

OPTIONAL TRANSPORTATION WORKSHEET

The following worksheet was prepared by the Presidio Trust to aid potential tenants interested in responding to the West Crissy Field RFP. The worksheet incorporates the submittal requirements related to Transportation as presented in Chapter 7 and Appendix B (Section 4) of the West Crissy Field RFP. Respondents are not required to use the worksheet – it is provided solely as a tool to assist respondents. Those who choose to use the worksheet are free to expand upon the outlined information.

Proposed Use		
TYPE OF USE(S) (e.g., restaurant, museum, gymnasium) <i>Please be as specific as possible</i>	SQUARE FOOTAGE	
	WEEKDAY	WEEKEND
Hours of Operation		
Maximum number of employees on-site at a given time		
Number of daily visitors		
Expected peak hour(s) of use (e.g., 11am to 1pm on weekdays and noon to 2pm on weekends)		

Trips by Auto & Transit				
			<i>Example</i>	
	WEEKDAY	WEEKEND	WEEKDAY	WEEKEND
Expected number of daily one-way person trips ^a			546	702
Approximate % of trips occurring in AM peak commute hour (7:30-8:30AM), based on hours of operation			15%	n.a.
Approximate % of trips occurring in PM peak commute hour (5:00-6:00PM), based on hours of operation			20%	n.a.
Percentage of daily trips by automobile			65%	70%
Percentage of daily trips by transit			15%	10%

^a For a visitor-based use, the number of one-way person trips would be twice the number of employees plus twice the number of anticipated daily visitors (including deliveries). Please include background information and assumptions (e.g., example estimate is based on a 130-seat restaurant X 70% occupancy (90% on weekends) X 3 seatings X 2 one-way trips per customer).

Parking Demand

	Example			
	WEEKDAY	WEEKEND	WEEKDAY	WEEKEND
Number of Spaces Needed				
Morning			5-10	10
Midday			15-25	25-35
Late Afternoon/Early Evening (4pm-6pm)			10-15	15-25
Late Evening (after 6pm)			25-35	35-45
Total demand for spaces in close proximity of building (e.g., ADA/special needs)			2	2
Peak hour(s) of parking demand			11am-1pm	Noon-2pm

Loading Requirements

1. Describe where deliveries of goods would be received and expected hours of goods loading activities

Example: Small deliveries would occur at the back of the building on a weekly basis in early morning hours (6-7am). Deliveries of large equipment would occur occasionally (approx. once a month). Loading space for one truck will be needed at the back of the building.

2. Describe number of passenger loading spaces or valet parking spaces needed, if any, proposed location and proposed hours of operation of valet parking activities

Example: A pedestrian loading area would be required as the front entrance. This space would be used by valets during both lunch (11:30-2:30) and dinner (4:30-9:30).

Transportation Demand Management Program

The Presidio Trust (Trust) has an aggressive Transportation Demand Management (TDM) program in place to reduce overall reliance on the automobile by encouraging alternatives such as walking, biking, carpool/vanpools, and transit. With implementation of the PTMP, the Trust set aggressive goals for the future: no more than 70 percent of external trips that start or end at the Presidio will be by private auto, and no more than 50 percent of internal trips within the Presidio will be by private auto. In the long-term, when transit services to the Presidio are expanded and the population and employment figures reach historic levels, these minimum standards will be exceeded. The long-term goal is to reduce vehicle trips so that only 50 percent of external trips and 35 percent of internal trips are made by automobile.

The Trust's TDM program consists of activities conducted by the Trust and by the park's tenants. Activities conducted by the Trust serve residents, employees, and visitors, and currently include a shuttle bus system throughout the park, coordinating transit ticket sales, a Guaranteed Ride Home program, monitoring, and marketing programs. Additional Trust-sponsored TDM activities, such as parking management, are currently being developed and implemented throughout the park. The park's non-residential tenants are required to participate in the Presidio TDM program through their lease agreements. Tenant TDM activities must achieve the minimum transportation standards established by the Trust. Each tenant is required to submit a TDM plan, which must detail how the tenant will achieve the minimum transportation standard. Tenant employees will be surveyed periodically to ensure that incremental changes are made as necessary to meet the standards. Each tenant's TDM plan must include required activities that promote the park-wide TDM services to their employees. Tenant-specific TDM requirements are subject to individual lease negotiations and are based, to some extent, on the number of tenant employees and the level of services desired or necessary to achieve the minimum standards.

Required Elements

- 1 Trained On-Site Employee Transportation Coordinator (ETC)**
Each tenant provides an employee who develops and manages the tenant's TDM program. The ETC facilitates park-wide programs such as surveys, promotional events, and on-site transit ticket sales. The ETC answers questions from tenant employees, distributes and collects information, provides materials such as registration packets for the TDM program and the Guaranteed Ride Home program, and stocks the transportation marketing center with current promotional displays, transit schedules, and RIDES information.
- 2 Guaranteed Ride Home (GRH) Program Participation**
Tenants will be asked to assist in promoting the benefits of the GRH program and enrolling employees in the program. The ETC will be the point of contact to help disseminate and collect forms.
- 3 Transportation Survey Participation**
Each tenant's ETC will be asked to facilitate the distribution and collection of transportation surveys under the direction of the Presidio Trust.
- 4 Transportation Event Participation**
Each tenant's ETC will be asked to raise awareness of and encourage participation in transportation events such as Bike To Work Day. This may be accomplished through employee newsletters, posters, and e-mail.
- 5 Registration with RIDES for Bay Area Commuters**
Each tenant will be required to register with RIDES, a regional agency charged with helping employers promote commute alternatives. RIDES also provides matchlists to facilitate carpool/vanpool formation. Most RIDES services are free.
- 6 Employee ZIP Code Tabulation**
Each year, employers will be asked to provide the Trust with an electronic list of home ZIP codes for employees. The Trust will compile this information to help RIDES produce a master ZIP code map for Presidio tenants.

Recommended Tenant Program Options

In addition to the TDM programs required of all tenants (listed above), larger tenants may also be required to provide supplemental TDM programs in order to achieve a greater reduction in vehicle trips. Suggested programs are included below. Please indicate your willingness to participate in these, and/or any additional programs of your choosing.

	YES	NO
<p>7 Commuter Choice (Commuter Check) Commuter Checks are a way of directly subsidizing employee transit or vanpool costs. Commuter Checks can either be provided as a tax-free benefit by the employer, purchased by the employee using pre-tax salary, or a combination of both. Commuter Checks can only be used for purchasing transit tickets or paying fares on registered vanpools or buspools.</p>		
<p>8 Flextime for Carpoolers and Transit Users This program allows car/vanpoolers and transit riders to adjust their schedules to arrive or leave outside of the main commute periods.</p>		
<p>9 Downtown Shuttles In the future, shuttle service will supplement the operation of the 82X MUNI bus service by providing additional transit service to the downtown regional transit services. Tenants may provide funding to the Trust to administer the service.</p>		
<p>10 On-Site Transportation Marketing Centers These centers consist of designated display cases and brochure holders located in central areas. The displays would include transit maps, transit ticket sales site information, a ZIP code map showing employees' home locations, current promotional materials, and other items. Brochure holders will contain transit schedules and information from Golden Gate Transit, MUNI, BART, Caltrain, ferries and RIDES.</p>		
<p>11 Employee Orientation Information on Alternative Transportation Modes The tenant ETC will be asked to coordinate with the Trust to include TDM information in packets and orientations for new employees.</p>		
<p>12 Web Access to Alternative Transportation Website (Link to Presidio Trust) Large tenants will work with the Trust to establish a link to the Presidio Trust Commuter Alternatives webpage.</p>		
<p>13 Preferential Carpool/Vanpool Parking On-premises parking spaces will be designated close to the building entrances to provide space for carpools and vanpools.</p>		
<p>14 On-Site Transit Ticket Sales In some cases, the ETC will be asked to survey employees to determine the number of employees interested in purchasing monthly transit passes. The ETC may then order passes or coordinate with the Park-Wide TDM Coordinator to order them through the Building 34 transit ticket outlet. This program works well in conjunction with the Commuter Choice program.</p>		
<p>15 On-Site Services Over time, the Presidio community will include on-site services such as day care, ATM, food service, and dry cleaning. In addition, tenants may offer showers/locker rooms to their employees. These services indirectly enable employees to commute via alternative transportation by reducing their need to use their vehicles during the day, at lunch time, or after work.</p>		
<p>16 Other <i>(Please list any additional TDM measures you propose to implement to help the Trust realize its goal of reducing automobile trips and parking demand.)</i></p>		