

Welcome to the 2020 TMP Program Report!



Seattle
Department of
Transportation

A Transportation Management Program (TMP) is an agreement between the owner of a property and the City of Seattle. The TMP agreement is in effect for the life of the property and requires the property manager – through its representative, the Building Transportation Coordinator (BTC) – to take measures to encourage tenants at the site to travel to and from the building in ways other than driving alone.

This Program Report is **due no later than Thursday, October 1, 2020**. Satisfactory completion of this form and submission of any required attachments will facilitate compliance with the 2019-2020 biennial Program Report requirement for this property. Commute Seattle will review the report for completeness before submitting it to the City of Seattle to determine compliance with the terms of your TMP agreement.

Questions regarding your TMP or the program report can be directed at your point of contact below or by emailing TMP@commuteseattle.com. Copies of your property's TMP agreement is available upon request.

- Olivia Holden | OliviaH@commuteseattle.com
- Dylan Jouliot | DylanJ@commuteseattle.com
- Sarah Udelhofen | SarahU@commuteseattle.com

This report addresses programming available to your **entire building**. Even if there are one or more large companies in your building that are affected by the Commute Trip Reduction (CTR) law, you must still provide program information for your **entire building**. If you are unsure of how to collect building-level information, or how to use any available CTR report data to help you do so, please [contact Commute Seattle](#) for assistance.

You will need to complete building research prior to answering the multiple-choice and short-answer questions in this report. Preview the questions online at www.commuteseattle.com/tmp/program_reports/ and prepare your responses in advance. After you have the report prepared, allow for up to an hour to fill out the survey.

We understand that due to COVID-19 your building may have a lower occupancy and/or is using altered operational protocols and transportation programs. Please accurately fill out the survey based on the transportation elements currently offered. Contact [Commute Seattle](#) with specific questions or concerns about compliance with TMP elements during this time.

Notice: We do not share this information publicly unless requested. However, the information provided in this survey is considered a public record and may be subject to public disclosure. For more information, see the Public Records Act, RCW Chapter 42.56. To learn more about how we manage your information, see [click here](#) to see the City of Seattle's Privacy Statement, or talk to Commute Seattle.

Property Information

Please note: There is "skip logic" applied to this question (meaning: based on your answer, you might be skipped forward to a future question).

* 1. Select the TMP address matching your city record from the drop-down menu below.

The address on your TMP may be slightly different from the address associated with the building today. [Contact](#)

[Commute Seattle](#) if you are unsure.

Property Information

2. Please indicate if this property is affected by any of the following conditions.

We understand these conditions may impact your answers to the questions in the remainder of this survey they are not grounds for skipping the entire Program Report.

Temporary **vacancies due to COVID-19 should not be considered “vacant”** space for the purposes of this question. For example, only if a tenant has terminated a lease and left the space entirely should it be considered truly vacant.

- | | |
|---|--|
| <input type="checkbox"/> 100% vacant | <input type="checkbox"/> Initial construction has not been started |
| <input type="checkbox"/> More than 50% vacant | <input type="checkbox"/> Project described in TMP has been cancelled |
| <input type="checkbox"/> Under initial construction | <input type="checkbox"/> Pending sale |
| <input type="checkbox"/> Under major renovation | |
| <input type="checkbox"/> Other (please specify) | |

3. If this property is affected by any of the conditions listed above, please share the anticipated completion, occupancy, or sale date(s).

*** 4. Building Transportation Coordinator Information**

First and Last Name

Company

Mailing Address

Mailing Address 2

City/Town

State/Province

ZIP/Postal Code

Email Address

Phone Number

*** 5. Alternative Contact Information**

First and Last Name

Company

Mailing Address

Mailing Address 2

City/Town

State/Province

ZIP/Postal Code

Email Address

Phone Number

*** 6. Supervisor or Highest Ranking On-Site Official Information**

For example, property management company executive.

Note: this contact will be copied on official program notices.

First and Last Name

Title

Email Address

Phone Number

*** 7. How many regular users (e.g. employees working or residents living) were there in your building prior to COVID-19? (e.g. how many would there be today if not for COVID-19 related remote work?)**

*** 8. How many regular users (e.g. employees working or residents living) are there in your building today? Estimate a typical, current COVID-19 impacted level.**

*** 9. How many regular building users typically arrived between 6am and 9am prior to COVID-19?**

*** 10. How many of today's regular building users typically arrive between 6am and 9am?**

*** 11. Do you require that tenant companies participate in your building's Transportation Management Program?**

Yes

No

*** 12. Do you require that tenant companies identify a company Employee Transportation Coordinator through your lease?**

Yes

No

*** 13. Do building lease agreements require tenants to provide public transportation subsidies or related benefits to their employees?**

Yes

No

Tenant List

Please note: There is "skip logic" applied to this question (meaning: based on your answer, you might be skipped forward to a future question).

* 14. Does your building have more than 10 total tenants?

Yes

No

Tenant List

If there are more than 10 total tenants in your building, please email a spreadsheet to tmp@commuteseattle.com. Download a template of the spreadsheet [here](#).

Please **ONLY** include two columns:

Column A: "Tenant Name"

Column B: "Employee Count"

Tenant List

15. Please list all tenants in your building and their employee counts (irrespective of temporary decreases due to COVID-19) below.

For regular staff employed in building operations and management, include as a separate "Tenant", and provide a number of employees.

For any permanent residents of the building, write down "Residents" under Tenant line and number of residents under the employee count line.

Tenant 1	<input type="text"/>
Tenant Employee Count 1	<input type="text"/>
Tenant 2	<input type="text"/>
Tenant Employee Count 2	<input type="text"/>
Tenant 3	<input type="text"/>
Tenant Employee Count 3	<input type="text"/>
Tenant 4	<input type="text"/>
Tenant Employee Count 4	<input type="text"/>
Tenant 5	<input type="text"/>
Tenant Employee Count 5	<input type="text"/>
Tenant 6	<input type="text"/>
Tenant Employee Count 6	<input type="text"/>
Tenant 7	<input type="text"/>
Tenant Employee Count 7	<input type="text"/>
Tenant 8	<input type="text"/>

**Tenant Employee
Count 8**

Tenant 9

**Tenant Employee
Count 9**

Tenant 10

**Tenant Employee
Count 10**

BTC Contact Information Visibility

Please note: There is "skip logic" applied to this question (meaning: based on your answer, you might be skipped forward to a future question).

* 16. Is the contact information for the Building Transportation Coordinator prominently displayed in your building (building website, lobby, kiosk, etc.)?

Yes

No

BTC Contact Information Visibility

17. Where is the contact information for the Building Transportation Coordinator prominently displayed in your building? Check all that apply.

- Physical (lobby, kiosk, etc.)
- Virtual (website, social media, etc.)

Commuter Information and Encouragement

* 18. Does your building display **commuter information** via any of the following?

Check all that apply.

- An intranet or website
- Information board, kiosk or other digital or physical display
- Tenant newsletter or email
- Other (please specify)

* 19. How frequently do you distribute information about your building's transportation options to tenants?

- Daily
- Weekly
- Monthly
- Quarterly
- Semi-annually
- Annually
- Never
- Other (please specify)

*** 20. When did you last distribute transportation program information to your tenant(s)? If available online 24/7, when did you last remind them of the information's availability?**

Last distributed or reminded on:

Date

 

*** 21. Does your building advertise promotional commute programs and campaigns? Check all that apply.**

- Our building does not participate in such programs/campaigns
- Earth Day/Week
- Washington's Bike Everywhere Month
- Ride Transit Month
- Walktober
- Other (please specify)

*** 22. In the past year, have you, a previous BTC, or other building staff attended a transportation or TMP themed event or training hosted by SDOT, King County Metro or Commute Seattle?**

- No
- Yes, please describe below:

New Tenant Information

Please note: There is "skip logic" applied to this question (meaning: based on your answer, you might be skipped forward to a future question).

* 23. Do new tenants receive transportation program information?

Yes

No

New Tenant Information

24. In what formats do you typically distribute information to your new tenants?

Check all that apply.

- Email
- Intranet or website
- Newsletter to tenants
- Paper or printed materials
- Other (please specify)

Subsidies and Modal Support

*** 25. Do you offer a guaranteed ride home to employees who do not drive and must take an unplanned trip?**

- No
- Yes, through ORCA
- Other (please specify)

Subsidies and Modal Support (ORCA)

Please note: There is "skip logic" applied to this question (meaning: based on your answer, you might be skipped forward to a future question).

* 26. Which King County Metro Business ORCA Programs does your workplace offer to tenants and their employees?

- ORCA Business Passport
- ORCA Business Choice
- Neither

Subsidies and Modal Support (ORCA Passport)

Please note: There is "skip logic" applied to this question (meaning: based on your answer, you might be skipped forward to a future question).

27. What percentage does the building pay towards each individual's ORCA Business Passport?

Unknown

Percentage:

Subsidies and Modal Support (ORCA Choice)

28. What dollar amount does the building pay towards each individual's ORCA Business Choice per month?

Unknown

Dollar amount:

Subsidies and Modal Support (Amount paid towards ORCA program unknown)

29. What is the cost of your annual ORCA Contract at this site?

Unknown

Cost:

Subsidies and Modal Support (General Transportation Subsidies)

* 30. Do you offer tenants and their employees a general transportation subsidy?

No

Yes, dollar amount per month:

Subsidies and Modal Support (Vanpool, Vanshare, and Carpool)

31. Do you offer tenants and their employees a vanpool, vanshare and/or carpool subsidy?

- No
- Yes, specify the cost per individual

Subsidies and Modal Support (Active Transportation)

Please note: There is "skip logic" applied to this question (meaning: based on your answer, you might be skipped forward to a future question).

* 32. Do you offer active transportation subsidies? (for biking, scootering, running, walking, etc)

Yes

No

Subsidies and Modal Support (Active Transportation)

33. Please fill in details for any of the active transportation subsidies you offer. (e.g. "Reimbursement - \$20/month")

Reimbursement	<input type="text"/>
Subsidy	<input type="text"/>
Discount on gear	<input type="text"/>
Maintenance	<input type="text"/>
Other	<input type="text"/>

On-Site Amenities

- * 34. Approximately, how many bicycles, scooters, and other mobility devices can be accommodated at the building in designated spaces?

- * 35. Does the building offer the following active transportation amenities at your building? Check all that apply.

	Yes	No, but plan to in the next 6 months	No
Showers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lockers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bicycle cage or secure bike room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Covered bike racks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uncovered bike racks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bicycle maintenance or on-site repair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

*** 36. Does your building have group accounts or discounts for tenant use of the following?**

	Yes	No, but plan to in the next 6 months	No
Zipcar, Gig, or other carshare platform	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lyft, Uber, Taxi or other rideshare	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bikeshare or Scootershare	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waze, iCarpool, Scoop, or other carpool app	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

*** 37. Are the following available to employees in your building?**

	Yes	No, but plan to in the next 6 months	No
Building-provided shuttle service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building-provided cars for tenants to travel to off-site appointments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building-provided bicycles or scooters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tenant carpool ride matching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rideshare Online or other 3rd party rideshare matching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bicycle safety/commuting training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E-bike, e-scooter, or other micromobility device charging	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

Parking Information

*** 38. How many total vehicle parking spaces are available at your building?**

Please enter a whole number. Enter "0" if no spaces are allotted.

Total Spaces

*** 39. Of the vehicle parking spaces at your building, fill in how many are reserved for the following uses:**

Please enter a whole number. Enter "0" if no spaces are allotted.

Monthly Reserved
Spaces

ADA Reserved

Reserved for
Building/Employer
Fleet

Reserved for
Carshare

Reserved for
Electric Vehicle
Charging (Separate
from Parking
Reserved for Fleet
Vehicles)

Reserved for
Carpools

Reserved for
Vanpools

Reserved for Short
Term Parking /
Visitors

Other Reserved

*** 40. Do you have any off-site parking reserved for tenants or employees?**

No

Yes, please describe below, including location and number of vehicle spaces:

Parking Pricing and Utilization

* 41. Do you offer parking options to specific groups or individuals? Please use the first 4 boxes to fill in the details. Use the next question to fill in a secondary group that is provided a parking pass option, if needed.

For example, if you offer 171 passes at \$293.04 per month for each tenant, you will enter:

- Number of passes: "171"
- at what \$ amount: "293.04"
- over what time frame: "per month"
- for whom: "tenant"

Number of passes:

at what \$ amount:

over what time
frame ("Per month"
or "Per year"):

for whom
("tenant", "non-
tenant",
"resident"):

Not applicable,
write "N/A":

42. Please provide any additional information about parking pass options and pricing that you were unable to specify previously.

Please note: There is "skip logic" applied to this question (meaning: based on your answer, you might be skipped forward to a future question).

*** 43. Do you offer additional parking options to specific groups or individuals?**

-
-

Parking Pricing and Utilization

44. Please use the first 4 boxes to fill in the details for parking options for the next specific group or individuals.

For example, if you offer 171 passes at \$293.04 per month for each tenant, you will enter:

- Number of passes: "171"
- at what \$ amount: "293.04"
- over what time frame: "per month"
- for whom: "tenant"

Number of passes:

at what \$ amount:

over what time frame ("Per month" or "Per year"):

for whom ("tenant", "non-tenant", "resident"):

Not applicable, write "N/A":

45. Please provide any additional information about parking pass options and pricing that you were unable to specify previously.

Parking Pricing and Utilization

Please note: There is "skip logic" applied to this question (meaning: based on your answer, you might be skipped forward to a future question).

* 46. Do you offer parking spaces as part of any of your tenant leases?

- No
- Yes, please list the percentage of your parking spots allocated to tenants through their leases:

Parking Pricing and Utilization

47. Are the parking spots offered through your leases to tenants:

- Priced below market value / below equivalent daily rate
- Priced at or around market value / equivalent daily rate
- Priced above market value / above equivalent daily rate

Parking Pricing and Utilization

* 48. Does your building garage participate in customer parking programs (e.g. Spot Hero, Parkaide, etc.)?

Yes

No

* 49. Share the number of active registered or permitted carpools and monthly carpool parking rate (eg, Number: 25, Rate: \$45). Write "0" for unknown or not applicable.

Number (write a whole number only)

Rate (round to the nearest whole number, do not include a dollar sign)

* 50. Share the number of active registered or permitted vanpools/vanshares and monthly vanpool/vanshare parking rate (eg, Number: 10, Rate: \$25). Write "0" for unknown or not applicable.

Number (write a whole number only)

Rate (round to the nearest whole number, do not include a dollar sign)

Carpool Certification

According to our records, your building's TMP agreement contains carpool certification requirements. Answering this question confirms your carpool certification process is reporting for your TMP required by the City of Seattle.

51. Your building operates a commercial parking garage that is TMP-conditioned with reserved carpool parking spaces. Please describe your certification process for approving new carpool applicants and the renewal process for existing carpools that use your parking garage.

Parking Pricing and Utilization for TMPs with Parking-Based Goals ONLY

According to our records, your building's TMP agreement contains parking-based goal(s). Answering these questions on parking pricing and utilization for carpools and vanpools/vanshares is reporting for your TMP required by the City of Seattle.

We understand that your building occupancy may be temporarily lower due to COVID-19. If you'd like, you may provide any additional information relevant to carpool and vanpool occupancy trends, and your estimate of typical carpool + vanpool/vanshare occupancies before COVID-19 in the open-ended response question at the end of this section.

52. Carpool Occupancy: number of reserved carpool spaces occupied at 10:00am on any Wednesday

53. Carpool Occupancy Count Date

Date

Date

54. Vanpool Occupancy: number of reserved vanpool spaces occupied at 10:00am on any Wednesday

55. Vanpool Occupancy Count Date

Date

Date

56. Please provide any additional information relevant to carpool and vanpool occupancy at the building, including any impacts due to COVID-19.

Additional Programs and Strategies

- * 57. What programs or offerings have been implemented since the 2018 program report period that help you fulfill the terms of your building's TMP?

- * 58. Please describe the status of any other program elements required in the TMP that are not covered in prior questions.

- * 59. What changes to program information and/or promotions, if any, are anticipated in the next 2 years? How has the COVID-19 pandemic impacted this planning in terms of transportation and related programming offered?

- * 60. As of today, what percent (%) of the building is occupied?

Please note this will not impact the City's assessment of the 2020 TMP Program Report submission.

Commitment

Building Commitment

I understand that my property is required to submit information on the transportation program described above to comply with my building's Transportation Management Program (TMP) requirements.

As the Designated Building Transportation Coordinator, I acknowledge that information in this program report will be used by the City of Seattle to monitor compliance with TMP requirements established for this property. I will notify Commute Seattle by emailing TMP@commuteseattle.com with any substantive changes to this information.

By entering my name below, I confirm that I am designated by my supervisor or highest-ranking on-site official to commit to the implementation of the program, and I have shared this report with that official.

*** 61. Please enter your name and job title below.**

Name (this serves
as your signature)

Job Title