



# TRANSPORTATION MANAGEMENT PROGRAM

## Biennial Reporting Form

TMP # and Name: \_\_\_\_\_ Address: \_\_\_\_\_

Type of TMP affected use: \_\_\_\_\_

The Transportation Management Program (TMP) agreement between the owner of the property and the city of Bellevue obligates the property owner to mitigate ongoing impacts of the building on the transportation system. The TMP agreement specifies measures the property owner/manager must take to encourage workers at the site to commute to work in ways other than driving alone. Provisions of TMP agreements vary according to the property size and type of use and according to the regulations in effect at the time of property development; see your TMP reporting requirement notification letter for details of requirements for your building. Satisfactory completion of this form and submission of any required attachments satisfies the biennial reporting requirement for this property. This report is **due on or before October 27, 2023** and covers the period from October 1, 2021 to September 30, 2023.

City staff will do an initial review of the report for completeness and may subsequently undertake additional evaluation of the report content to determine fulfillment of the terms of the TMP agreement. Questions regarding TMP requirements may be directed to: Michael Ingram, Senior Transportation Planner, [mingram@bellevuewa.gov](mailto:mingram@bellevuewa.gov).

### I. General Information

- A. Building name: \_\_\_\_\_
- B. Official contact name: \_\_\_\_\_
- C. Official contact address: \_\_\_\_\_
- D. Phone number: \_\_\_\_\_ F. Website: \_\_\_\_\_
- E. Email address: \_\_\_\_\_

### II. Property Characteristics

- A. Square footage (net): \_\_\_\_\_
- B. Percent space vacant: \_\_\_\_\_
- C. Total number of tenants: \_\_\_\_\_
- D. Total number of employees: \_\_\_\_\_
- E. Total number of parking spaces: \_\_\_\_\_  
 a. garage: \_\_\_\_\_ b. surface: \_\_\_\_\_
- F. Did any significant changes occur in the property features or in the tenant or occupancy characteristics during this reporting period?  
 YES  NO If YES, please explain:

- G. Amenities offered on site (check all that apply):
- pickup/drop off area for carpools, vanpools; indicate location \_\_\_\_\_
  - commuter bicycle parking in covered area
  - visitor bicycle parking at building entrance(s)
  - clothes lockers for employees
  - showers
  - other \_\_\_\_\_
  - other \_\_\_\_\_

### III. Transportation Management Program Elements

#### A. Commuter Information Center

All TMP buildings are required to maintain a CIC.

A Commuter Information Center (CIC) is a kiosk or other display providing ridesharing, transit and other information located in a visible common area.

1. Is a CIC currently installed?  YES  NO
2. How many CICs are installed? \_\_\_\_\_
3. Describe the locations of each CIC:

4. What types of materials are provided at the CIC(s)? Check all that apply:

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Metro Transit info | <input type="checkbox"/> Rideshare materials | <input type="checkbox"/> Bicycle maps |
| <input type="checkbox"/> Sound Transit info | <input type="checkbox"/> Vanpool information | <input type="checkbox"/> Other:       |

5. Who restocks the CIC(s)? \_\_\_\_\_

6. How often is (are) the CIC(s) restocked? \_\_\_\_\_

7. If the element above is a requirement not currently being fulfilled, please explain how and when it will be fulfilled:

8. Do you have a brochure for your building that describes commute options and available facilities?

YES  NO (If yes, please submit a copy with this reporting form.)

#### B. Transportation Coordinator

A designated Transportation Coordinator is an agent of the property owner assigned to administer and implement the TMP.

For this property element "B1" is:

- Required  Voluntary

1. Is there a contract with a third party specializing in transportation, to implement provisions of the Transportation Management Program? (e.g. TransManage, the transportation service arm of the Bellevue Downtown Association)  YES  NO

Please provide the following information about the Transportation Coordinator:

- a. Name: \_\_\_\_\_
- b. Address/Zip: \_\_\_\_\_
- c. Phone Number: \_\_\_\_\_
- d. Email Address: \_\_\_\_\_

2. The Transportation Coordinator should distribute information to all tenants and employees on an annual basis and to all new tenants/employees. Describe the type of transportation materials that were distributed during this reporting period, and how and when they were distributed. (Common examples are to: include transportation brochures in information packages, discuss transportation options at new tenant/employee orientations, and offer periodic promotional events.)

3. The Transportation Coordinator should provide personalized ridematching service for building employees to encourage carpool/vanpool matching, enhancing the computerized ridematching service available from King County Metro ([RideshareOnline.com](http://RideshareOnline.com) or comparable service). Please provide a description of the ridematch service(s) in the box below. A common example is to post origins, dates, travel times, and contact information of employees who desire to rideshare.

For this property element "B3" is:

Required

Voluntary

4. If the element above is a requirement not currently being fulfilled, please explain how and when it will be fulfilled.

**C. Preferential Parking for Carpools and Vanpools**

For this property element "C" is:

Required  Voluntary

1. Are parking spaces set aside for vanpool parking?  YES  NO  
 Are parking spaces set aside for carpool parking?  YES  NO

2. How many parking spaces are currently reserved for vanpool parking? \_\_\_\_\_  
 How many parking spaces are currently reserved for carpool parking? \_\_\_\_\_ Combined? \_\_\_\_\_

3. Is the supply of designated vanpool and carpool parking spaces adequate to meet demand?  
 YES - Always  YES - Usually  No

If the supply sometimes falls short of the demand, please explain:

4. Describe the location of the building's vanpool/carpool parking spaces.  
 (e.g. "Carpool spaces are protected from the elements and are next to employee entrances.")

5. Are "Vanpool Parking Only" signs posted at each designated parking space?  YES  NO  
 Are "Carpool Parking Only" signs posted at each designated parking space?  YES  NO

6. Carpool and Vanpool spaces should be monitored three times a week if feasible. How and when are the carpool / vanpool spaces monitored for proper use?

7. Are parking permits issued specifically for carpools and/or vanpools?  
 a. Carpools  YES If YES, how many? \_\_\_\_\_  NO  
 b. Vanpools  YES If YES, how many? \_\_\_\_\_  NO

8. Please describe the carpool/vanpool registration/certification process:

9. If this element is a requirement not currently being fulfilled, please explain how and when it will be fulfilled:

**D. Incentives for Non-Drive-Along Commuters**

Incentives may be in the form of a discounted parking fee, free parking days, or a transit pass subsidy. (The transit pass subsidy is often provided by the tenant to their employees.)

For this property element "D" is:

Required  Voluntary

The minimum required subsidy amount for on site employees commuting by carpool, vanpool or public transit is: \$ \_\_\_\_\_

1. Do carpools receive a discount on the monthly parking rate?  YES  NO

If yes, what is the amount of the discount per vehicle? \$ \_\_\_\_\_

2. Do vanpools receive a discount on the monthly parking rate?  YES  NO

If yes, what is the amount of the discount per vehicle? \$ \_\_\_\_\_

3. Are any free park days offered to registered non-drive-alone employees? (Free park days accommodate the occasional need to drive to work in order to attend appointments or run errands.)

YES  NO  N/A (Parking is free to all employees)

a. If YES, how many free days of parking are offered to each non-drive-alone employee per month? \_\_\_\_\_

b. If YES, please describe how the program works for users and how the program is administered:

4. Do building management or tenants provide transit subsidies (free or reduced cost ORCA passes) to their employees?

YES  NO  Don't Know (go to question 5)

a. If YES, how many tenants offer subsidies (free or reduced cost ORCA passes)? \_\_\_\_\_

b. If YES, what percentage of the building employee population do their employees represent? \_\_\_\_\_

5. If the element above is not currently being fulfilled please explain how and when it will be fulfilled:

**E. Guaranteed Ride Home**

For this property element "E" is:  Required  Voluntary

1. Do you offer a guaranteed ride home program (e.g. reimbursement for cost of Uber/Lyft) to non-drive-alone commuters who are required to work late or need to leave work early owing to illness or emergency?  YES  NO

(If YES, go to question 2; If NO, go to question 3.)

2. Please describe how your Guaranteed Ride Home program works for users, and how many rides were provided during the two-year reporting period:

3. Do any building tenants offer a guaranteed ride home to their employees? (Transit pass programs purchased by employers typically include a guaranteed ride home element.)

YES  NO  Don't Know

If YES, please explain:

4. If the element above is a requirement not currently being fulfilled for all employees in the building, please explain how and when it will be fulfilled:

**F. Tenant Participation**

For this property element "F" is:  Required  Voluntary

1. Do tenant leases include language obligating the tenant to participate in periodic commute surveys required by the City of Bellevue?

YES, (for all leases)  YES, (for some leases)  NO

2. Do tenant leases identify parking costs as a separate line item and specify a minimum per stall rate for monthly long-term parking not less than the cost of a countywide transit pass? (Countywide bus pass cost in 2021-2023 = \$117 per month.)

YES, (for all leases)  YES, (for some leases)  NO

a. If YES, what is the average monthly parking stall rate identified in tenant leases? \$ \_\_\_\_\_

3. If the "Tenant Participation" element is not currently being fulfilled, please explain how and when it will be fulfilled:

**ATTACHMENT:** When submitting this report form, please include a copy of the lease language that demonstrates fulfillment of lease requirements specified above.

**G. Performance Goal**

For this property element "G" is:	<input type="checkbox"/> Required	<input type="checkbox"/> Voluntary
The applicable performance target is:	_____ by _____	

To track performance, some buildings are required to conduct a biennial commute survey. In the fall of every even-numbered year, the city sponsors a survey process at buildings with a performance goal and survey requirement.

1. What was the date of your most recent building commute survey? (e.g. "2022") \_\_\_\_\_
  - a. What was the drive-alone rate in this survey? \_\_\_\_\_
2. Please summarize the latest survey process, the survey results, and note any factors that may have affected the rate of employee participation in the survey or the measured results. (If a survey was not required or conducted at your building, please indicate your basis for tracking performance status.)

3. How does the drive-alone rate in the most recent survey compare to the overall reduction goal for drive-alone commutes?

Exceeding the performance goal    
  At the performance goal    
  Below the performance goal

4. If the current drive-alone rate falls short of the performance goal, please explain measures you will take to reduce the rate of drive-alone commuting over the next 1-2 years:

**H. Other Activities**

Provide a summary of any additional activities undertaken to encourage commuting choices (e.g. providing secure, covered bicycle racks, shower facilities, Zipcar vehicles on site, flexible parking options, etc.) or any unusual circumstances which have affected drive-alone use. Either enter the information below or submit it as a separate attachment with this report.

TMP sites #7, #10, #11 and #55 have requirements for provision of a pickup/drop off area for carpools and vanpools. Please use this area to explain compliance with this requirement.

TMP sites #55, #85 and #103 have additional special requirements, described in the notification letter.

## I. Additional Information

Please share any thoughts regarding successes or challenges of implementing the TMP:

Thank you for your time and commitment to supporting Bellevue mobility!

## IV. Preparer Information and Official Signature

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### A. Preparer

This TMP Biennial Report was prepared by:

- Building Transportation Coordinator
- Other (please complete information below):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

## V. Submitting the TMP Report

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### Submitting the TMP Report and Attachments via Email

After completing this report, save the document and attach it along with applicable attachments to [mingram@bellevuewa.gov](mailto:mingram@bellevuewa.gov). You will need Adobe Reader 9.x to save your information on the TMP Report.

**The TMP Report is due on or before October 27, 2023.**

### Attachments (if applicable)

Please attach in the same email the following documents:

- a. The commuter options summary brochure for your building tenants.  
(If applicable, see Item III A)
- b. A copy of your lease language that demonstrates the leasing requirements are being met.  
(If applicable, see Item III F)