

Devcon Construction
**1212 Bordeaux Drive, Sunnyvale,
CA**

TDM Plan

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Public Release – CPRA Exempt | Confidential
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Pre-Decisional Draft – For Review Only

June 7, 2016

This report takes into account the particular
instructions and requirements of our client.

It is not intended for and should not be relied
upon by any third party and no responsibility
is undertaken to any third party.

Job number 236455-00

Arup North America Ltd
560 Mission Street
Suite 700
San Francisco 94105
United States of America
www.arup.com

ARUP

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1 Introduction and Project Description

Transportation Demand Management (TDM) is the incorporation of a variety of incentives, services, and actions that influence the reduction of single-occupant automobile trips in order to provide additional relief from congestion, parking, and air quality impacts.¹

This TDM plan has been completed in accordance with the TDM requirements in the Moffett Park Specific Plan (Chapter 5.3 Zoning District Development Standards and Chapter 5.5 Transportation Demand Management), the City of Sunnyvale TDM Tool Kit, and the City of Sunnyvale Draft TDM Program Guidelines.

Implementation of this TDM plan will be the responsibility of the ultimate tenant of 1212 Bordeaux Drive, with responsibility transferred from the owner to the tenant in the building lease.

1.1 Land Use Description

The proposed office building site is on Bordeaux Drive, bordered by Java Drive on the north, North Mathilda Avenue on the west, and Borregas Avenue on the east. Highway 237 is to the south of the site. Figure 2 illustrates the proposed site plan and Figure 3 for a map of the site location.

The project includes replacing an existing one-story, 71,901 square foot building with a new, 100,000 square foot, two-story building with mezzanine. The new building will consist of steel frame with precast concrete exterior panels, exterior glazing, and new parking and landscape. The building will be USGBC LEED Gold certified.

The site will have 200 vehicle parking spaces: 194 standard and 6 ADA accessible. A number of spaces will be dedicated to carpool and vanpool. There will also be bicycle parking and storage on-site.

1.2 Trip Reduction Goals

The trip reduction mitigation measures in this TDM plan are essential to achieve the trip reduction goals for the project. Together, these factors aim for a 20 percent total trip reduction and a 30 percent reduction during peak hours relative to typical Institute of Transportation Engineers (ITE) trip generation rates and as identified in the Moffett Park Specific Plan, the TDM Tool Kit, and the Sunnyvale Draft TDM Guidelines.

¹ City of Sunnyvale Draft TDM Program Guidelines, November 2015.

Figure 1: Moffett Park Specific Plan TDM Trip Reductions

Major Moffett Park Design Permit Completeness

- Complies with all zoning and development standards for the Moffett Park Specific Plan area, in addition to general procedures and requirements of the Sunnyvale Municipal Code.
- Appropriate environmental (CEQA) documentation
- TDM Plan with the following trip reduction. Peak hour reductions will also be required:

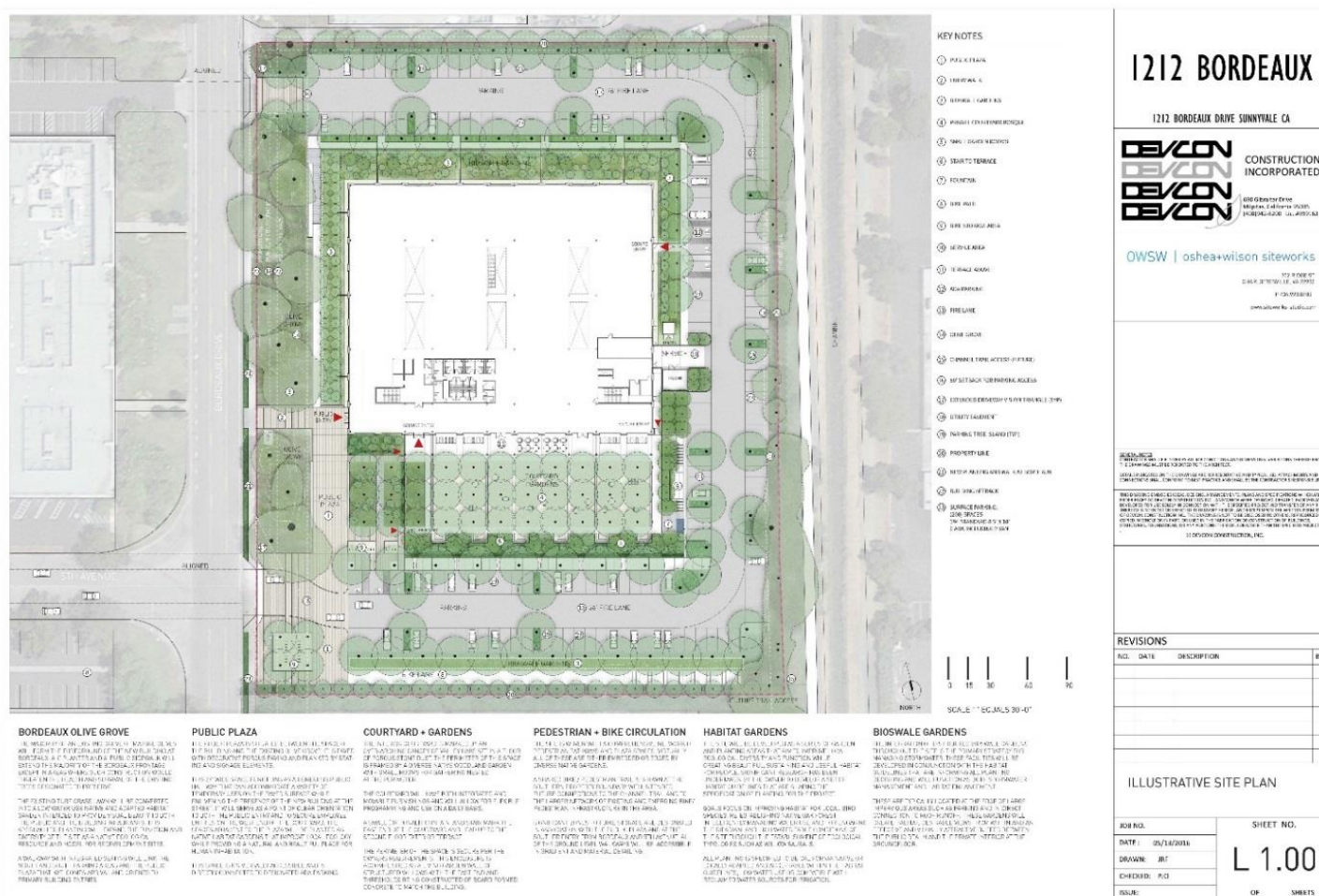
<i>Table 5-4</i>		
<i>TDM Trip Reductions</i>		
Development Intensity (including phases)	Total	Peak Hour
Up to 50% FAR	20%	30%
>50-60%	22.5%	30%
>60-70%	25%	30%

- Design Team includes a Certified Accredited LEED Professional
- Project information necessary to determine green building features for the applicable level of sustainable design.

Source: City of Sunnyvale Moffett Park Specific Plan, 2013 Amendment.

1.3 Site Plan

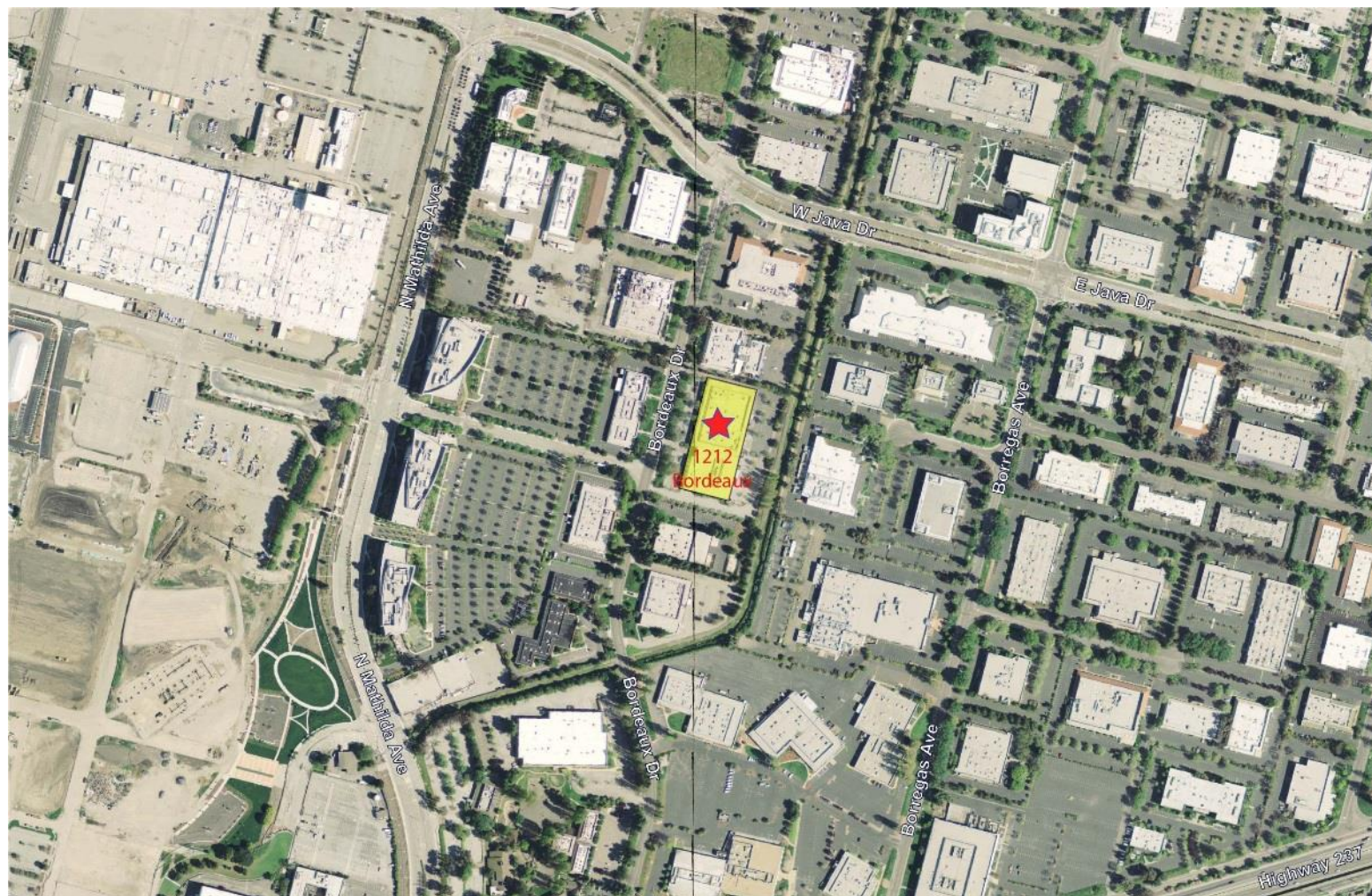
Figure 2: 1212 Bordeaux Site Plan



Source: Devcon.

1.4 Area Map

Figure 3: 1212 Bordeaux Location Map



2 Trip Reduction Program and Mitigation Measures

The following programs will be offered to the tenant's employees to achieve the trip reduction goals. The programs are organized into two categories: baseline measures, which the tenant will include in their TDM plan, and optional measures that may be included to help meet the trip reduction goals.

2.1 Baseline TDM Programs

Described below are the baseline TDM programs that the project will implement.

2.1.1 On-Site TDM Coordinator

The TDM Coordinator is responsible for developing, marketing, implementing, and evaluating the TDM programs. The TDM Coordinator is essential in ensuring that employees/tenant are aware of the transportation options and how to use the programs. The duties of the TDM Coordinator include:

- Providing information to employees/tenant regarding the transportation-related facilities, programs, and services available at the site.
- Serving as a liaison to all appropriate transit agencies.
- Distributing transit information, transit passes, pre-tax transportation benefits, commuter checks.
- Working with local agencies to provide information, education, and campaigns for the employees/tenant. Agencies include 511 Rideshare, Bay Area Air Quality Management District (BAAQMD), and Santa Clara Valley Transportation Authority.
- Development and implementation of promotional programs relating to TDM like Bike to Work Day and Spare the Air Days.
- Assisting with carpool/vanpool/rideshare matching.
- Marketing transportation options information to new employees, including transit information, bike maps, ride-matching, preferential parking information, guaranteed ride home information, etc.
- Monitoring and evaluation of TDM programs which may include driveway traffic counts and development of annual status report which to be submitted to the City of Sunnyvale on or before January 1st each year.

2.1.2 Membership in Transportation Management Association (TMA)

A Transportation Management Association (TMA) is an organized group (typically non-profit) that works to support TDM and related commuter transportation strategies for both private and public employers and their employees.

The Moffett Park Business Group operates as a Transportation Management Association. The TMA provides:

- Commuter Resources
- Carpool and vanpool matching
- Transportation Consulting
- Employee Commute Surveys
- Guaranteed Ride Home
- Enhanced bicycle facilities
- Car and vanpool incentives
- Transit advocacy
- Information on local issues
- Training
- Marketing programs
- Promotional assistance
- Newsletters

The tenant will consider joining the Moffett Park Business Group to participate in the TMA programs and to remain connected about alternative commute programs, incentives, and transportation projects affecting Moffett Park businesses.

2.1.3 Priority Parking for Carpools, Vanpools, and Clean-Fuel Vehicles

Reserved parking will be conveniently located for all carpoolers, vanpoolers, and clean-fuel vehicles. The amount of priority parking that will be available is listed in Table 1. Priority parking amounts meet a portion of the LEED New Construction Location and Transportation (LT) Credit for Reduced Parking Footprint and a portion of the LT Credit for Green Vehicles²:

LT Credit: Reduced Parking Footprint

Intent:

To minimize the environmental harms associated with parking facilities, including automobile dependence, land consumption, and rainwater runoff.

Requirements:

Do not exceed the minimum local code requirements for parking capacity.

Provide preferred parking for carpools for 5% of the total parking spaces after reductions are made from the base ratios. Preferred parking is not required if no off-street parking is provided.

LT Credit: Green Vehicles

Intent:

To reduce pollution by promoting alternatives to conventionally fueled automobiles.

Requirements:

Designate 5% of all parking spaces used by the project as preferred parking for green vehicles. Clearly identify and enforce for sole use by green vehicles. Distribute preferred parking spaces proportionally among various parking sections (e.g. between short-term and long-term spaces).

In addition to preferred parking for green vehicles, meet the following option for electric vehicle charging:

Install electrical vehicle supply equipment (EVSE) in 2% of all parking spaces used by the project.

Clearly identify and reserve these spaces for the sole use by plug-in electric vehicles. EVSE parking spaces must be provided in addition to preferred parking spaces for green vehicles.

² LEED v4 for Building Design and Construction, updated April 5, 2016, http://www.usgbc.org/sites/default/files/LEED%20v4%20BDC_04.05.16_current.pdf.

The demand for these spaces should be monitored to determine if additional spaces are needed.

Table 1: Parking Availability

Type of Parking	Parking Spaces Provided
Total Shared and Commercial Parking Spaces	200; 194 standard and 6 ADA Accessible
Carpool (and Vanpool) Parking	10; 5% of total spaces
Clean-Fuel (Green) Vehicles Parking Spaces	10; 5% of total spaces
Electric Vehicle Charging Spaces	4; 2% of total spaces

2.1.4 Bicycle Parking, Shower and Changing Facilities

To facilitate bicycling as a major mode of transportation, secure and ample bicycle parking is needed. This includes providing both indoor and outdoor bicycle parking and storage for short-term and long-term bicyclists.

Short-term parking serves the need of quick access and secure parking without having to bring a bike inside. Long-term parking will be located in a secure area. A secure bicycle parking area makes parking convenient, the structure provides overhead covering from inclement weather, and badge-controlled access ensures bicycles are safe from theft. It is recommended to provide bicycle parking at the same or better standard of convenience as motor vehicle parking. The tenant will install bike storage near building entrances and along the planned public plaza.

The amount of bicycle parking and storage will comply with the City of Sunnyvale's Municipal Code for Bicycle Parking, which states:

City of Sunnyvale General Development Standards

Chapter 19.46 Parking

19.46.150. Bicycle parking

Nonresidential Uses. Nonresidential uses shall provide bicycle parking in the amount of 5% of the total number of vehicular parking spaces provided. Industrial uses, research and development office and corporate office shall provide secured bicycle parking for a minimum of 75% percent of required bicycle parking spaces.³

To complement the site's bicycle and active transportation facilities, the building will have showers and changing facilities for employees who walk or bike to work

³ City of Sunnyvale Municipal Code, Zoning, Chapter 19.46 Parking,
http://qcode.us/codes/sunnyvale/view.php?cite=section_19.46.150&confidence=6.

or for those who wish to change after commuting via alternative modes of transportation. The availability of showers and changing facilities meets a portion of LEED New Construction LT Credit: Bicycle Facilities.

LT Credit: Bicycle Facilities

Intent:

To promote bicycling and transportation efficiency and reduce vehicle distance traveled. To improve public health by encouraging utilitarian and recreational physical activity.

Requirements for Bicycle Storage and Shower Rooms for Commercial or Institutional Projects

Provide at least one on-site shower with changing facility for the first 100 regular building occupants and one additional shower for every 150 regular building occupants thereafter.

2.1.5 Guaranteed Ride Home Program

Guaranteed Ride Home (GRH) provides employees back-up rides in case of an emergency. GRH will be available to all employees who use transit, carpool, biking/walking, or another alternative for commuting. GRH is a supportive service that makes alternative modes more viable transportation choices. The TDM Coordinator(s) will be responsible for managing the program.

2.1.6 Rideshare Matching Services

Ridesharing, carpooling, and vanpooling matching services facilitate conversations between employees to set up regular carpooling to and from their work site. 511 Rideshare provides free carpooling and vanpooling matching services for the Bay Area. The tenant's TDM Coordinator(s) will promote ride-matching services like these to employees. This includes helping new hires register for ride-matching services and providing current employees with up-to-date information about ride-matching opportunities.

2.1.7 Pre-tax Commuter Benefits

Pre-tax commuter benefits allows employees to pay for transit passes with pre-tax dollars. Employees can now deduct \$255 per month from their salary as a pre-tax payroll deduction. Providing a pre-tax commuter benefit encourages non-drive-alone commute trips. Additionally, employers receive tax savings as a benefit of this program.

2.1.8 Marketing and Information

Promoting the TDM program is critical to the success of the TDM measures and will be a central responsibility for the TDM Coordinator(s). In addition to providing information such as transit and bike maps, the Guaranteed Ride Home program, rideshare matching services, and flexible work schedules, the TDM Coordinator(s) will promote programs to employees. This may include: active transportation events (like Bike to Work Day), bike repair and commute workshops, bike giveaways, and fitness competitions.

Additional ways to promote the TDM program include:

- New hire packets
- Transportation fairs; combined with a benefits/health fair to increase attendance
- Regularly published electronic newsletters
- Informational email blasts
- Commuter information boards/kiosks located in prominent, central locations like the building lobby
- Employer/TMA website with information and links to local relevant agencies, forms, and services

2.2 Optional TDM Programs

Below are additional optional TDM programs that the project could implement.

2.2.1 Employer Commuter Shuttle Services

The tenant may sponsor shuttle programs for long distance commuters and to provide convenient connections to transit and rail stops. Shuttle programs which operate during the midday can reduce the need for automobile driving for work related travel and lunchtime trips.

2.2.2 Flexible Work Schedule Program

Flexible work schedules provide versatility to employees and can reduce the numbers of commuters during typical peak work hours. Options can include: occasional working from home, schedule shifting, working from other offices or remote locations (if applicable), gradual return to work (from long-term leaves), formal part-time schedules, and job sharing. Flexible work schedules may be more appropriate depending on the employee; the tenant should accommodate flexible schedules depending on the employee(s) specific job requirements.

2.2.3 Parking Management Program

A parking management program can identify incentives and policies to manage parking demand and shift commuters to alternative modes of transportation. Programs may involve a commute program rewards program, awards for hitting alternative commute milestones, and a parking cash-out program.

2.2.4 Subsidized or Free Vanpools or Carpools

The tenant may subsidize a third-party lease agreement or an owner-operated vanpool. The tenant may commit to providing a certain amount on a monthly or annual basis to help pay for the cost of vanpooling. This subsidized program will complement the preferential parking for carpools/vanpools/ridesharing vehicles.

2.2.5 Subsidized or Free Transit Passes

The bus and rail systems in and around Sunnyvale are key to reducing the number of cars on the roads. To encourage employees to use these systems, the tenant may provide free or subsidize transit passes, such as the Santa Clara Valley Transportation Authority (VTA) Eco Pass or the Caltrain GO Pass. Providing financial incentives by partially or fully subsidizing transit passes makes riding transit more attractive.

2.2.6 On-Site Bike Repair Facilities

An on-site bike repair facility is convenient and encourages employees to adopt bicycling as a main mode of transportation. The facility may include a bike stand, tire gauges, tire pumps, and other hand tools to make repairs. Adding on-site bike repair staff and workshops helps employees feel more comfortable knowing that staff are available to help them with maintenance issues.

2.2.7 Bike Sharing

Bike sharing provide a network of public bicycles for employees to use on short trips. The tenant may consider providing shared bicycles for employee use. There are currently no Bay Area Bike Share stations in Sunnyvale (nor are there plans for expansion into Sunnyvale yet). As Bay Area Bike Share continues to expand throughout the Bay Area, the tenant/TDM Coordinator will keep this option in mind when evaluating their TDM program.

2.2.8 Pre-tax Benefits for Bicycle Expenses

Similar to the pre-tax commuter benefits, the tenant may provide a similar program for bicycle expenses. This provides a more diverse range of pre-tax benefits for more modes of transportation.

2.2.9 Biking Financial Incentives

In addition to the pre-tax benefits for bicycle expenses, the tenant may provide incentives for biking. Incentives can include rewards for joining an active mobility program, rewards for hitting large milestones (e.g., 200 bike commutes per year), or daily rewards. Rewards could take the form of cash payments or non-cash prizes.

2.2.10 Bike Buddy Program

Bicycle commuting can be intimidating - this program matches existing and experienced bicycle commuters with individuals that want to try out bike commuting for the first time. This system also increases the visibility and “safety in numbers” of bicyclists on the road.

2.2.11 Bike Give Away Program

Bike giveaways can help get new riders on the road. Giveaways may be done periodically throughout the year at the TDM Coordinator’s discretion.

2.2.12 Expanded Carpool Matching

In addition to the free rideshare matching services provided by 511 Rideshare, the tenant may create a ridematching system that is open only to its employees. Providing a more specific pool of matches can eliminate the barrier that employees may have of matching with carpoolers outside of their own worksite.

2.2.13 Car Sharing

Access to car sharing services for things like errands, doctors’ appointments, and off-site meetings reduces employees’ anxiety of leaving their cars at home. The tenant may provide subsidized memberships to services like Zipcar. Additionally, installing car sharing pods on or near the worksite makes the service even more convenient.

2.2.14 On-Site Amenities and Services

In addition to showers and changing facilities and bike parking and storage, other on-site amenities and services are planned for the site. Services include on-site food services and mail rooms.

3 Planning and Design Measures

The project's location and physical context provides access to public transit and bicycle routes, which will complement the TDM program measures listed in Section 2.

3.1 Transit Service

A variety of transit services serve the project site. VTA Light Rail and several VTA bus routes stop within half-a-mile or less from the site. The Altamont Corridor Express (ACE) Train provides a shuttle for commuters from the east (as far east as Stockton, passing through Lathrop, Tracy, Livermore, and Pleasanton, and Fremont). Caltrain provides service to Sunnyvale, which connects to the VTA Light Rail stations around the site.

Table 2 shows a summary of the transit services available for employees at the office site.

Table 2: Transit Services Serving 1212 Bordeaux

Service	Description	Nearby Stops	Service Hours
VTA Bus 26	Sunnyvale/Lockheed Martin Transit Center to Eastridge Transit Center	Java & Bordeaux (0.2 mi), Java & Borregas (0.4 mi)	5:12A-11:49P (weekdays)
VTA Bus 54	De Anza College to Sunnyvale/Lockheed Martin Transit Center	Mathilda and Moffett Park (0.4 mi)	5:59A-9:28P (weekdays)
VTA Bus 120	Fremont BART to Lockheed Martin Transit Center/Moffett Park	Java & Bordeaux (0.2 mi), Java & Borregas (0.4 mi)	6:12A-7:10P (weekdays)
VTA Bus 121	Gilroy Transit Center to Lockheed Martin Transit Center/Moffett Park	Java & Bordeaux (0.2 mi), Java & Borregas (0.4 mi)	4:30A-7:42P (weekdays)
VTA Bus 122	South San Jose to Lockheed Martin/Moffett Park	Java & Bordeaux, Java & Borregas	5:52A-6:02P (weekdays)
VTA Bus 321	Great Mall/Main Transit Center to Lockheed Martin/Moffett Park	Java & Bordeaux (0.2 mi), Java & Borregas (0.4 mi)	8:10A-6:32P (weekdays)
VTA Bus 328	Almaden Expwy & Camden to Lockheed Martin/Moffett Park	Java & Bordeaux (0.2 mi), Java & Borregas (0.4 mi)	6:00A-7:18P (weekdays)
VTA LRT 902	Mountain View to Winchester	Borregas Light Rail Station (0.4 mi), Lockheed Martin Transit Center (0.3 mi)	5:08A-12:41A (weekdays)
826 (ACE Shuttle)	Great America ACE Station to Lockheed Martin Transit Center	Java & Bordeaux (0.2 mi), Java & Borregas (0.4 mi)	6:16A-6:39P (weekdays)

Source: VTA.

Maps of these routes that are provided in Figures 4-12.

Figure 4: VTA Bus Route 26

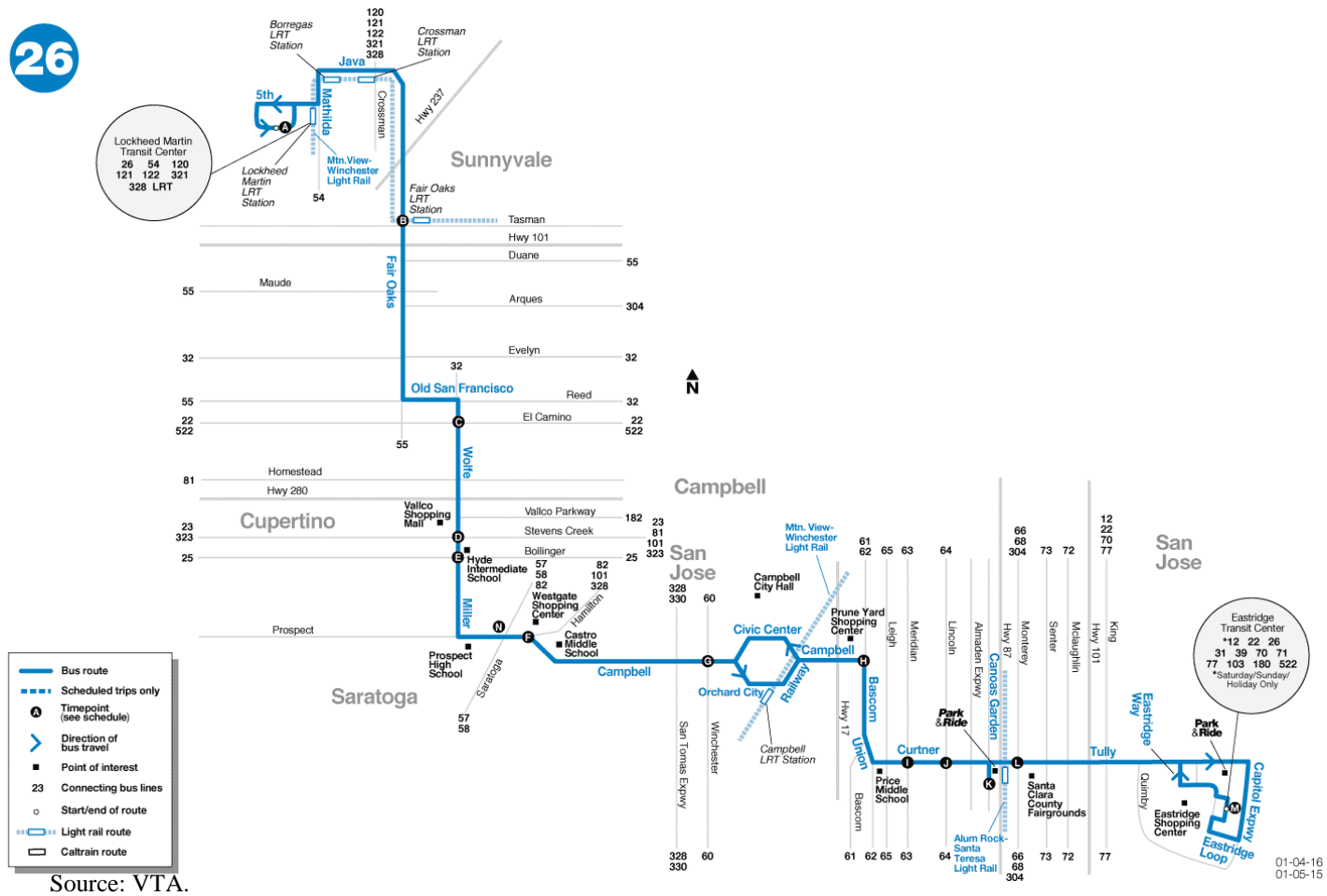
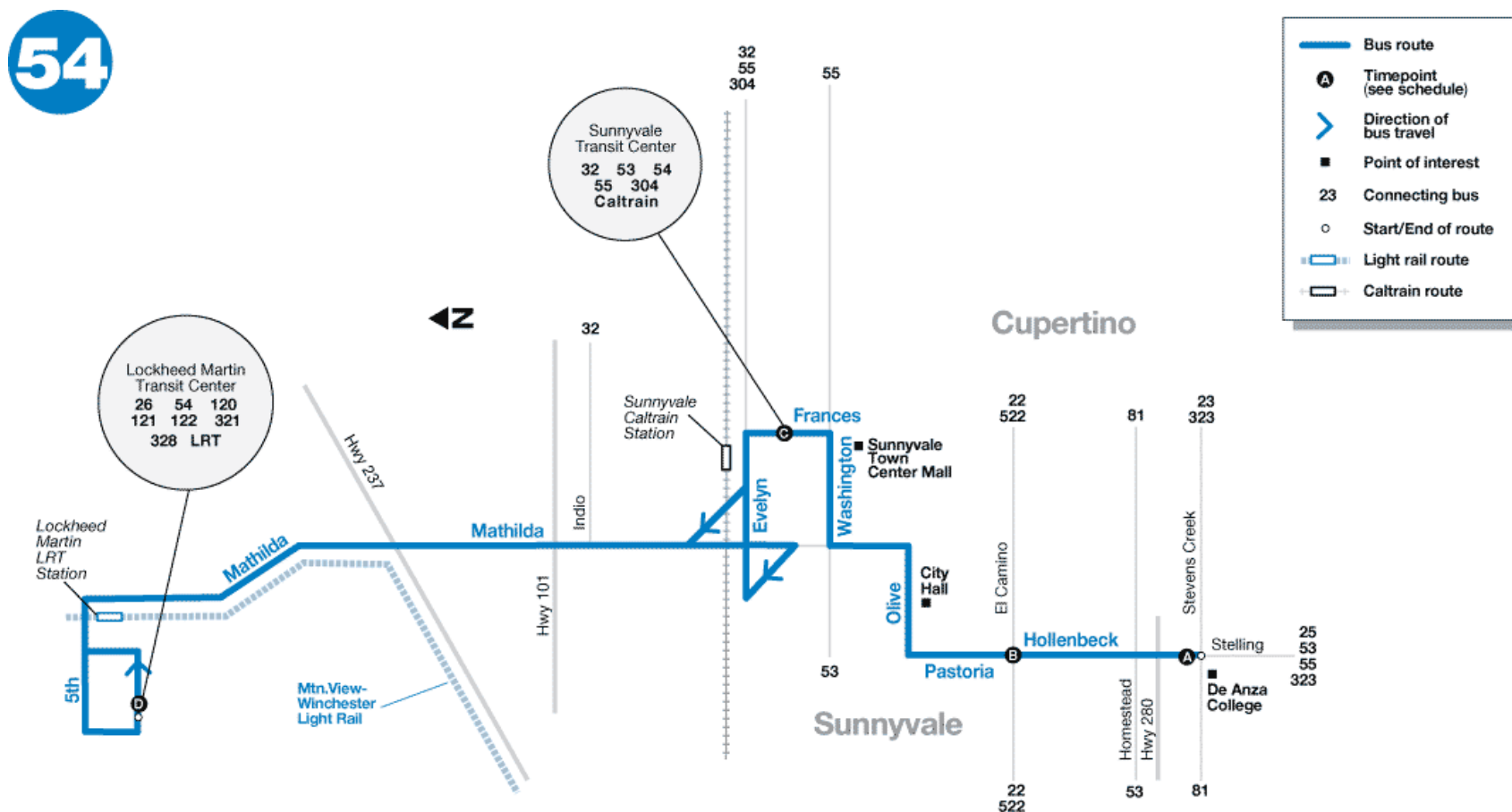


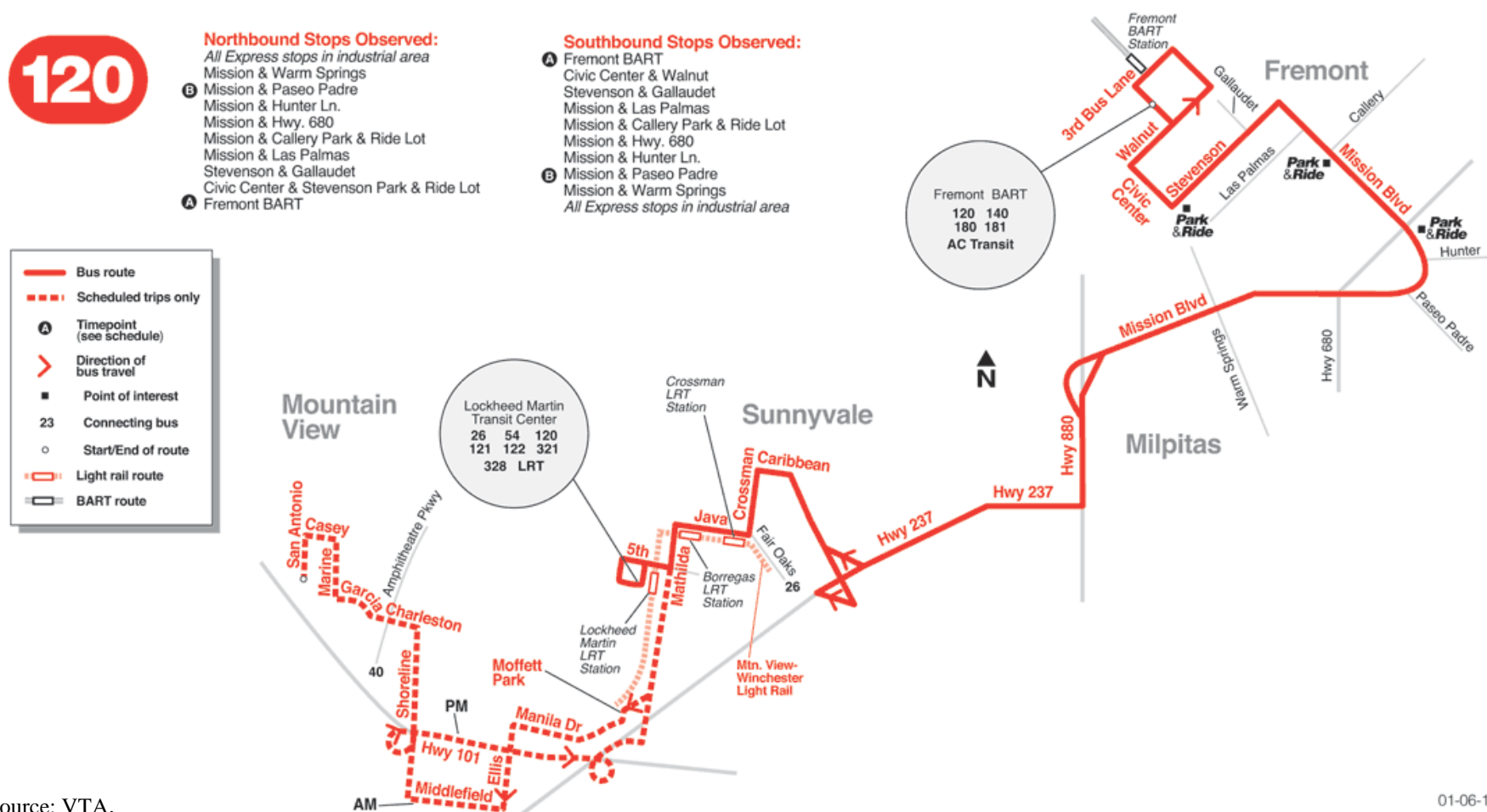
Figure 5: VTA Bus Route 54



Source: VTA.

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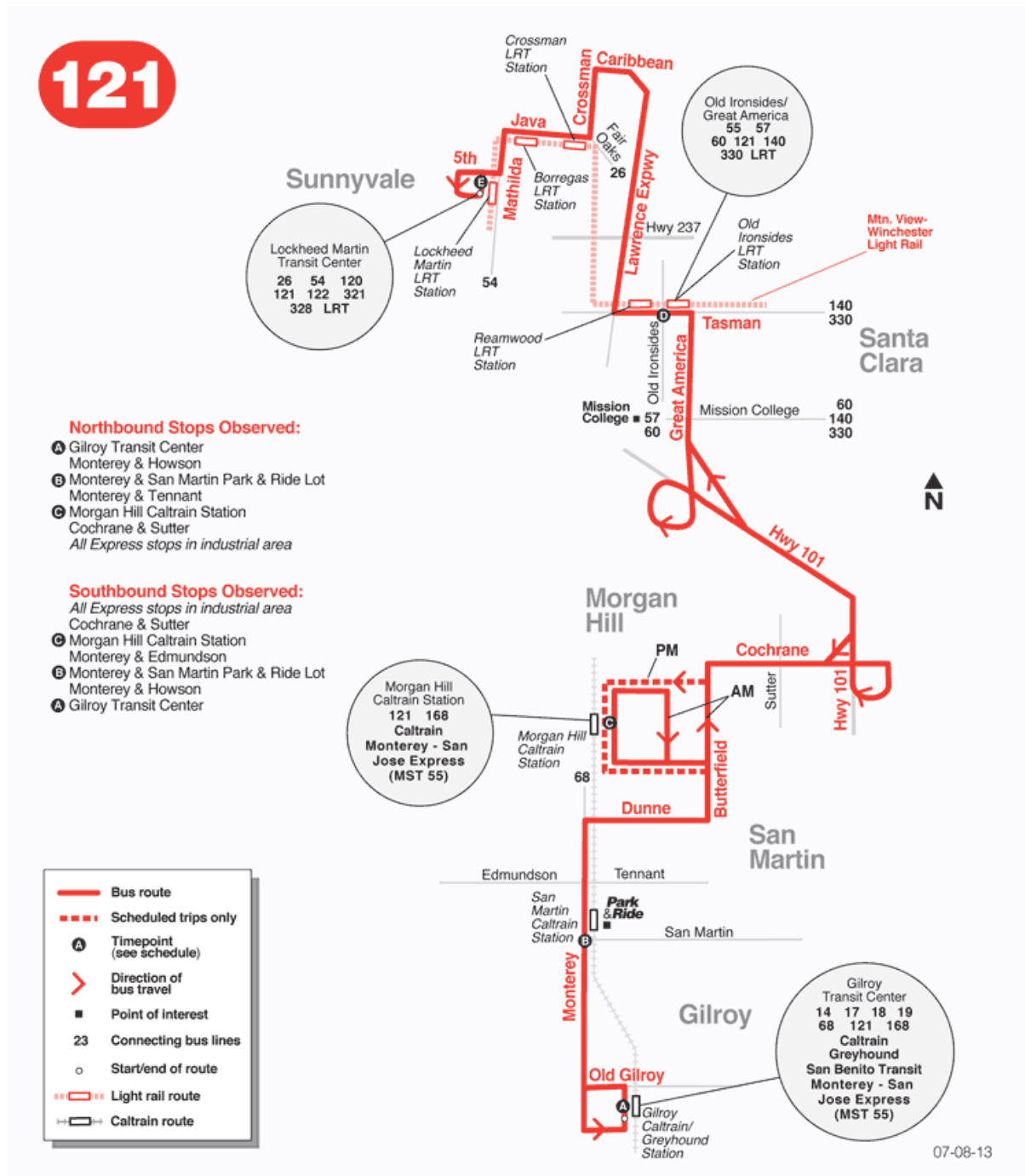
Figure 6: VTA Bus Route 120



Source: VTA.

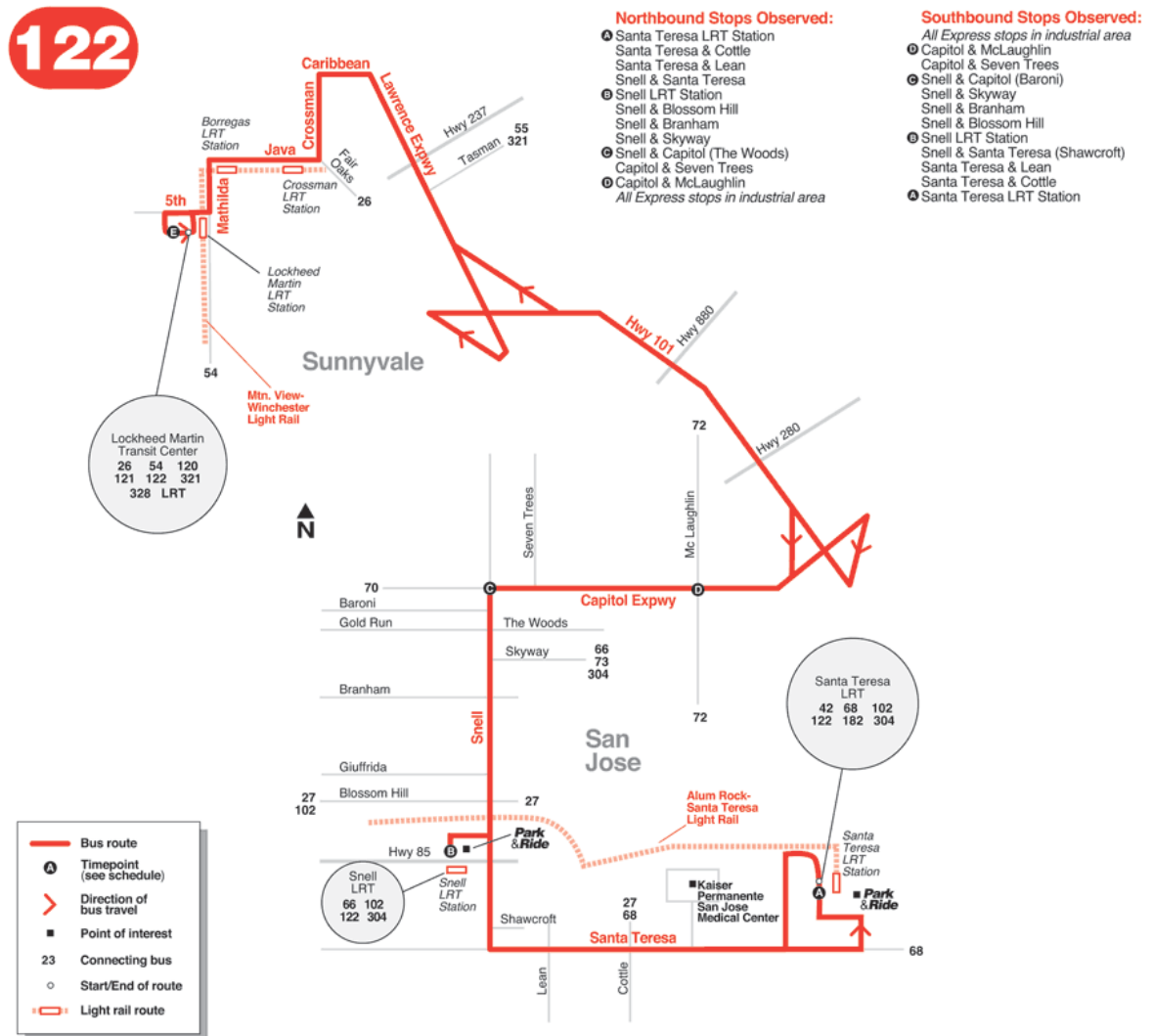
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Figure 7: VTA Bus Route 121



Source: VTA.

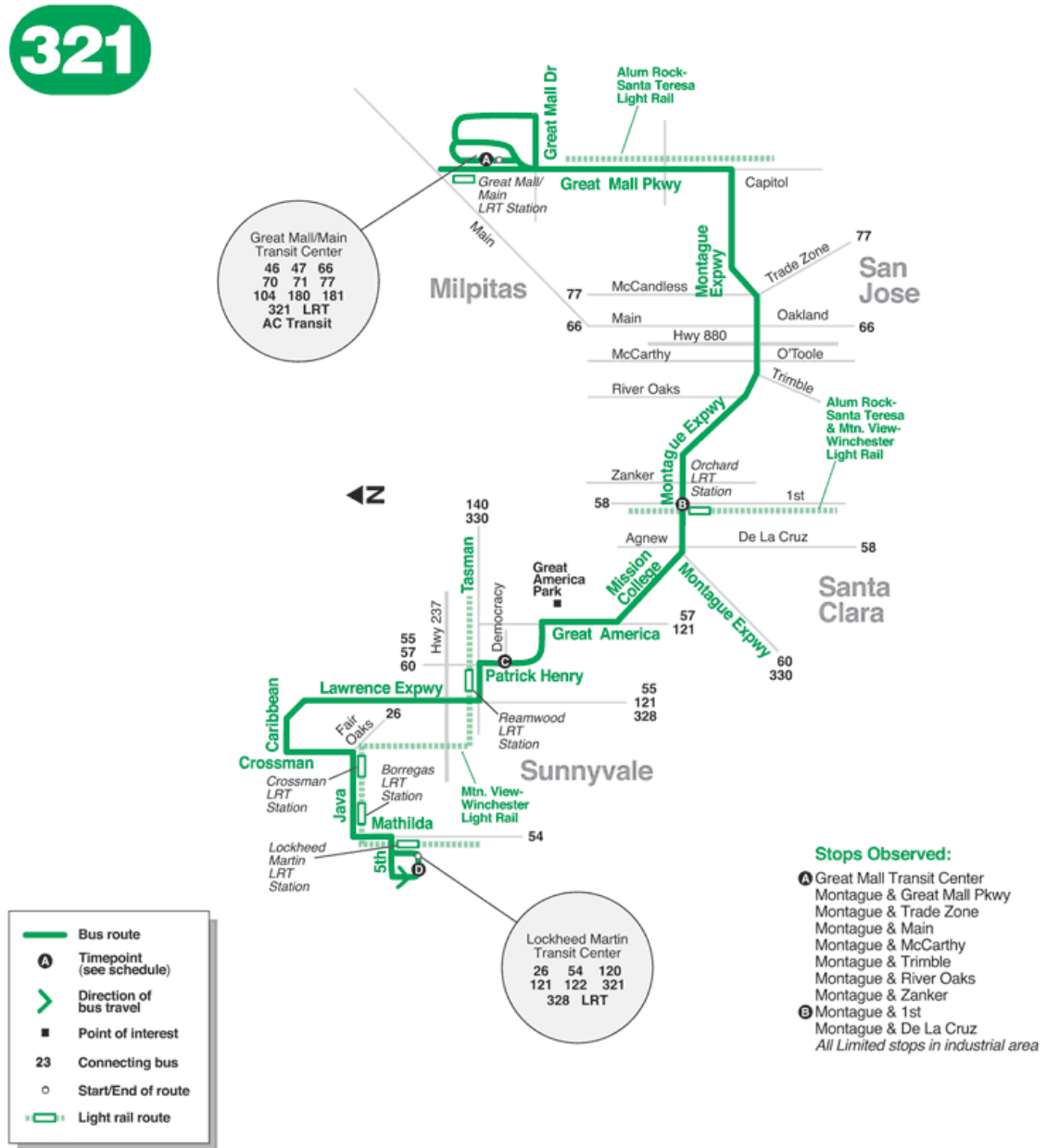
Figure 8: VTA Bus Route 122



01-06-14

Source: VTA.

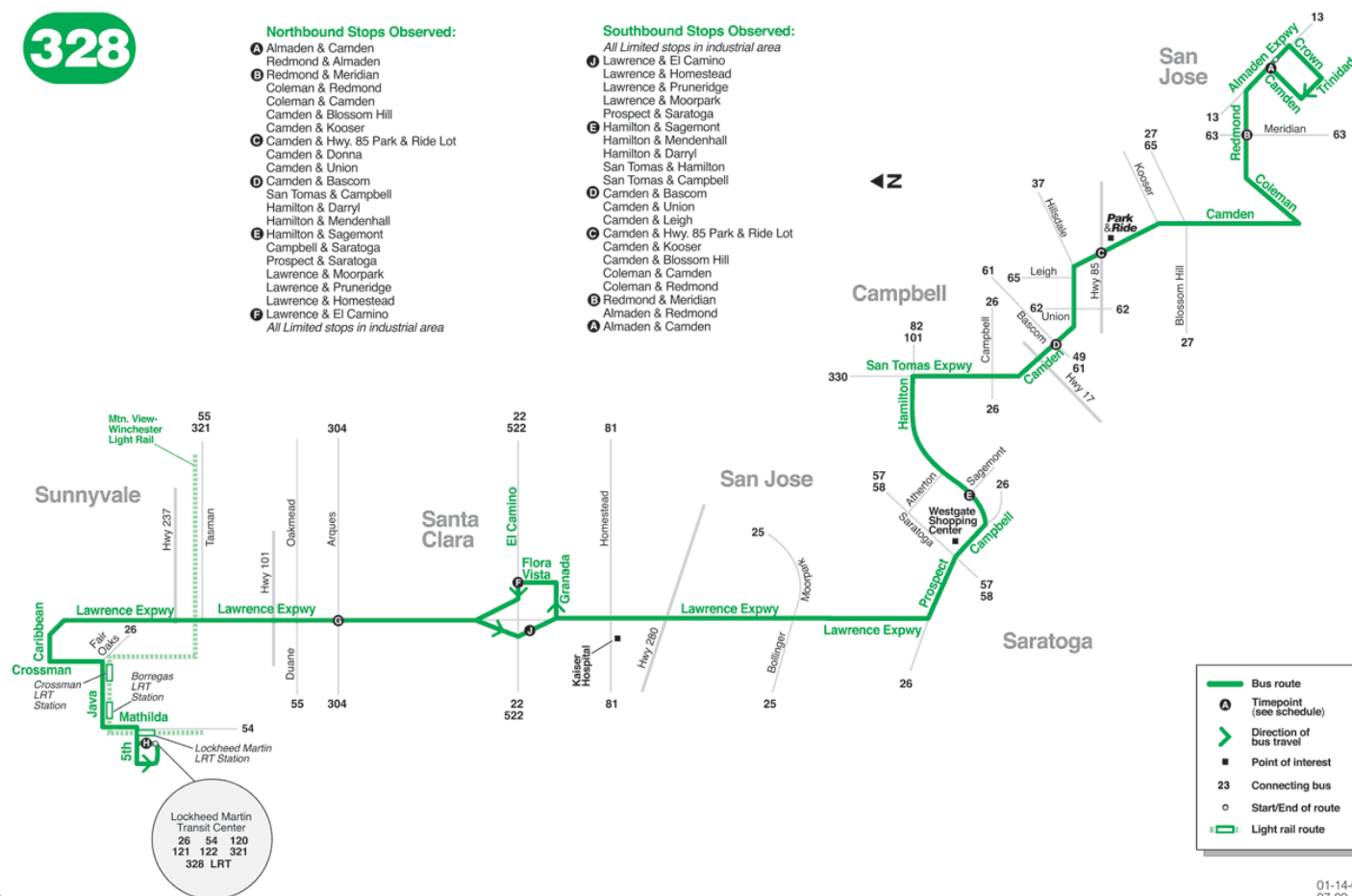
Figure 9: VTA Bus Route 321



Source: VTA.

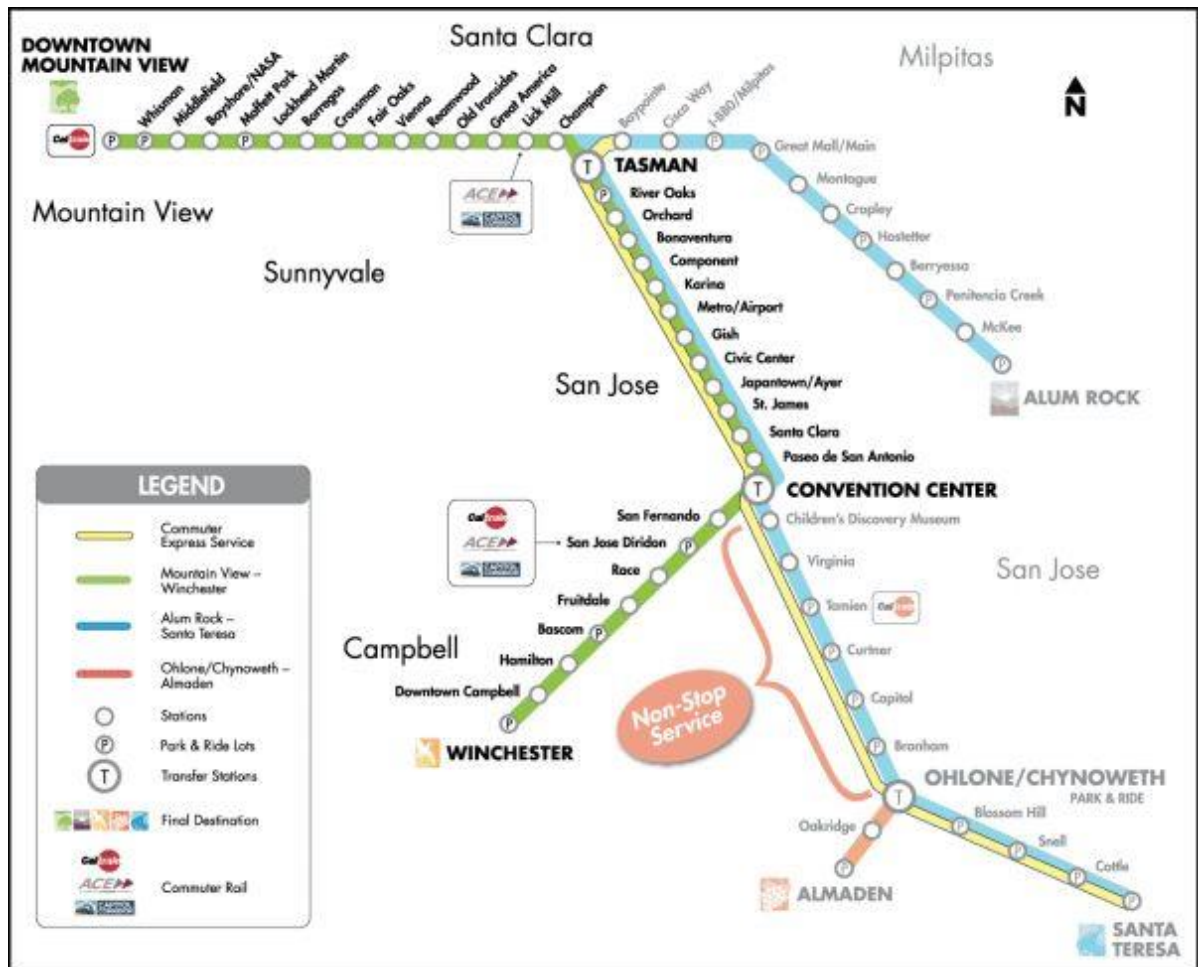
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Figure 10: VTA Bus Route 328



Source: VTA.

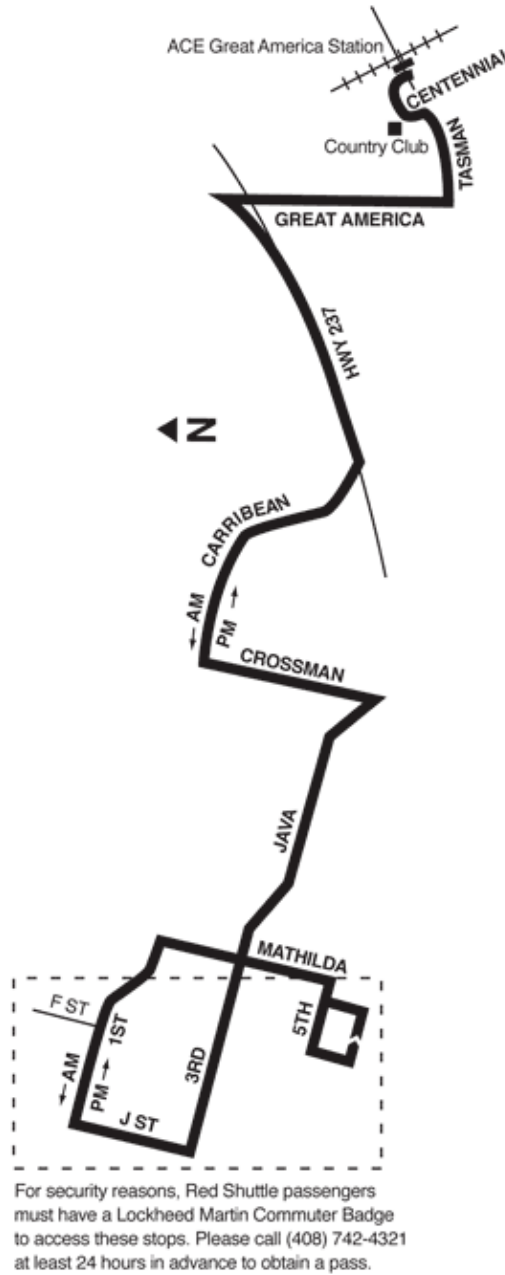
Figure 11: VTA Light Rail



Source: VTA.

The Mountain View – Winchester line (green line) serves the 1212 Bordeaux office site.

Figure 12: ACE Red Line Shuttle 826



826 ACE • North Sunnyvale • 05-01-12

Source: VTA.

Caltrain

Caltrain provides a commuter rail service along the San Francisco Peninsula, through the South Bay to San Jose and Gilroy. The service operates seven days a week with various frequencies during the peak morning and evening hours. The tenant's employees can connect to the office site from Caltrain stations in Mountain View and Sunnyvale via VTA Light Rail. Additionally, VTA bus route 54 connects the Sunnyvale Caltrain station to Mathilda and Moffett Park, a 0.4 mile walk from 1212 Bordeaux.

Bay Area Rapid Transit (BART)

BART is a heavy-rail system that connects riders in the East Bay and in the northern part of San Mateo County to San Francisco. The system operates seven days a week with various frequencies during the peak morning and evening hours. Commuters using BART can connect to VTA bus route 120 from the Fremont BART station to the Lockheed Martin Transit Center.

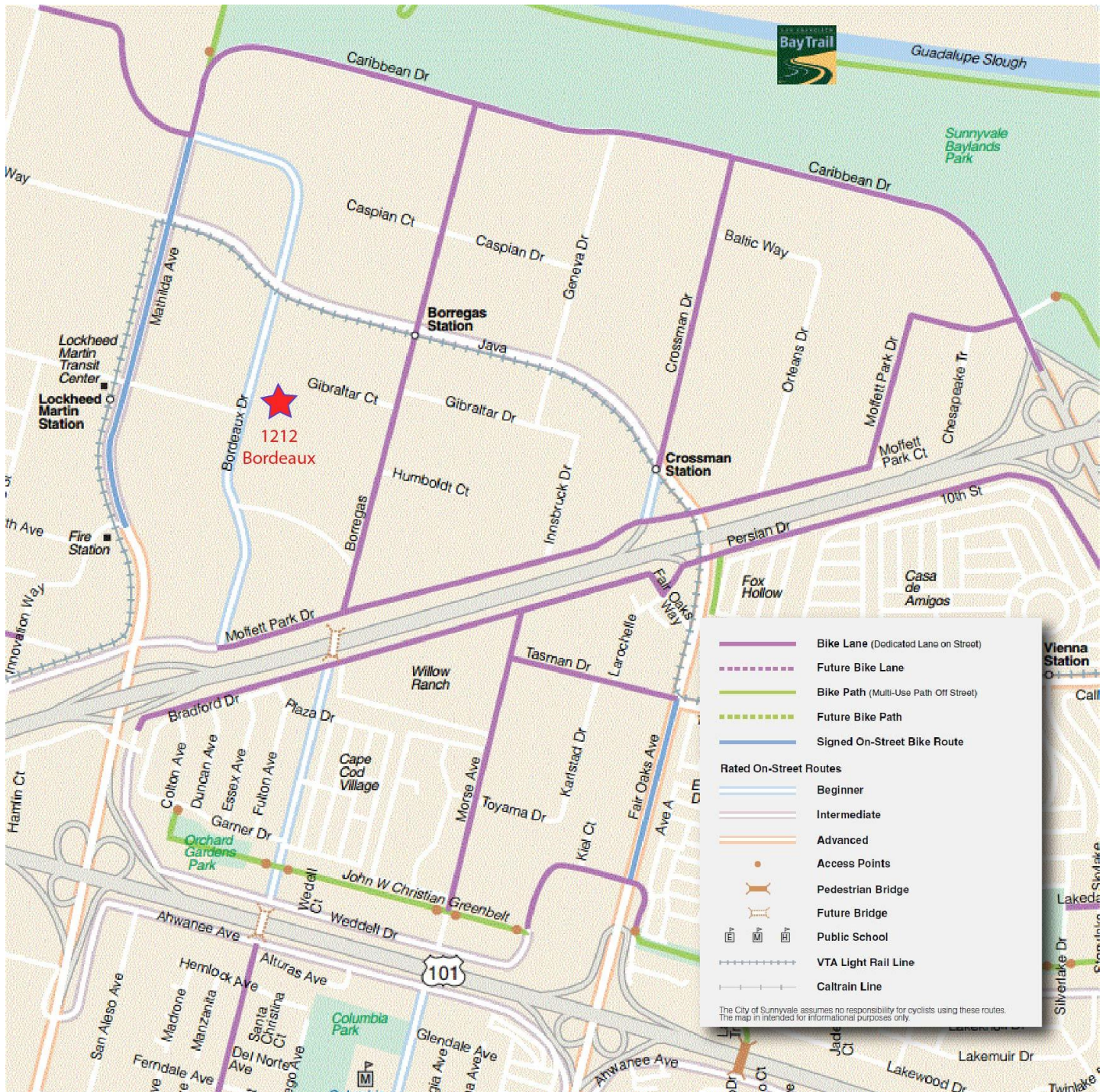
3.2 Bicycle and Pedestrian Access

The site includes a network of pedestrian pathways and plaza spaces. A shared bike and pedestrian trail is designed near the southern property boundary with intentions to connect to the future West Channel trail and larger network of existing and planned bike and pedestrian infrastructure in the area. Figure 13 shows the local existing and planned trails near the project.

Additionally, the site has access to extensive pedestrian and bicycle connections to the San Francisco Bay Area. In addition to the local area bikeways, this includes access to the San Francisco Bay Trail (Figure 14) and the Santa Clara Valley (County) Bikeways (Figure 15).

The San Francisco Bay Trail is a planned 500-mile walking and cycling path around the San Francisco Bay, running through all nine Bay Area Counties. The Bay Trail currently has 350 miles in place. Figure 14 below shows the existing and planned trails; the trail connection is less than two miles from the Borregas VTA station (marked on the map).

Figure 13: Sunnyvale Bikeways



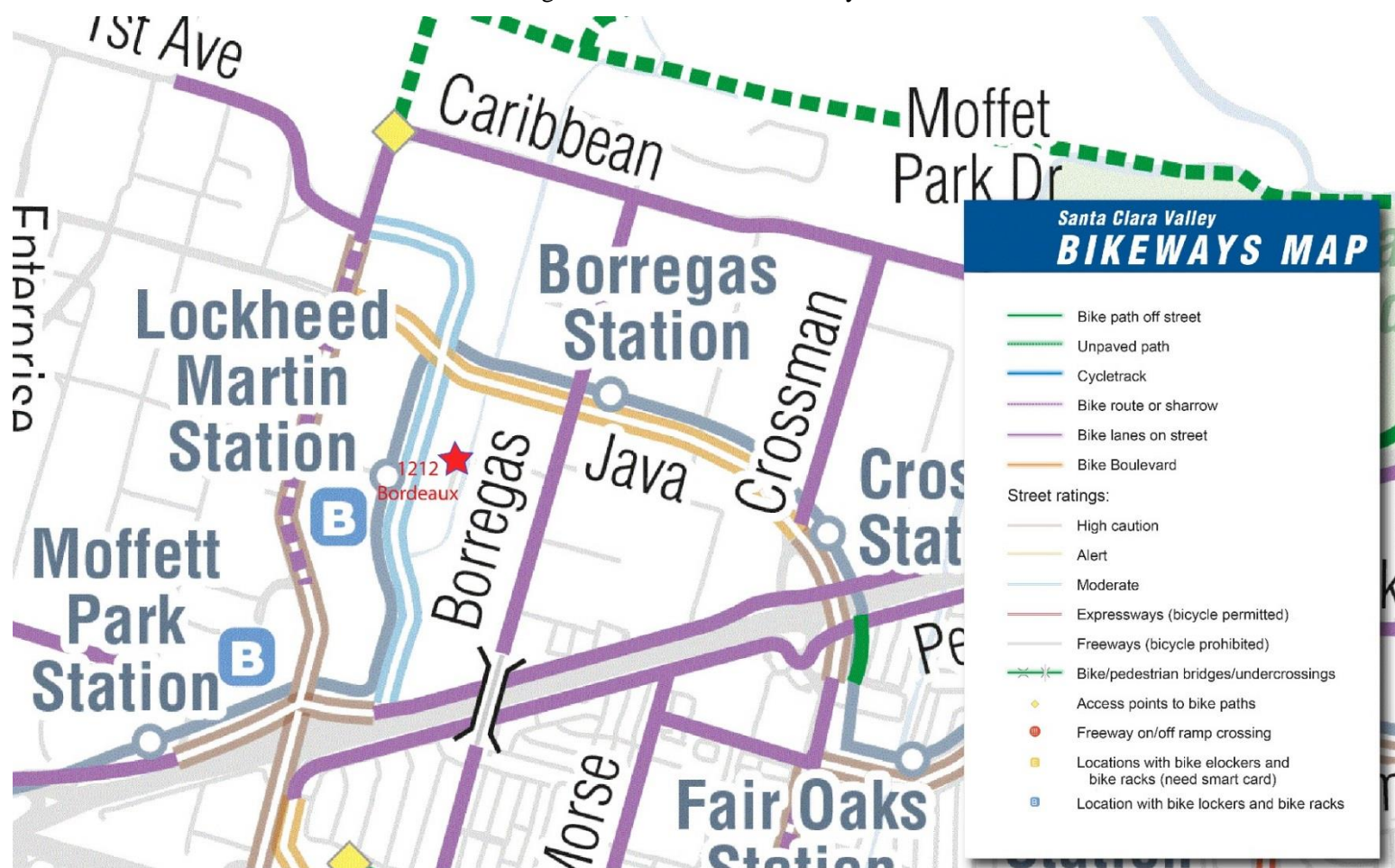
Source: City of Sunnyvale.

Figure 14: San Francisco Bay Trail



Source: SF Bay Trail.

Figure 15: Santa Clara Bikeways



Source: VTA.

3.3 Parking Management

The supply of parking can directly affect the behavior of commuters. As such, managing the supply and use of parking should enhance and encourage the TDM measures.

Preferential parking will be made available for alternative commuters, including carpools, vanpools, and electric vehicles.

3.4 Project Amenities

The project has plans for many on-site amenities, which eliminates or reduces the need to bring a car for midday and offsite trips. On-site amenities include:

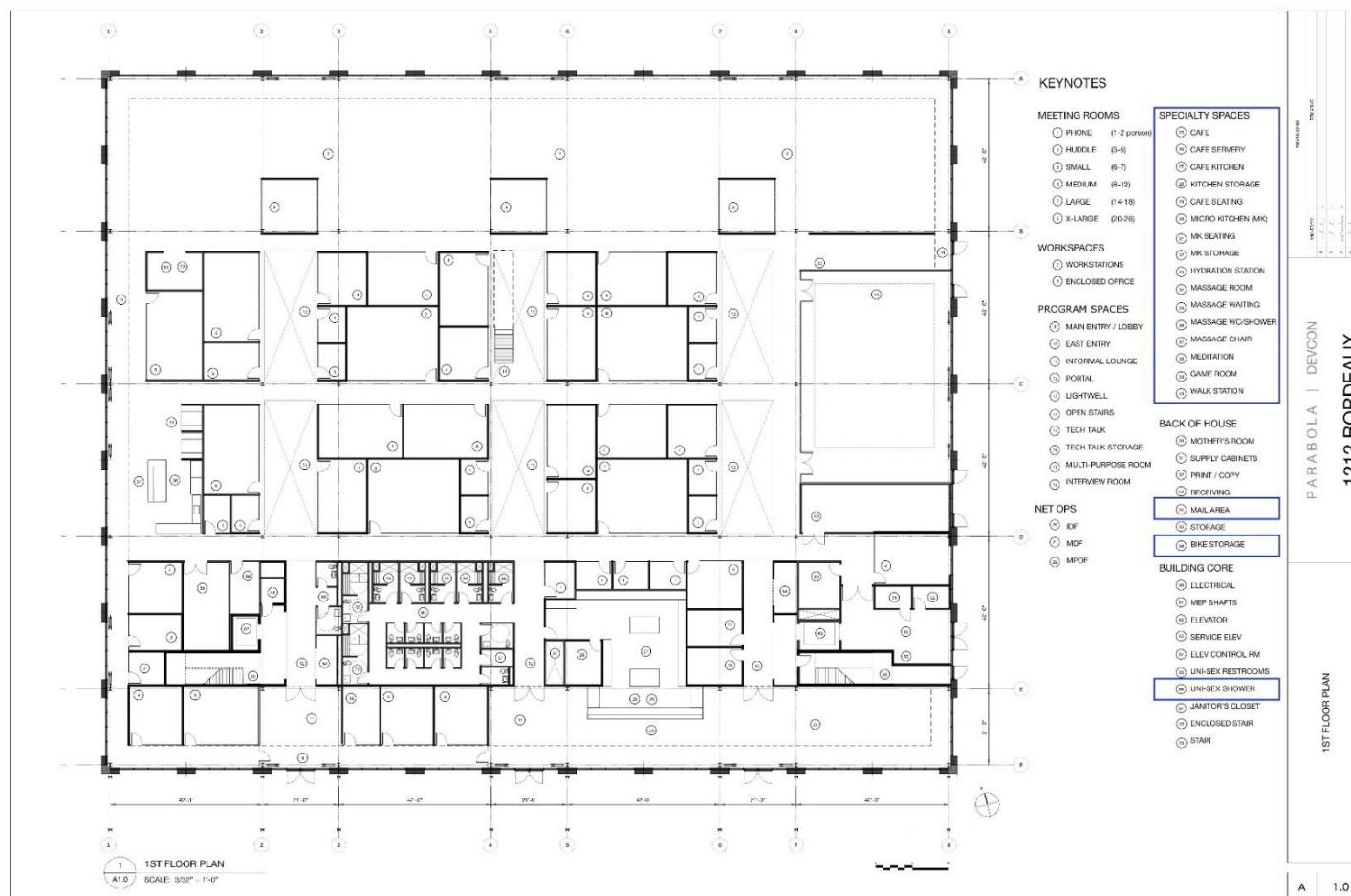
- TDM Coordinator(s)
- Showers and changing facilities
- Bicycle storage
- Public plaza with greenery and seating
- Bordeaux olive grove along the building's pathways and sidewalks
- Interior courtyard and gardens with movable furnishings
- Pedestrian and bike circulation throughout and around the property
- On-site amenities within the building may include:
 - On-site food services and break rooms
 - Massage and meditation areas
 - Game/recreation area
 - Walking work stations
 - Mail area

3.5 Exhibit Highlighting TDM Plan Elements on the Project Site Plan

Refer to Figure 2 Site Plan for external TDM plan elements of the project such as plazas and bike paths.

Figure 16 shows the project's draft first floor plan and calls out the potential TDM internal support areas including indoor bike storage, shower facilities, on-site food services, game and recreation areas, and mail areas.

Figure 16: Draft First Floor Plan



Source: Devcon

4 Other TDM Programs and Measures

Refer to Section 2 for a comprehensive list of trip reduction measures and mitigations for the site.

5 Implementation Mechanism

The tenant will be responsible for implementing the TDM programs. TDM programs shall be complete, active, and in place upon 75% occupancy.

Upon implementation of the program per requirements outlined in the TDM Program Guidelines, the tenant shall contact the City in writing to identify the designated TDM Coordinator, their contact information, occupancy date, and implementation date of the TDM plan. Such notification shall be sent to the City TDM Program.⁴

6 Monitoring & Evaluation

The tenant will be responsible for annual monitoring and evaluating the TDM programs. The tenant's TDM Coordinator(s) shall produce annual reports to the City.

6.1 Preliminary Schedule

Construction completion is anticipated in October 2017.

Occupancy is anticipated in November 2017.

6.2 Acknowledgment of Annual Driveway Trip Counts

The City will administer annual driveway trip counts beginning at 75% occupancy. All costs will be paid for by the owner; the City will invoice the applicant or its designee prior to the completion of the counts.⁵

6.3 Acknowledgment of Non-Compliance Fees

The tenant acknowledges that non-compliance fees per most up-to-date City TDM program will apply. Fees are subject to change. The following process for

⁴ City of Sunnyvale Draft TDM Program Guidelines, November 2015.

⁵ City of Sunnyvale Draft TDM Program Guidelines, November 2015.

determining fees is based on the City's Draft TDM Program Guidelines dated November 2015.

Non-compliance fees will be determined by level of deficiency of the program. A \$3,000.00 per trip fee will be used for the fee calculation and may be assessed annually based on annual AM and PM peak hour trip counts. The fee is based on 2015 dollars and will be increased by Engineering News Record (ENR) Bay Area Construction Cost Index every December starting December of 2016.⁶

Non-Compliance Fees Calculation Detail⁷

- Compliance determination will be based on maximum allowable AM and PM peak hour trips as identified in the conditions of approval, or as per baseline calculations at a 30% reduction if conditions of approval are unavailable.
- Both AM and PM peak hour trips will be surveyed; the fee is based on the highest deficiency of the two.
- Reduction factors:
 - Achieve a 0%-9.9% reduction - Pay full fee (\$3,000 per trip)
 - Achieve a 10%-19.9% reduction - Pay 75 % fee (\$2,250 per trip)
 - Achieve 20%-29.9% reduction - Pay 50% fee (\$1,500 per trip)
 - Achieve 30% or more - Pay 25% of fee (\$750 per trip)

Fee maximum:

- Maximum annual fees are based on project size and on 2015 dollars. The amount will be increased by ENR Cost Index every December starting December of 2016. Table 3 lists the fee amounts.

Table 3: Fee Maximums, Based on Project Size

Project Size	Maximum Annual Fee
Less than 500,000 SF	\$300,000
500,000 SF to 1,000,000 SF	\$500,000
Greater than 1,000,000 SF	\$700,000

⁶ City of Sunnyvale Draft TDM Program Guidelines, November 2015.

⁷ City of Sunnyvale Draft TDM Program Guidelines, November 2015.

Table 4 shows the expected trips generated for the project, using the Institute of Transportation Engineers Trip Generation average rates for General Office Building (710) for weekday AM and PM peak hours. The table also shows the trip allowance after a 30% reduction at AM and PM peak hours.

Table 4: Trip Allowance Calculation for 1212 Bordeaux

Land Use	ITE Code	Area (sf)	AM		PM	
			Rate ⁸	Trips	Rate ⁶	Trips
Office	710	100,000	1.56	156	1.49	149
30% Trip Reduction (Max Allowable Trips)				109		104

Program Monitoring Procedures⁹

The City will be processing status reports on an annual basis. In advance of the monitoring cycle, the City will send out invoices to owners, via the designated TDM Coordinator(s). The invoices will be for costs associated with driveway counts and associated staff time. Payment of the invoices will be due approximately thirty (30) days from the invoice date. Upon receipt of payment, the City will schedule the driveway counts and upon completion of the counts, the data will be provided to the owner to complete to report. The annual status report will be due to the City the every year on December 31st, unless otherwise specified by the City's TDM Program Manager.

Developments that are compliant with goals will continue with annual monitoring as scheduled. Developments that are not compliant with goals will be re-invoiced for follow-up driveway counts. This will result in a six-month grace period and give developments the opportunity reach TDM trip reduction goals before incurring fees. This grace period is only applicable to the first annual reporting following occupancy. Following this grace period, all non-compliant driveway counts will incur fees hereafter.

In addition to driveway counts to be done by the City, the tenant will endeavor to conduct a survey or another equivalent method acceptable to the City before the TDM is implemented to establish a baseline.

⁸ ITE Trip Generation Manual 9th Ed.; ITE Code 710, Average rate per 1,000 square feet, AM & PM peak hours.

⁹ City of Sunnyvale Draft TDM Program Guidelines, November 2015.

Status Reports¹⁰

Status reports are due to the City on an annual basis and shall be submitted by the tenant's TDM Coordinator per the TDM monitoring procedures. The status report shall include, but is not limited to the items listed below.

1. Cover Page
 - a. Site address
 - b. Owner name & address
 - c. Preparer consultant name, address, phone number
 - d. Submittal date
 - e. File number
2. Driveway count summary
3. Development description
 - a. Owner(s) and owner(s) description
 - b. Owner occupancy dates
 - c. Site plan
 - d. Area map
4. List of TDM measures or programs currently in place
5. Summary of employee surveys conducted (if applicable)
6. Note compliance or non-compliance with goals. If non-compliant, note planned improvements in order to meet goals for next reporting cycle.
7. Latest TDM Coordinator Contact Information
8. Appendix
 - a. Appendix A: Plan Summary (see Attachment 1 of this document for format of summary sheet that shall be included as part of this Appendix)
 - b. Appendix B: Additional information on employee surveys conducted (if applicable)

City TDM Program Contact Information

Mailing Address: City of Sunnyvale
Transportation Demand Program Manager
456 W. Olive Avenue
Sunnyvale, CA 94086

Phone Number: (408) 730-7415

¹⁰ City of Sunnyvale Draft TDM Program Guidelines, November 2015.

7 TDM Coordinator Contact Information

TDM Coordinator has not been designated yet. The contact information will be provided to the City of Sunnyvale once available.

8 Appendix

8.1 Sample Plan Summary

Required Summary Sheet						
Site Address:						
Floor Area (square feet):						
Site Area (square feet):						
Land Use:						
TDM required as a mitigation measure (yes/no)?						
Owner(s) if known:						
List current TDM measures:						
Trip Generation Table						
	Code ¹	Land Use Description ¹	Units	Unit Type ²	AM Trips	PM Trips
Project use – 1						
Project use – 2 ³						
Project use – 3 ³						
Total						
Reduction Goal %						
Not to exceed trips						
Actual trips ⁴						
Trip deficiency(-) /exceeding goal(+)						
Notes:						
1. All trip generation calculations shall be done per the latest version of the ITE Trip Generation Manual at the time of project approval. The edition applicable to this project is _____.						
2. Unit type per ITE Trip Generation Manual (e.g. dwellings, occupied rooms, KSF)						
3. Only applicable for multi-use projects.						
4. Only applicable for annual reporting per driveway counts administered by the City.						

Rev. 11/16/15, CCO

Source: City of Sunnyvale Draft TDM Program Guidelines, November 2015.