



E. GRAND AVE + SYLVESTER RD

*Transportation Demand Management Plan
(Trip Reduction Plan)*



September 17, 2022
Updated: December 5, 2022



120 East Grand Ave.

South San Francisco

Preliminary Transportation Demand Management Plan (Trip Reduction Plan)



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Nearby Amenities

Commute.org Developer Certification of Participation Form

Initial Compliance Form (pending)

Annual Compliance Form (pending)

TDM SPECIALISTS, INC. QUALIFICATIONS

TDM EXECUTIVE SUMMARY

The Transportation Demand Management (TDM) Plan for 120 E. Grand Avenue provides a viable and dynamic program to support a 50 percent alternative transportation mode-use rate. The TDM Plan meets the requirements of the current South San Francisco TDM Ordinance, the city's proposed TDM Strategy General Plan updates, and trip reduction guidelines provided by the City/County Association of Governments (C/CAG) of San Mateo County. The C/CAG guidelines "...identify strategies to respond to future transportation needs, develop procedures to alleviate and control congestion, and promote countywide solutions." The project understands that the efficacy of this TDM Plan is paramount, and the mechanisms in the TDM Plan will bind both the project and future tenants. The following three (3) primary factors drive performance success in the proposed TDM Plan:

- 1 **Employee Transit Subsidies/Amenities:** The TDM Plan includes the infrastructure, programs, and a monitoring system to meet the city's requirements. The TDM Plan consists of transit subsidies, shuttle resources, guaranteed ride home, preferential carpool parking, bike parking, telework options, and annual online surveys. Highlights of the TDM Plan also include:
 - o Participation in the last-mile shuttle program (operated by Commute.org)
 - o Easy access to the South San Francisco Caltrain Station
 - o On-site amenities include a public café, a public plaza, on-site dining options, outdoor amenities, a separate amenity building, a fitness center, etc.
 - o A real-time transportation information kiosk/screen and mobile app
- 2 **Enforcement Mechanisms:**
 - o Obligate Tenants to Perform: Language codified into the tenant leases will obligate future tenant(s) to achieve trip reduction goals and offer employee commuter benefits, such as transit subsidies, commuter allowances, annual survey participation, and prorated penalty sharing in the event of trip reduction goals are unmet.
 - o Initial Compliance Form: A compliance form will be submitted to the Planning Department, documenting that the TDM Program will be implemented before the site reaches 50 percent occupancy. Evidence of all capital and infrastructure measures through photographs, evidence of participation with Commute.org or an appropriate transportation management association, and identification of a TDM Coordinator¹
 - o Annual Compliance Form: An annual compliance form documenting the TDM measures implemented shall be submitted to the city for the project's lifespan.

¹ SSF Zoning Code Section 20.400.006: Monitoring and Enforcement, page 232

- o Annual Mode Share Compliance Surveys: Online employee surveys will identify transportation mode-use rates, provide data to engage more employees in targeted commuter programs, and track trip reduction performance.
 - o Site-specific Trip Caps: The project will be subject to trip caps that manage the number of vehicle trips during peak periods (trips in during the AM peak period, 6:00–10:00 a.m., and trips out during the PM peak period, 3:00–7:00 p.m.).²
 - o Triennial midday parking occupancy survey: The project will conduct a midday parking study to support the city's data collection and monitoring of parking needs.
 - o City Penalty Structure: The City may assess penalties at its discretion. Financial penalties would be the direct responsibility of property owners. The conditions of approval for the project may identify a financial penalty structure in the event of failure to perform or deliver annual reporting.
- 3 **Ongoing Role for TDM Consultant**: The TDM Consultant will coordinate with the project's Property Management team and tenant employers. Commuter Concierge responsibilities may include the following:
- o Pre-occupancy engagement with tenants to transition drive-alone commuters to alternative transportation options before tenants move to the site
 - o New employee presentation and onboarding commuter survey to promote alternative transportation options
 - o Quarterly on-site campaigns for all employees that highlight public transit, pedestrian and biking, carpooling, transit options, incentives, and rewards
 - o Support tenants with their employee promotions such as Wellness/Health & Benefits/Earth Day/Bike to Work Day/Spare the Air events
 - o Support tenants and their employees to coordinate and form commuter vanpools
 - o Robust surveys of tenants and their employees to gauge commuter engagement and program satisfaction
 - o Report TDM performance to the city, demonstrating compliance

The TDM Plan's measures below will achieve a 50 percent alternative transportation mode-use rate and meet the TDM points necessary to achieve a Tier 4 achievement. These measures are consistent with other well-performing TDM Plans and trip-reduction programs in South San Francisco, Foster City, Mountain View, Palo Alto, and other San Francisco Bay Area locations. The following outline provides a summary of the applicant's TDM Plan for the project:

TDM INFRASTRUCTURE, PHYSICAL MEASURES, AND MONITORING

Installation and Built Environment

- Infill development

² SSF Zoning Code Section 20.400.006: Monitoring and Enforcement, page 233

- Transit-oriented design
- Building design
- Transit Capital Improvements – off-site infrastructure facilities improvements
- Long-term bike parking (Class I)
- Short-term bike parking (Class II)
- Enhanced bike parking facilities (200% more than code)
- Bicycle sharrows– Sylvester Road
- Two Fix-it bicycle repair stations
- Campus wayfinding signage
- Showers and changing facilities
- Passenger loading zone (Sylvester Road & Baker Street)
- Carpool/vanpool parking
- Electric, clean-fuel vehicle parking
- Carshare Vehicle Parking
- Motorcycle and scooter parking placement
- Commuter/transportation kiosk and app (TransitScreen)
- Employee commuter resource flier
- On-site amenities and nearby amenities
- TDM site plan

TDM PROGRAMMATIC MEASURES

Commuter Program Management (obligates the applicant)

- Commuter Concierge amenity service
- Kick-off Transportation event & annual Spare the Air Commuter Incentives Fair
- Commute.org shuttle consortium participation
- Best "Site" for Commuters national designation
- Association for Commuter Transportation – membership
- Silicon Valley Bicycle Coalition – membership
- Bicycle Friendly Business national designation
- Commuter incentives and rewards
- Coordination of trip reduction programs with nearby developments
- Parking management strategies
 - Reserved vanpool parking
 - Free preferential carpool parking
 - Carpool parking policy
 - Parking management technology solution

Employee Commuter Benefits (obligates tenants)

- 50% Transit subsidies
- 50% Vanpool subsidies
- Carpool allowance

- Bicycle allowance
- Pre-tax transit/vanpool deduction payroll option
- Pre-tax parking deduction payroll option
- Telework option
- Alternative work schedule option (flextime, compressed workweek)

Employee Commuter Services, Resources, and Outreach (obligates tenants)

- Designated employee Transportation Coordinator
- Commute information web portal/intranet
- Guaranteed Ride Home program
- Regional bikeshare participation - conceptual
- Annual bike safety seminar
- Carpool and vanpool ride matching services
- Carpool incentives (\$100 via Commute.org)
- Bicycle incentives (\$100 via Commute.org)
- Vanpool incentives (\$100 via Commute.org)
- Free Try Transit incentives (via Commute.org)
- New employee onboarding systems
- Employee transportation fairs
- Company newsletter articles and emails
- Transportation Management Association (TMA) participation
- Best Workplaces for Commuters national designation

TDM PERFORMANCE MONITORING & SURVEYING (obligates applicant and tenants)

- Tenant performance and lease language – identifying TDM requirements
- A yearly employee commute survey
- A yearly commute survey report
- Mid-year commuter satisfaction survey
- Annual driveway trip count study
- Triennial midday parking count survey
- Penalty for non-compliance
- No expiration of the TDM Plan
- C/CAG TDM Checklist

On the next page is an SSF TDM Strategy Point of trip reduction measures chosen by the applicant to achieve the applicable point total and performance requirements according to Section 20.400.003 ("Requirements by Tier") and Section 20.400.004 ("Trip Reduction Measures"). The required number of TDM points is 50, and the E. Grand Avenue TDM Plan achieves 50 points.

The following TDM Plan describes how the trip reduction strategies will be achieved and maintained over the project's life. It includes a site plan that designates trip reduction design

elements consistent with measures identified in Section 20.400.004 ("Trip Reduction Measures"). The Plan provides a map identifying site access to nearby transit, bicycle, and pedestrian facilities, including identification of any proposed improvement measures (such as pedestrian/bicycle improvements) consistent with measures identified in Section 20.400.004 ("Trip Reduction Measures"). The TDM Plan summarizes the proposed monitoring practices described in Section 20.400.006 ("Monitoring & Enforcement").³

SSF TDM Strategy Points - 120 E. Grand Avenue

Type	TDM Measure	Available Points	Proposed Points	Responsibility
Required Measures (20 Points)	50% Transit Pass Subsidies and Pre-Tax Transit Benefits	7	7	Employer
	Participation in Commute.org Programs	5	5	Applicant/ Employer
	Carpool/ Vanpool Programs and Preferential Parking	3	3	Employer
	Bicycle Storage, Showers, and Lockers	2	2	Applicant
	Designated TDM Coordinator	1	1	Applicant/ Employer
	Bicycle and Pedestrian-Oriented Site Access	1	1	Applicant
	Encourage Telecommuting & Flexible Work Schedules	1	1	Employer
Optional Measures (Description Required as Attachment)	Active Transportation Gap Closure (ped and bike)	5	5	Applicant
	On-Site Pedestrian-Oriented Amenities	3	3	Applicant/ Employer
	Bikeshare Program Participation	3	3	Applicant
	Cash Incentives (carpool)	2	2	Employer
	On-Site Carshare	2	2	Applicant
	Active Transportation Subsidies (walk, scooter, and bike)	1	0.5	Employer
	Increased Bicycle Parking at 200% (>50% Greater than City Code)	1	1	Applicant
	Bicycle Repair Station	1	1	Applicant
	Proposed - Additional Bicycle Repair station - publically accessible		1	Applicant
	Proposed - Transit Capital Improvements (\$1mil off-site infrastructure)		1	Applicant
	Proposed - Kick-off/annual Spare the Air Transportation Fair		0.5	Applicant
	Proposed - Quarterly scheduled on-site mobile bike maintenance services		0.5	Applicant
	Proposed - Annual memberships: Best "SITES for Commuters; Assoc. for Commuter Transportation; and Silicon Valley Bicycle Coalition, Bike League		0.5	Applicant
	Proposed - Passenger loading zone		1	Applicant
	Proposed - 50% Vanpool Subsidies and Pre-Tax Vanpool Benefits		5	Employer
	Proposed - Match 511.org \$400 subsidy for new vanpool groups		1	Applicant
	Proposed - Real-time transportation information kiosk/screen and app		2	Applicant
Requirements	Tier 4 Projects - points required	50		
Total Points			50	

³ South San Francisco General Plan Update, Transportation Demand Management Strategy, April 2022, Draft, Page 6.

INTRODUCTION

This 120 E. Grand Avenue Transportation Demand Management (TDM) Plan meets the project's specific needs, considering the site's logistical resources, opportunities, and constraints. The trip reduction measures provide specific elements and actions that commit the applicant and future tenant(s) to implementation. Executing the TDM Plan will increase pedestrian, bicycle, carpool, remote working, and transit use and attain the required alternative transportation mode-use rate.

The TDM Plan is performance-based and directs the applicant and future employers (tenants) to implement employee benefits and create a formal commute program. Commute program marketing, ongoing promotions, a guaranteed ride home program, and an active Commuter Concierge will provide the synergism needed to create a successful program for future project employees. This TDM Plan contains measures and elements consistent with other well-performing Silicon Valley, San Francisco Bay Area region, and national commute programs. Annual survey monitoring will provide the documentation to demonstrate the TDM programs' effectiveness in meeting a 50 percent alternative transportation mode-use rate.

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

This project design encourages alternative modes of transportation, including walking, bicycling, micro-mobility options, carpooling, vanpooling, remote work, and public transit. By balancing air quality with economic growth, 120 E. Grand Avenue will help the city thrive as a community and meet its 2035 greenhouse gas (GHG) emission reduction goals.

TDM Planning Process

The following comprehensive TDM Plan will mitigate employee peak-hour commute trips associated with a life science project consistent with other peninsula and regional commute programs. The project will include the required trip reduction elements and goals outlined in Chapter 20.400 Transportation Demand Management ordinance and additional TDM features that enhance commuter program performance.

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

- I. Regulatory Overview
- II. Existing Transportation Conditions
- III. TDM Infrastructure and Physical Measures
- IV. Programmatic TDM Measures
- V. TDM Monitoring and Reporting

1.0 REGULATORY AND SUSTAINABLE ENVIRONMENTS

The TDM Plan combines services, incentives, facilities, and actions that reduce single-occupant vehicle (SOV) trips to help relieve traffic congestion, parking demand, and air pollution problems. The following are outcomes from the effective utilization of a TDM plan with the use of TDM measures:

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

Successes achieved by TDM Planning will also significantly reduce GHG emissions while providing sustainable mobility solutions. The sustainable solution combines innovative strategies with proven trip reduction methods, mobility-enhancing approaches, and energy consumption-reducing programs at a City-wide level. The results include mitigating GHG emissions and other pollutants, improved traffic flow and connectivity, reducing parking demand, and lowering energy bills.

Below is a summary of city, county, and state policy goals related to sustainability, congestion management, and GHG reduction.

City of South San Francisco

South San Francisco 2040 General Plan⁴

Policy LU-1.2: Connectivity in complete neighborhoods. Improve walk, bike, and accessibility in complete neighborhoods.

Policy LU-2.1: Prioritize development near transit centers. Collaborate with developers and property owners to locate new housing, mixed-use, and employment uses near transit centers to minimize reliance on personal automobiles.

Policy LU-2.3: Develop connected transit-oriented communities. Develop strong pedestrian, shuttle, and bicycle connections to and/from transit via pedestrian-oriented building design, creating safe and convenient road crossings and providing street furniture and amenities.

Policy LU-5.1: Maintain a critical mass of land zoned for R&D. Maintain a critical mass of land zoned for R&D to ensure South San Francisco remains a friendly place for R&D companies.

⁴ 2040 General Plan City of South San Francisco Policy Framework, page 36

Policy LU-7.5: Foster pedestrian and bicycle access in neighborhood commercial development. Require new commercial development to foster pedestrian and bicycle access by minimizing building setbacks from the sidewalk, providing safe, accessible pedestrian connections, and creating secure and convenient bike storage.

Implementation Action

Action LU-2.1.5: Community engagement near transit centers. Engage closely with residents, business owners, and other stakeholders to ensure the community receives desired benefits from new development at transit centers and to ensure the community is apprised of development.

Action MOB-3.1.1: Update and implement the TDM Ordinance. Implement, monitor, and enforce compliance with the City's TDM Ordinance. Maintain consistency with C/CAG's requirements. Periodically update the TDM ordinance as transportation conditions change. Incorporate a fine structure for non-compliance.

South San Francisco Climate Action Plan⁵

This CAP update outlines how the City of South San Francisco will create new policies, programs, and services that will support the community in taking strong action to reduce GHG emissions. By updating its existing CAP, the City of South San Francisco reaffirms its commitment to leading the way to a more sustainable future.

South San Francisco Zoning Code

- o Chapter 20.400 Transportation Demand Management (updated October 2022).
- o Tier 4. Tier 4 includes office and research and development use with at least 400,000 square feet of gross floor area. It requires a TDM Plan totaling 50 points, annual monitoring to achieve a maximum of 50 percent of employees commuting via driving alone, and yearly monitoring of a site-specific trip cap.

Chapter 20.330 – Parking Standards (Bicycle Parking)

- o Short and long-term bicycle parking shall be provided according to the provisions identified in section 20.330.008 of the SSFMC.

San Mateo County Congestion Management Plan⁶

- o In September 2021, the C/CAG Board voted to adopt an updated TDM Policy and incorporate it into the CMP Land Use Impact Analysis Program. The 2019 CMP Document will include this updated policy. As such, where it is relevant, the details of the revised policy have been incorporated into Tier 2: Individual Large Development Analysis for this 2021 CMP Update. The policy became effective countywide on January 1, 2022. Any development projects completed before January 1, 2022, would be subject

⁵ 2040 General Plan: City of South San Francisco Climate Action Plan

⁶ www.ccag.ca.gov

to the Land Use Impact Analysis Program requirements in the 2019 CMP. Projects considered complete after January 1, 2022, would be subject to the program included in the 2021 CMP.

San Francisco Bay Area Commuter Benefits Program

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

San Francisco Bay Area Commuter Benefits Program Proposed Strategy EN-7

A proposed enhanced Strategy, EN7 - Expand Commuter Trip Reduction Programs at Major Employers, will expand the Bay Area Commuter Benefits program. In November 2020, the Metropolitan Transportation Commission (MTC) and the Association of Bay Area Governments (ABAG) met to discuss employer and business community concerns regarding substantially increasing future levels of telecommuting.

The proposed **enhanced Strategy EN7** expands commuter trip reduction programs at major employers and would limit office occupancy to 40 percent per average workday.

Included in the Plan Bay Area 2050 Final Blueprint, the enhanced Strategy EN-7 would include employer measures beyond telecommuting to include transit, walking, and bicycling modes, providing more flexibility for businesses. It also limits on-site office occupancy to 40 percent per average workday. While the proposed change is not in place, employers can find more information [here](#).

State Regulatory Setting

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

- ◆ **Senate Bill 375** – establishes improved land use and transportation policy supporting AB32 by providing a means for achieving the AB 32 goals for cars and light trucks through land-use changes. This legislation created potentially revolutionary changes in California's regional planning processes for housing and transportation by mandating sustainable regional growth plans. These plans expect to double the GHG emission reduction targets that local governments must meet through land-use planning.
- ◆ **Parking Cash-Out Program** – State law requires employers of 50 or more employees who provide subsidized parking for their employees to offer a cash allowance instead of a

parking space. The parking cash-out program encourages employees to use public transit, carpooling, vanpooling, bicycling, or walking instead of driving to the office. This law allows employers to receive business tax deductions to offer commuters this benefit.

- ◆ **Senate Bill 743** – was signed in 2013 to "more appropriately balance congestion management needs with statewide goals related to infill development, promotion of public health through active transportation, and reduction of greenhouse gas emissions."

When implemented, "traffic congestion shall not be considered a significant impact on the environment" within California Environmental Quality Act (CEQA) transportation analysis.

SB 743 requires the Governor's Office of Planning and Research to identify new metrics for identifying and mitigating transportation impacts within CEQA. OPR determined Vehicle Miles Traveled (VMT) per capita, VMT per employee, and net VMT as new metrics for transportation analysis for land use projects. For transportation projects, lead agencies for roadway capacity projects have discretion, consistent with CEQA and planning requirements, to choose which metric to evaluate transportation impacts. Statewide implementation occurred on July 1, 2020.

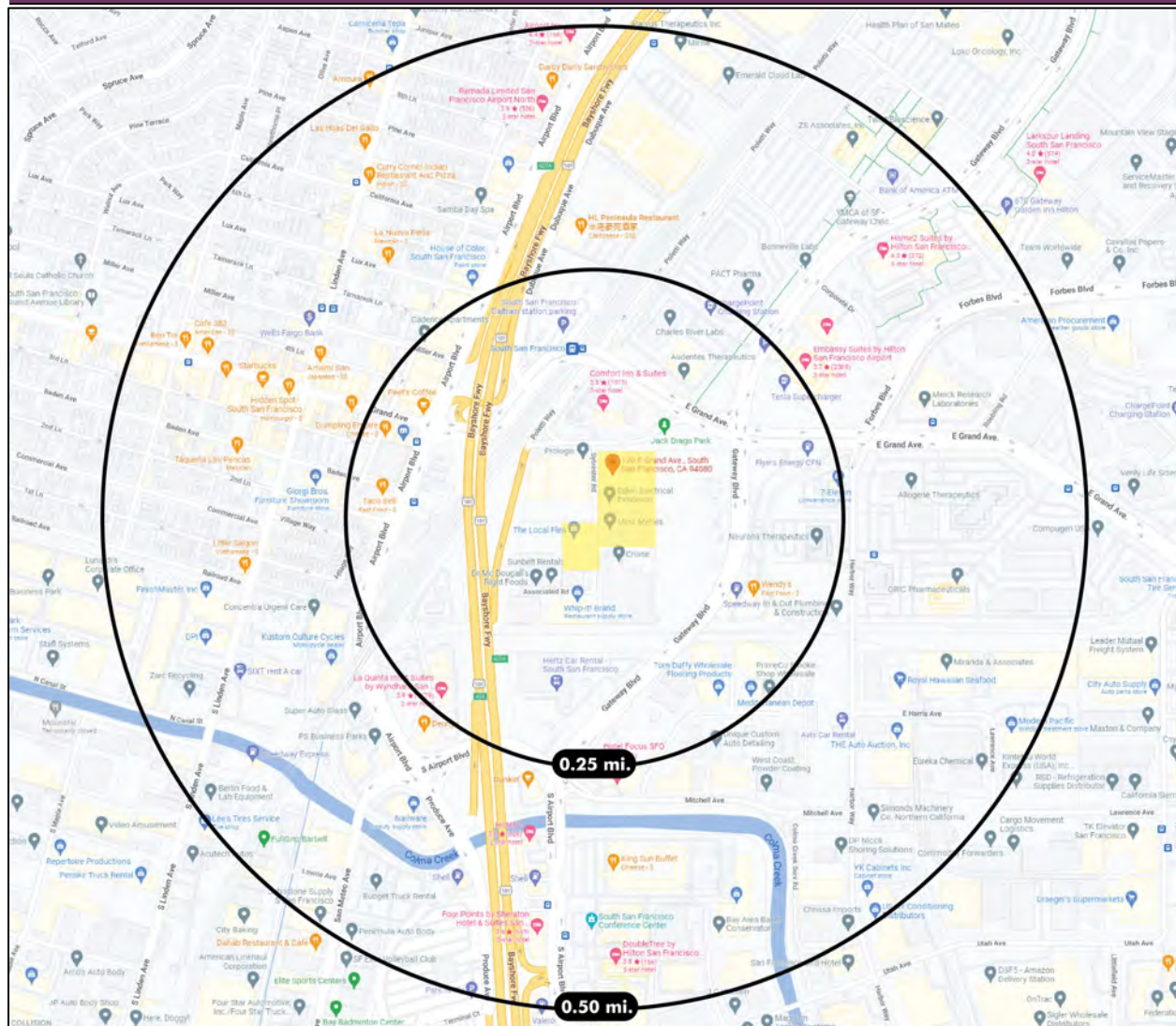
2.0 PROJECT DESCRIPTION

The project includes demolishing five buildings and constructing four structures encompassing one five-story building, one 11-story building, one three-story building, and one eight-story parking garage to accommodate office/research and development occupancies.

Building 01 sits on 160-180 Sylvester Road, Building 02 sits on 120-130 East Grand Avenue, and Building 03 sits on 129-145 Sylvester. The buildings total 504,000 gross square feet (per City of South San Francisco methodology) of 60 percent lab space and 40 percent office. The floor area ratio (FAR) is 2.5, and density is distributed as described to enhance overall neighborhood character and conform to South San Francisco Downtown District requirements.

The project is near a robust transit and shuttle network and will integrate these resources into their commuting connections through shuttle staging areas and bicycle lanes. Garage and surface parking will provide 756 parking spaces. The 120 E. Grand Avenue project plans to incorporate several amenities and community benefits. Shown below is a Project Location Map.

Project Location Map



3.0 EXISTING TRANSPORTATION FACILITIES

The project sits east of Highway 101. It has multiple shuttle routes connecting South San Francisco Ferry Terminal, South San Francisco Caltrain Station, and the South San Francisco BART station. Additional Genentech shuttles connect the Millbrae BART/Caltrain Center and the Glen Park BART Station.

Commute.org shuttles offer 14 total trips per weekday. Two nearby SamTrans routes expand transit resources from Downtown San Francisco to San Mateo and Palo Alto and provide 96 transit trips per weekday. The transit matrix below identifies 156 transit resources within walking distance of the project.

Nearby Transit Services Matrix

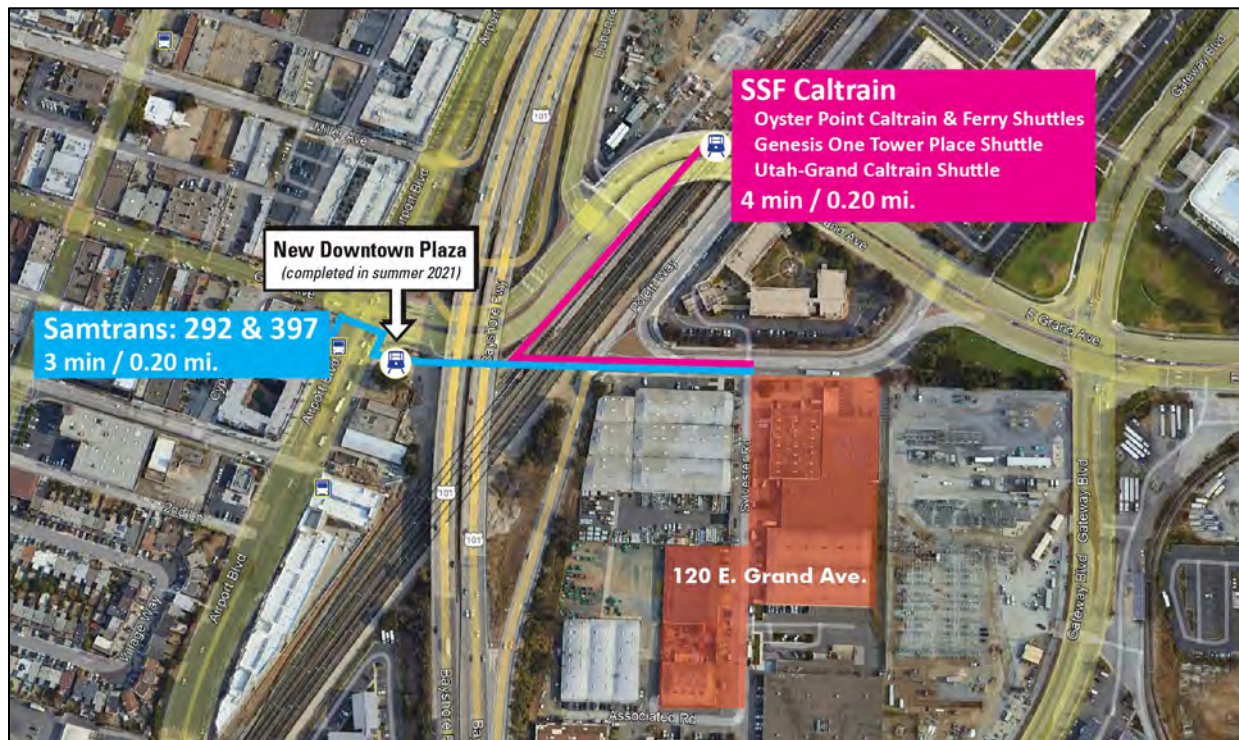
Route	Span of Service	Weekday Trips	Communities Served
292 Samtrans	7 Days/Week 4:27 a.m. - 1:54 a.m.	89	Downtown SF Transit Center and Ferry Building , Hillsdale Mall, Saratoga/Park Place, Delaware/2nd, California/ Howard, SF Airport Courtyard A, Airport/Linden, Airport/E. Grand, Bayshore/Old County, and Drumm/Clay, Burlingame Caltrain Station , San Mateo Caltrain Station , Hillsdale Caltrain Station .
397 Samtrans	7 Days/Week 1:52 a.m. - 4:58 a.m.	7	Palo Alto Transit Center , Bay/University, Middlefield/5th, Redwood City Transit Center , El Camino/Hillsdale, El Camino/Burlingame, Millbrae Transit Center , SF Airport Courtyard A, Airport/Linden, Airport/E. Grand, Bayshore/Old County, and Drumm/Clay
Oyster Point Ferry Shuttle	7 Days/Week 6:50 a.m. - 5:18 p.m.	8	South San Francisco Ferry Terminal , 384 Oyster Point, Cul-de-Sac (395/400 Oyster Point Blvd), 1120 Veterans Blvd, The Cove, One Tower Place (Genesis Towers), Gateway/Oyster Point Blvd, and South San Francisco Caltrain
Genesis One Tower Place Shuttle	7 Days/Week 7:22 a.m. - 5:48 p.m.	6	South San Francisco BART , One Tower Place (Genesis Towers), Dubuque Innovation Center, and South San Francisco Caltrain
Caltrain	7 Days/Week 4:53 a.m. - 12:33 a.m.	46	San Francisco, 22nd Street, Bayshore, So. San Francisco, San Bruno, Millbrae, Burlingame, San Mateo, Hayward Park, Hillsdale, Belmont, San Carlos, Redwood City, Menlo Park, Palo Alto, California Ave, San Antonio, Mountain View, Sunnyvale, Lawrence, Santa Clara, College Park, San Jose Diridon, Tamien, Capitol, Blossom Hill, Morgan Hill, San Martin, and Gilroy
Total Bus Trips/Weekday		156	

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

** Blue font reflects ferry, transit centers and train stations.

Below is a Walking Distance to Transit Map, highlighting the local shuttle and transit resources within a .20-mile walking distance of the project. The following pages contain route maps for this site's several transit and shuttle resources.

Walking Distance to Local Transit Map



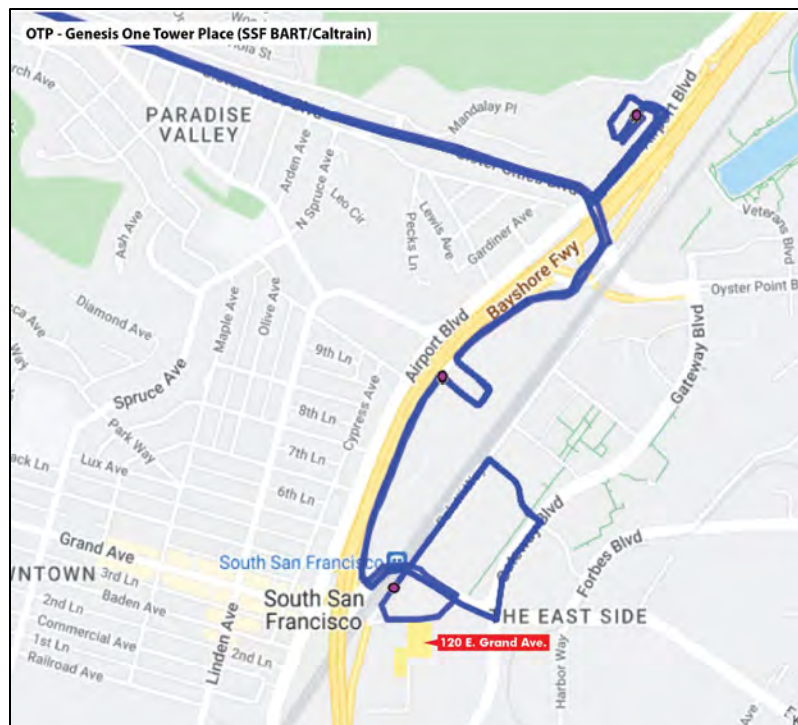
Genesis One Tower Place BART Shuttle

The Commute.org Genesis One Tower Place Shuttle operates between the South San Francisco BART Station and the South San Francisco Caltrain Station. At the right is the Genesis One Tower Place BART shuttle route map.

Within walking distance from the project are two additional shuttle routes. The shuttles serve the South San Francisco Ferry Terminal and BART Station.

The project will participate in the Commute.org shuttle consortium program as a member.

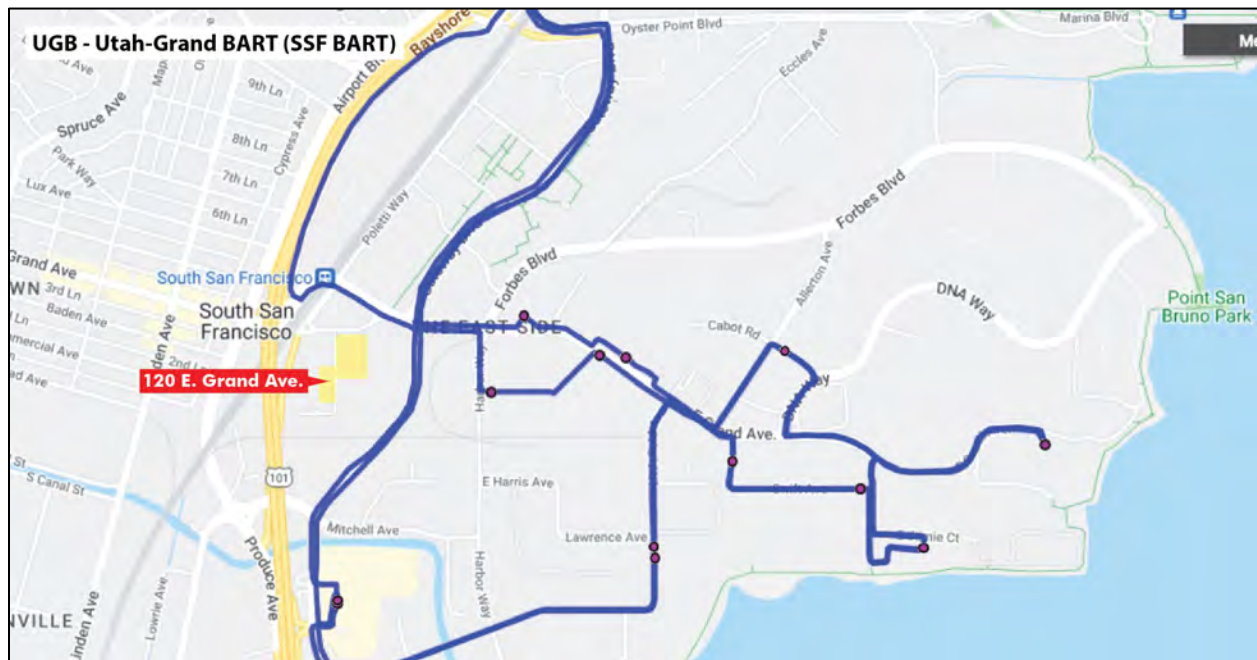
Genesis One Tower Place BART Shuttle Route Map



Utah-Grand Shuttle

Displayed below is the Utah-Grand BART shuttle route. The Utah-Grand shuttle offers a second BART shuttle option to the Genesis One Tower Place BART Shuttle.

Utah-Grand BART Shuttle Route Map



Oyster Point Ferry Shuttle

The Oyster Point Ferry Shuttle allows employees to connect with the Ferry Terminal. However, the Oyster Point Ferry Shuttle picks up at Caltrain Station. Below is the Oyster Point Ferry Shuttle Map.

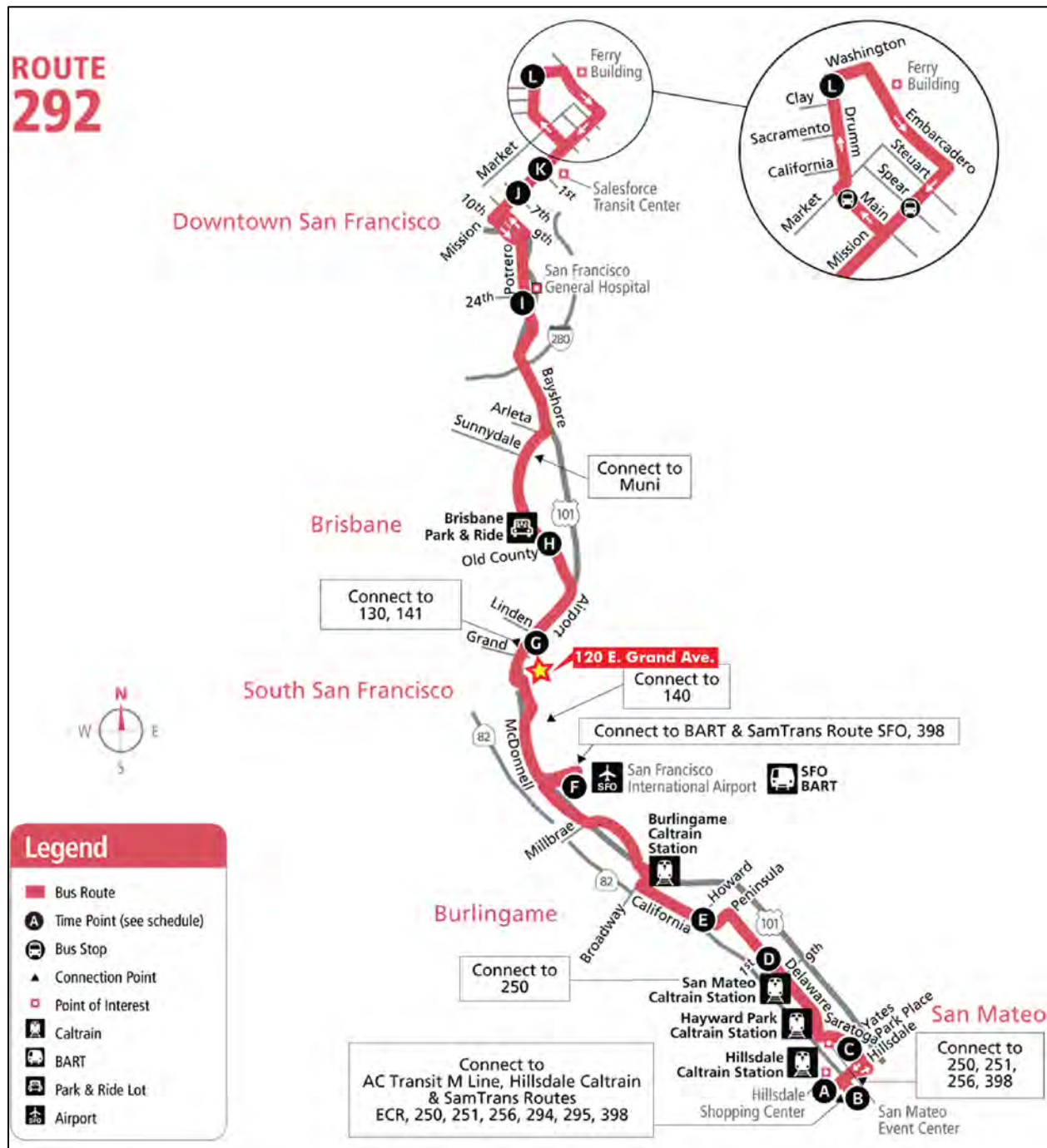
Oyster Point Ferry Shuttle Route Map



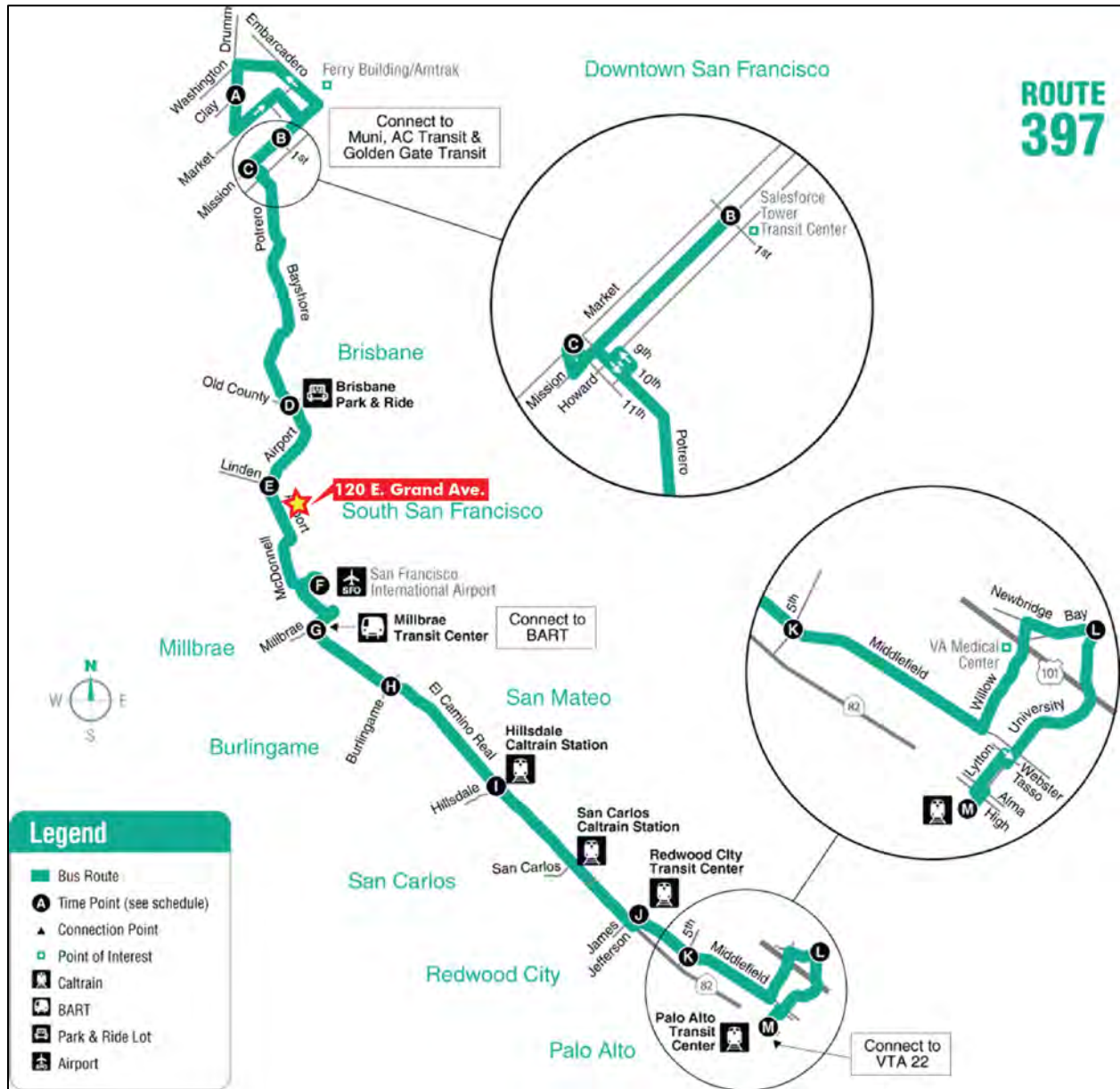
SamTrans

Two SamTrans routes provide service to the project location. On page 11 and page 12 are SamTrans maps for routes 292 and 397. SamTrans routes offer north/south express options from San Francisco and Palo Alto as an alternative to Caltrain.

SamTrans Route 292 Map



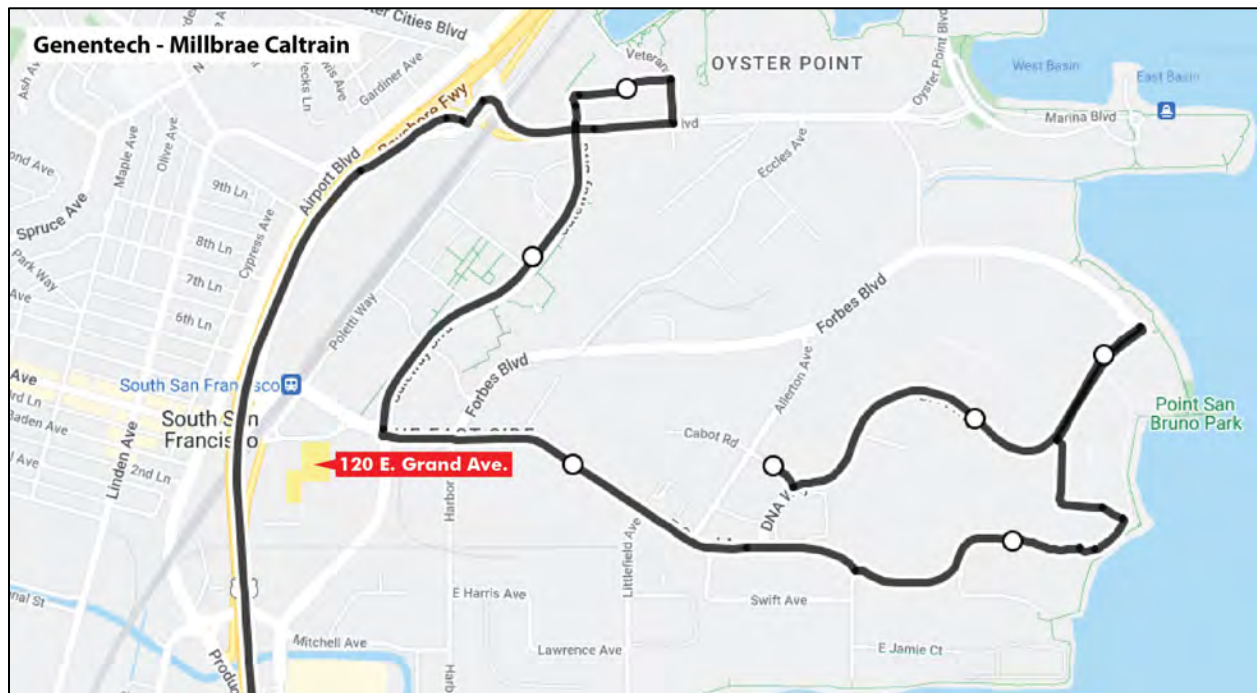
SamTrans Route 397 Map



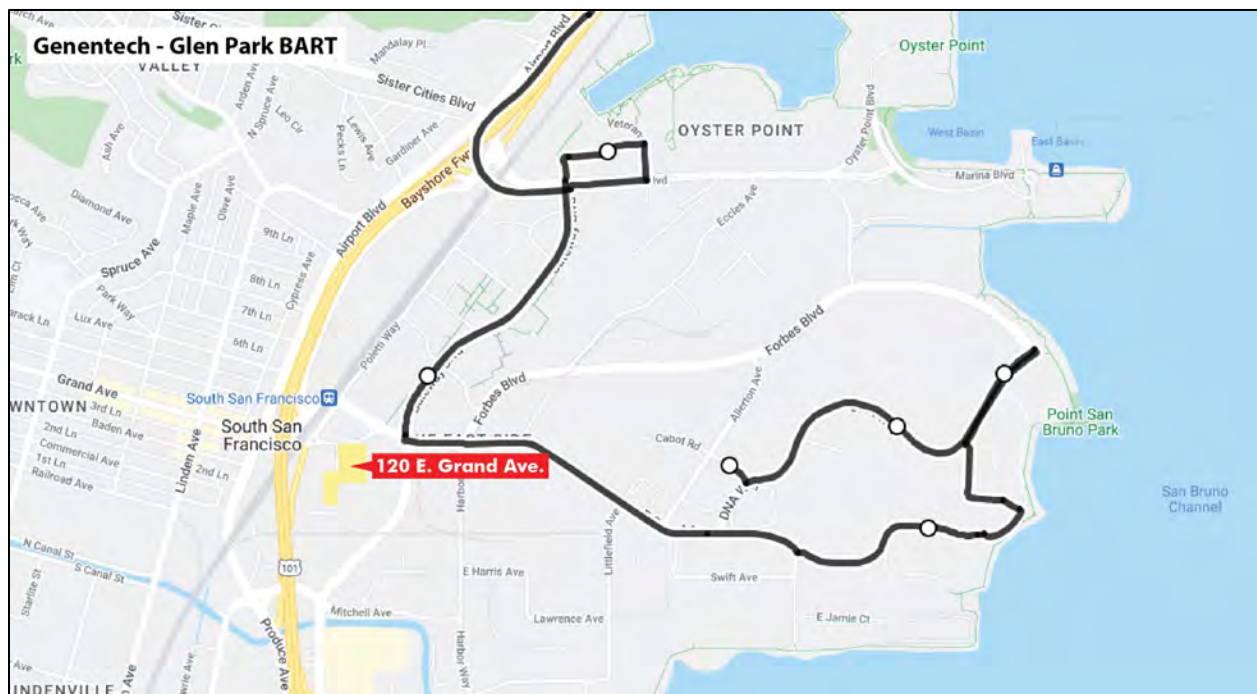
In September 2018, Genentech began its Millbrae Transit Station shuttle and Glen Park BART Station's last-mile shuttle program. 120 E. Grand Avenue commuters can ride the Genentech connector shuttles, but they must walk to the nearest pick-up location, and Genentech routes may not drop off and pick up at the project site.

Viewed at [Connect to Transit – Oyster Point Mobility](#) (and below) are the Genentech Millbrae Station shuttle and Glen Park BART shuttle routes.

Genentech Millbrae Station Connector Shuttle



Genentech Glen Park BART Connector Shuttle



Transit Trip Planning Resources

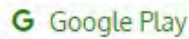
Online trip planning services are valuable for planning bicycles, carpools, and public transit trips.



Google Maps

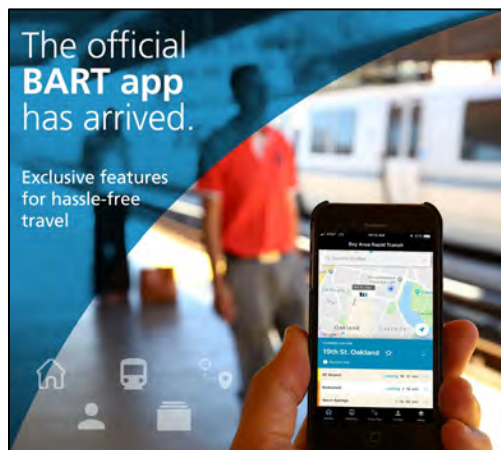
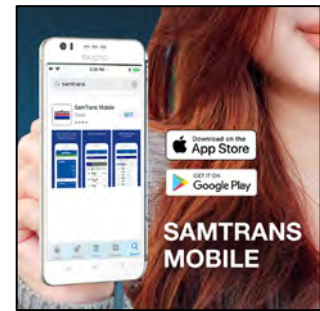
Compare driving, transit, biking, and walking. [Visit Website](#)

Category: Multi-Purpose



Google has also collaborated with select regional transit agencies to provide a public transit planner for riders of VTA, Caltrain, BART, and other San Francisco Bay Area systems.

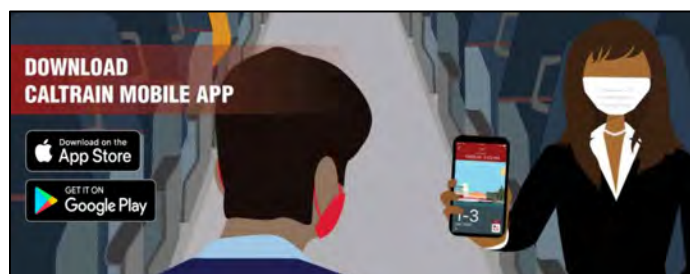
The SamTrans mobile app is valuable for commuters planning bus rides. Commuters can use this app to pay bus fares, buy and activate tickets, and see SamTrans departures, timetables, and routes.



The official BART app offers commuters end-to-end trip planning, real-time departures with data straight from BART, service advisories, customized in-app notifications, the ability to save favorite trips and stations, and contactless parking payment.

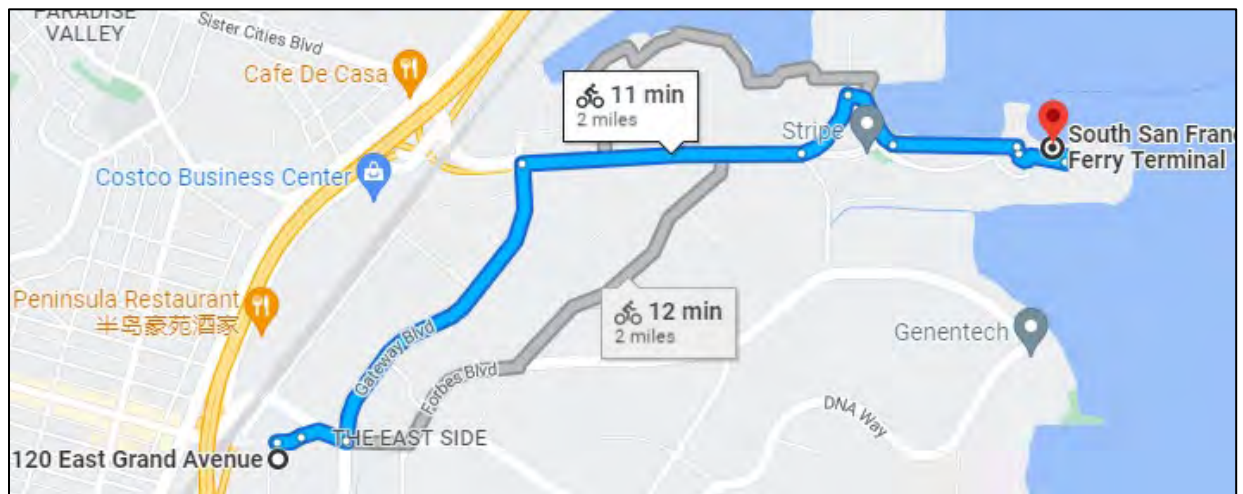
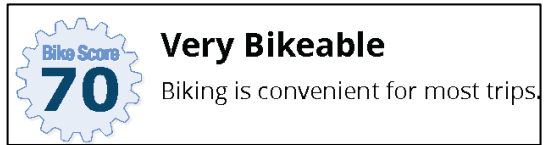
The Caltrain Mobile app offers commuters the ability to purchase and use fares instantly on their mobile phones.

For easy access to Caltrain's schedules and rider alerts, employees can download the CaltrainMe app.



Bicycle Connections

Bicycle connections surrounding the project have a favorable BikeScore of 70 out of 100, indicating that biking is convenient for most trips. A suggested bike route along Grand Avenue, a Class III bike route, provides access to the project, connecting to a path along Gateway Boulevard and a Class II bike lane along Airport Boulevard. Bicycle travel to and from the ferry terminal is two miles and takes approximately 11 minutes. Shown below is a screenshot of the Ferry Terminal bike route screenshot.



Bicycle travel to and from the South San Francisco BART Station is 3.1 miles and takes approximately 18 minutes.

The San Mateo County Bike Map, shown on page 16, identifies various commuter bicycle facilities.

The San Francisco Bay Trail surrounds the entire area east of Highway 101 and is a regional trail, a Class I bicycle path.

The Bay Trail is a 500-mile multi-use, paved pathway circling San Francisco and San Pablo Bay, connecting 47 cities. The trail provides commuters an exceptional opportunity to bicycle or walks to work in South San Francisco. Bicyclists can access the path with a six-minute ride to 202 Littlefield Avenue (trail access).

San Mateo County Bicycle Map



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

Bicycle commuters looking for a riding partner can find matching information at <https://511.org/biking>. The 511 system also provides significant resources for bicycle commuters, including:

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




Plan a trip


Get Rewarded


Shuttles


Resources

Bicycle Safety Classes



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

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

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



Walk Score

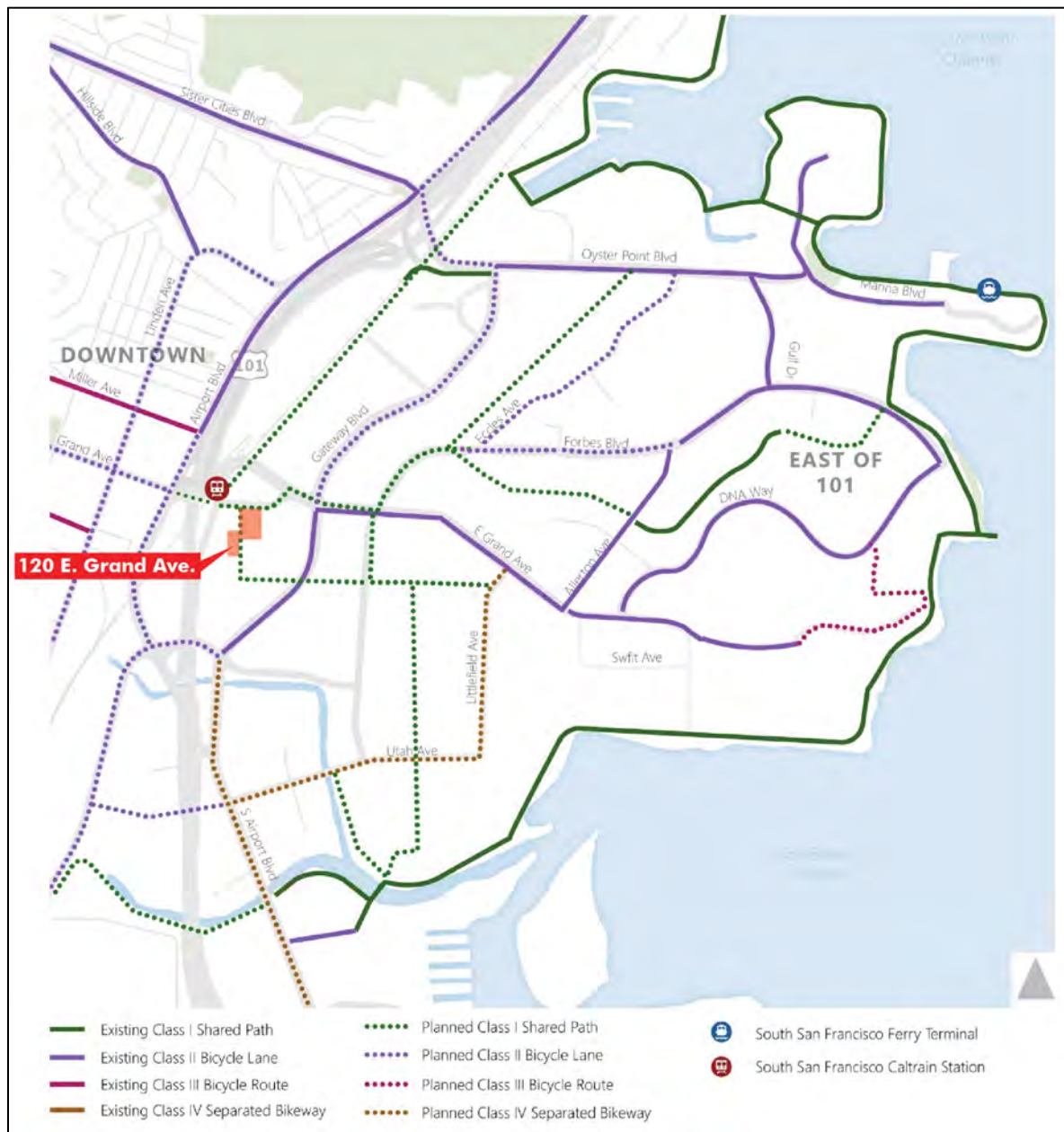
The project has a favorable WalkScore of 71 out of 100, indicating that pedestrians can accomplish most errands on foot. Below is a map of planned active connections to the Caltrain station for people walking and biking.⁷



Very Walkable

Most errands can be accomplished on foot.

Pedestrian Transportation Connections



⁷ South San Francisco Caltrain East Access Study, Draft Active South City Plan Bikeway & Trail Network, October 2021.

SECTION I – TDM INFRASTRUCTURE AND PHYSICAL MEASURES

The following physical infrastructure measures support commuters who use alternative transportation. The project will install these TDM Plan components during the project's construction.

Infill Development

The proposed project would develop under-used parcels within the existing urban area. The area surrounding this project is mainly improved. Under these conditions, the project is infill development, contributing to trip reduction outcomes. According to the City/County Association of Governments of San Mateo County, infill development can reduce peak-hour vehicle trips by two percent.⁸

Transit-Oriented Design

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

4.0 BICYCLE FACILITIES

The project will include 114 bicycle parking facilities, exceeding the City's Bicycle Parking code. Wayfinding signage will indicate directions to long-term bicycle parking facilities and shower facilities.

Long-Term Bike Parking

The project will provide at least 76 secure Class I bicycle parking facilities. A Class I bike parking room will be on the project's ground floor, and the bike room area can expand to accommodate more bike parking for future needs.



Short-Term Bike Parking

The project will provide 38 short-term parking bike racks (Class II). The racks will be able to secure the frame and both bike wheels. Bike racks will be near building entrances within a constant visual range.

⁸ City/County Association of Governments (CCAG) of San Mateo County's Congestion Management Program.

Enhanced Bike Parking Facilities

The city requirement is 38 total bike parking spaces. The applicant will increase the number of bicycle parking facilities by adding 76 bike parking facilities, exceeding the code by 200 percent, to accommodate future demand for bike parking. Enhanced bicycle facilities will encourage building occupants to use cycling as a commuter option and provide capacity for more cyclists.

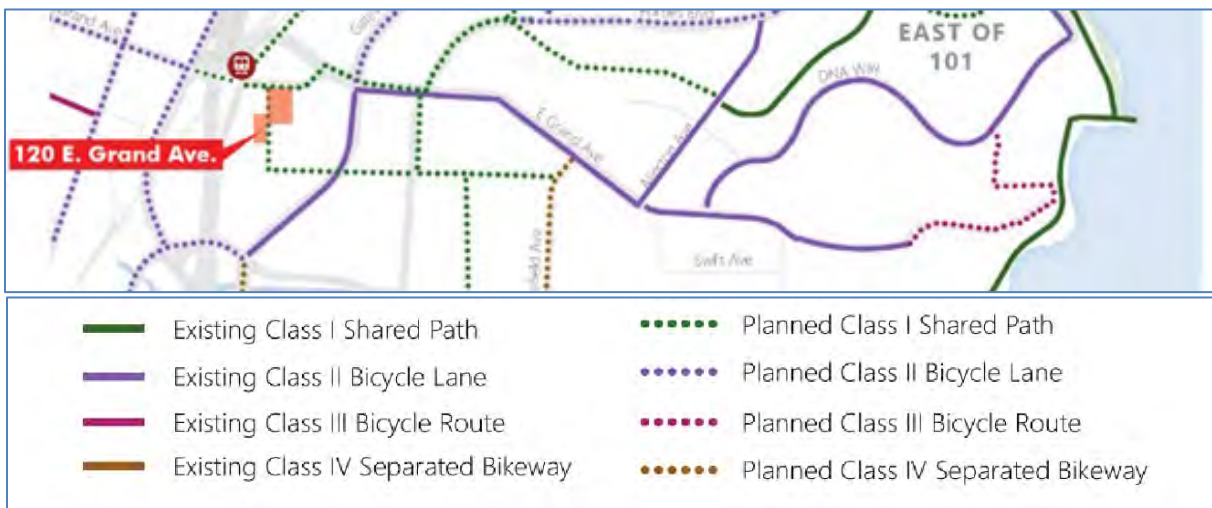
SSF Bicycle Parking	REQ	Proposed	Difference
Long Term (secure, covered)	38	76	38
Short Term (racks)	0	38	38
TOTAL	38	114	76

Enhanced number of bike parking	76
Percent	200.0%

Bicycle Path Development – Active Transportation Gap Closure

The project will construct bike sharrows along Sylvester Road to connect to and from Grand Avenue. The bike sharrows will serve as a valuable facility in the local bicycle network and improve the project's bikeability. Not only will project occupants benefit from this added infrastructure, but it will add much-needed connectivity to bicyclists traveling between the Caltrain station and areas east of Highway 101, such as the Oyster Point area.

Future Pathways -120 E. Grand Avenue



Fix-it Bicycle Repair Station

The project will install two bicycle Fix-it repair stations to allow cyclists to conduct minor maintenance on their bikes. The Fix-it includes all the tools necessary to perform basic repairs and maintenance, from changing a flat to adjusting a chain, brakes, and derailleurs. The tools and air pump are securely attached to the stand with stainless steel

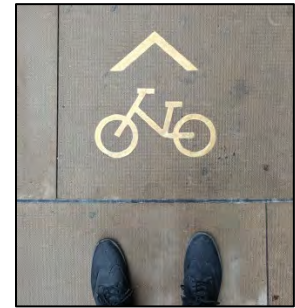


cables and tamper-proof fasteners. Hanging the bike from the hanger arms allows the pedals and wheels to spin while adjusting. One station will be in the Class I bike cage. The second station will be publicly accessible in Jack Drago Park.



Campus Wayfinding Signage

The project will facilitate wayfinding for bicyclists by providing signage to help commuters navigate bicycle lockers, changing facilities and showers, and the surrounding area's bicycle infrastructure network. Clear signage and wayfinding systems encourage bicycling by highlighting the presence of infrastructure designed to support bicyclists.



Showers and Changing Facilities

Showers and clothes lockers will be installed for employees who walk, jog, or bicycle to work or wish to change clothes after commuting via an alternate mode of transportation. A total of 10 showers will provide showers for both genders, and shower and changing facilities will be provided free of charge for all employees.

Transit Capital Improvements

The applicant will contribute and share costs for significant infrastructure improvements in the neighborhood. The applicant will install new pedestrian crosswalks at the intersection of East Grand Avenue and Sylvester Road, including two crosswalks crossing East Grand Avenue. The crosswalks shall include new ADA-accessible pedestrian curb ramps on each end of the crosswalks. Crosswalks will have pedestrian signalization. The estimated applicant's share of the cost of these improvements is 1 million dollars.

5.0 PEDESTRIAN FACILITIES

Creating a pedestrian-oriented environment ensures access between public areas while strengthening pedestrian and bicycle connections. Safe, convenient pedestrian connections from the project to surrounding surface streets and trails will exist. Lighting, landscaping, and building orientation will enhance pedestrian safety. Pedestrian spaces provide options for recreation, eating, or other outdoor activities.

The project will identify pedestrian street crossing locations and walk-signal request buttons. These features help prioritize pedestrians and make the project more accessible and safer for pedestrians.

Building Design

The project design will enhance pedestrian continuity by:

- Recessing door and window features of the building to further the walkable area of the sidewalks.
- Incorporating landscaped areas to serve visitors and passersby at the entry to the building.
- Installing planters on the property adjacent to the public right-of-way.
- Providing a direct walkway from the street to the building's main entrance and parking garage that extends to the amenity area and bike sharrows.

6.0 PARKING FACILITIES

The project will mark pavement parking spaces and provide appropriate signage for guests, preferential carpool parking spaces, vanpools, and fuel-efficient parking throughout the site.

Carpool/Vanpool Parking

The project dedicates parking spaces for carpool and vanpool parking designated for the exclusive use of ridesharing employees. Reserved/vanpool spaces and preferential carpool spaces will be in parking areas closest to a building's entrance or a prime location. The project will incorporate carpool and vanpool parking spaces with clean-air vehicle parking.

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

The carpool and vanpool parking spaces may require policy development, employee registration, and permitting. Registered vanpool groups will receive a free dedicated reserved parking space. Registered carpools will receive free parking in preferential parking spaces.

A registration process will provide carpoolers with a special carpool parking permit. Carpools must contain two or more participants who work at the building.

Vanpools requesting dedicated parking must have at least five participants.



Clean Air, Clean-Fuel Vehicle Parking

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

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



The project will allocate the required parking, clean air, and carpool/vanpool to satisfy CalGreen standards and the city's zoning code.

It should be noted that electric vehicles are not a TDM measure and do not reduce vehicle trips, and clean-air cars tend to generate drive-alone commuter trips.

Carshare Vehicle Parking

The applicant shall provide an on-site carshare program or vehicle fleet at employer sites. They will identify parking spaces in a prominent location to designate a reserved carshare vehicle parking space. Vendors such as Zipcar may host an on-site vehicle here, allowing tenants access to an on-site carshare vehicle.



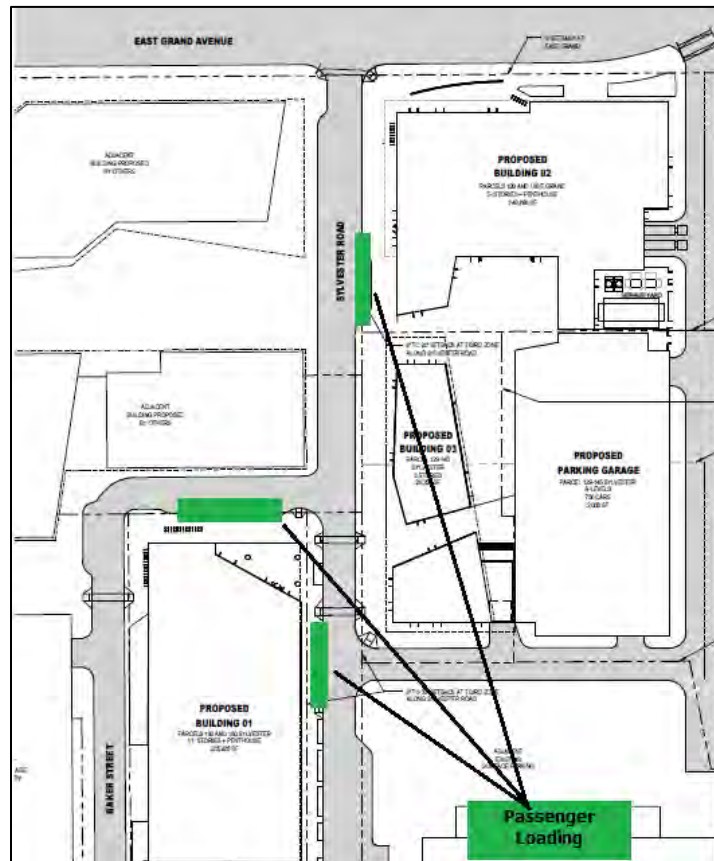
Motorcycle and Scooter Parking

The project may designate motorcycle and electric scooter parking in a covered location.

Smaller designated motorcycle parking will efficiently utilize areas not available to vehicles. Electric scooters will be encouraged for employee consideration for their clean-fuel benefits and contribution to reducing vehicle congestion and parking.

Passenger Loading Zone

The project will have two passenger loading zones on Sylvester Road near building 02 and Building 03, and the third will be located on Baker, at Building 01, as represented by the image below.



7.0 TRANSPORTATION AND COMMUTE INFORMATION KIOSK

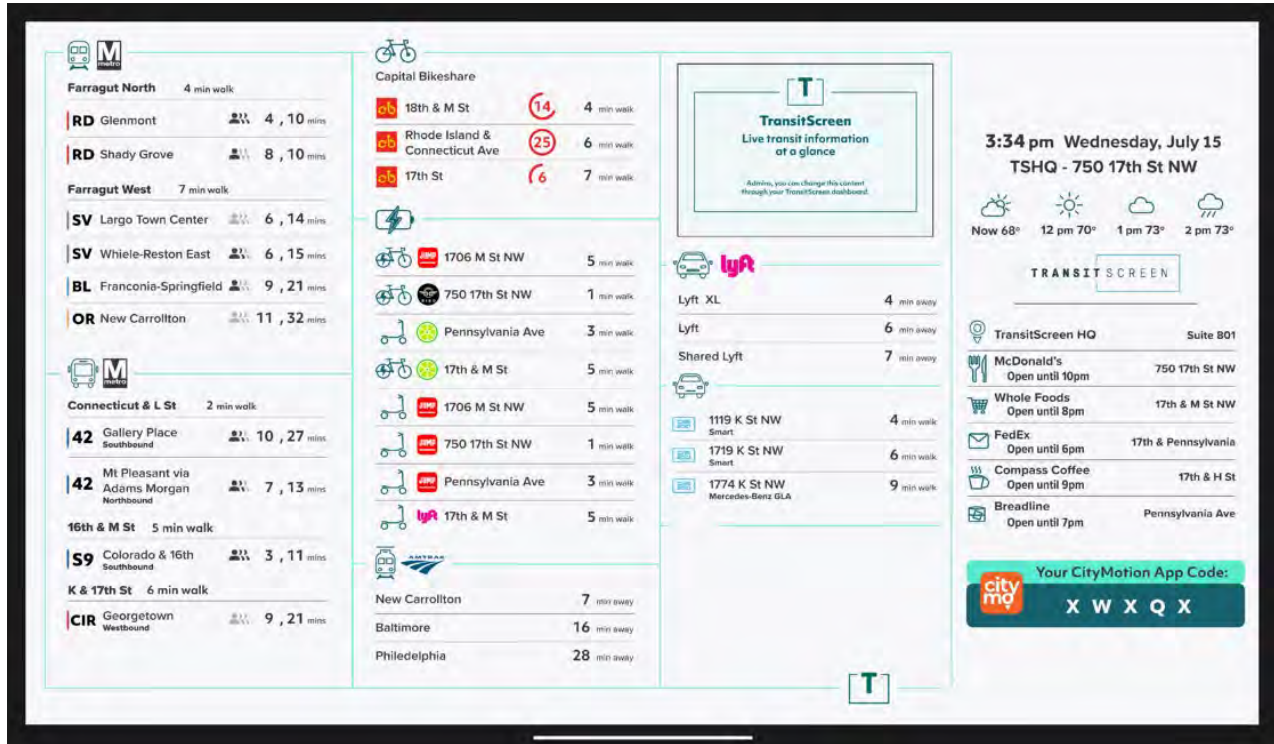
The project will provide a transportation information kiosk in the building lobby. Easily accessible transportation information will be essential for commuter outreach and employee education.

A transportation kiosk can be an electronic, mobile, or physical unit containing bike maps, transit schedules, and carpool fliers. A physical unit can be wall-mounted or a floor-standing model.

Below is an electronic TransitScreen (now called Actionfigure) model. Actionfigure secures data feeds to provide accurate, real-time transportation information about all types of transportation.

Actionfigure tracks schedules, next-bus or shuttle time, and available services, including public and (approved) private shuttles, vanpool programs, shared transportation (scooters, bikeshare, mopeds, and carsharing), and ride-hailing services (Uber, Lyft, taxis).



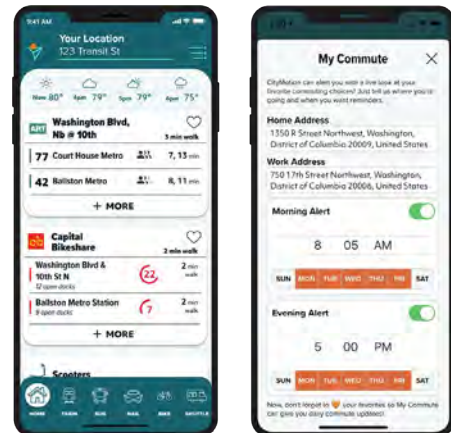


An image of the mobile app version of an electronic Actionfigure tool is on the right. The mobile app (Citymotion) can help employees track transit options while not in the lobby, which is valuable for off-site meetings or planning connections. The app provides custom trip planning, real-time transit, shuttle data, alerts, and communication notice from property management.

8.0 EMPLOYEE COMMUTER RESOURCES

Commute Resource Flier

The project will provide all tenants with a reproducible, editable employee commuter flyer. This flier will include (but is not limited to) information about carpool parking, transit opportunities, shuttles, bicycle routes, and on-site amenities and resources. The flier will promote commuter assistance, incentives, rewards, and links to helpful resources. Fliers will integrate with tenant/employer information. Provided below is a sample flyer.



120 E. Grand Avenue Commuter Resources

TRANSIT & SHUTTLES

[SamTrans Route 292](#)

[SamTrans Route 397](#)

[Caltrain](#)

[BART](#)

[SF Bay Ferry](#)

[Transit Planner Tool](#)

[Free Trial Transit Pass](#)

[Utah-Grand BART Shuttle](#)

[Utah-Grand Ferry Shuttle](#)

[Genesis One Tower BART Shuttle](#)

[Oyster Point Ferry Shuttle](#)

[Genentech Glen Park BART Shuttle](#)

[Genentech Millbrae Caltrain Shuttle](#)

SERVICES & INCENTIVES

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

[Additional Commuter Rewards](#)

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

Email: commute@Grand-Sylvester.com

Commuter Concierge

CARPPOOL & VANPOOL

[Carpool Savings Calculator](#)

[511 Merge](#) – online carpool matching

[\\$25 Carpool reward](#) (every 10 trips)

[\\$400 monthly vanpool group subsidies](#)

[\\$100 Vanpool incentive](#)

BICYCLE

[Bicycle Resources](#)

[Bike to Work Information](#)

[\\$100 Bike to Work Incentive](#)

[Bikes on Transit](#)

[Silicon Valley Bicycle Coalition](#)

[San Mateo County Bike Map](#)

[San Francisco Bay Trail Map](#)

Commute.org



On-Site Amenities

Many on-site amenities will provide commuters with convenience features to help them avoid using personal vehicles throughout the day. On-site amenities include dining, a fitness center, conference, showers, a transportation kiosk, and lounge spaces.

A public cafe and an outdoor plaza on the plaza level will create a green, pedestrian-friendly space for employees to enjoy recreation, eating, gathering, entertainment, and other outdoor activities without leaving the site premises.

Nearby Amenities

Several nearby amenities are available within walking distance for commuters. Nearby amenities enable commuters to complete errands throughout the day without using a personal vehicle. An attachment at the end of the document includes a list of these nearby amenities.

9.0 TDM SITE PLAN

The following TDM site plan shows the trip reduction design elements for the project, including long and short-term bicycle parking, a passenger loading zone, a transportation kiosk, and the two bicycle repair stations.

Preliminary 120 E. Grand Avenue Site Plan



SECTION II – PROGRAMMATIC TDM MEASURES

The following programmatic measures enhance the success of the TDM Plan. They become the "120 E. Grand Avenue Commute Program upon implementation." Representing various promotions and outreach activities of the Commute Program, these measures are TDM components required of tenants and employers as part of their occupancy agreements. Implementation efforts represent the backbone of a successful commuter program.

10.0 APPLICANT COMMUTER PROGRAM MANAGEMENT

Commuter Concierge Amenity

The project will provide a Commuter Concierge/TDM professional to support the project tenants. As a building amenity, the Commuter Concierge will help organize TDM Plan programs and communications for tenants before they occupy the site. Pre-move engagement will assist employees with customized trip TDM Planning, registration for transit subsidies and commuter allowances, and program policies. The Commuter Concierge will become a constant resource for tenants and employees and remain a project feature to meet the 50 percent alternative transportation mode-use rate.

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

Kick-off Transportation and Annual Commuter Fair

At 75 percent occupancy of the project, the applicant will host an initial commute alternative kick-off event to educate employees on their commuting options. Transportation providers, such as SamTrans, Caltrain, BART, Commute.org, 511, Spare the Air, and bicycle representatives, will be invited to set up exhibit booths/tables. To encourage employee participation in the event, the project and tenant may provide food (such as popcorn, ice cream, hot dogs, or other refreshments).

Annually, the applicant will host a Spare the Air Transportation in partnership with transportation and rideshare providers.

Commute.org Shuttle Consortium

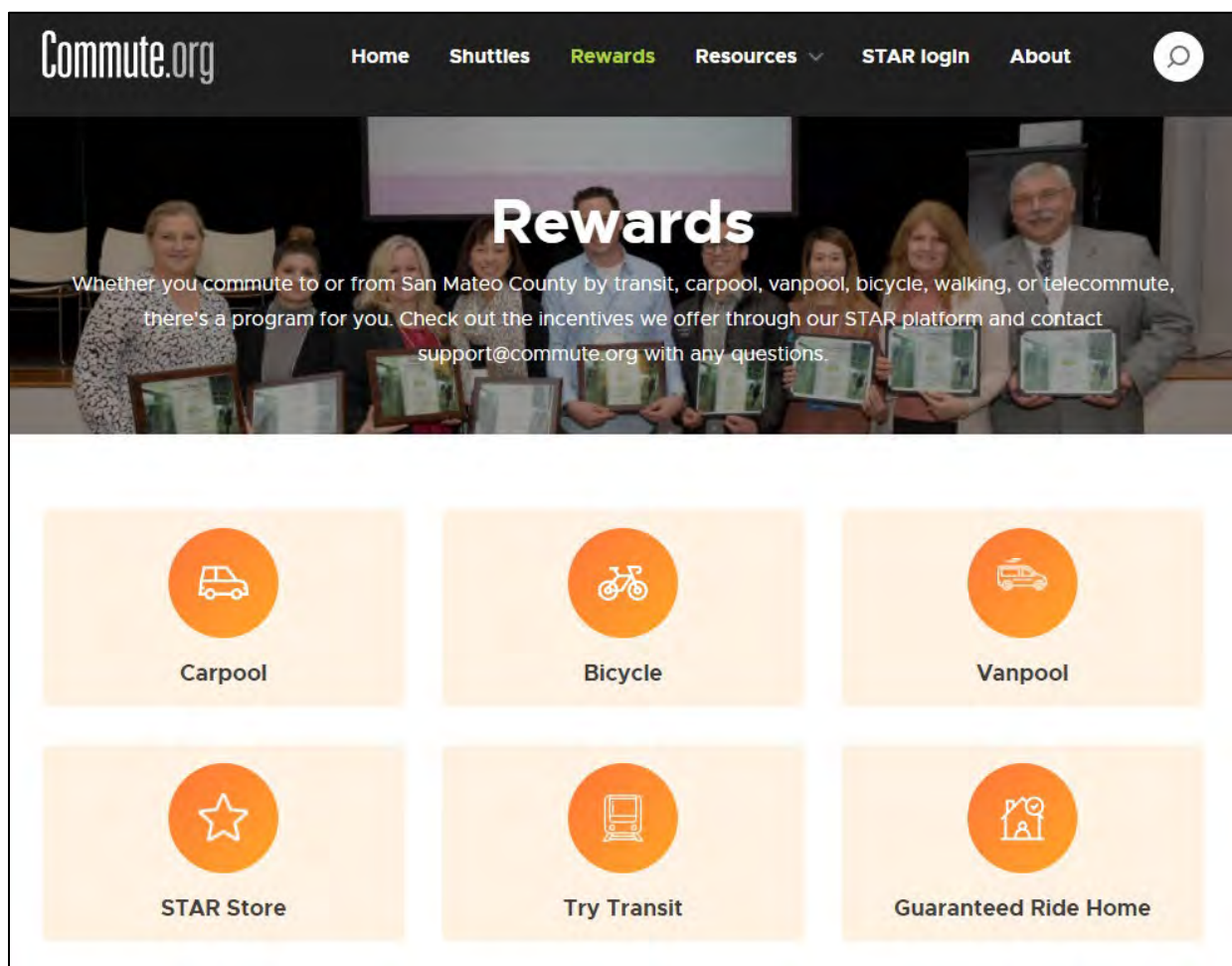
The project will participate in the Commute.org shuttle consortium program. With several Commute.org shuttles serving the area, access to these shuttles will be a critical resource for tenants and their employees. The applicant will contribute funding as necessary to participate in the shuttle consortium.



Commuter Incentives and Rewards

The Commuter Concierge will promote various commuter incentives and rewards during the year.

Commute.org and the San Francisco Bay Area 511.org program offer many incentives. Commute.org provides a \$100 e-gift card carpool, vanpool, or bicycle reward and free trial transit tickets for new riders. Shown below is an image of the Commute.org incentives.



Coordination of Trip Reduction Programs with Nearby Developments

The Commuter Concierge will coordinate with nearby developments and employers to identify opportunities to leverage or co-op commuter resources. For example, project employees or nearby building developments may have similar schedules. The Commuter Concierge will investigate carpool-matching options between the tenants and nearby employment sites to facilitate carpool candidate introductions.

Parking Management Technology Solution

The project may track and invest in a parking management technology such as Lumo or OneCommute to administer parking programs involving reservations, incentives, and performance tracking.

Scheduled Mobile Bicycle Maintenance Service

The Commuter Concierge will coordinate quarterly mobile repair services for its bike commuters. Mobile repair and services companies (e.g., Velofix, Summit Bicycles) will travel to the site and provide on-site repair and maintenance services for cyclists. Tenants may offer free maintenance services to an employee at least, covering essential services such as tune-up and inspection at a local bicycle shop.⁹



Best "Site" for Commuters National Recognition

The project will seek a Best "SITES" for Commuters (BWC) certification. The Best Workplaces for Commuters program provides qualified sites with national recognition and an elite title for offering outstanding commuter benefits. Residential locations, employers, and developments that meet the National Standard of Excellence in commuter benefits can be on the Best Workplaces for Commuters list. The 120 E. Grand Avenue project will be eligible for a national Best "SITE" for Commuters designation as a development site.



⁹ SOUTH SAN FRANCISCO ZONING CODE Ordinance Code

Association for Commuter Transportation

The applicant will join the Association for Commuter Transportation (ACT). ACT is an international association and leading advocate for commuter transportation and transportation demand management (TDM). Membership helps teams maximize their ability to recruit and retain employees and assist commuters with their commutes, with access to best practices for implementing useful TDM and shared-use mobility policies and programs.



Silicon Valley Bicycle Coalition

The applicant will become a member of and integrate Bicycle Friendly Development Guidelines provided by the Silicon Valley Bicycle Coalition (SVBC). The guidelines identify bicycle planning efforts while also setting a standard for what Bicycle Friendly Development means.



The project will educate commuters about the bicycle-friendly amenities within and surrounding the project. The guiding principle asks, "is the development going to enhance people's ability to bike?"

Bicycle Friendly Business

The applicant will apply for a national Bicycle Friendly Business designation from The League of American Bicyclists. Through our Bicycle Friendly Business (BFBSM) program, employers are recognized for encouraging a more welcoming atmosphere for bicycling employees, customers, and the community.



11.0 TENANT COMMUTER EMPLOYEE BENEFITS - MANDATORY

Transit Subsidies

Tenant(s) must offer all employees a transit subsidy or pass for commuting to the project site. A transit subsidy program may include participation in the Caltrain Go Pass or SamTrans Way2Go program or a comparable transit subsidy or commute allowance program. The subsidies or passes must "be at least 50 percent of the cost of a monthly two-zone Caltrain pass...."¹⁰

To succeed, the future tenant(s) will need the flexibility to choose the type of transit subsidy and incorporate benefit programs that best suit their



¹⁰ South San Francisco Zoning Code, page 226

employees' needs. Transit subsidies must be at least 50 percent of the cost of a monthly two-zone Caltrain pass (or higher), and tenant(s) may provide these subsidies in tandem with the pre-tax payroll deduction program.

Caltrain Go Pass:

The Caltrain Go Pass program allows companies to purchase annual unlimited ride passes for eligible employees. A Go Pass sticker attaches to an approved identification badge, and the user presents it on the train as proof of payment. The Go Pass is good for travel on Caltrain between all zones, seven days a week, for one low annual cost per user.¹¹

SamTrans Way2Go:

The SamTrans Way2Go program allows companies to purchase annual unlimited ride passes for all eligible employees. Customers swipe their Way2Go Pass through the farebox when boarding SamTrans. The Way2Go Pass is valid on all SamTrans fixed-route services. The Way2Go Pass is valid for a calendar year and expires on December 31 each year.¹²

Vanpool Subsidies

Tenants must offer vanpool subsidies of at least 50 percent of the vanpool fare amount. Employees can form vanpools through a vendor such as *Commute with Enterprise* and utilize an allowance to cover gas, parking, and more. Employees may use a vanpool subsidy with pre-tax payroll deductions and incentives from Commute.org and 511.org.



Carpool Commuter Allowance

The tenant(s) will provide employees with carpool allowances. Carpool allowances can be used for carpool rides through Scoop and Waze Carpool. Carpoolers may leverage this taxable allowance with existing incentives from Commute.org and 511.org.

Bicycle Commuter Allowance

The tenant(s) will provide employees with bicycle allowances. Bicycle allowances can be used for bike trips logged through the Strava app. Cyclists may leverage this taxable allowance in conjunction with existing incentives from Commute.org.

¹¹ http://www.caltrain.com/Fares/tickettypes/GO_Pass.html

¹² http://www.samtrans.com/fares/faretypes/Way2Go_Program.html

Pre-tax Transit Payroll Deduction Option

The tenant(s) will offer a transit and vanpool pre-tax payroll deduction option for employers to provide transit and vanpool expenses tax-free. The monthly cap for the transit and vanpool benefits is now \$300/month as of 2023. The transit and vanpool pre-tax benefits are a valuable and easy tool for employers to provide options to their employees.

Employees elect to withhold funding from their paycheck to purchase fare media for transit or vanpools. The employee's monies withheld are untaxed, and the employer does not pay employment taxes on those funds. The transit and vanpool pre-tax benefits help reduce congestion, increase transit ridership, and improve air quality.

Pre-tax Parking Payroll Deduction Option

The tenant(s) will offer a parking pre-tax payroll deduction option for employers to provide parking expenses tax-free. The monthly cap for the parking benefits is now at \$300/month as of 2023.

Employees elect to withhold funding from their paychecks to purchase payment media for parking expenses incurred at transit stations. The employee monies withheld are untaxed, and the employer does not pay employment taxes on those funds.

Telework/Remote Work Option

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

Alternative Work Schedule Option – Flextime, Compressed Workweek

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

A compressed workweek lets employees work longer hours but shorter weeks. The shortened workweek and shifted hours may help employees avoid rush-hour traffic and reduce commute days. Employees also have an additional day for leisure activities, personal business, and family time.

Typical compressed work options include a 9/8/80 workweek and a 4/10 schedule. A 9/8/80 work schedule is eight nine-hour workdays (72 hours) plus one eight-hour day, totaling 80 hours over two weeks. This program allows employees to have one day off every two weeks. A 4/10 schedule enables the employee to work four 10-hour days per week. Employees typically are divided into two groups: one works Monday through Thursday, and the other group works Tuesday through Friday.

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

12.0 TENANT COMMUTER SERVICE & RESOURCES

Building tenants will partner with the Commuter Concierge and property management to develop employee commute programs and services. The lease agreement states that the tenant must provide a designated employee transportation coordinator, participate in the guaranteed ride home program (GRH) and offer at least 50 percent transit and vanpool subsidies to all employees.

Designated Employer Contact/Employee Transportation Coordinator

The tenant will identify a designated contact to implement the TDM programs described in this Plan. The specified employer contact will maintain commuter information, marketing, and outreach and work with the Commuter Concierge to conduct annual employee commuter surveys. The selected liaison may be the employee transportation coordinator (ETC), who manages and monitors the alternative commute program. The ETC's primary responsibility will be implementing employer-specific commuter benefits and community-wide programs. The ETC will provide ongoing commute assistance to employees, produce on-site transportation fairs and promotional events, collaborate with Commute.org and 511 to maximize rideshare resources, and work closely with the Commuter Concierge.

The ETC will provide the following services:

- Promote trip reduction and air quality strategies to employees at the site.
- Promote the guaranteed ride home program to employees.
- Be the main point of contact for employees who wish to commute using an alternative transportation mode.
- Work with local agencies such as Caltrain, BART, SamTrans, Ferry, Commute.org, 511 Rideshare, Silicon Valley Bicycle Coalition, Genentech shuttles, and the Bay Area Air Quality Management District (BAAQMD).
- Post informational materials on the company commuter website and a transportation kiosk. Disperse alternative program information to employees via designated employer contacts, posters, flyers, banners, e-newsletters, new employee orientation, etcetera.

- Participate in the BAAQMD Spare the Air program to encourage employees not to drive to work alone.
- Register yearly with the Bay Area Commuter Benefits Program.
- Coordinate various aspects of the program that require periodic updating or monitoring, such as car and vanpool registration and bike locker assignments; and,
- Develop and manage the company transportation and commute information portal. The portal will contain transportation information, resources, links, promotions, incentives, prizes, awards, spare-the-air notices, transit links, 511 ride-matching, and other related information.



Alternative transportation programs will be presented to commuters comprehensively and proactively, just like any other employee program.

An employee commute program is a big-picture process that explains the area's air quality problems and describes how fighting air pollution is part of being a good corporate citizen. The ETC will work to build employee participation in the commute programs.

Commute Information Web Portal/Intranet

The tenant(s) or their ETC will establish employees' comprehensive transportation and commute information websites. The project will contain transportation information, resources, and links, including promotions, incentives, Bay Area Spare the Air notices, the guaranteed ride home program, transit schedules, 511 ride-matching, and other related information. Shown below is a mock image of an employee transportation information portal.

Mock Employee Transportation Information Portal

120 E. GRAND AVE.

SOUTH SAN FRANCISCO COMMUTE OPTIONS

Looking for Something?

HOME CARPOOL & VANPOOL TRANSIT & SHUTTLES BICYCLES COMMUTER RESOURCES SERVICES CONTACT

ABOUT COMMUTE OPTIONS

This site has been created as a convenient resource hub for South San Francisco Commuters. By choosing an alternative transportation method, instead of driving alone, you help reduce traffic congestion, greenhouse gases and improve air quality. Commute options, such as biking, carpooling, vanpooling or taking transit or the ferry, can reduce stress, save money, enhance productivity, and create a better work/life balance.

For additional information or assistance, please contact the 120 E. Grand Ave. Commute Coordinator, Elizabeth Hughes, at commute@120EGrandAve.com.

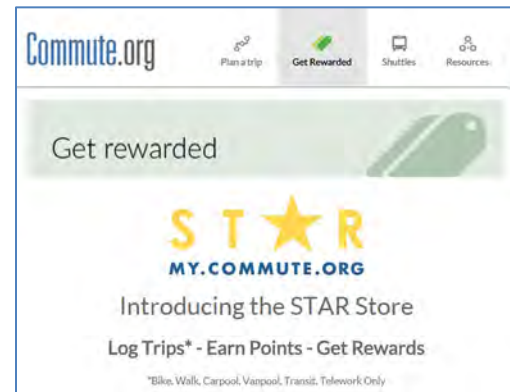


Guaranteed Ride Home Program

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

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

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



WHO IS ELIGIBLE FOR A GRH REIMBURSEMENT?

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

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

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

WHAT TYPES OF TRIPS OR REASONS ARE NOT COVERED?

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

HOW WILL I GET HOME?

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



HOW DO I REQUEST A REIMBURSEMENT?

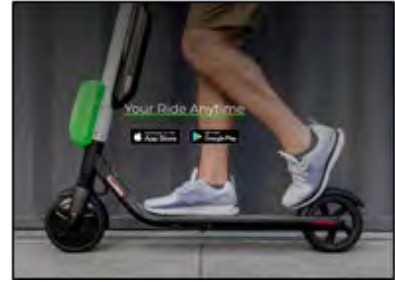
STAR users can redeem a GRH reimbursement request via the incentives area in their STAR account. Participants must complete questionnaire provided in reimbursement request and provide GRH trip receipt(s) to receive reimbursement.

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

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

Regional Bikeshare Participation - Conceptual

If the city establishes a public bikeshare program, the project will promote and offer employees discounted bicycles and scooters. Bikeshare and scooter programs encourage people to use bikes and scooters as options for first- and last-mile trips while minimizing traffic and parking congestion.



Annual Bike Safety Seminar

The tenant(s) will coordinate with Commute.org to host an annual bicycle safety presentation. Commute.org, in partnership with a nationally certified League Cycling Instructor (LCI), offers free bicycle safety workshops. The workshop covers practical and safety information, including:

- Planning your route, including connections to rail and water transit stations
- Equipping yourself and your bike
- Ways to communicate with other road users safely and confidently
- Using Google Maps to explore route options
- Other resources include San Mateo County's bikeways and safe cycling booklet



Carpool and Vanpool Ride-matching Services

Tenants will promote free ride-matching services, and the ETC will actively match potential vanpool partners using employee zip code data. San Francisco Bay Area 511.org works with private ride-matching companies to provide commuters with alternative ride-matching resources. A sample of ride-matching services includes the following:

Regional Rideshare Program

Commute.org and the 511.org Merge program offers online tools to assist commuters in finding matches for carpooling. The project will present these online tools to residents and encourage carpooling as a commuter option.



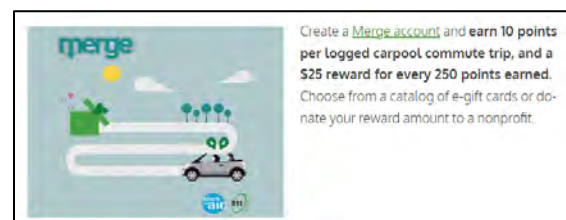
Merge

The best way to find a long-term carpool partner is with Merge. You will be matched with someone along your route, agree on days to carpool, and keep that same partner as long as you like. There are no built-in charges to use the service or carpool. [Register here.](#)



Carpool Incentive Programs

- Merge 511 Rewards – Carpoolers can log their trips on the <https://merge.511.org/#/> website to earn rewards. Commuters receive a \$25 e-gift card for every 25 carpool trips completed.



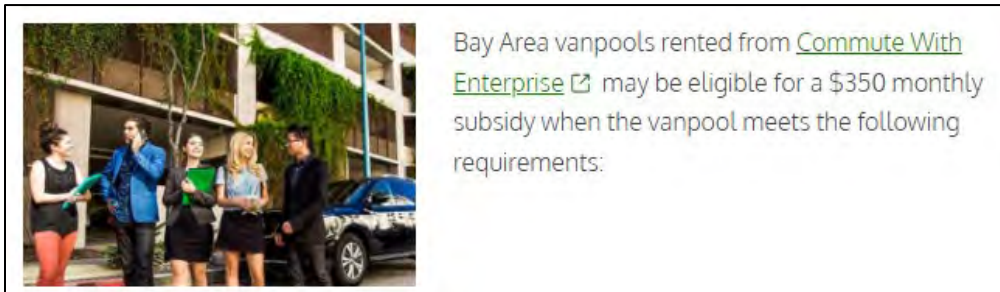
- Carpool (HOV) Lanes – Carpool lanes, also known as high-occupancy vehicle (HOV) lanes, can reduce commute times. Commuters must be in a carpool, vanpool, public transit vehicle, or riding a motorcycle to use the carpool lanes during commute hours. Carpool lanes vary in hours of operation and the minimum number of people per car. HOV hours

of operation and number of passengers can be found at <https://511.org/carpool-vanpool/carpool/lanes>.

- **Park and Ride Lots** – Located conveniently throughout the Bay Area are 150 free park-and-ride lots where carpool partners or vanpools can meet in a central location. Many lots also feature easy access to transit connections and bike lockers.

Vanpool Incentive Program

- **San Mateo County \$100 Vanpool Reward** – Commuters who live or drive through San Mateo County can participate in [the vanpool incentive](#) program. Commute.org will reward vanpool commuters with up to \$100 when they log their vanpool trips on the commute.org STAR portal as an incentive for vanpooling. The tenant ETC will promote this subsidy to employees.
- **Access to MTC \$400 Vanpool Subsidy** – The tenant(s) will inform their employees about the \$400 monthly vanpool subsidy available from 511.org and the Metropolitan Transportation Commission (MTC). The Bay Area 511 Vanpool Program partnered with Commute with Enterprise to provide an all-inclusive option to make vanpooling easy. A Commute with Enterprise vanpool comes with a newer model, low-mileage van, or SUV, including roadside assistance and maintenance.



Bicycle Incentive Programs

The ETC will promote access to the Commute.org \$100 bicycle reward incentive. Commuters that log their bicycle trips on the Commute.org website will be eligible to receive up to \$100 in e-gift cards per year. For every ten bicycle commutes, employees earn a \$25 e-gift card.



Transit Incentive Programs

Commuters or students traveling to or from San Mateo County are eligible for free tickets to try SamTrans, Caltrain, or San Francisco Bay Ferry if they currently drive alone to work. To qualify, you must be at least 18 years old, commute at least twice per week, and not now using public transit.

Try Transit

Try public transit as an alternative to driving alone

Commuters or students traveling to or from San Mateo County are eligible for free tickets to try SamTrans, Caltrain, or San Francisco Bay Ferry if they currently drive alone to work. To qualify:

- Must be at least 18 years old
- Commute at least two times per week
- Apply for tickets on a transit mode that is practical for your commute
- Not currently use public transit

Please note that due to the limited number of tickets available, there is a limit of one Try Transit incentive per household. To request tickets, fill out a short application form and we'll send you tickets if you qualify. Tickets are subject to availability and may have usage restrictions. To apply, choose from one of the options below:



13.0 TENANT COMMUTER MARKETING & OUTREACH

Active and involved tenant-employers will positively impact the success of the TDM Plan. The tenant shall participate in the following commute alternative programs to increase transit use and reduce the need for employees to drive alone to work.

New Employee Onboarding

The project will establish a new employee commuter onboarding process to welcome and retain new employees. Onboarding may include pre-hire TDM Planning and support to coordinate employees' transportation needs.

Hired candidates will receive a written summary of commuter benefits and programs for consideration. Once hired, the onboarding process will include an overview of commuter benefits, systems, services, and resources. Registration forms will engage employees in the transit and vanpool subsidies, the guaranteed ride home program, and bicycle resources. Personalized support during welcome events and one-on-one sessions will educate new employees as they start employment.



Employee Transportation Fairs

Project tenants may host periodic transportation events or tablings, and company wellness or benefits fairs will also feature transportation events. The tenant's ETC will add tabling space for the employer's commute program to join these employee events.

Newsletter Articles and Emails

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

The ETC will register with the BAAQMD to receive regional air quality forecast bulletins about unhealthy air quality days for the Spare the Air program. Employees will receive, from the ETC, direct email updates encouraging them to use alternative transit modes during peak advisory periods.

Transportation Management Association Participation

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 collectively establish policies, programs, and services to address transportation problems. The key to a successful TMA lies in the synergism of multiple groups banding together to address and accomplish more than any employer, building operator, or developer could do alone.

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



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

The project shall partner with Commute.org and obtain a certification of participation. Tenants and their ETCs will actively participate in Commute.org programs. Commute.org is a clearinghouse for alternative commute programs, incentives, and transportation projects affecting San Mateo County businesses. Attached is a Certification of Participation form.

Best Workplaces for Commuters – Employer Designation

The tenant(s) may seek employer certification for the Best Workplaces for Commuters (BWC). The Best Workplaces for Commuters provides qualified employers with national recognition and an elite designation for outstanding commuter benefits. Residential communities, employers, and developments that meet the National Standard of Excellence in commuter benefits can get on the Best Workplaces for Commuters national list.



The future tenant(s) is eligible for a Best Workplaces for Commuters designation as an employer housed at a Best "SITES" for Commuters campus.

SECTION III – TDM MONITORING AND REPORTING

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

Adequate parking, traffic congestion, and air pollution are critical concerns in maintaining a healthy economy for the city. Traffic congestion results in time lost to residents and commuters and increased demand for City fiscal resources for roadway construction and maintenance. According to the U.S. Environmental Protection Agency, "mobile sources account for more than half of air pollution in the United States. The primary mobile source of air pollution is the automobile." "...today's motor vehicles are still responsible for up to half of all the emissions released into the air." "In the Bay Area, the transportation sector accounts for more than 50 percent of air pollution and more than 40 percent of greenhouse gas emissions."¹³

14.0 MONITORING AND REPORTING

The TDM Plan intends to reduce SOV trips and lessen parking demand, traffic congestion, and mobile source-related air pollution. This TDM Plan achieves at least a 50 percent alternative transportation mode-use rate. It is crucial to ensure TDM measures are implemented and effective to evaluate the performance and success of the Project's TDM Plan.

Initial Compliance Form

When applying for a certificate of occupancy, the project shall receive an initial TDM compliance form from the Planning Department and return a completed form to the Planning Department documenting TDM compliance.

The project's initial compliance form shall include a cover letter summarizing how individual measures will be implemented before the site reaches 50 percent occupancy. The letter will consist of evidence of all capital and infrastructure measures through photographs, proof of participation with Commute.org or an appropriate transportation management association, and identification of a TDM coordinator.

Annual Compliance Form

The project shall prepare an annual compliance form (to be provided by the City) to the Planning Department documenting the continued implementation of TDM Measures. "The compliance form shall be submitted for the project's lifespan."¹⁴

¹³ Bay Area Air Quality Management District, Aaron Richardson, Public Information Officer

¹⁴ SSF TDM Ordinance Code South San Francisco Zoning Code Chapter 20.400/006 Monitoring and Enforcement, page 393

Tenant Performance and Lease Language – TDM Requirements

The project will include lease language for the future tenant that requires identifying a designated employer contact responsible for implementing the TDM Plan (including annual survey, reporting, and registration in the guaranteed ride home program). Sample lease language follows:

Transportation Management. *The tenant shall fully comply with all existing or future programs mandated by the City of South San Francisco to manage parking, transportation, or traffic in and around the Project and/or the Building. In addition, the tenant shall take responsible action for the transportation TDM Planning and management of all employees located on the Premises by working directly with the Commuter Concierge, Landlord, any governmental transportation management organization, or any other transportation-related committees or entities. Such programs will include without limitation: (i) restrictions on the number of peak-hour vehicle trips generated by tenants; (ii) increased vehicle occupancy; (iii) implementation of an in-house ridesharing program, 50% transit and vanpool subsidies, commuter allowances, and designation of an employee transportation coordinator; (iv) working with employees and any Project, Building or area-wide ridesharing program manager to conduct annual commuter surveys; (v) instituting employer-sponsored incentives (financial or in-kind) to encourage employees to rideshare; participate in the Commute.org programs such as the guaranteed ride home program, and (vi) utilizing telework and flexible work shifts for employees, and be responsible for any financial penalties for non-attainment of vehicle trip reduction requirements.*

Annual Mode Share Survey

"In addition to the annual compliance form, the tenant must prepare an annual compliance survey."¹⁵ Because the TDM Plan is performance-based, the tenant will perform an annual commute program evaluation (a five-day, weekday commute survey), allowing the Commuter Concierge, tenant, and the city to assess the effectiveness of the unique program designed for this project. Survey data can focus on marketing and outreach efforts to employees based on their specific commuter interests.

The commute survey will be a critical part of the monitoring process to evaluate and measure the mode share compliance to ensure the success of the TDM Plan's measures. The annual survey shall achieve a minimum response rate of 75 percent of the employee population or use statistical sampling techniques to achieve a 90 percent confidence level with a three percent margin of error in survey findings. If the response rate is less than 75 percent or the 90 percent confidence level with a three percent margin of error is not achieved, missing responses shall count as drive-alone trips. Employees who do not participate in the commute survey will receive s drive-alone or SOV assignment by default. Therefore, the results will be appropriately conservative. Shown below is a sample commute survey question.

¹⁵ South San Francisco Zoning Code Chapter 20.400/006 Monitoring and Enforcement, page 394 *SSF TDM Ordinance Code*

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

Commute Modes

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

Annual Mode Share Compliance Report

Each year, the Commuter Concierge, in cooperation with the tenant and their ETC, will prepare an annual TDM summary report to be submitted to the City's Chief Planner, documenting the effectiveness of the TDM Plan and progress toward meeting the 50 percent employee alternative transportation mode-use rate.

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

If the 50 percent alternative transportation mode-use rate is not achieved, the report will explain how and why the goal was not reached. It will also specify additional measures and activities to improve the mode-use rate in the coming year. Survey data may then be used to re-focus TDM marketing and the Commuter Concierge and employer(s) ETC efforts to maintain the project's 50 percent alternative commute mode-use rate and commitment at the site.

The table at the right shows a *sample* summary matrix of an employee commute survey.

Commuter Modes	Estimated % Users
Transit	20.9%
Telework	11.9%
Carpool	11.2%
Bicycle	3.7%
Vanpool	3.0%
Walk	0.7%
Non-SOV Commuters	51%

Annual Commuter Satisfaction Survey

The project may utilize mid-year commuter satisfaction surveys to gather employee feedback and evaluate various aspects of the commuter program. This survey will help inform successes and opportunities within the program as it strives to meet performance goals.

Annual Driveway Trip Cap Compliance

The project will measure its trip cap compliance annually by conducting vehicle counts over one week during which school is in session. Counts shall be administered by an independent vendor paid for by the project.

Annual counts shall be included with the annual employee survey results in a format specified by the Planning Department. They shall consist of average weekday trips, average AM and PM peak periods, and peak direction trips (6:00–10:00 a.m. trips in and 3:00–7:00 p.m. trips out, respectively).

Triennial Midday Parking Occupancy Survey

The project will prepare a midday parking occupancy survey every three years. The parking occupancy survey is for informational purposes and is not associated with a performance target.

Penalty for Noncompliance

The annual report will be submitted to the city to monitor and document the effectiveness of the TDM plan in achieving the goal of 50 percent alternative mode usage. If the required performance targets are not being achieved, or if the participant fails to submit documentation of monitoring needed, the following penalties shall apply:

1. **First Violation.** The city would direct the participant to modify its TDM program to achieve compliance. Modifications will likely include adding or modifying TDM measures to increase mode shift.
2. **Second Violation.** The city would direct the participant to coordinate with Commute.org or retain an independent consultant to identify additional program modifications to achieve compliance. Improvements will likely include adding or modifying TDM measures to increase mode shift.
3. **Third Violation.** The city may assess a penalty per the approved fee schedule, and penalties shall be assessed for each additional violation in subsequent years.

The City Council shall, in a resolution adopted after a duly noticed public hearing, set forth the amount of the fine, describe the need for the fine, describe the reasonable relationship between the fine and the effect of non-compliance, and set forth the time for calculation and payment of the fine.

Appeal of Penalty

The project may appeal the decision to assess a penalty to the Planning Department. In determining whether a financial penalty is appropriate, the City may consider whether the project has made a good-faith effort to achieve the required alternative mode of use.

No Expiration of TDM Plan or Programs

All measures in this TDM Plan will continue to be implemented by the applicant on an ongoing basis. There is no expiration of the TDM Plan as it runs in perpetuity, and the City of South San Francisco may conduct periodic on-site auditing to implement this Plan.

C/CAG TDM Checklist

The City/County Association of Governments of San Mateo County develops bi-yearly Congestion Management Programs (CMP). These CMPs include a Land Use Guide that helps developments enact measures to mitigate vehicle trips associated with their projects. C/CAG recently updated its Land-Use Guide and the calculation of vehicle trip mitigations using the latest proposed accounting system. The points related to each trip reduction measure represent the relative impact of the individual action. The project is described as a Transit Oriented Development and is required to achieve a 25 percent score, and the project's checklist trip reduction strategies generate a reduction impact of 56.5 percent.

The table below summarizes the C/CAG-applicable measures implemented by this project. It exceeds the San Mateo trip reduction requirement by 31.5 percentage points.

120 E. Grand Avenue – C/CAG TDM Checklist

C/CAG TDM Checklist ccagtdm.org		Non-Residential (Office, Industrial, Institutional) Land Use: Large Project 500+ ADT; ~50,000+ sq ft	Page 1 of 2																		
About this Form Any new development project anticipated to generate at least 100 average daily trips is subject to the C/CAG TDM Policy and must complete a TDM Checklist and implement associated measures to mitigate traffic impacts. Read more at ccagtdm.org		A Applicant Information																			
Questions? support@ccagtdm.org		<table border="1"><tr><td colspan="2">Project Address</td><td>Contact First and Last Name</td></tr><tr><td colspan="2">E. Grand Ave and Sylvester Rd.</td><td>Elizabeth Hughes</td></tr><tr><td>Parcel Number</td><td>Application Date</td><td>Contact Phone Address</td></tr><tr><td></td><td>MM / YY / YY</td><td>408-420-2411</td></tr><tr><td colspan="2">Project Jurisdiction</td><td>Contact Email Address</td></tr><tr><td colspan="2">South San Francisco</td><td>elizabeth.hughes@tdmspecialists.com</td></tr></table>		Project Address		Contact First and Last Name	E. Grand Ave and Sylvester Rd.		Elizabeth Hughes	Parcel Number	Application Date	Contact Phone Address		MM / YY / YY	408-420-2411	Project Jurisdiction		Contact Email Address	South San Francisco		elizabeth.hughes@tdmspecialists.com
Project Address		Contact First and Last Name																			
E. Grand Ave and Sylvester Rd.		Elizabeth Hughes																			
Parcel Number	Application Date	Contact Phone Address																			
	MM / YY / YY	408-420-2411																			
Project Jurisdiction		Contact Email Address																			
South San Francisco		elizabeth.hughes@tdmspecialists.com																			
B Trip Reduction Target Select one option based on your project's distance to high quality transit Read more about high quality transit at ccagtdm.org/high-quality-transit																					
Identify your project type																					
☒ TOD Less than 1/2-mile from high quality transit service 25% Trip Reduction Required		☐ Transit Proximate 1/2 to 3 miles from high quality transit service 35% Trip Reduction Required																			
		☐ Non-Transit Proximate More than 3 miles from high quality transit service 35% Trip Reduction Required																			
C Required Measures You must select all measures that apply for your project type Click on each measure's title for more information																					
Measure		Project Types	Percentage Yes																		
1 M1 - Free/Preferential Parking for Carpools Provide free or preferential parking, including reserved spaces or spaces near an entrance or other desirable location, to incentivize ridesharing.		ALL	1% ☒																		
2 M3 - TDM Coordinator/Contact Person Provide TDM coordinator/liaison for tenants. May be contracted through 3rd party provider, such as Commute.org.		ALL	0.5% ☒																		
3 M4 - Actively Participate in Commute.org or Transportation Management Association (TMA) Equivalent Obtain certification of registration from Commute.org or equivalent TMA incorporation documents. Select only one based on Project Type.		TOD & Non-Transit Proximate	6.5% ☒																		
		Transit Proximate	16.5% ☐																		
4 M5 - Carpool or Vanpool Program Establish carpool/vanpool program for tenants and register program with Commute.org.		ALL	2% ☒																		
5 M6 - Transit or Ridesharing Passes/Subsidies Offer tenants passes or subsidies for monthly public transit or ridesharing costs incurred, equivalent to 30% of value or \$50 - whichever is lower.		ALL	10% ☒																		
6 M7 - Pre-Tax Transportation Benefits Offer option for tenants to participate in a pre-tax transit program to encourage the use of sustainable transportation modes and leverage pre-tax income to pay for commute trip costs.		ALL	1% ☒																		
7 M8 - Secure Bicycle Storage Comply with CalGREEN minimum bicycle parking requirements.		ALL	1% ☒																		
8 M9 - Design Streets to Encourage Bike/Ped Access Design adjacent streets or roadways to facilitate multimodal travel.		ALL	1% ☒																		
9 M25 - Showers, Lockers, and Changing Rooms for Cyclists These amenities serve as end of trip facilities for employees arriving by bike or other active transportation forms.		ALL	2% ☒																		
10																					
		Total from Required Measures Sum of project's TDM measures (M1-M9) Minimum: 40% (1-9)																			
		25%																			
Form Continues on Page 2 →																					



TDM Checklist

ccagtdm.org

Non-Residential (Office, Industrial, Institutional) Land Use:
Large Project
500+ ADT; ~50,000+ sq ft

Page 2 of 2

D Additional Recommended

Select enough to meet the trip reduction target from section B

Click on each measure's title for more information

Measure	Project Types	Percentage	Yes
M12 – Flex Time, Compressed Work Week, Telecommute Flex time allows employees some flexibility in their daily work schedules. Compressed work week allows employees to work fewer but longer days. Telecommuting functions similarly, allowing employees to work from home rather than the office, reducing vehicle travel on the days they work remotely.	ALL	5%	☒
M14 – Paid Parking at Market Rate Offer hourly/daily parking rates proportional to monthly rate or equivalent to cost of transit fare.	ALL	25%	☐
M15 – Reduced Parking Provide off-street parking at least 10% below locally-required minimums, or else below the locally-permitted parking maximums. Consideration may be required of potential spillover parking into surrounding areas.	ALL	10%	☐
M16 – Short-Term Daily Parking Offer daily or hourly parking rates that are proportional to the monthly rate or approximately the cost of a transit fare.	ALL	2%	☐
M17 – Developer TDM Fee/TDM Fund Voluntary impact fee payment on a per unit or square footage basis, to fund the implementation of TDM programs.	ALL	4%	☐
M18 – Car Share On-Site Provide on-site car share or vehicle fleets.	ALL	1%	☒
M19 – Land Dedication or Capital Improvements for Transit Contribute space on, or adjacent to, the project site for transit improvements. Select one or more:	Bus Pullout Space ☐ 1% Bus Shelter ☐ 1% Visual/Electrical Improvements (i.e., Lighting, Signage) ☒ 1% Other (i.e., Micromobility Parking Zone, TNC Loading Zone) ☒ 1%	ALL 2% Total percentages selected	☒
M20 – Shuttle Program/Shuttle Consortium/Fund Transit Service Establish a shuttle service to regional transit hubs or commercial centers. Shuttle service should be provided free of charge to employees and guests.	Non-transit Proximate	10%	☒
M21 – Bike/Scooter Share On-Site Allocate space for bike/scooter share parking.	ALL	1%	☒
M22 – Active Transportation Subsidies Offer biking/walking incentives to tenants, such as gift card/product raffles.	ALL	2%	☒
M23 – Gap Closure Construct or enhance quality of biking and walking facilities to/from site to existing trails, bikeways, and/or adjacent streets.	ALL	7%	☒
M24 – Bike Repair Station Offer on-site bike repair space/tools in visible, secure area.	ALL	0.5%	☒
M26 – Pedestrian Oriented Uses & Amenities on Ground Floor Provide on-site, visible amenities to tenants and guests, such as cafes, gyms, childcare, retail.	ALL	3%	☒
24	Total from Additional Measures Sum percentages from each selected measure from rows 11 – 23		31.5%

E Project Totals

Percentage from Required Measures Section B Row 10	25%
+	
Percentage from Additional Measures Section D Row 24	31.5%
Total Percentage from all Selected Measures Sum of required and additional measures	56.5%
	Trip Reduction Target Copy from Section B 25%
Total Percentage from all selected measures must be greater than or equal to Trip Reduction Target	

F Submit Checklist



See ccagtdm.org/submission for how to submit this form.

Questions?



Email Us
support@ccagtdm.org



Visit Our Website
ccagtdm.org

15.0 CONCLUSION

The proactive 120 E. Grand Avenue TDM Plan meets the project's alternative mode-use rates and tenant transportation needs. This TDM Plan identifies specific elements, measures, and actions that guide the project to promote existing resources and programs, enhance future benefits, and create a resident-focused program. Significant on-site amenities, employee outreach, ongoing marketing and promotions, a free guaranteed emergency ride home program, transit, vanpool subsidies, and a Commuter Concierge will support an effective and successful program at the 120 E. Grand Avenue project.

This TDM Plan describes TDM measures integrated at the site to support tenant commuting and innovative efforts identified for implementation. It outlines the steps necessary (infrastructure, programming) for the property owner and property management to use when marketing to tenants. Periodic program assessments will provide the information needed to demonstrate effectiveness and goal attainment.

The TDM Plan details this commitment by emphasizing TDM infrastructure, amenities, and outreach activities to reduce average daily trips. Ridesharing strategies maximize existing transportation resources, support the City's General Plan's goals and objectives, and ultimately expand the transit system's reach for commuters.

The City of South San Francisco promotes environmental stewardship in maintaining a safe, healthy, and sustainable city, and it recognizes maintaining a stable climate system for current and future residents. The 120 E. Grand Avenue Project will help South San Francisco thrive by balancing these needs with economic growth.

Attachments

Nearby Amenities

Commute.org Developer Certification of Participation Form

Nearby Amenities

120 E. Grand Avenue, South San Francisco, CA

Restaurants, Cafes/Delis, Coffee, and Bakeries	Phone #	Distance Away
Wendy's 176 Gateway Blvd, South San Francisco, CA	650-866-4460	0.30 mi.
Starbucks 176 Gateway Blvd, South San Francisco, CA	650-866-3904	0.30 mi.
Dumpling Empire 216 Cypress Ave, South San Francisco, CA	650-742-0838	0.40 mi.
Pronto Pizza & Pasta 113 Grand Ave, South San Francisco, CA	650-873-8200	0.40 mi.
Pronto Lasangeria & Pizzeria 113 Grand Ave, South San Francisco, CA	650-873-6196	0.40 mi.
Los Compadres Taqueria 116 Grand Ave, South San Francisco, CA	415-466-5893	0.40 mi.
Subway 110 Grand Ave, South San Francisco, CA	650-588-6755	0.40 mi.
Kamu Sushi 112 Grand Ave, South San Francisco, CA	650-952-2888	0.40 mi.
Peet's Coffee 102 Grand Ave, South San Francisco, CA	650-636-8600	0.40 mi.
Di Napoli Pizzeria & Ristorante 202 Grand Ave, South San Francisco, CA	650-873-5252	0.40 mi.
Retail	Phone #	Distance Away
The Local Flea 160 Sylvester Rd, South San Francisco, CA	650-727-5864	0.10 mi.
Whip-It! Brand 170 Associated Rd Suite A, South San Francisco, CA	800-500-0583	0.10 mi.
7-Eleven 128 Harbor Way, South San Francisco, CA	650-871-8132	0.30 mi.
Circle K 221 Airport Blvd, South San Francisco, CA	650-588-6058	0.40 mi.
J&J Market 115 Grand Ave, South San Francisco, CA	650-588-5695	0.40 mi.
Furniture & Mattress Liquidators 305 Airport Blvd, South San Francisco, CA	650-876-1936	0.40 mi.
Services	Phone #	Distance Away
J&J Check Cashing 244 Cypress Ave, South San Francisco, CA	650-873-8200	0.40 mi.

• Western Union 220 Cypress Ave, South San Francisco, CA	650-589-6381	0.40 mi.
Transportation, Gas, Shipping & Storage	Phone #	Distance Away
• SemaConnect Charging Station 201 Gateway Blvd, South San Francisco, CA	800-663-5633	0.20 mi.
• Flyers Energy CFN 190 E Grand Ave, South San Francisco, CA	650-873-8200	0.20 mi.
• ChargePoint Charging Station 2 Corporate Dr, South San Francisco, CA	888-758-4389	0.20 mi.
• Tesla Supercharger 250 Gateway Blvd, South San Francisco, CA		0.30 mi.
• AAA Truck Wash Scale 176 Gateway Blvd, South San Francisco, CA	209-640-7786	0.30 mi.
• ChargePoint Charging Station 225 Gateway Blvd, South San Francisco, CA	888-758-4389	0.30 mi.
• SemaConnect Charging Station 225 Gateway Blvd, South San Francisco, CA	800-663-5633	0.30 mi.
• Speedway 176 Gateway Blvd, South San Francisco, CA	650-737-9800	0.30 mi.
• G&S Truck Wash 176 Gateway Blvd, South San Francisco, CA	650-873-2449	0.30 mi.
• 76 221 Airport Blvd, South San Francisco, CA	650-588-0538	0.40 mi.
Banks & ATMs	Phone #	Distance Away
• ATM (Flyers) 176 Gateway Blvd, South San Francisco, CA	888-758-4389	0.30 mi.
• ATM 115 Grand Ave, South San Francisco, CA		0.40 mi.
Daycare	Phone #	Distance Away
• YMCA Gateway Child Development Center 559 Gateway Blvd, South San Francisco, CA	415-452-7582	.40 mi.
• ABC Family Day Care 270 Hillside Blvd, South San Francisco, CA	650-952-5911	1.10 mi.
• The Learning Tree Daycare 318 Magnolia Ave, South San Francisco, CA	650-201-8971	1.10 mi.

Commute.org Developer Certification of Participation Form



Certified Development Program

Program Overview

A development project can earn certification in the Commute.org *Certified Development Program* by successfully completing the process described in this document. The developer must apply for and receive Pre-Certification during the pre-construction phase and then, upon completion of the development, comply with the remaining steps to achieve full Certification.

Any development project subject to the C/CAG Countywide TDM Policy is required to receive and retain *Certified Development Program* status. Projects in jurisdictions that are exempt from the C/CAG policy, may or may not be required to have the certification. The VMT mitigation and TDM programming agreements between the developers and the exempt jurisdictions can, but are not required to, include the *Certified Development Program* requirement.

Commute.org's TDM Compliance team will provide guidance and support to developers throughout the process. An online platform will be used to track compliance and record completed documentation.

Certification Process

Each development project that needs or wants to be certified must complete the following steps:

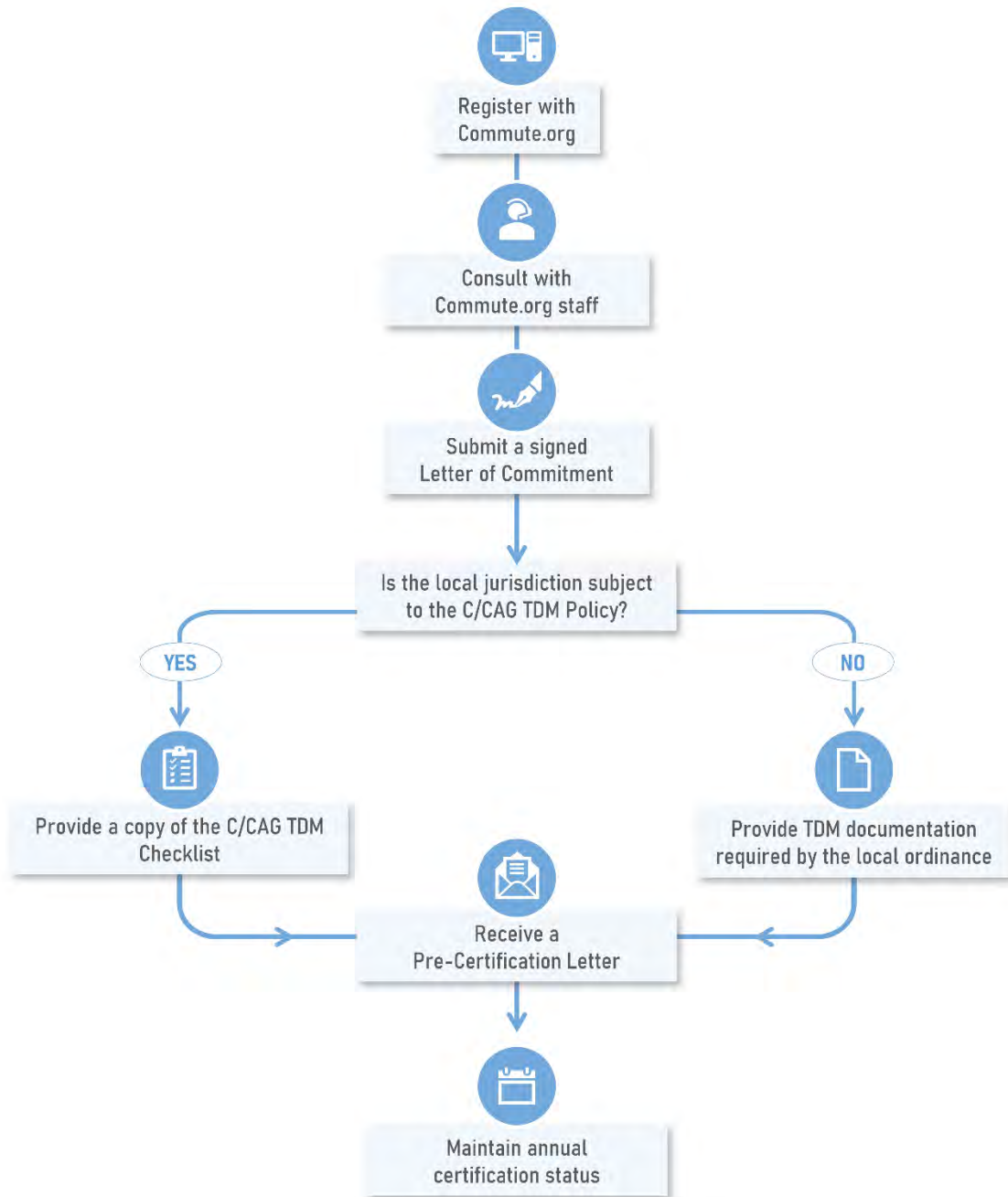
1. **Register with Commute.org** and provide the following information:
 - Project name
 - Project address
 - Project description including proposed land use(s), square footage/units, parking
 - Development timeline and expected occupancy date(s)
 - Developer contact(s)
 - TDM contact(s): person(s) responsible for the TDM component of the development plan (may be a third-party consultant)
 - Jurisdiction contact(s): local jurisdiction staff that the developer is working with
2. **Consult with Commute.org staff** to verify the certification process and requirements for active participation.
3. **Submit a signed Letter of Commitment** confirming that the developer and/or their successor(s) will be active participants with Commute.org.
4. **Provide a copy of the C/CAG TDM Policy Checklist** or equivalent documentation from local jurisdiction (if applicable).
5. **Receive a Pre-Certification Letter** from Commute.org that confirms registration and commitment to active participation. Commute.org will send a letter to the developer and appropriate jurisdiction contact. This letter must be submitted to C/CAG along with the TDM Checklist (if applicable).
6. **Maintain annual certification status** with Commute.org by complying with the requirements for active participation.

Requirements for Active Participation

Development projects will be considered active participants with Commute.org if they comply with the requirements below. Commute.org will track active participation on an ongoing basis through our online monitoring platform and provide appropriate jurisdictions with annual updates regarding active participation. Participating jurisdictions will also have access to the platform for ongoing monitoring and reporting purposes.

1. **Provide a copy of the Final TDM Plan** approved by the local jurisdiction.
2. **Provide a copy of the Final TDM Checklist** or similar TDM requirements list approved by C/CAG or the local jurisdiction (if applicable).
3. **During the development phase:**
 - Maintain an active point(s) of contact
 - Receive communications from Commute.org
 - Inform Commute.org of any significant development changes (e.g., land use, project size, TDM Plan, development timeline/occupancy date, ownership)
4. **During the post-development phase:**
 - Maintain an active point(s) of contact
 - Receive communications from Commute.org
 - Identify the party(ies) responsible for complying with the ongoing requirements (e.g., developer, property manager, third-party consultant, key tenant)
 - o If the developer outsources property management or leases the property to a single tenant, then the developer shall require the property manager and/or key tenant to register with Commute.org
 - o If the development undergoes a change of ownership, then the seller is responsible for ensuring that the acquirer is introduced to Commute.org and that the responsibilities for achieving or retaining certification transfer to the new owner
 - Responsible party is required to:
 - o Participate in Commute.org program training and annual refresher courses
 - o Actively promote applicable Commute.org programs and services to tenants
 - o Host an annual transportation-oriented event for tenants
 - o Sponsor and/or participate in Commute.org's challenges and special events
 - o Participate in a Commute.org sponsored shuttle if the project is located on or near an existing shuttle route
 - o Comply with the requirements of the Bay Area Commuter Benefits Program (only applies to tenants with 50+ employees)
 - o Complete the following surveys on an ongoing basis:
 - TDM Survey: issued by Commute.org within six months of receiving Certificate of Occupancy, and on an annual basis thereafter
 - TDM Self-Certification: confirm compliance with the C/CAG TDM Policy biennially (if applicable)
 - Tenant Travel Behavior Survey: conduct at least once every two years

Certification Process Flow Chart



SSF Initial Compliance Form
(pending from City Planning Department)

SSF Annual Compliance Form
(pending from City Planning Department)

TDM SPECIALISTS, INC. QUALIFICATIONS



A Transportation Demand Management Company

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

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

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

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

Transportation Demand Management

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

Commute Program Implementation

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

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

Sustainable Air Quality and Greenhouse Gas (GHG) Solutions

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

Contact:

Elizabeth L. Hughes
Senior Transportation Manager

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Carmichael, CA 95608

(408) 420-2411
elizabeth.hughes@tdmspecialists.com



*A Transportation Demand
Management Company*

Areas of Expertise

Traffic Mitigation

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

Parking Mitigation

Parking Demand Reduction
Parking Management Strategies
Parking Constraints Solutions

Entitlement

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

Sustainability

Greenhouse Gas Emission Reductions
Supporting LEED Components
Air Quality Mitigation Plans

TDM Applications

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

Development, Property Management and Employer Projects

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

Municipal & Agency Locations

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

Biotech, Pharmaceutical and Hospital Projects

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