



May 19, 2023

Mi Yang  
Master Planning  
Gilead Sciences, Inc.  
353 Vintage Park Drive  
Foster City, CA 94404  
(transmitted via email)

**RE:     *Gilead Sciences New Research Center – TDM Compliance  
Final Letter***

Dear Ms. Yang:

Gilead is planning to submit a Use Permit to the City of Foster City (City) for the New Research Center (NRC) building. The NRC building is a new lab building located in the South Campus of the Gilead Sciences campus in Foster City, CA. As part of the Use Permit, City/County Association of Governments of San Mateo County (C/CAG) requires that the Transportation Demand Management (TDM) Checklist be submitted with the development application. Therefore, Kimley-Horn is pleased to submit this C/CAG TDM Checklist for the NRC building. The NRC is proposed to be approximately 170,000 square feet to 200,000 square feet. Square footage estimation for the purposes of this TDM compliance is preliminary and should defer to the building permit submission. **Attachment A** includes the C/CAG TDM checklist, as required. In addition, to meet required Measure M4, Actively Participate in Commute.org or TMA Equivalent, the project is pre-certified under the Commute.org Certified Development Program (see **Attachment B**). The following provides additional information to support the TDM measures included in the checklist.

The NRC building will be constructed as part of the Gilead Sciences Campus in Foster City. As part of the Gilead Integrated Campus General Development Plan (GDP)/Mitigated Monitoring Report Program (MMRP), Gilead prepared a Transportation Demand Management Plan in 2013. For the TDM plan, all Gilead employees are provided amenities that help to reduce single-occupancy vehicle trips. Therefore, employees working in the NRC building, similar to all other Gilead employees, will have access to the multitude of amenities provided throughout the Gilead Sciences Campus, including, but not limited to:

- Secure bicycle storage is provided throughout the campus, including 116 bicycle lockers and 147 bicycle cage slots. In addition, 141 bicycle rack slots are provided throughout the campus. The nearest bicycle parking facilities are located around Buildings 324, 333, and 335, as well as Parking Garage 324.
- Showers, lockers, and changing rooms are provided throughout the campus. The Gilead Sciences campus has a total of 84 showers after the completion of the newly constructed Wellbeing Center. The nearest showers, lockers, and changing rooms are located in Buildings 324 and 335.

- Bike repair stations are located throughout the Gilead campus in Parking Garages 309, 355, and 324. The nearest bike repair station to the project is located in Parking Garage 324.
- Shuttle stops (total of three) are located throughout the campus. The nearest shuttle stop to the project would be near Building 353 to the south. Commute.org operates 20-passenger shuttle buses on 45-minute to 60-minute headways.
- The Guaranteed Ride Home Program is available to Gilead full-time employees. Employees may use this service up to five times per year and refund 100 percent of their emergency ride costs. Contract employees also have a Guaranteed Ride Home Program offered by Commute.org. Therefore, all commuters are covered by a Guaranteed Ride Home Program.
- The Commuter Subsidy Program is available to full-time employees that are interested in using an alternative transportation mode. Employees can receive up to \$100 monthly towards their transit or vanpool cost if they meet the program requirements. The transit subsidy can even be used by employees who use these public transportation options to connect with a Gilead commuter bus. The approved transportation modes are:
  - BART
  - Caltrain
  - Registered Vanpool
  - SamTrans
  - AC Transit
  - VTA Bus
  - Crowd-funded public shuttles

These subsidies go above and beyond the measures listed for M6 (Transit or Ridesharing Pass/Subsidies) and M7 (Pre-Tax Transportation Benefits) in the C/CAG TDM checklist.

- ATMs (Wells Fargo) are located throughout the campus near Buildings 300, 303, 309, and 333. The ATM nearest to the project is located near Building 333.
- Grab 'n Go food services are accessible during hours the cafeteria is closed.
- Dry cleaning services provided by PurpleTie are offered to Gilead employees. This includes drop-off locations in Buildings 301, 303, 309, 353, 324, and 378. The nearest location to the project is located in Building 324.
- Exercise facilities are provided to Gilead employees via ClubG in Building 305 (Wellbeing Center).
- Childcare facilities are provided to Gilead employees via Bright Horizons. This is located in Building 301.
- Cafes are provided throughout the Gilead campus in Buildings 303, 309, and 333; Building 305 (Wellbeing Center) also provides the Flourish Cafe. The nearest café to the project is located in Building 333.
- Commuter Long-haul Bus service, totaling 17 routes, is provided for Gilead employees.

- Flexible work schedules are allowed for Gilead employees. Gilead offers a corporation-wide flexible working policy. Employees may work from home on certain days of the week.

Since the above amenities are provided to all Gilead employees, including future employees in the NRC, the NRC would qualify for providing these TDM measures and are included in the C/CAG TDM checklist. With the TDM measures shown in the TDM Checklist, the NRC project would expect a total trip reduction of 54.5 percent. This 54.5 percent trip reduction would exceed the target trip reduction of 35 percent for a transit proximate project (project located within 0.5 miles to 3 miles from a high quality transit service).

If you have any questions, please do not hesitate to give me a call at 925-398-4871 or email me at [ben.huie@kimley-horn.com](mailto:ben.huie@kimley-horn.com).

Sincerely,



Ben Huie, P.E.  
California Professional Engineer #C76682

Attachments:

Attachment A – C/CAG TDM Checklist

Attachment B – Pre-Certification Letter from Commute.org for Certified Development Program

## About this Form

Any new development project anticipated to generate at least 100 average daily trips is subject to the C/CAG TDM Policy and must complete a TDM Checklist and implement associated measures to mitigate traffic impacts. [Read more at ccagtdm.org](https://ccagtdm.org)

**?** Questions?  
[support@ccagtdm.org](mailto:support@ccagtdm.org)

## A Applicant Information

Project Address		Contact First and Last Name
331 Lakeside Drive, Foster City, CA		John Chu
Parcel Number	Application Date	Contact Phone Address
	D D M M Y Y Y Y	650-522-5430
Project Jurisdiction		Contact Email Address
City of Foster City		johnw.chu@gilead.com

## B Trip Reduction Target

Select one option based on your project's distance to high quality transit

Read more about high quality transit at  
[ccagtdm.org/high-quality-transit](https://ccagtdm.org/high-quality-transit)

Identify your project type

☐ TOD

Less than 1/2-mile from high quality transit service

**25% Trip Reduction Required**

☒ Transit Proximate

1/2 to 3 miles from high quality transit service

**35% Trip Reduction Required**

☐ Non-Transit Proximate

More than 3 miles from high quality transit service

**35% Trip Reduction Required**

## C Required Measures

You must select all measures that apply for your project type

[Click on each measure's title for more information](#)

Measure	Project Types	Percentage	Yes
1 <b><u>M1 - Free/Preferential Parking for Carpools</u></b> Provide free or preferential parking, including reserved spaces or spaces near an entrance or other desirable location, to incentivize ridesharing.	ALL	1%	<input type="checkbox"/>
2 <b><u>M3 - TDM Coordinator/Contact Person</u></b> Provide TDM coordinator/liaison for tenants. May be contracted through 3rd party provider, such as Commute.org.	ALL	0.5%	<input checked="" type="checkbox"/>
3 <b><u>M4 - Actively Participate in Commute.org or Transportation Management Association (TMA) Equivalent</u></b> Obtain certification of registration from Commute.org or equivalent TMA incorporation documents. Select only one based on Project Type	TOD & Non-transit Proximate	6.5%	<input type="checkbox"/>
	Transit Proximate	16.5%	<input checked="" type="checkbox"/>
4 <b><u>M5 - Carpool or Vanpool Program</u></b> Establish carpool/vanpool program for tenants and register program with Commute.org.	ALL	2%	<input checked="" type="checkbox"/>
5 <b><u>M6 - Transit or Ridesharing Passes/Subsidies</u></b> Offer tenants passes or subsidies for monthly public transit or ridesharing costs incurred, equivalent to 30% of value or \$50 - whichever is lower.	ALL	10%	<input checked="" type="checkbox"/>
6 <b><u>M7 - Pre-Tax Transportation Benefits</u></b> Offer option for tenants to participate in a pre-tax transit program to encourage the use of sustainable transportation modes and leverage pre-tax income to pay for commute trip costs.	ALL	1%	<input type="checkbox"/>
7 <b><u>M8 - Secure Bicycle Storage</u></b> Comply with CalGREEN minimum bicycle parking requirements.	ALL	1%	<input checked="" type="checkbox"/>
8 <b><u>M9 - Design Streets to Encourage Bike/Ped Access</u></b> Design adjacent streets or roadways to facilitate multimodal travel.	ALL	1%	<input checked="" type="checkbox"/>
9 <b><u>M25 - Showers, Lockers, and Changing Rooms for Cyclists</u></b> These amenities serve as end of trip facilities for employees arriving by bike or other active transportation forms.	ALL	2%	<input checked="" type="checkbox"/>
10	<b>Total from Required Measures</b> Sum percentages from each selected measure from rows 1-9 <div>33%</div>		

Form Continues on Page 2 →

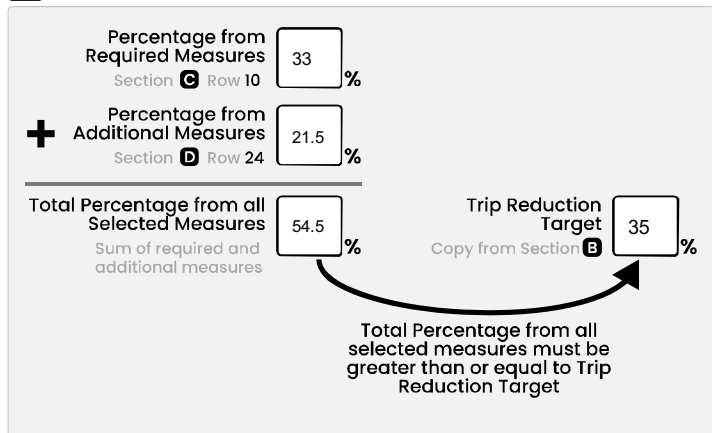
### D Additional Recommended

Select enough to meet the trip reduction target from section B

[Click on each measure's title for more information](#)

Measure	Project Types	Percentage	Yes
<b>11 M12 – Flex Time, Compressed Work Week, Telecommute</b> Flex time allows employees some flexibility in their daily work schedules. Compressed work week allows employees to work fewer but longer days. Telecommuting functions similarly, allowing employees to work from home rather than the office, reducing vehicle travel on the days they work remotely.	ALL	5%	<input checked="" type="checkbox"/>
<b>12 M14 – Paid Parking at Market Rate</b> Offer hourly/daily parking rates proportional to monthly rate or equivalent to cost of transit fare.	ALL	25%	<input type="checkbox"/>
<b>13 M15 – Reduced Parking</b> Provide off-street parking at least 10% below locally-required minimums, or else below the locally-permitted parking maximums. Consideration may be required of potential spillover parking into surrounding areas.	ALL	10%	<input type="checkbox"/>
<b>14 M16 – Short-Term Daily Parking</b> Offer daily or hourly parking rates that are proportional to the monthly rate or approximately the cost of a transit fare.	ALL	2%	<input type="checkbox"/>
<b>15 M17 – Developer TDM Fee/TDM Fund</b> Voluntary impact fee payment on a per unit or square footage basis, to fund the implementation of TDM programs.	ALL	4%	<input type="checkbox"/>
<b>16 M18 – Car Share On-Site</b> Provide on-site car share or vehicle fleets.	ALL	1%	<input type="checkbox"/>
<b>17 M19 – Land Dedication or Capital Improvements for Transit</b> Contribute space on, or adjacent to, the project site for transit improvements. Select one or more	Bus Pullout Space 1% <input checked="" type="checkbox"/> Bus Shelter 1% <input checked="" type="checkbox"/> Visual/Electrical Improvements (i.e., Lighting, Signage) 1% <input checked="" type="checkbox"/> Other (i.e., Micromobility Parking Zone, TNC Loading Zone) 1% <input type="checkbox"/>	ALL 3% Total percentages selected	<input checked="" type="checkbox"/>
<b>18 M20 – Shuttle Program/Shuttle Consortium/Fund Transit Service</b> Establish a shuttle service to regional transit hubs or commercial centers. Shuttle service should be provided free of charge to employees and guests.	Non-transit Proximate	10%	<input checked="" type="checkbox"/>
<b>19 M21 – Bike/Scooter Share On-Site</b> Allocate space for bike/scooter share parking.	All	1%	<input type="checkbox"/>
<b>20 M22 – Active Transportation Subsidies</b> Offer biking/walking incentives to tenants, such as gift card/product raffles.	All	2%	<input type="checkbox"/>
<b>21 M23 – Gap Closure</b> Construct or enhance quality of biking and walking facilities to/from site to existing trails, bikeways, and/or adjacent streets.	All	7%	<input type="checkbox"/>
<b>22 M24 – Bike Repair Station</b> Offer on-site bike repair space/tools in visible, secure area.	All	0.5%	<input checked="" type="checkbox"/>
<b>23 M26 – Pedestrian Oriented Uses &amp; Amenities on Ground Floor</b> Provide on-site, visible amenities to tenants and guests, such as cafes, gyms, childcare, retail.	All	3%	<input checked="" type="checkbox"/>
<b>24</b>	<b>Total from Additional Measures</b> Sum percentages from each selected measure from rows 11 – 23		21.5%

### E Project Totals



### F Submit Checklist


See [ccagtdm.org/submission](http://ccagtdm.org/submission) for how to submit this form.

### Questions?


Email Us  
[support@ccagtdm.org](mailto:support@ccagtdm.org)

Visit Our Website  
[ccagtdm.org](http://ccagtdm.org)



May 10, 2023

Gilead  
Attn: John Chu, Facilities Specialist  
331 Lakeside Drive  
Foster City, CA 94404

RE: Pre-Certification for Commute.org's Certified Development Program

Project Name: Gilead New Research Center (NRC)  
Project Address: 331 Lakeside Drive, Foster City, 94404  
Name of Owner: Gilead

Dear John Chu,

On behalf of Commute.org, I am writing to confirm that the proposed development referenced above is pre-certified under our *Certified Development Program*. The applicant has committed to being an active participant in Commute.org programs and services by meeting the following requirements:

- Registration in the *Certified Development Program*
- Consultation with Commute.org staff
- Submittal of a signed Letter of Commitment
- Submittal of a draft C/CAG TDM Policy Checklist or equivalent TDM documentation required by the local jurisdiction

This pre-certification will remain in effect until six months after receiving the Certificate of Occupancy.

Thereafter, certification status can be achieved by completing Commute.org program training and submitting an initial TDM Survey within six months of receiving the Certificate of Occupancy. The responsible party(ies) must also maintain annual certification status by complying with the *Requirements for Active Participation*, as published on the program website <https://commute.org/resources/developers/>.

If you have any questions or need additional information, please contact me or our TDM Policy team at [TDMpolicy@commute.org](mailto:TDMpolicy@commute.org).

Sincerely,

A handwritten signature in black ink that reads "John Ford".

John Ford  
Executive Director