



HEXAGON TRANSPORTATION CONSULTANTS, INC.

## Office Development at 265-285 Sobrante Way

Transportation Demand Management (TDM) Plan

Prepared for:

**ANB Property Corporation**

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# 1.

## Introduction

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Transportation Demand Management (TDM) is a combination of services, incentives, facilities, and actions that reduce single-occupant vehicle (SOV) trips to help relieve traffic congestion, parking demand, greenhouse gas emissions, and air pollution problems. The purpose of this *Transportation Demand Management Plan* is to recommend trip reduction strategies with the goal of reducing overall vehicular trip making from the project. This document identifies the baseline vehicular trip generation of the proposed project and documents appropriate trip generation reduction strategies.

### Project Description

The proposed office and R&D development is located 265-285 Sobrante Way within the Peery Park Specific Plan (PPSP) area in Sunnyvale, California (see Figure 1). The existing site consists of 152,765 square feet of two one-story light industrial buildings. The proposed project would replace these buildings with 121,715 square feet of office and R&D space with one level of underground parking and some surface parking.

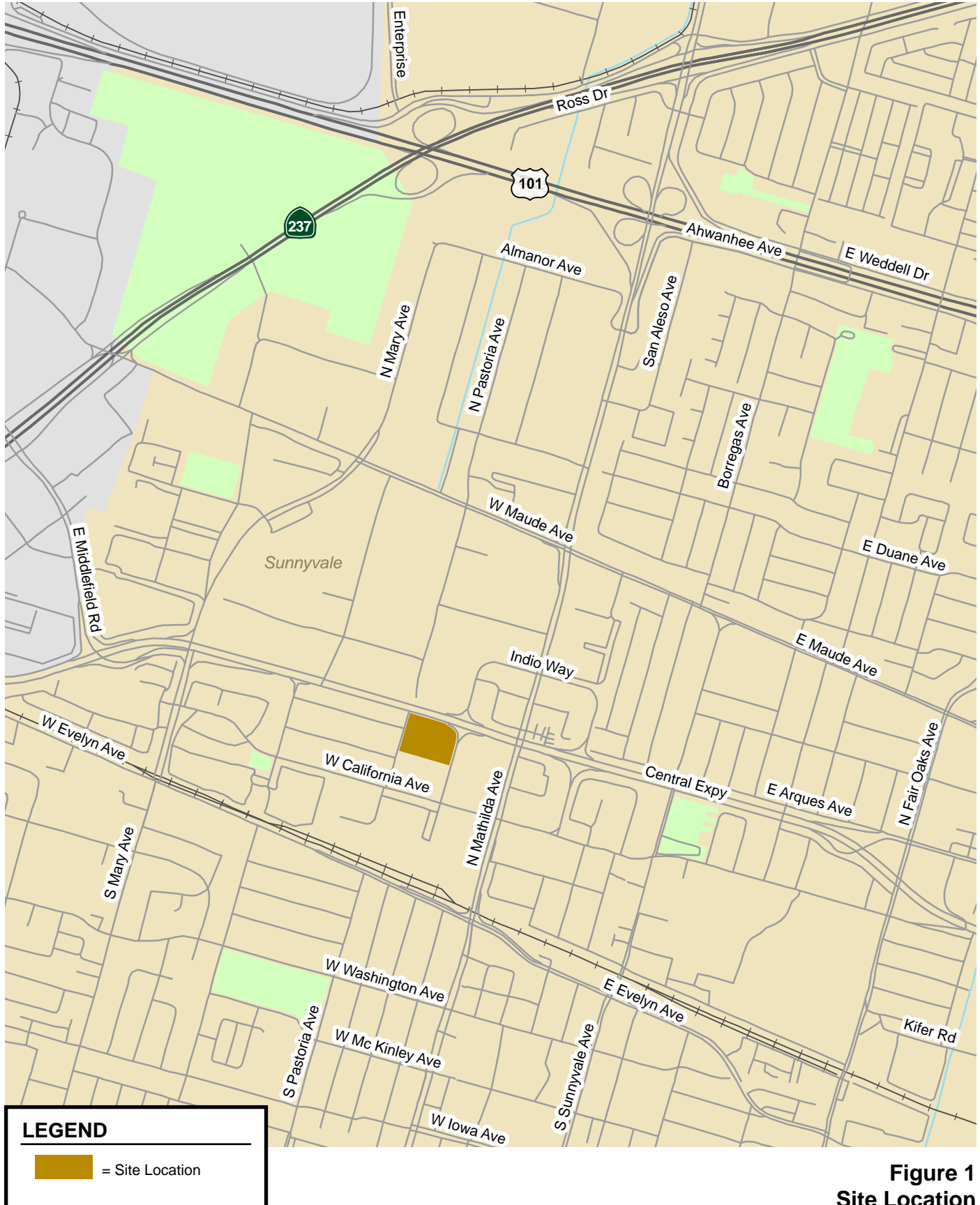
### Project Trip Generation and Trip Reduction Target

Project trips associated with the proposed office use were estimated based on average trip generation rates obtained from the ITE Trip Generation Manual, 9th Edition, for General Office Buildings (ITE Land Use Code 710) and for Research & Development Center (ITE Land Use Code 760). Based on ITE's trip generation rates, the baseline project trip generation (before accounting for TDM measures) is estimated to be 1,165 daily vehicle trips, with 169 trips occurring during the AM peak hour and 156 trips occurring during the PM peak hour (see Table 1).

The recommended TDM measures for this project are expected to achieve a 25% trip reduction in daily vehicle trips (291 trips) and peak hour vehicle trips (42 AM peak hour trips and 39 PM peak hour trips), which would achieve the Peery Park Specific Plan established trip reduction target for the proposed project.

**Table 1**  
**Project Trip Generation Estimates**

Land Use	Size	Unit	Daily Rate	Daily Trips	AM Peak Hour				PM Peak Hour			
					Rate	In	Out	Total	Rate	In	Out	Total
<u>Proposed Project</u>												
Office <sup>1</sup>	60,858	s.f.	11.03	671	1.56	84	11	95	1.49	15	76	91
Research & Development <sup>2</sup>	60,858	s.f.	8.11	494	1.22	61	13	74	1.07	10	55	65
<b>Proposed Total</b>	<b>121,715</b>	s.f.		<b>1,165</b>		<b>145</b>	<b>24</b>	<b>169</b>		<b>25</b>	<b>131</b>	<b>156</b>
25% TDM Reduction				(291)		(36)	(6)	(42)		(6)	(33)	(39)
<u>Existing Uses</u>												
Office <sup>1</sup>	22,735	s.f.	11.03	251	1.56	31	4	35	1.49	6	28	34
Research & Development <sup>2</sup>	22,735	s.f.	8.11	184	1.22	23	5	28	1.07	4	20	24
<b>Existing Total</b>	<b>45,470</b>	s.f.		<b>435</b>		<b>54</b>	<b>9</b>	<b>63</b>		<b>10</b>	<b>48</b>	<b>58</b>
<b>Net Project Trips</b>				<b>439</b>		<b>55</b>	<b>9</b>	<b>64</b>		<b>9</b>	<b>50</b>	<b>59</b>
<u>Notes:</u>												
All rates are from: Institute of Transportation Engineers, <i>Trip Generation, 9th Edition</i>												
1. Land Use Code 710: General Office Building (average rates, expressed in trips per 1,000 s.f.).												
2. Land Use Code 760: Research & Development (average rates, expressed in trips per 1,000 s.f.).												



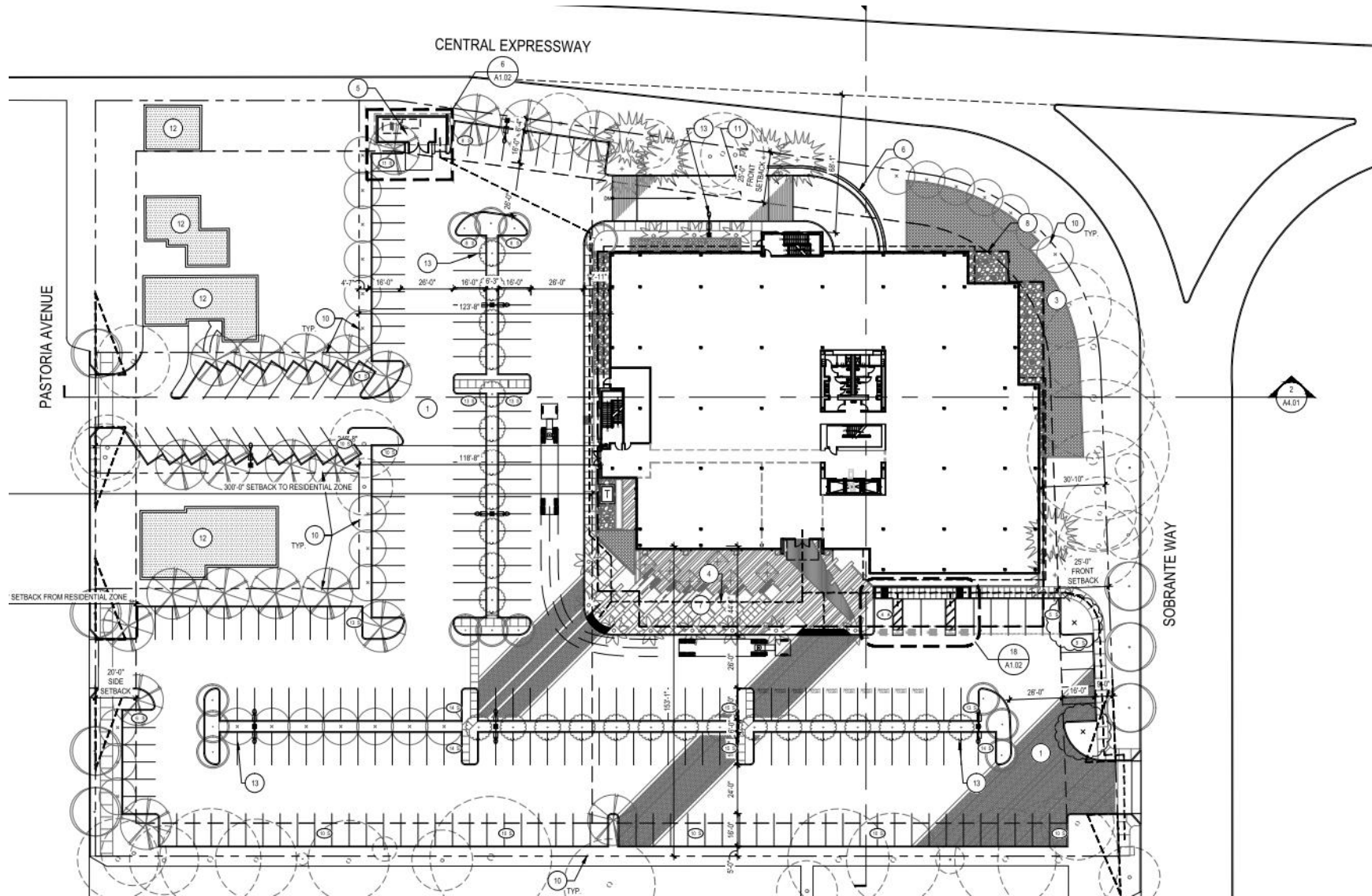


Figure 2  
Project Site Plan



## 2. Transportation Facilities and Services

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This chapter describes existing facilities and services near the project site that will support the TDM measures contained in this Plan.

### Existing Bicycle and Pedestrian Facilities

Regional roadway access to the project area is provided by US 101 and State Route 237. Local access to the project site is provided via Central Expressway, N Mathilda Avenue, Mary Avenue and W California Avenue. Direct access to the project site is from Sobrante Way and N Pastoria Avenue. The existing bicycle network in the study area consists of three classifications of facilities:

- Class I (bike path) provides an exclusive right-of-way for bicyclists and pedestrians, with cross flows of motorists minimized.
- Class II (bike lane) provides a restricted right-of-way designated for the exclusive or semi-exclusive use of bicycles with through travel by motor vehicles or pedestrians prohibited, but with vehicle parking and cross flows by pedestrians and motorists permitted.
- Class III (bike route) provides a right-of-way designated by signs or permanent marking indicating the roadway is shared by pedestrians and motorists.

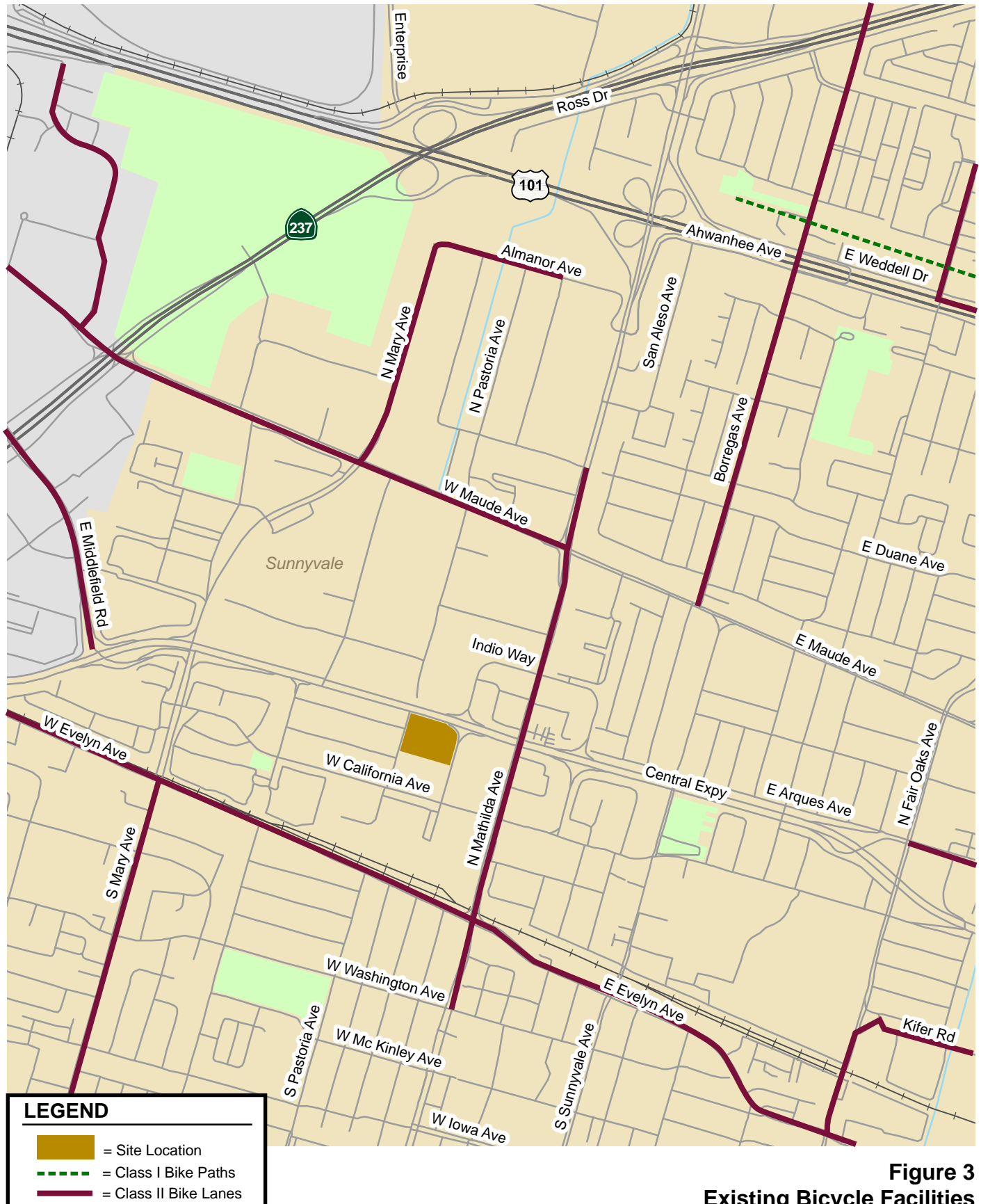
Bicycles are allowed on all streets in the City of Sunnyvale except freeways. Within the vicinity of the project site, Class II bicycle lanes exist on Mathilda Avenue, Evelyn Avenue, Maude Avenue, Mathilda Avenue, and Middlefield Road (see Figure 3). Bike lanes are provided along Mary Avenue north of Maude Avenue and south of Evelyn Avenue. Between Maude Avenue and Evelyn Avenue, Mary Avenue is designated as a Class III bike route. In addition, bicycles are allowed on Central Expressway.

Pedestrian facilities consist of sidewalks, crosswalks, and pedestrian signals at signalized intersections. In the vicinity of the project site, sidewalks are provided on west side of N. Pastoria Avenue and on both sides of W California Avenue west of Sobrante Way. There are no sidewalks on either side of Sobrante Way. The proposed Peery Park Specific Plan identifies new/improved sidewalks along both sides of all roadway segments within the project area, which includes Sobrante Way and Pastoria Avenue. The project will provide segments of new sidewalk along its frontages on Pastoria Avenue and Sobrante Way.

Crosswalks are found on all approaches at most of the signalized nearby study intersections. Signalized crosswalks are also provided on all four sides of the W California Avenue and N Mathilda Avenue intersection allowing safe and convenient access to the nearby bus stops.

Crosswalks are not available at the two unsignalized intersections in the vicinity of the project site at N. Pastoria Avenue/W California Avenue and Sobrante Way/ W California Avenue.





**Figure 3**  
**Existing Bicycle Facilities**

## Existing Transit Service

### VTA Bus Service

Existing bus service to the study area is provided by the Santa Clara Valley Transportation Authority (VTA). The existing VTA services are described below and shown on Figure 4.

**Route 32** operates on W California Avenue within the study area, providing service to the San Antonio Transit Center in Mountain View and Santa Clara Transit Center with approximately 30-minute headways during weekday commute hours. The bus stop closest to the project site is at the intersection of Mathilda Avenue and W California Avenue (approximately 1,200 feet from the project site).

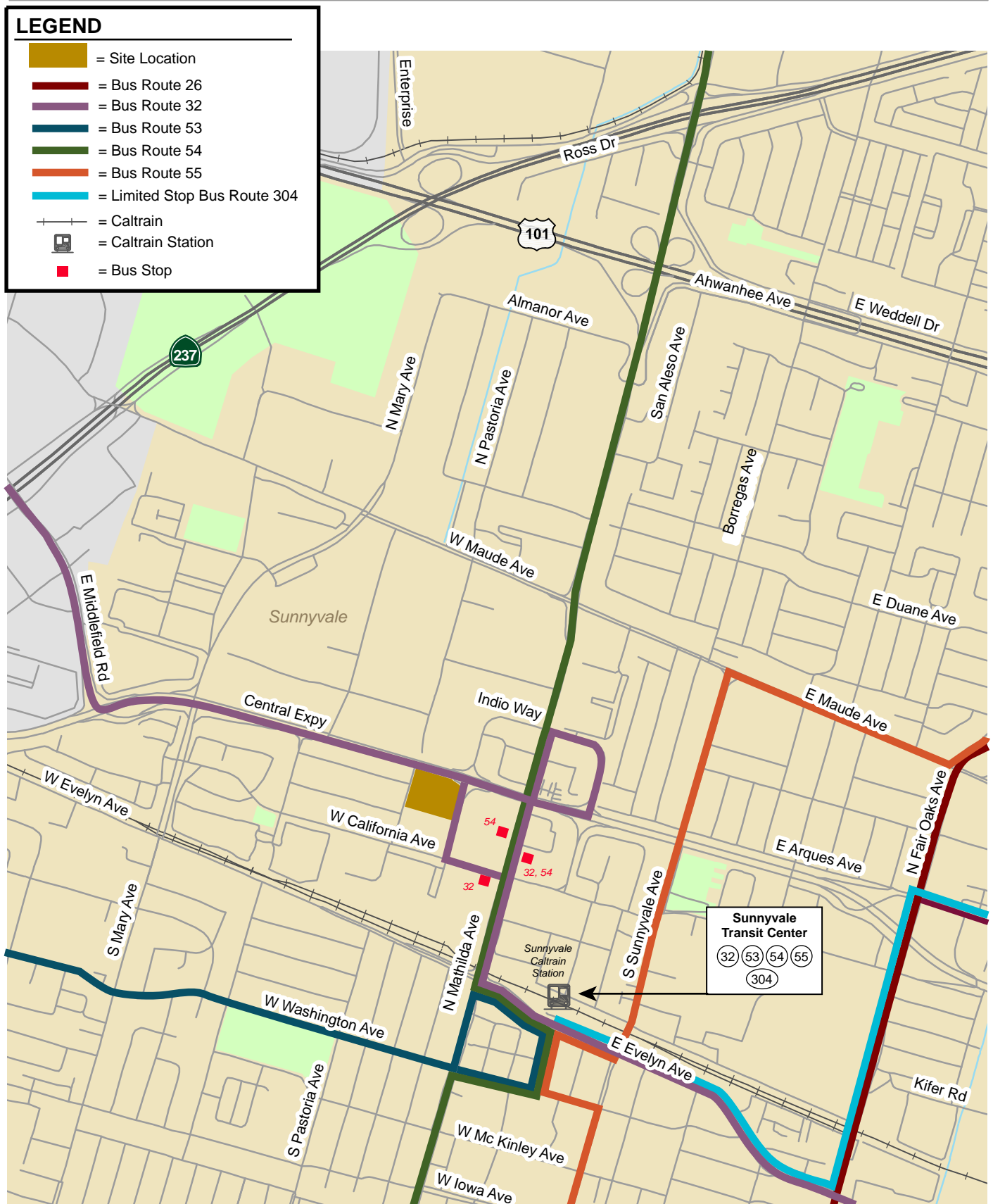
**Route 54** provides service between the Lockheed-Martin Transit Center and De Anza College in Cupertino. The line operates along Mathilda Avenue within the study area with approximately 30-minute headways during the AM and PM peak periods. The bus stop closest to the project site is at the intersection of Mathilda Avenue and W California Avenue (about 1,200 feet from the project site).

### Rail Service

#### Caltrain

Commuter rail service between San Francisco and Gilroy is provided by Caltrain. The project is located 0.6 mile northwest of the Sunnyvale Caltrain Station. During the morning peak period from 6:00-9:00 AM, the Sunnyvale Station is served by three baby bullet (express) and nine limited-stop northbound trains with headways between six and thirty minutes. A total of four southbound trains, two local-stop and two limited-stop, serve the Sunnyvale Station in the AM peak period with headways between 30 and 70 minutes. In the afternoon peak period between 4:00 and 7:00 PM, the station is served by two baby bullet, seven limited-stop, and one local-stop southbound trains with headways between five and thirty-six minutes. There are three limited-stop northbound trains with 60 minute headways during the PM peak period. VTA routes 32 and 54 connect the project site to the Sunnyvale Caltrain station.

265-285 Sobrante Way TDM



**Figure 4**  
**Existing Transit Services**

### 3. **Recommended TDM Measures**

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The following sections outline the recommended TDM strategies for the office development project that will enable the proposed project to meet its 25% trip reduction goal. The TDM programs and measures include strategies that are geared towards the office project's employees and visitors. Table 2 presents a summary of the measures proposed in this Plan, along with an indication of who will have primary responsibility for implementing each measure.

**Table 2**  
**TDM Measures and Implementation Responsibilities**

Recommended TDM Measures	Implementation Responsibility
<b>TDM Administration &amp; Promotion, Monitoring &amp; Reporting</b>	
Designating a Transportation Coordinator	Building Developer
Online Kiosk/TDM Information Board	Transportation Coordinator <sup>1</sup>
Transportation Information Packets	Transportation Coordinator
Trip Planning Assistance	Transportation Coordinator
Annual Employee Surveys	Transportation Coordinator
Annual Trip Reduction Goal Monitoring	Independent Third Party
<b>Bicycle Facilities</b>	
Secured and Temporary Bike Parking Spaces	Building Developer
Showers and Changing Rooms	Building Developer
Bike share program	Transportation Coordinator
Bike maintenance station	Transportation Coordinator
Bicycle Resources	Transportation Coordinator
<b>Carpool and Vanpool Programs</b>	
On-Site Ride Matching Assistance	Transportation Coordinator
511 Ride Matching Assistance	Available to Public
Carpool/Vanpool Incentives for New Users	Available to Public
Preferential Carpool/Vanpool and electric Parking Spaces	Building Developer
<b>Emergency Ride Home Program</b>	Building Tenants
<b>Modified Work Schedules</b>	
Compressed Work Week	Building Tenants
Flex Time	Building Tenants
<b>Transit Elements</b>	
Transit Subsidy	Building Tenants
Transit Information	Building Developer
<b>Notes:</b>	
1. The building developer will have initial responsibility for creating an online kiosk. After the building is occupied, the Transportation Coordinator will have ongoing responsibility for maintaining and updating the online kiosk.	

## TDM Administration and Promotion

### Transportation Coordinator

Experience with other TDM programs indicates that having a Transportation Coordinator who focuses on transportation issues and is responsible for implementing the TDM program is key to its success. We recommend the building owner or management appoint an individual as the Transportation Coordinator or TDM contact person, and that person's name and contact information will be provided to the City.

The Transportation Coordinator will be a point of contact for tenants when TDM-related questions arise, and will be responsible for ensuring that tenants are aware of all transportation options and how to fully utilize the TDM Plan. The Transportation Coordinator will provide the following services and functions to ensure the TDM Plan runs smoothly:

- Provide transportation information packets to new tenants, for distribution to all employees.

- Set up and maintain an online kiosk with information about alternatives to driving alone to work (single-occupant vehicles).
- Provide trip planning assistance and/or ride-matching assistance to employees who are considering an alternative mode.
- Maintain Bike Spa facilities, and promote bikeshare program membership.
- Manage annual surveys and submit annual TDM monitoring reports to the City. The results will be used to determine whether the implemented TDM measures are effective and whether new TDM measures should be implemented.

The Transportation Coordinator will maintain a supply of up-to-date transit schedules and route maps for VTA and be knowledgeable enough to answer tenants' TDM program related questions.

If the site is ultimately leased or sold to a single employer, we recommend that the lease/sale agreement require the future tenant to provide a Transportation Coordinator for the site so that the TDM program can be tailored to the specific employer's needs. If multiple employers occupy the site, the subsequent property management group, will continue to provide a Transportation Coordinator that will interface with each tenant on site.

### Online Kiosk

The Transportation Coordinator is recommended to set up and maintain an online kiosk with information regarding non-auto transportation alternatives. The online kiosk will update key transportation information included in the welcome packets. Additionally, transportation news and commuter alerts will be posted online.

Most TDM plans have traditionally included a requirement for a physical bulletin board to be created for posting information related to alternative travel modes. Experience often shows, however, that few employees look at these boards after an initial period of interest. This TDM Plan recommends the online kiosk with similar information that an employee could access from their desk at work, their home, or anywhere else. TDM-related links and information will be posted on this forum, and the Transportation Coordinator will have host permissions to send tenants email notifications pertaining to the TDM Plan and measures. The online kiosk will include information about all the measures, services, and facilities discussed in this Plan, including:

- A summary of VTA and Caltrain services and links to further information about their routes and schedules.
- Bicycling resources on 511.org.
- A local bikeways map.
- Information about ridematching services (511.org, Zimride, and TwoGo).
- A link to the many other trip planning resources available in the Bay Area such as Dadnab, the 511 Transit Trip Planner, real-time traffic conditions, etc.

The building developer would have responsibility for creating the website so that it is up and running as soon as the new building is ready for leasing. More specific information can be added later to reflect any programs specific to certain tenants. The Transportation Coordinator would be responsible for adding new information to the website (or providing it to the website designer) so that the online kiosk remains current and informative.



## **Orientation (Welcome) Packet**

New office employees will be provided transportation information packets. This packet will include information about transit maps/schedules (Caltrain and VTA), bike maps, ride matching services, transit planning resources, and bicycle parking on-site. Also included in the packet would be information regarding how to contact the Transportation Coordinator who can provide information regarding modes of transportation available to office employees.

## **Bicycle Facilities**

### **Bicycle Parking**

Providing secure bicycle parking encourages bicycle commuting and reduces daily vehicle trips. Based on the City of Sunnyvale bicycle parking requirements, the project should provide bicycle parking in the amount of 5% of the total number of vehicular parking spaces provided. For office developments, 75% of the required bicycle parking spaces must be secured bicycle parking spaces. The project will provide 20 bicycle parking spaces with 15 secured bicycle spaces and 5 Class II spaces, which will satisfy the City's requirement for bicycle parking.

### **Showers**

In combination with providing bicycle parking spaces, shower facilities can further encourage employees to bike by providing a facility for employees who bike to work to prepare for the day and change clothes. We recommend the project developer provide at least two shower/changing rooms located near the bike parking area.

### **Zagster Bikes**

In addition to bicycle parking spaces and showers, Zagster bikes will also be available for rental. Zagster is a bike sharing system that allows users to access and rent bikes through the Zagster App, and ride Zagster bicycles for the day before returning them.

### **Bicycle Repair Station**

In addition to bicycle parking, it is recommend that the project includes a bike hub facility. This bike repair station will provide tenants with equipment for minor repairs and maintenance of bicycles, from changing a flat tire to adjusting brakes and derailleurs. This facility would be free of charge. Bike repair stations provide a singular point where bicyclists can share information on routes, commuting, and maintenance practices to help generate a stronger community that is more engaged in bicycling as a mode of transportation.

### **Bicycle Resources**

As part of the information available in the online kiosk discussed above, resources useful to cyclists should be included. For example, the local bikeways map will be posted for easy reference.

The following resources are available to bicycle commuters through 511.org. These resources should be noted on the project's online information center, in order to make employees aware of them.

- Free Bike Buddy matching
- Bicycle maps
- Bicycle safety tips
- Information about taking bikes on public transit



- Location and use of bike parking at transit stations
- Information on Bike to Work Day
- Tips on selecting a bike, commuter gear, and clothing
- Links to bicycle organizations

## Trip Planning Resources

There are several free trip planning resources that employees may not be aware of. Information on these services should be included in the welcome packets for new employees. These include:

- **511 Transit Trip Planner.** Online transit trip planning services are available to the greater San Francisco Bay Area through 511.org. Users enter their starting and ending points, and either the desired starting or ending trip time. The service can build an itinerary that best suits the user's preferences for the fastest trip, fewest transfers, or least walking.
- **Dadnab.** Dadnab.com enables Bay Area commuters to get transit directions by text message. Users send a text message with their origin, destination, and optional departure or arrival time and Dadnab replies with a detailed itinerary listing which buses or trains to take, stop locations, and departure times.

## Carpool and Vanpool Programs

One of the greatest impediments to carpool and vanpool formation can be finding suitable riders with similar work schedules, origins, and destinations. Facilitated rideshare matching can overcome this obstacle by enabling commuters who are interested in ridesharing to enter their travel preferences into a database and receive a list of potential rideshare partners. The success of these programs is largely determined by the number of participants and, in turn, the number of potential matches that can be made.

### On-Site Ride Matching Assistance

The Transportation Coordinator will distribute a carpool/vanpool matching application to all employees as part of the welcome packets. The application will match employees who live in the same area who may be able to carpool or vanpool together. Some employees who may be reluctant to reach out to find carpool partners via the 511 RideMatch service may be more likely to fill out a form that will be administered by their Transportation Coordinator.

### 511 Ride Matching Assistance

The 511 RideMatch service provides an interactive, on-demand system that helps commuters find carpools, vanpools or bicycle partners. This program should also be promoted through the online kiosk. This free car and vanpool ride-matching service helps commuters find others with similar routes and travel patterns with whom they may share a ride. Registered users are provided with a list of other commuters near their employment or residential ZIP code, along with the closest cross street, email, phone number, and hours they are available to commute to and from work. Participants are then able to select and contact others with whom they wish to commute. The service also provides a list of existing car and vanpools in their residential area that may have vacancies. Ride-matching assistance is also available through a number of peer-to-peer matching programs, such as Zimride and TwoGo, which utilize social networks to match commuters.

In addition, the 511 service sponsors the 511 Carpool Calculator, an online calculator that determines the cost of commuting by driving alone. Users input commute details such as the number of miles traveled to and from work, vehicle mileage, fuel cost, parking costs, and bridge tolls. The tool then calculates solo commuting costs and vehicle CO2 emissions, as well as the potential savings by adding carpool partners.

There are also many free and commercial applications offering carpooling or discounted taxi services. These applications are created by third-party application developers for smartphone users. Carpooling applications include Carma and SliceRides. Discounted taxi services include Uber, Lyft, and Sidecar Ride.

### **Carpool/Vanpool Incentives for New Users**

The 511 Regional Rideshare Program offers a number of incentive programs to encourage people to try carpooling and vanpooling. Most of these programs are designed to reward someone for forming or trying a carpool or vanpool, and provide an award or subsidy after the first three or six months of use.

**Vanpool Formation Incentive.** The 511 Regional Rideshare Program provides up to \$500 in gas cards to new vanpools that meet certain eligibility requirements and complete three to six consecutive months of operation. The gas cards are awarded on a first-come, first-served basis, until funds are exhausted.

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

**Discounted Tolls.** The 511 Regional Rideshare Program offers free toll passage on seven of the Bay Area's bridges for vanpools with 11-15 people who register with 511. Additionally, the program also offers toll discounts to carpools with three or more people (two people in a two-seat vehicle) on eight of the Bay Area's bridges during peak commute hours. The discounts vary per bridge, but typically are half of the standard toll price.

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

Allowing carpool and vanpool participants and drivers of low-emission (electric) vehicles to park near garage entrances and near the elevators used to access the office building is a common TDM measure. The City of Sunnyvale requires office developments to permanently reserve 5% of all on-site parking spaces for carpool or vanpool spaces and 3% for electric vehicles. Based on the currently-proposed 359 parking spaces on site, the project will reserve 18 parking spaces as carpool/vanpool spaces and 11 electric vehicle charging spaces. Preferential parking provides reserved parking in a desirable priority location, such as near the building entrance or near a garage entrance/exit. This initiative encourages employees to rideshare by making it more convenient for users to locate parking spaces and reduce the walk distance to their offices. The designated preferential parking spaces will also provide exposure of the carpool/vanpool program and provide an incentive for employees to try ridesharing.

### **Emergency Ride Home Program**

The purpose of an Emergency Ride Home program is to guarantee that employees need not worry about being stranded at work without a car in the event of illness, family emergency, or unexpected overtime if they carpool, vanpool, take transit, or bike to work. By reassuring commuters who do not

drive alone that they can have timely and paid transportation in the event of an emergency, this program removes one of the largest concerns expressed by most employees about using alternative modes of transportation. Future tenant(s)/employer(s) may reimburse their employees for rides home via taxicab, Uber, Lyft, or other similar services in the event of an emergency and can use the same criteria and limitations on use that are used in the VTA EcoPass program.

## **Modified Work Schedules**

Alternative work-hour programs offered by employers, such as a compressed work week or flex time, would directly reduce the number of trips taken by employees to travel to the project site for work during the peak commute hours.

### **Compressed Work Week**

A compressed work week allows employees to work longer days in exchange for an additional day off that would normally be worked. For example, employees may work eight nine-hour days and one eight-hour day, in a 10-day (2-week) pay period, totaling 80 hours and permitting one day off each two weeks. This program not only reduces the amount of peak hour commute trips, but also is often attractive to employees, increasing morale and job satisfaction.

### **Flex Time**

Flex time, or staggered work hours, can be used to reduce peak hour trips and spread trips throughout non-peak times by allowing employees to begin and end work at a time that is different from the typical 8 AM to 5 PM shift. For example, an employee may arrive at 6 AM and leave at 3 PM. This can be attractive to employees with commutes that are congested during the peak times.

## **Transit Elements**

### **Transit Subsidy**

Subsidized transit passes are an extremely effective means of encouraging employees to use transit rather than drive to work. Transit passes allow employees to save money, as well as help them to avoid the stress of driving during commute periods.

Employees of the new building could choose to ride Caltrain and/or VTA buses to work. It is recommended that the project provide subsidies to employees who use transit for the first five years of project occupancy. One way of doing this is to provide VTA EcoPasses to all employees. The EcoPass would allow employees to enjoy unlimited rides on VTA buses and light rail, including 12 VTA Express bus lines. According to the VTA website, the annual price of an Eco-Pass in areas that are served by bus only is \$36.00 per employee.

Another way to subsidize transit ridership and to include Caltrain riders is to reimburse employees who purchase transit tickets or passes via the Clipper Card program, single-use tickets, or any other fare payment method. Employees would need to provide documentation of their purchase of a transit ticket or pass, and then be reimbursed on a monthly basis. Alternatively, employers could directly subsidize the purchase of Clipper Cards for employees who request them through the Clipper Card program. The structure of the Clipper Card program facilitates the record-keeping of monthly expenditure and tracking the participation by employees.

## **Transit Information**

An online information center should be developed for the project that provides a summary of VTA bus and Caltrain services and links to further information about their routes, schedules and fares. Information about taking bikes on Caltrain and VTA buses also should be provided, via links to each operator's brochure on that topic. The building developer should have responsibility for contracting with someone to initially create the website so that it is up and running as soon as residents and office tenants move in. After the project is occupied and a Transportation Coordinator has been designated, they will be responsible for adding new information to the website (or providing it to the website designer) so that the transit information remains current.

## **Parking Reduction**

The project is located within the Peery Park Specific Plan area. Based on the proposed PPSP parking requirements, office developments within the area require a minimum of 3.3 spaces per 1,000 square feet, which translates to a minimum of 402 spaces. The project proposes to provide 359 parking spaces on site, which is about 11 percent less than the required parking spaces. The proposed TDM Plan is designed to achieve a minimum of 25 percent reduction in vehicle trips. With a 25% reduction in vehicle trips, an 11% reduction in the associated parking demand will be achieved.

## **Implementation Responsibility**

The TDM measures and programs described by this Plan are to be implemented by the building developer, the Transportation Coordinator and by the building manager/future employers (see Table 2 above). The building owner will need to incorporate specific tenant TDM program components into lease agreements or other instruments to ensure their implementation.

## 4. TDM Implementation and Monitoring

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The purpose of the Plan is to reduce vehicle trips, traffic congestion, and encourage non-auto modes of transportation. The project should submit annual reports to the City describing the specific TDM measures that are being implemented, the number of employees on-site, and the success of the measures, expressed in AM and PM peak hour vehicle trips generated by the project. The goal is a 25% trip reduction compared to ITE trip generation rates.

### Program Monitoring and Reporting

The purpose of the TDM plan is to reduce the vehicle trips and the associated parking demand of the project. The recommended TDM plan meets the City guidelines. The success of the plan will be determined through required monitoring. The actual TDM measures implemented by the project can be modified provided that the trip reduction goal continues to be achieved.

The project applicant will be responsible for ensuring that the TDM trip reduction measures are implemented. After the development is constructed and the building is occupied, the project applicant will identify a TDM coordinator. It is assumed that the property manager for the project will be responsible for implementing the ongoing TDM measures.

### Employee Surveys

The Transportation Coordinator will conduct an annual employee survey for all tenants to determine the mode shares among employees, whether the existing TDM measures are effective, and whether employees prefer different TDM measures. The survey should be constructed as a general survey with questions such as work environment satisfaction to promote survey responses.

### TDM Trip Reduction Goal Monitoring

The project's TDM Plan is subject to the City's monitoring and evaluation program. The annual employee surveys conducted by the Transportation Coordinator will be utilized to evaluate the success of the TDM Plan and ensure that the project is achieving the 25% vehicle trip reduction target and the associated parking demand reduction. Evaluation would be conducted upon 75% occupancy of the building and then annually.

The annual survey results will be submitted to the City of Sunnyvale for review., along with an assessment of whether the TDM measures implemented during the preceding year led to the targeted

reduction in trips, compared to standard ITE trip generation rates, for the project as a whole. If it is determined that an adequate trip reduction has not been achieved, the report will outline additional measures that will be adopted in the coming year to achieve the goal, along with an implementation schedule by month. The annual report to the City should also include a brief summary of the TDM measures that were in place during the preceding year, with an explanation of any changes or new programs.