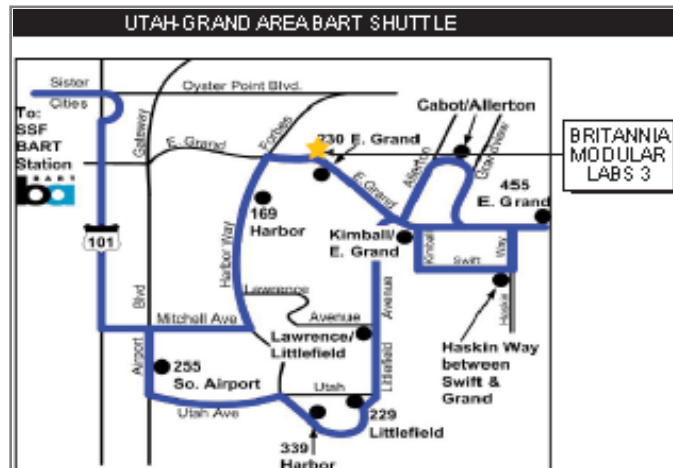
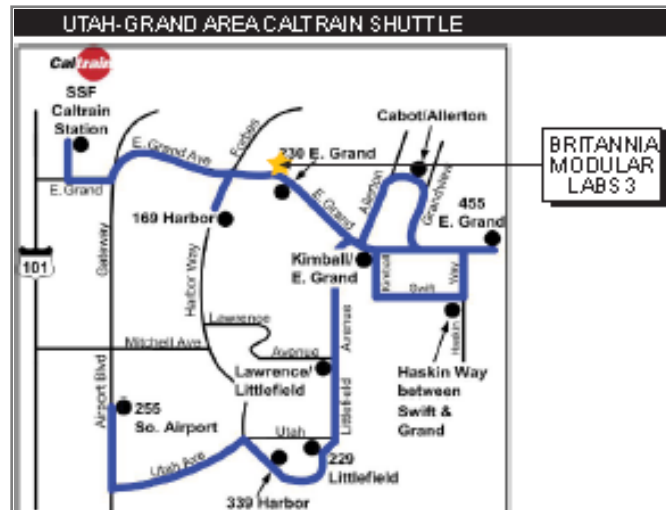
7.4 Caltrain

Caltrain operates a frequent fixed-route commuter rail service seven days a week between San Francisco and San Jose, as well as limited service to and from Gilroy on weekdays. Caltrain operates on 15- to 30-minute frequencies during the peak periods in the morning and evening. Midday service operates approximately every hour. Service is less frequent during weekends and holidays. Bicycles are permitted on Caltrain.

Caltrain service is available approximately 0.64 miles from the project at the South San Francisco station located at 590 Dubuque Avenue and Grand Avenue.

Caltrain services were enhanced in 2004 to add express trains during peak hours. However, this new service does not provide an express stop to the South San Francisco Caltrain Station and hence will not benefit employees in the Britannia Modular Labs 3 area.

Shuttle Service Maps (Caltrain, BART and Ferry)



7.5 Bay Area Rapid Transit (BART)

BART is a 92.7-mile, 43-station automated rapid transit system located along five lines of double track. Trains traveling up to 80 mph connect San Francisco to Colma and other East Bay communities – north to Richmond, east to Pittsburg/Bay Point, west to Dublin/Pleasanton, and south to Fremont. Service is scheduled every 15 minutes during peak periods. Service during holidays and weekends are modified. Bicycles are permitted on BART.

BART-to-the-Airport expanded the system by 8.7 miles along the peninsula from Colma to a new intermodal station in Millbrae. Four new stations were created, including the South San Francisco Station located between El Camino Real and Mission Road to the south of Hickey Boulevard. The project is approximately 2.75 miles from the South San Francisco Station in the City of South San Francisco. The San Francisco Glen Park BART Station is nearly nine miles from the project.

7.6 SamTrans

SamTrans provides bus service throughout San Mateo County, with connections to the Colma, Daly City, and South San Francisco BART stations; San Francisco International Airport; peninsula Caltrain stations; and downtown San Francisco.

However, there is no direct SamTrans service east of Highway 101 area. SamTrans service does connect at the South San Francisco BART Station and subsequently the Utah-Grand Area Shuttle Service that drops off and picks up within one block at 230 East Grand Avenue. SamTrans does not provide a direct connection to the South San Francisco Caltrain Station, however; Routes 130, 292, 133, and 132 are within approximately 1/4-mile walking distance from this station and the connecting shuttle services near the project site. Bicycles are permitted on SamTrans buses.

7.7 Downtown Dasher Taxi Service

This free taxi service provides an 11:00 a.m. to 2:00 p.m. demand-driven pick-up service throughout the East Highway 101 business parks in South San Francisco. Using existing shuttle stops, taxis drop off riders at locations in the downtown retail area. The Downtown Dasher, operated by the Peninsula Yellow Cab of South San Francisco and managed by the Alliance, requires an employer-provided voucher and an employee trip reservation before 10:00 a.m. This midday service is currently free to participating employers and employees. This service is not a fixed route or fixed schedule service. A detailed Downtown Dasher flier is provided as an attachment.

7.8 Ferry Service

New East Bay to South San Francisco water ferry services was launched during the summer of 2012. Ferry service schedules and Utah-Grand shuttle information will be provided to tenants for distribution to their employees.

8.0 PEDESTRIAN AND BICYCLE AMENITIES

The project has pedestrian and bicycle connections to regional facilities along East Grand Avenue, Allerton Avenue, Littlefield Avenue, and the San Francisco Bay Trails via the San Bruno Point area. A map of the City bicycle and pedestrian routes is provided on page 19. The a section of San Mateo county bikeways map, showing the South San Francisco east of Highway 101 area, is provided on page 20. A map of the Bay Trails is provided on page 21.

8.1 Onsite Pedestrian Connections

A safe, convenient and well-lit pedestrian path will be provided, utilizing the most direct route, to the nearest shuttle stop close to the project. Lighting, landscaping and building orientation is designed to enhance pedestrian safety. There will be patio space provided just outside of each building on the north. This pedestrian space can be used for recreation, eating, or other outdoor activities.

8.2 Enhanced Bicycle Parking – Long-Term and Short-Term

Free Class I and Class II bicycle parking facilities will be provided on-site for bicycle commuters. Table 5 shows the recommended and actual expanded number of bicycle facilities planned for the proposed project.

Table 5
Bicycle Parking Recommendation

Estimated Number Parking Spaces	288
Bicycle Parking Ratio	1:50
Bicycle Parking Needed	6
Bicycle Parking Distribution	6
Class I - long-term	8
Class II - short-term	4
Total Bicycle Parking	12

Given the proximity to the Bay Trails facilities, HCP has opted to exceed the level of bicycle parking that required by code. Eight Class I (long-term) bicycle lockers or a covered, enclosed, secure area will be provided to enhance the viability for bicycle commuters. These eight Class I bicycle lockers and four Class II (short-term) bicycle racks will be placed at the building sites.

Traditionally, bicycle parking is calculated at one bicycle space for every 50 spaces required for vehicles. Using these guidelines, the required amount of bicycle parking would be six spaces. HCP exceeds this requirement by 100%.

8.3 Bicycle Connections

The 2009 City of South San Francisco Walking & Biking Map identifies Class III bicycle routes along Forbes Boulevard, Allerton Avenue, and Littlefield Avenue. Some Class II bicycle lanes are provided on Oyster Point Boulevard and parts of Gateway Boulevard. City bicycle routes on East Grand Avenue near the project are designated as “routes with higher traffic volumes” and cyclists should use extra caution in these areas.

The project has bicycle connections to regional bicycle facilities along East Grand Avenue and Littlefield Avenue, and the San Francisco Bay Trails via the San Bruno Point area. Access to the Bay Trails is located along the bay at Colma Road, Littlefield and the San Bruno Point area.

The Bay Trail is a network of multi-use pathways circling the San Francisco and San Pablo Bays. The ultimate route is planned to be a 400-mile route through nine Bay Area counties and 42 shoreline cities.¹

8.4 Bicycle Resources

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

- ◆ Free Bike Buddy matching
- ◆ Bicycle maps
- ◆ Location of 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 on commuting
- ◆ Tips for bike selection
- ◆ Links to bicycle organizations
- ◆ Bike to Work Day
- ◆ Other bicycle resources

Additional bicycle resources are provided by the Alliance such as a free one-hour, on-site Bike and Pedestrian Safety Program for employees. This workshop teaches commuters about bicycling and walking as a safe, stress-relieving commute mode; traffic laws for bicyclists and pedestrians; and bicycle maintenance tips. It also offers a drawing for free bicycle-related prizes. A copy of the Alliance Safety Program flier is provided as an attachment.

The tenant coordinators will promote and market the available bicycle resources to their employees.

¹ www.abag.ca.gov/bayarea/baytrail/overview.html

8.5 Showers and Clothes Lockers

Showers and clothing lockers will be installed for the use of employees walking and bicycling to work, as well as for others who wish to change after commuting via an alternative mode of transportation. Eight showers (four for each gender) and 32 locker facilities are recommended for installation among the buildings.

Shower and locker facilities will be provided free of charge for all employees. Table 6 shows the number of proposed shower and locker facilities planned for the project for both office and R&D uses.

Table 6
Proposed Shower and Locker Facilities

Britannia Modular Labs 3	Showers	Lockers
Male	4	16
Female	4	16
Total Shower and Locker Facilities	8	32

The map shows the San Francisco Peninsula with the Loma Linda McGehee Landfill highlighted. The landfill is located near the intersection of Highway 101 and Highway 280. The map includes a legend with the following categories:

- Conventions:**
 - Public Utilities
 - McGehee
 - Shopping Center
- Walking Trails:**
 - Bay Trail
 - High Hill Trail
 - McGehee Hill Trail
 - Trail of the Sun
- Biking Trails:**
 - Public Utility
 - McGehee Hill Trail
 - Trail of the Sun
- Transportation:**
 - Interstate Highway
 - Public Utility
 - Golden Gate Bridge
 - Golden Gate Bridge
- City Features:**
 - City Park
 - Public Utility
 - Public Utility
- Other:**
 - Public Utility
 - Public Utility
 - Public Utility

Subsection of City of South San Francisco – East of Highway 101



Bay Trails Bicycle Map



9.0 TRANSPORTATION COORDINATOR/COMMUTER ASSISTANCE

The Britannia Modular Labs 3 project will provide a Transportation Coordinator (TC) who will have the primary responsibility for implementing this Plan. The TC may be a part-time or outsourced coordinator who manages the TDM Program. The TC will be responsible for providing employee commute program assistance to tenants and employees, producing on-site transportation fairs and promotional events, collaborating with the Alliance to maximize employer resources, conducting the annual survey, and producing the triennial report. TDM industry data supports that having a TC has a very positive impact on increasing alternative mode use. This position may be filled by:

Name: Elizabeth Hughes, Transportation Coordinator
TDM Specialists, Inc.

Address: South San Francisco

Phone: (408) 420-2411

The TC will provide the following services:

- Promote trip reduction and air quality strategies to employees at the project site.
- Be the main point of contact for employer contacts and employees wanting to commute using an alternative.
- Conduct annual employee surveys and provide reports to the City of South San Francisco, which will include commute patterns, mode splits, and TDM program success (process includes annual surveying of employees, tabulation of data, and provision of results in report format).
- Evaluate survey results for alternative transportation potential and/or changes to current program.
- Catalog all existing incentives that encourage employees to utilize alternative transportation programs.
- Work with local agencies such as Caltrain, SamTrans, BART, the Alliance, 511, and the Bay Area Air Quality Management District. Post informational materials on transportation kiosks in employee common areas, as well as disperse alternative program information to employees via designated employer contacts, posters, fliers, banners, campus newsletter, new employee orientation, etc.
- Participate in the Bay Area Air Quality Management District (BAAQMD) Spare the Air program. Spare the Air day notices will be forwarded to employees to encourage not driving to work alone.
- Coordinate and manage various aspects of the plan that require periodic updating or monitoring, such as the guaranteed ride home (ERH) program, car and vanpool registration, parking enforcement, and locker assignment and enforcement.

10.0 COMMUTE INCENTIVES AND PROMOTIONS²³

Tenants at the Britannia Modular Labs 3 project will be encouraged to offer their employees some form of alternative commute incentive. Incentives may include a pre-tax payroll deduction (Commuter Choice) for transit and vanpool users, transit subsidies, and/or commute allowances. Other carpool, vanpool, and transit incentives are available to encourage employees to try to use alternative transportation options.

The project tenants will offer all available commuter programs and promotions for their employees, including the items listed below.

10.1 Commuter Choice – Pre Tax Options

On January 1, 2012, the transit benefit pre-tax option reverted back to \$125/month and the parking benefit increased to \$240/month (up from \$230). Commuters may take a tax-free salary payroll deduction up to \$125 per month per employee for vanpool and rail transit pass fares through a voucher program (Commuter Check). Annually, this deduction offers the use of up to \$1,500 a year from salary as a pre-tax payroll deduction. This program encourages non-drive-alone commute trips. Employers also receive a tax savings as a benefit of this program.

A \$20 per month tax-free payroll deduction is now available to bicycle commuters. Bicycle commuters can deduction up to \$240 per year in pre-tax bicycle expenses.

10.2 Commute Allowances and Subsidies

Commute allowances can be a set amount, usually taxable, for employees who use any type of transportation option (except drive alone) including those who walk, bicycle or carpool. Allowances can be cash, gift cards, gift certificates, cafeteria/café vouchers, movie tickets, or other employee desired item. Employment sites that offer transit or commute subsidies generally tend to have higher levels of alternative mode-use. Subsidies can be provided in tandem with the pre-tax option.

Tenant-employers of the project will be encouraged to offer their employees commute allowance to encourage them to use alternative transportation options and reduce the demand for parking at the site.

10.3 Try Transit Program

The Alliance offers a Try Transit Program that provides free transit tickets to people who are interested in trying public transit to get to work. These tickets are meant for people who are

² www.commute.org

³ www.511.org

new to transit. Commuters requesting tickets must work, live in, or drive through San Mateo County. A copy of the Try Transit Program is provided as an attachment.

Transit ticket options include:

- One BART ticket
- Three round-trip Caltrain tickets
- Six one-way SamTrans tickets
- Six Dumbarton tickets
- Three round-trip VTA tickets

10.4 Carpool Incentive Programs

- **You Pool, We Pay!** – Employees at the Britannia Modular Labs 3 project can participate in the “You Pool, We Pay!” program offered by the Alliance. Employees who are currently driving alone and are commuting to, from, or through San Mateo County are encouraged to try carpooling. When employees form a new carpool with two or more people over the age of 18, or add a new member to an existing carpool, all carpool participants will each receive a \$60 gas card incentive. A carpool incentive flier is provided as an attachment.
- **Hybrid and Clean Air Vehicle** – Employees who participate in the “You Pool, We Pay!” program with a hybrid or clean air vehicle (Clean Air Vehicle decal required) will receive an \$80 gas card incentive or a gift card. Single-occupant hybrid vehicles are also permitted in carpool lanes during designated commute hours (restrictions apply).
- **Carpool Rideshare Reward\$** – Employees at the project can participate in the 511 Rideshare Reward\$ program for carpoolers. Eligible carpoolers can earn \$10 in gas or Safeway gift cards for every five days carpooled, up to \$100 over three months. As an added bonus, commuters who carpool 40 or more days during the program can enter a year-end drawing for \$1,000 in gift cards.

Rideshare Reward\$ for carpoolers are available from 511 for a limited period each year (typically in spring) and are provided on a first-come, first-served basis until funds are depleted (typically in June).

- **Carpool (HOV) Lanes** – Carpool lanes, also known as high-occupancy vehicle (HOV) lanes, can reduce your commute time. To drive in carpool lanes during your commute, you must be in a carpool, vanpool, public transit vehicle, or riding a motorcycle. Single-occupant hybrid vehicles are also permitted in carpool lanes during designated commute hours. Carpool lanes vary in their hours of operation and the minimum number of people per car. A list of HOV hours of operation and required number passengers can be found at www.rideshare.511.org. A violation of HOV lane use can result in a minimum \$381 fine. During non-commute hours, carpool lanes revert to general traffic use.

- **Park and Ride Lots** – There are 150 free Park and Ride lots conveniently located throughout the Bay Area, where you can meet carpool partners or your vanpool in a central location. Many lots also feature easy access to transit connections. You do not even need a car to use a Park and Ride lot since many lots offer bike lockers. Park and Ride Lot amenities and facilities vary as does the availability of security. Use common sense and good judgment when choosing a lot and securing your vehicle. Vehicle safety is neither guaranteed nor implied by the 511 Regional Rideshare Program. Lots listed on this site may be operated by government agencies, private businesses or community organizations. You are encouraged to visit the Lot before using it to review any posted information and call the lot operator for overnight/extended parking restrictions.⁴

10.5 Vanpool Incentive Programs

- **\$800 New Vanpool Participant Rebates** – As an incentive for vanpooling, the Alliance will pay half of the cost for the first three months of vanpooling, up to \$100 per month per employee (up to \$300). New vanpool groups (or the driver) that stay on the road for at least six months can receive a one-time rebate of \$500. This one-time incentive is provided for those who join a new vanpool in the last six months and have not vanpooled for a three-month period before joining a new van. A vanpool program flier is provided as an attachment.
- **\$900 New Vanpool Formation Incentive** – Newly formed vanpools are eligible to receive up to \$900 for starting a vanpool. Vanpooling is an inexpensive, relaxing way to get to work, and the 511 Rideshare program offers the perfect excuse to start a vanpool – cash! The vanpool reward provides \$300 to \$900 in gas cards to new vans that meet all eligibility requirements and successfully complete three to nine consecutive months of operation.

The gas cards are offered on a first-come, first-served basis, until the funds are exhausted. Employers and/or individuals who start a new vanpool may be eligible to receive the gas cards, which will be awarded to the party designated to handle the vanpool's finances.⁵

- **\$300 Vanpool Seat Subsidy** – The 511 Regional Rideshare Program also offers a vanpool seat subsidy in the form of gas cards. The seat subsidy will provide \$100 per month, with a limit of three months per van during the program year, to help cover the fare of a lost participant. The gas cards will be offered to eligible vans on a first-come, first-served basis, until the funds are exhausted.

⁴ <http://rideshare.511.org/511maps/PandRText.asp>

10.6 Free and Discounted Bridge Toll

Commuters can save time and commute toll-free or receive a toll discount by carpooling, vanpooling, or taking transit over one of the Bay Area's eight bridges during peak commute hours. Specific Bay Area bridge toll information can be found at 511.org (e.g., minimum requirements for discounted tolls are two-person or three-person carpools). Free toll passes are also available to vans with 10 or more passengers during non-commute hours on all bridges except the Golden Gate Bridge.

10.7 Trip Planner

- **511 TakeTransitSM**

The greater San Francisco Bay Area is currently serviced by the 511 TakeTransitSM Trip Planner. TakeTransitSM is a useful tool for planning public transit trips.

The 511 TakeTransitSM Trip Planner can build an itinerary that suits the need 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 511 TakeTransitSM Trip Planner, by default, will generate the fastest itinerary between the origin and destination.

- **Google Transit**

Google has partnered with the Bay Area Transit agencies to provide a public transit planner for riders of BART, Caltrain, and VTA. This free service can be found on-line at www.google.com/transit.

11.0 GUARANTEED EMERGENCY RIDE HOME PROGRAM

Tenants of the project are eligible to participate in the Emergency Ride Home (ERH) program managed by the Alliance. The Alliance covers 75% of the cost for ERH services. The employer pays the remaining 25%. A sample Alliance ERH program flier is provided as an attachment.

All employees who commute to work using transit, bicycle, or carpool or vanpool will be guaranteed a ride home in the case of a personal emergency, or when they unexpectedly have to work late thereby missing the last bus or their normal carpool home. The ERH program has proven very successful as it removes one of the major objections employees have to giving up their private automobile, especially those with young families.

The ERH program provides employees with a security blanket, a feeling of reassurance that if a child becomes ill or injured during the day the employee can get to them quickly. If employees need to work late and miss their bus or carpool, or if their vanpool breaks down, they are guaranteed a ride home.

The project tenants can participate in the Alliance ERH program for their respective employees at the site.

12.0 ALTERNATIVE WORK SCHEDULE INFRASTRUCTURE

An alternative work schedule (flextime, compressed work week, or telework programs) can be beneficial in a number of ways. It can provide versatility, enabling employees to more conveniently use rideshare options and avoid traffic congestion and transit crowding. It can also be an attractive employee recruitment tool that allows employees to work around childcare or school schedules. Employees may view alternative work schedule programs as a highly desirable benefit.

The following issues need to be considered for implementation of flextime work schedules:

- Can heating, cooling, and ventilation systems be adjusted for longer hours?
- Can security hours be adjusted?
- Will parking policies need to be changed to ensure parking for all shifts?
- Is building access flexible?

To maximize alternative mode-use, the project tenants/employer may offer or give preference for alternative work schedules to employees who use or will use an alternative transportation mode. The TC will provide information to tenants regarding alternative work schedule options and implementation formats.

The project tenants may promote and market the available alternative work schedule programs listed below to their employees as part of their on-site commute program.

12.1 Flextime

In order to use alternative modes of transportation, employees may need special consideration for their work start and finish times. For example, if an employee's workplace opens at 8:00 a.m. and the carpool drops the employee off at 7:45 a.m., he/she must wait until the building opens. Many employees may choose to drive alone given those conditions. Flextime allows the employer to adjust business open and close times to facilitate the use of alternative commute modes. A flextime program permits employees to set or modify their arrival and departure times. Flextime policies usually state that the flexibility in scheduling must not conflict with workflow. Most flextime programs establish a core period of time during which all employees must be present. Employees can then adjust their start and finish times around this period. Supervisors usually retain a significant degree of control over scheduling.

The project tenants/employers could offer flextime to employees wishing to commute via alternative transportation rather than single occupancy vehicle (SOV). Project buildings will be open and accessible in the early morning and early evening hours to support an active flextime program. Flextime can positively influence travel behavior by allowing employees to adjust their work schedules to meet their transportation needs (i.e., to match a bus, car, or vanpool schedule). The TC will provide information to tenants regarding flextime work schedules and implementation formats.

12.2 Teleworking Infrastructure

The project may provide the infrastructure necessary to support teleworking options. Teleworking can be promoted by the project tenants/employers. If the tenant chooses to connect to the fiber optics network, the infrastructure allows multiple data transmissions. Provision of this equipment is part of ensuring that teleworkers enjoy fast, smooth data transmission between their workplace and telework office. The TC will provide information to tenants regarding teleworking and implementation formats.

The project tenants may offer teleworking opportunities to their employees as an alternative to commuting to the project site.

12.3 Compressed Work Week

Tenant/employers may allow compressed workweek options for employees as needed. A compressed workweek allows employees to work longer hours but shorter weeks. The shortened workweek and shifted hours may help employees avoid rush-hour traffic and reduces the number of commute days. Employees also have an additional day for leisure activities, personal business, and family time. Compressed workweek systems can include:

- “9/80” schedule, in which employees work eight 9-hour days (72 hours) plus one 8-hour day, totaling 80 hours over two weeks. This program allows employees to have one day off every two weeks.
- “4/10” schedule, in which employees 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.
- “3/36” schedule, in which employees work three 12-hour days per week. This plan allows for days off other than just Monday or Friday. Employees are divided into five groups and each group is assigned different days off.

The Britannia Modular Labs 3 TC will provide information to tenants regarding compressed work week schedule options and implementation formats. The tenants may offer this work schedule option to their employees.

13.0 TRANSPORTATION RESOURCE INFORMATION

A supportive TC, cooperative property management, and involved tenant/employers will generate positive impacts toward the success of the TDM goals and elements that are implemented. TDM commute programs and benefits must be presented to the employees in a comprehensive and proactive manner along with other employee programs. This can be done via participation and support of employee orientation forums or transportation fairs, transportation kiosk posting, employee newsletters, management bulletins, e-mails, etc.

From a practical standpoint, management support must be twofold:

- 1) Upper and middle management will encourage alternative modes whenever possible.
- 2) Managers and supervisors need to be supportive of employees who try alternative modes, even if it means initial minor adjustments to their work schedule.

TDM should be viewed as a big picture process. This includes explaining the area's air quality problems and how fighting air pollution ties in with being a good corporate citizen. It is important that the employees see how both they and the community benefits (e.g., better air quality and less traffic congestion on the highways and the surrounding neighborhoods, less parking hassles, cost savings for employees, etc.). Synergistic measures that support these efforts include the transportation kiosk, employee fliers, resource Websites, promotional programs and incentives, and employer training and employee outreach.

13.1 Transportation Kiosk

An information board or kiosk will be located in each of the buildings in a common gathering area (e.g., lobby, employee entrance, break or lunch room) and in the garage structure. The kiosk will contain transportation information, including Emergency Ride Home (ERH) information, transit and shuttle schedules, SamTrans, Caltrain, BART, Downtown Dasher, 511 ridematching, and other related information. Information will be updated periodically by the TC or designated employer contact. The garage kiosk will be located near a highly traveled access point. The kiosks can be wall-mounted or freestanding, rotating units. Figure 1 shows a sample of a wall-mounted transportation information board. HCP will provide two transportation kiosks for the project site (at build out).

Figure 1
Sample Transportation Information Board



13.2 Britannia Modular Labs 3 Commute Website and Resources

A comprehensive Britannia Modular Labs 3 transportation and commute information Website will be developed for use by all tenants and their employees. The Website will contain transportation information, resources, and links, including promotions, incentives, prices, spare the air notices, ERH information, shuttle schedules, 511 ridematching, and other related information.

Commuters without personal vehicles can also find a comprehensive list of providers who can deliver, perform, or offer on-demand and on-site supporting services via the e-Concierge Services link. The Britannia Modular Labs 3 e-Concierge Services may include food, catering, groceries, banking, real estate, hair cut and salon, laundry and dry cleaning, errands, daycare, and many other convenience vendors.

A sample home page for the HCP Britannia Modular Labs 3 commute Website is shown in Figure 2.

Figure 2
Sample HCP Britannia Modular Labs 3 Commute Website



13.3 Employee Transportation Flier

At the time of occupancy, all tenants and employees will be provided with an Employee Transportation Flier. This flier will include (but not be limited to) information about carpool parking, transit opportunities, shuttle services, bicycle routes, and ERH. A sample flier is provided on page 33.

HCP will provide the project tenants with an original (editable), reproducible employee transportation flier for their use and distribution to employees.

13.4 Designated Employer/Tenant Contact

The developer will require a designated contact be identified for all future tenants/occupants. The designated tenant/employer contact will be the official contact for the Britannia Modular Labs 3 TDM program described in this plan. The designated employer contact will coordinate closely with the project TC, maintain on-site TDM programs and employee education and marketing, administrate the annual surveys, and provide information continuity for the developer/landlord and the City of South San Francisco.

The project tenant will designate staff to coordinate with HCP to implement commuter programs and coordinate City reporting.

13.5 Promotional Programs

If possible, prior to occupancy, the future tenants will host a pre-move Transportation Fair or conduct a pre-move marketing campaign, with a heavy emphasis on carpooling, transit, and shuttle resources.

Throughout the year, tenants will be encouraged to maintain employee awareness by hosting other transportation fairs. As lunch-time events, these fairs will highlight transit and trip-planning services, and rideshare matching, and other commute opportunities at the new site. The Transportation Fairs will bring together transit and transportation providers (Caltrain, BART, SamTrans, and the Alliance), bicycle advocates, ridematching organizations (511), and the Employee Commute Program for a comprehensive presentation.

Other events and promotions on-site at the project may include **Bike-to-Work Week**, **Caltrain Day**, **Rideshare Thursdays** or a comprehensive Transportation/Commute Fair. During the year, various transit and rideshare organizations will be invited to set-up a marketing booth during lunchtime at a central location at the building to promote the alternative commute options available to employees. Free trial transit passes will be available for first-time riders. Periodic on-site tabling would also be recommended throughout the year in concert with other employer events such as health fairs, benefits fairs, etc.

13.6 Tenant Training and Resource Representatives

A TDM resource representative can provide TDM support, training, and planning assistance for the tenant's employee programs and annual survey compliance.

The overarching goals of this implementation effort are to reduce commute trips for project employees, train tenants to formalize company commute programs, and assist in the first year's employee marketing and outreach.

Commute program implementation and TDM resource support can include targeted rideshare program development, establishment of the emergency ride home program, formalization of the preferential carpool/vanpool parking program, and integration assistance with the Peninsula Traffic Congestion Relief and San Francisco Bay Area 511.org regional rideshare programs.

A TDM resource representative can assist tenants in the preparation of their new employee orientation materials, production of the kick-off event, commute articles, employee assistance, and coordination of the annual transportation and commuter fair.

Britannia Modular Labs 3

using alternative transportation is easy!



regional transit

Transit services to South San Francisco areas are provided by Caltrain, BART, and SamTrans. Visit www.caltrain.com, www.bart.gov, and www.samtrans.com for updated schedule and service information.

shuttle services

The Utah-Grand BART shuttle offers 18 daily trips from the BART Stations to the Britannia Modular Labs 3 project. The Utah-Grand Caltrain shuttle offers 17 trips per day from the South San Francisco Caltrain Station. SamTrans routes 130, 132, 133, 35 and 36 connect with the Utah-Grand Area BART shuttles at the South San Francisco Station.

bay area rideshare

511 is the regional ridesharing service that will help you to find a vanpool or carpool partner. Please call 511 or log on to www.511.org for ridematching services and other alternative transportation options.

south san francisco rideshare

The Peninsula Traffic Congestion Relief Alliance provides commute incentives such as FREE gas for carpoolers, FREE trial transit tickets (Caltrain, BART, SamTrans, and others), vanpool rebates, and bike locker subsidies. For more information, log on to www.commute.org or call (650) 588-8170.

bicycle routes

Regional bicycle route maps are available to bicycle commuters and recreational bicycle users. To view a map, log on to www.511.org. Bicycles are allowed on SamTrans buses, Caltrain, and BART trains. Secure bicycle parking is available at stations and at the Britannia Modular Labs 3 site.

guaranteed ride home

Employees who work at Britannia Modular Labs 3 and primarily use alternative transportation (transit, vanpool, carpool, bicycle, or walk) for their monthly commute can obtain a FREE Guaranteed Ride Home (GRH). In the event of an emergency or illness, the GRH program provides a free taxi or rental car for your return trip home (***requires employer registration***). See your company representative for more information.

14.0 PROJECT AMENITIES

Amenities provide employees with a full-service work environment. Eliminating or reducing the need for an automobile to make midday trips increases non-drive-alone rates. Many times, employees perceive that they are dependent upon the drive-alone mode because of the number of errands and activities that must be carried out in different locations. By reducing this dependence through the provision of services and facilities at the work site, an increase in alternative mode usage for commute-based trips should be realized. HCP will encourage tenants to offer their employees convenience amenities. A list of proposed onsite amenities for the Britannia Modular Labs 3 project includes:

Britannia Modular Labs 3 Project Amenities

- Recreational greenbelt and patio area
- Showers and clothes lockers
- Abundant Bicycle lockers
- Transportation and commute kiosks
- Transportation resource Website
- Links to e-Concierge personal services⁶

e-Concierge and personal services offers commuters without personal vehicles with a comprehensive list of providers who can deliver, perform, or offer on-demand and on-site supporting services. e-Concierge services include food, catering, groceries, banking, real estate, hair cut and salon, laundry and dry cleaning, errands, daycare, and many more convenience vendors.

At the tenant's option, additional amenities for consideration include:

Tenant-Driven Amenities

- Food service, café, beverage and food vending machines
- Postage and mail outlet
- On-site credit union/ATM
- Exercise facility
- Wi-Fi access throughout campus

Potential Valet Amenities (tenant-driven)

- Mobile massage
- Mobile dry cleaning, shoe shine and repair, laundry, eyeglass repair
- Mobile dentist
- Mobile hair and nail salon
- Mobile car care (oil change, cleaning, etc.)

A list of nearby amenities and personal services within a 0.50 mile walk from the project site is provided as an attachment.

⁶ <http://www.britanniassfcommute.org/concierge.html>

15.0 KICK-OFF EVENT

Upon 75% occupancy, HCP will host a commute alternative kick-off event/celebration or employee marketing campaign. Transportation service providers, such as BART, SamTrans, Caltrain, water ferry and the Alliance, will be invited to set up exhibit booths/tables. To encourage employee participation in the event, the developer and/or tenants will provide food; (e.g., such as popcorn, hot dogs and refreshments), and possible give-a-ways; (e.g., commuter mugs, water bottles, t-shirts, etc.). The tenants will help set the date for the event and advertise the event at least two weeks in advance.

16.0 ANNUAL TRANSPORTATION FAIR AND SPECIAL PROMOTIONS

The Britannia Modular Labs 3 tenant(s) will host an annual commute alternative event or fair. Transportation service providers (BART, Caltrain, water ferry, 511 Regional Rideshare, and the Alliance) will be invited to set up exhibit booths/tables. To encourage employee participation in the event, the tenants will provide food; (e.g., such as popcorn, hot dogs, ice cream or other refreshments), and give-a-ways; (e.g., such as commuter mugs, water bottles, t-shirts, etc.). The tenant coordinator will set the date for the event and advertise the event at least two weeks in advance.

Periodic rideshare articles will be written by the project TC for internal employee newsletters with ongoing highlights of alternative commuters and their successes. Internal company notices and incentive promotions about Spare the Air (June through October), Bike to Work (May), and Rideshare Thursdays should attract attention of commuters, generate excitement about the use of commute alternatives, and reward those who rideshare. These promotions are often sponsored in conjunction with 511, the Regional Rideshare Program, or the Air District. The project TC and tenant coordinator will register with the Bay Area Air Quality Management District (BAAQMD) for the Spare the Air program in order to receive regional air quality forecast bulletins about poor and unhealthy air quality days. These direct e-mail updates will be forwarded to all employees to encourage the use of alternative transit modes during peak advisory periods.

17.0 TRANSPORTATION MANAGEMENT ASSOCIATION

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, developer, or resident could do alone.

In South San Francisco, the Peninsula Traffic Congestion Relief Alliance operates as a TMA organization.

The Alliance 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

Project tenants will register in the Alliance ERH program for their employees and use the resources and services available. Participating with the Alliance is a valuable asset for project tenants. The Alliance is a clearinghouse for information about alternative commute programs, incentives, and transportation projects affecting San Mateo County businesses.

18.0 COMPLIANCE MONITORING AND ENFORCEMENT

The intent of the City of South San Francisco' Municipal Code is to reduce SOV trips, and in so doing lessen the resulting traffic congestion and mobile source-related air pollution. It is important to ensure TDM measures are actually implemented and effective. Therefore, a monitoring and enforcement program is necessary for each application. Because the City's TDM Program is performance based (i.e., project alternative mode usage and corresponding trip reduction at 35%), an annual evaluation program will allow the Britannia Modular Labs 3 project, HCP, and the City to assess the effectiveness of the unique program designed for their project and to make adjustments as necessary to consistently meet or exceed the requirement.

HCP's Britannia Modular Labs 3 project will establish and maintain a 35% trip reduction at the proposed project site that is subject to annual monitoring. Annual monitoring and penalty programs are consistent with previously approved methodologies implemented by the City of South San Francisco at other project sites in the east of Highway 101 area. HCP plans to promote, encourage, and support alternative commute mode usage for employees at the Britannia Modular Labs 3 project.

18.1 Annual Employee Commute Survey

An employee commute survey will be a critically important part of the monitoring process to determine the success of TDM measures. A report summarizing results from an employee survey distributed and collected by the TC will provide both quantitative data (e.g., mode split) and qualitative data (e.g., employee perception of the alternative transportation programs). Employees who do not participate in the commute survey will be counted as drive-alone or SOV commuters by default. The tenants will be strongly encouraged to support and participate in the promotion and marketing of the annual employee survey. Lease language will identify this requirement.

Survey data may then be used to focus TDM marketing and the efforts of the TC. The TDM program could be re-tooled, if necessary, to maintain the project's 35% peak hour alternative commute use rates and commitment at the site. A summary report based on results from the employee commute survey will be submitted to the City of South San Francisco and, if requested, presented to the Planning Commission and the City Council.

18.2 Annual Summary Report

Each year, HCP, via tenant-employee survey data, will prepare an annual TDM summary report to be submitted to the City to document the effectiveness of the TDM Plan in achieving the goal of the alternative mode usage and 35% trip reduction by employees within the Project. The TDM summary report will be prepared by an independent consultant or TMA that will work in concert with the Britannia Modular Labs 3 TC. The TDM summary report will include a determination of historical employee commute methods provided by information obtained from a survey of all employees working in the building.

If the trip reduction rates have 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 modes use rate.

The initial baseline TDM summary report will be submitted within one year (and each year thereafter) of occupancy. The survey reporting will be targeted for the fourth quarter of each year.

18.3 Triennial Audit Report

For projects with increased FAR, a triennial report may also be required and would be conducted by the City at the City's discretion. The triennial report will audit the project's TDM activities and state whether the development has or has not achieved the required percent alternative mode-use rate. If the development has not achieved the required mode-use rate, the applicant will be asked to:

- Explain how and why the goals have not been reached
- Describe additional measures that will be adopted in the coming year to attain the required mode-use rate
- Provide an implementation schedule by month of additional measures

If desired by the City, the triennial report will also include a comparison of historical responses on the survey and identify if mode share has changed significantly and describe in detail as to why the mode share changed. The Chief Planner will review reports. Reports that indicate failure will be submitted to the City Council. *(Note: city audit methodology will be consistent or similar to the TDM zoning ordinance requirements for annual reporting.)*

18.4 Penalty for Noncompliance

If after the initial triennial report, the subsequent triennial report indicates that, in spite of the changes in the Final TDM Plan, the required alternative mode-use is still not being achieved, or if the applicant fails to cooperate with the triennial audit report, the City may assess a penalty. The penalty shall be established by City Council resolution on the basis of the project size and actual percentage alternative mode use as compared to the percent alternative mode use established in the TDM Plan.⁷

18.5 Tenant Performance and Lease Language

The developer (and/or all future owners) will draft lease language or side agreements for all tenants that require the identification of a designated employer contact responsible for compliance and implementation of the TDM program (including annual survey and reporting and registration in the Alliance's ERH program). The agreement language may also identify the

⁷ Ordinance No. 1300-2001, Chapter 20.120, Transportation Demand Management, South San Francisco Municipal Code, October 2001.

tenant's share of potential penalties for failure to achieve the 35% alternative mode-use rate, failure to participate in the annual employee commute survey, or failure to submit the annual report as identified by the City of South San Francisco. The developer will guarantee project-wide tenant performance.

The lease language may be worded as follows:

Tenant hereby agrees to designate one of its employees to act as a liaison with Landlord to facilitate and coordinate such programs as may be required by governmental agencies to reduce the traffic generated by the Britannia Modular Labs 3 project as required by the City of South San Francisco as part of conditions of approval and to encourage the use of public transportation and ridesharing.

19.0 CONCLUSION

The developer is committed to achieving and maintaining a 35% employee alternative mode-use at the proposed project for R&D development. This TDM Plan provides the details of the developer's commitment to the City of South San Francisco and responsibility for joint implementation with the future project tenant(s).

The Britannia Modular Labs 3 project supports the policies of focusing clustered development along transportation corridors (Highway 101 and I-280) and transit corridors (Caltrain and BART), as well as reinforces the City of South San Francisco's TDM Standards.

In order to be part of the transportation solution, this project contains the density and critical mass necessary to encourage the use of all alternative modes of transportation, including bicycling, carpooling, vanpooling, and public transit.

By balancing air quality with economic growth, the Britannia Modular Labs 3 project will help South San Francisco thrive as a community. It is projects like these that will contribute to the City of South San Francisco's future livelihood.

EXHIBIT A

Accounting of C/CAG Off-Peak Trip Credits

Required TDM Program Measures - SSF Ordinance	Quantity	Credit Ratio	Credit
Bicycle Parking - long-Term (Class I) (8)			
Bicycle Parking - Short-Term (Class II) (4)			
Total Bicycle Storage	12	0.33	4
Carpool and Vanpool Ridematching Service	1	0	0
Designated Employer Contact	1	5	5
Direct Route to Transit	1	0	0
Free Parking for Carpool and Vanpools	100%	0	0
Guaranteed Emergency Ride Home program	81	1	81
Information Boards/Kiosks	2	5	10
Passenger Loading Zone	1	0	0
Pedestrian Connections	1	5	5
Preferential Carpool Parking (29)	29	2	58
Preferential Vanpool Parking (1)	1	7	7
Promotional Programs	1	0	0
Showers (4)/Clothes Lockers (32)	4	10	40
Additional Credit for combination with bicycle lockers	1	5	5
Shuttle Program (assumes 36 ridership)	36	1	36
Additional Credit for Emergency Ride Home program	36	1	36
Transportation Management Association Participation	1	5	5
Annual Employee Commute Survey	1	1.5	1.5
Subtotal of C/CAG Trips Credited			293
Additional TDM Measures			
Bicycle Connections	1	1	1
On-site and nearby amenities	2	5	10
Additional Credit for combination of any 10 elements	1	5	5
Other Measures - to be Deemed Consistent by Chief Planner			
TDM Plan/Transportation Action Plan	1	0	0
Tenant Training and Owner-Provided Resources	1	1	1
Coordinate TDM programs w/existing developments/employers	1	5	5
Tenant Performance Requirement and Lease Language	1	10	10
Onsite Kick-off Event	1	1	1
Subtotal of Additional and Other Measures			33
Total C/CAG Trips Credited			326

ATTACHMENTS

Employer Shuttle Rider Pass Program Flier
Mid-day Taxi Service – Downtown Dasher Program Flier
Bicycle and Pedestrian Safety Program Flier
Free Transit Ticket Distribution Program – Try Transit Registration
Carpool Incentive Flier – You Pool, We Pay!
Vanpool Incentive Flier
Emergency Ride Home Program – Employer Focus
Emergency Ride Home Program – Employee Focus
List of Nearby Amenities (food service, restaurants, coffee, rental car, etc.)



South San Francisco Shuttle Pass Program Oyster Point & Utah-Grand Non-Participating Employer Individual Pass Request Form

In an effort to better control costs and provide a greater benefit to participants of the shuttle consortium, the South San Francisco Employer Shuttle route is using a shuttle pass system. Passes are required to board the buses.

If your employer is not a contributing member (participants listed below) of the South San Francisco Shuttle Consortium, have your Employee Transportation Coordinator contact Karen Sumner for information on joining the group. She can be reached at 650.588.8170 or e-mailed at karen@commute.org

List of Participating Employers as of June 2008

- | | | | |
|--|--|------------------------|--------------------------------------|
| • A-1 Sandwich Co | • CB Richard Ellis (Tenants @ 1120 Veteran's Blvd) | • Dudley Perkins | • San Francisco Baking Co |
| • Aero Logistics | • Cell Genesys | • Exelixis | • Sanno |
| • AMB Property Corp (Tenants @ 375 – 389 Oyster Point) | • Cushman Wakefield (Tenants @ 395-400 Oyster Point) | • Genentech | • So San Francisco Conference Center |
| • Apria Healthcare | • Cytokinefics | • LS9 | • Solazyme |
| • Catalyst Bioscience | • diaDexus | • Monogram Biosciences | • Sunesis Pharmaceuticals |
| | | • Nippon Express USA | • UPS Freight Systems |
| | | • Proteolix Inc | |
| | | • Rinat Neuroscience | |

Employees of non-contributing companies may purchase monthly passes in advance from the Alliance. Some restrictions may apply. For more information, please contact the Alliance Shuttle Department at 650.588.1600.

South San Francisco Employer Shuttle Rates for July 2008 – June 2009

One Month Pass: \$130 each (Valid for one calendar month)

Specials

Purchase Two Months: Purchase two months of shuttle access at one time, at the regular monthly rate, and receive your 3rd month **FREE**. This is a \$130 savings compared to purchasing three separate one-month passes. You will receive one shuttle pass, valid for three consecutive calendar months.
Good Value

Purchase Three Months: Purchase three months of shuttle access at one time, at the regular monthly rate, and receive the **balance of the service period[‡] FREE**. This is a maximum savings of \$390 compared to purchasing six separate monthly passes. Maximum savings occurs when the pass is purchased before the new six-month service period. You will receive one shuttle pass, valid until the end of the current service period.
Best Value

[‡]Service Period: July 2008 – December 2008
January 2009 – June 2009

For pass requests received after 10th of the month, the calendar month begins with the first day of the following month. Please allow two weeks for pass delivery. Passes are valid until the last day of the month imprinted on the pass. Passes may only be purchased to be utilized within the service period shown on this form.

Payments can be made by check, money order and/or Commuter Check via mail or in person. Checks must contain the sender's preprinted address.

No more than ten (10) Commuter Checks can be submitted as full or partial payment for a pass and no change can be provided – per Commuter Check.

We are unable to process credit card orders at this time.





**South San Francisco
Oyster Point & Utah-Grand Shuttle
Individual Pass Request Form FY 08-09**

***Name:** _____ **Date:** _____

***Street:** _____ ***City:** _____ ***Zip:** _____

***Phone:** () _____ **Fax:** () _____

***E-Mail:** _____

***Employer
Name:** _____

**Required Information*

Please do not combine multiple requests in one form. Please complete a separate form for each request.

This request is for one shuttle pass in the following category:

_____ One-Month Pass - \$130

_____ Two-Month Pass - \$260 (receive 3rd consecutive month for FREE)

_____ Three-Month Pass - \$390 (receive balance of service period for FREE)

Enclosed is my check, money order and/or Commuter Checks in the amount of: _____

Checks or money orders should be made out to: **Peninsula Traffic Congestion Relief Alliance**

Payment should be addressed to: **Peninsula Traffic Congestion Relief Alliance
ATTN: SSF Shuttle
1150 Bayhill Drive, Suite 107
San Bruno, CA 94066**

The Peninsula Traffic Congestion Relief Alliance is not responsible for any lost or misdirected mail either incoming or outgoing. Please allow two weeks for delivery of passes.

Please do not write below this line For Internal Use Only

Request Received: _____ *Request Fulfilled:* _____ *Pass Number* _____

Mailed: _____ *Staff Member's Initials* _____

FREE Mid-day Taxi Service **DOWNTOWNDASHER**

Is your job located in an East of Highway 101 business park in South San Francisco? Do you utilize public transportation or have limited options for travel to Downtown South San Francisco during the lunch hour? Why not try the "Downtown Dasher" taxi service?

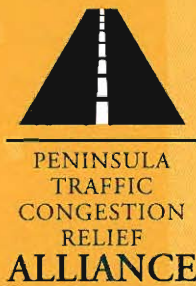
This FREE service picks you up between the hours of 11 a.m. and 2 p.m. from your workplace, and drops you off at one of two drop-off locations in the downtown area of South San Francisco.

All that is required to take advantage of this service is a "Downtown Dasher" taxi voucher and a trip reservation. Contact the ALLIANCE at 650-588-8170 or shuttles@commute.org to get your vouchers. Once you receive the voucher, call 650-588-2131 by 10 a.m. the morning of the trip to make a reservation. A return reservation is made as well. Once the taxi arrives, the driver collects the appropriate portion of the voucher and you're off. Just sit back and enjoy the ride. It's that simple.

Leave your cars behind. Visit Downtown South San Francisco to enjoy numerous restaurants and shops with your friends and co-workers.

Peninsula Yellow Cab:
650-588-2131

Peninsula Traffic Congestion Relief Alliance:
650-588-8170



1150 Bayhill Dr., Suite 107
San Bruno, CA 94066

www.commute.org

Voucher Number

107

VOID

Trip
Value
\$5

Downtown South San Francisco
DOWNTOWNDASHER

One-Way Ride

Please give this to your taxi driver at the time of pick up

From Employer



Voucher Number

107

VOID

Trip
Value
\$5

Downtown South San Francisco
DOWNTOWNDASHER

One-Way Ride

Please give this to your taxi driver at the time of pick up

From Downtown South San Francisco



To help improve this new transportation service, tell us
which merchant(s) you visited on this trip
www.commute.org

Downtown South San Francisco
DOWNTOWNDASHER

Free Trip Downtown

This voucher good for a one-way taxi ride to designated drop-off locations on Grand @ Linden and 733 Airport Blvd. during the hours of 11:00 am to 2:00 pm.

Just call Peninsula Yellow Cab
(before 10:00 am) to book your ride.
(650) 588-2131

Downtown South San Francisco
DOWNTOWNDASHER



Free Trip Downtown

This voucher good for a one-way taxi ride from designated drop-off locations on Grand @ Linden and 733 Airport Blvd. during the hours of 11:00 am to 2:00 pm.

Just call Peninsula Yellow Cab
(before 10:00 am) to book your ride.
(650) 588-2131



TAXI DROP-OFFS

 GRAND AVE. & LINDEN AVE.
 733 AIRPORT AVE.

**This program is sponsored by
the City of South San Francisco
and is managed by the
Peninsula Traffic Congestion
Relief Alliance.**

Bicycle and Pedestrian Safety Program

Attention Bicycle Commuters
Get A Free One Hour Bike And Pedestrian
Safety Workshop At Your Jobsite

This Fun, Energizing Workshop Includes:

- Tips on including Bicycling as a safe, stress relieving commute mode
- Coverage of Traffic Laws for Bicyclists, Pedestrians, and Motorists around Bicyclists and Pedestrians
- Basic Bicycle Maintenance Tips
- Free bicycle related Door Prizes

**Ask Your Employer To Give Us A Call,
And The ALLIANCE Will Do The Rest!!!**

If you would like more information on the Bicycle and Pedestrian Safety Program, please call The ALLIANCE at 650-588-8170, visit our website at www.commute.org , or e-mail us at ALLIANCE@commute.org

Rev 2



PENINSULA
TRAFFIC
CONGESTION
RELIEF
ALLIANCE

1150 Bayhill Drive
San Bruno, CA
94066

P: 650-588-8170
F: 650-588-8171

Belmont • Brisbane • Burlingame • Colma • Daly City • E. Palo Alto • Foster City • Half Moon Bay •
Millbrae • Pacifica • Redwood City • San Bruno • San Carlos • San Mateo • S. San Francisco

QuickLinks

[Alliance Programs](#)[FREE Transit Tickets](#)[Get an Emergency Ride Home](#)[Rebates for new vanpool participants](#)[Carpool Incentive Program](#)[Bike Parking at Half Cost](#)[Develop A Shuttle Program](#)[The Bike and Pedestrian Safety Program](#)

brought to you by:



Free Transit Ticket Distribution Program

Tired and frustrated with driving alone on your long commute to work every day?

Interested in public transportation options, but never taken the time to try it?

If you're over 18, live or work in San Mateo County and have not used public transportation to commute to work, you could be eligible for a free ticket on BART, SamTrans, Caltrain, VTA, Dumbarton Express or M Line. Just complete the questionnaire below and we'll mail you a free ticket from the transit agency of your choice.

Despite what you might think, public transit is very convenient. When you try public transportation you can:

- **Save hundreds of dollars a year** in auto expenses (gas, insurance, maintenance, tolls, etc.)
- Work or relax during your commute and **reduce the amount of stress** you feel
- Use the new found time you have to read, talk with friends, or get ahead at work
- **Get to work and get home on time** regardless of the weather, traffic accidents, breakdowns, etc.
- Help **reduce environmental pollution** and overcrowded roads
- **Use pre-tax dollars** to pay for your public transportation expenses

Be one of the first to complete the questionnaire below and we'll mail you free transit tickets from the transit agency of your choice as mentioned below. Please note that this offer is for one ticket request, per person, one time only.

Try Transit Free Tickets Order Form

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Home Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Phone number:	<input type="text"/>

Email Address:

Employer Name:

Employer Address:

City:

State:

Zip:

» How do you usually get to work?

- ☐ Drive alone
- ☐ Carpool / vanpool
- Transit:
- ☐ BART
- ☐ Caltrain
- ☐ Dumbarton Express
- ☐ SamTrans
- ☐ VTA
- ☐ M Line
- ☐ Bike / walk
- ☐ Other:

» I would like a free ticket for:

- ☐ Caltrain (3 round-trip tickets)
- ☐ SamTrans (6 one-way tickets)
- ☐ BART (one \$9 BART ticket)
- ☐ VTA (3 round-trip tickets)
- ☐ M Line (6 one-way tickets)
- ☐ Dumbarton Express (6 one-way tickets)

» What is the one-way mileage from your home to your worksite?

» How did you hear about this program?

» If "Other", then please state how you heard about it:

» How many days per week do you commute?

☐ I certify that I am over 18 years of age, live or work in San Mateo County, and I commute to work in the past.

Submit

A Joint Powers Authority of Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo and South San Francisco.

© 2002 Peninsula Traffic Congestion Relief Alliance



San Mateo County Carpool Incentive Program Application

You Pool, We Pay!

If you currently drive alone, and you commute to, from or through San Mateo County, we invite you to try carpooling to work.

The Peninsula Traffic Congestion Relief Alliance is offering:

- **gas cards worth \$60.00** for commuters with standard cars
- **gas cards worth \$80.00** for commuters with hybrid cars (Clean Air Vehicle decal required)
- **gift cards worth \$80.00** for commuters with clean air vehicles (Clean Air Vehicle decal required)

to commuters who pledge to carpool to work a minimum of two days per week, for an eight week period instead of driving alone. **Each member of the carpool** is eligible for this offer!

To find out if your vehicle qualifies for the Clean Air Vehicle decal, please visit the California Air Resource Board (ARB) website at: www.arb.ca.gov

Visit the www.dmv.ca.gov to find out how to apply for Clean Air Vehicle decal. Please read the section about the FasTrak requirement carefully.

If you need a carpool partner or want to find a new member for an existing carpool, call 511 or visit the 511.org website.

Commute by carpool ... and we'll buy the gas

Now is the time to try carpooling! The Peninsula Traffic Congestion Relief Alliance is offering a **\$60.00 to \$80.00 gas card** incentive to help you.

Start here:

- Form a NEW carpool with two or more people over the age of 18 **or**
- Add a NEW member to an existing two-person carpool.
- Then, register yourself (the carpool coordinator) and the names and emails of your carpool partners below.
- The carpool coordinator is the only person required to complete this form to start the process which includes completing the carpools partners' information accurately on this one form.
- Select the type of vehicle from the drop-down box at the top of the application area.
- Special requirements state that Hybrid and CAV carpools must drive through carpool lanes.
- Hybrid or CAV incentive applicants will need to mail or fax us a copy of the Clean Air decal.



RIDESHARE

On the phone. **511** On the web. **511.org** On your way.

Marin

Contra Costa

MY 511

TRANSIT

TRAFFIC

RIDESHARE

BICYCLING

511 HOME

LINKS



511 RIDESHARE Rewards

About Rideshare Rewards

Welcome carpoolers! Earn rewards and enjoy time with friends and colleagues as you beat the rush hour blues. Carpooling saves you money on gas and car wear - **and now it pays!**

Listen up dolo commuters! If you switch to carpooling and work in the nine-county Bay Area you can win FREE gas or grocery gift cards.

Earn \$10 for every five days you carpool within a 90-day period, up to \$100. And one lucky commuter wins \$1,000 in gift cards in a grand prize drawing.

Rideshare Rewards starts April 21st and runs until funds are depleted. It's first come, first serve, so sign up now!

Need to find a carpool partner? Sign up for our FREE on-line [RideMatch Service](#).



511 RIDESHARE Rewards

LOG IN

[Click here](#)

Vanpool Rewards

Who is Eligible

Drive-alone commuters who switch to carpooling and work in the nine-county Bay Area. This is for NEW carpoolers only. [Read eligibility guidelines.](#)

Spin the Wheel Prizes

Rideshare Rewards 2006 and 2007 carpoolers can spin the wheel weekly for prizes. Gas cards! Drinks from [Peet's Coffee & Tea!](#) Spin the wheel and win, as long as you carpool at least once a week.

[Read eligibility guidelines.](#)

Get started

Step one: Find a carpool partner! Sign up in our free online [RideMatch Service](#) to find potential matches, or recruit co-workers, friends and family.

Step two: [Register for Rideshare Rewards](#). Log carpool days in your online Commute Diary.

Step three: Receive your gas or grocery gift card!

Start a vanpool Get \$900

[Learn more](#)



EMERGENCY RIDE HOME PROGRAM

Are you ready to improve recruitment and retention rates, reduce parking congestion, and attract employees from a wider area, while providing a subsidized, low cost benefit to your employees?

Do it all with the Alliance's Emergency Ride Home Program

Most employees choose to drive their own personal vehicle to work because they don't want to be stranded at work should an emergency arise. With the Emergency Ride Home program, employees are given the assurance that, in the case of an emergency, they will be provided with a free taxi ride or a 24-hour car rental.

We pay 75% of the ride!

The participating employer pays the remaining 25%. Historically, program costs remain very low because emergencies are infrequent. The Alliance can help you design easy administration policies that prevent program abuse.

Employer cost of one Emergency Ride Home: average \$12

**Trusting your employer will be there for you in an emergency:
Priceless**

The Alliance does all the work.

If you have any questions or are unsure if your company could benefit from this or other no to low cost commute programs, contact us at 650-588-8170 or via email at alliance@commute.org.



1150 Bayhill Drive
Suite 107,
San Bruno, CA
94066

P: 650-588-8170
F: 650-588-8171

EMERGENCY RIDE HOME PROGRAM

Don't Get Stranded At Work!

Do you want to bike, walk, carpool, vanpool, or take public transit; but are worried about becoming stranded if an emergency arises while you are at work? The Emergency Ride Home gives you the peace of mind necessary to get out of traffic and save money, time and stress.

When your Employer signs up for The Emergency Ride Home program, you have a reliable way to get home quickly in the event of an emergency.

Most people choose to drive their own personal vehicle to work because they don't want to be faced with a dilemma should an emergency arise. Be certain that, in the case of an emergency, your employer will support you with a free taxi ride or a 24-hour car rental. **You have the freedom to carpool, vanpool, bus, bike or walk to work without the fear of becoming stranded in an emergency.**

How do I get my employer involved?

You can provide your employer with information about the program by printing out the Emergency Ride Home section of this website at www.commute.org

Otherwise, send us a contact name, number and address to alliance@commute.org or call us at 650-588-8170 and we'll be happy to contact them for you.



1150 Bayhill Drive
Suite 107,
San Bruno, CA
94066

P: 650-588-8170
F: 650-588-8171



List of Nearby Amenities Located 0.50 or Less Miles Britannia Modular Labs 3 (328 Roebling Road)

Restaurants, Cafes/Delis, Coffee, and Bakeries

A-1 Sandwich Company

429 Cabot Road, S San Francisco, CA – 650-869-7090 (0.20 miles away)

Deli (*located inside Golden Gate Petroleum*)

114 Harbor Way, S San Francisco, CA – 650-737-9675 (0.20 miles away)

The Patio Café

601 Gateway Boulevard, #190, S San Francisco, CA – 650-872-0111 (0.22 miles away)

The Great American Grill Restaurant (*located inside the Hilton Garden Inn*)

670 Gateway Boulevard, S San Francisco, CA – 650-872-1515 (0.23 miles away)

Two Fifty Restaurant (*located inside Embassy Suites*)

250 Gateway Boulevard, S San Francisco, CA – 650-589-3400 (0.25 miles away)

Wendy's

176 Gateway Boulevard, S San Francisco, CA – 650-866-4460 (0.28 miles away)

Starbucks

176 Gateway Boulevard, S San Francisco, CA – 650-866-3904 (0.28 miles away)

Specialty's Café & Bakery

701 Gateway Boulevard, #150, S San Francisco, CA – 650-634-0851 (0.30 miles away)

Deli (*located inside Flyers South San Francisco*)

176 Gateway Boulevard, S San Francisco, CA – 650-737-9800 (0.30 miles away)

Luigi's Sandwich Palace

326 Littlefield Avenue, S San Francisco, CA – 650-952-4633 (0.50 miles away)

Convenience Stores

Golden Gate Petroleum

114 Harbor Way, S San Francisco, CA – 650-737-9675 (0.20 miles away)

The Pavilion Pantry (*located inside the Hilton Garden Inn*)

670 Gateway Boulevard, S San Francisco, CA – 650-872-1515 (0.23 miles away)

Flyers South San Francisco

176 Gateway Boulevard, S San Francisco, CA – 650-737-9800 (0.30 miles away)

Hotels

Hilton Garden Inn

670 Gateway Boulevard, S San Francisco, CA – 650-872-1515 (0.23 miles away)

Embassy Suites

250 Gateway Boulevard, S San Francisco, CA – 650-589-3400 (0.25 miles away)

Health, Fitness & Entertainment

Henry's Entertainment

419 Littlefield Avenue, S San Francisco, CA – 650-583-1623 (0.40 miles away)

Shisei Aiki Dojo

130 East Grand Avenue, S San Francisco, CA – 650-871-4443 (0.40 miles away)

Fitness West

720 Dubuque Avenue, S San Francisco, CA – 650-588-9378 (0.50 miles away)

Transportation & Gas Stations

Golden Gate Petroleum

114 Harbor Way, S San Francisco, CA – 650-737-9675 (0.20 miles away)

Flyers South San Francisco

176 Gateway Boulevard, S San Francisco, CA – 650-737-9800 (0.30 miles away)

Avis Rent-a-Car

230 Harbor Way, S San Francisco, CA – 650-873-4586 (0.40 miles away)

A decorative border made of repeating floral motifs surrounds the entire page content.

Banks & ATMs

Golden Gate Petroleum (*ATM inside*)

114 Harbor Way, S San Francisco, CA – 650-737-9675 (0.20 miles away)

Flyers South San Francisco (*ATM inside*)

176 Gateway Boulevard, S San Francisco, CA – 650-737-9800 (0.30 miles away)

Other

Inspiration Floral Design

396 Forbes Boulevard, #D, S San Francisco, CA – 650-588-1822 (0.10 miles away)

South San Francisco Tire Services

282 E Grand Avenue, S San Francisco, CA – 650-588-4596 (0.20 miles away)

Belline Baskets

449 Forbes Avenue, S San Francisco, CA – 650-952-3170 (0.30 miles away)