

Transportation Management Plan for U.S. Securities and Exchange Commission



General Services Administration

June 2023



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Acronyms

AADT	Average Annual Daily Traffic
AAWDT	Average Annual Weekday Traffic
DDOT	District Department of Transportation
ETC	Employee Transportation Coordinator
GIS	Geographic Information System
GSA	U.S. General Services Administration
HQ	Headquarters
LOS	Level of Service
MARC	Maryland Area Regional Commuter
MDOT	Maryland Department of Transportation
M-NCPPC	Maryland-National Capital Park and Planning Commission
MPO	Metropolitan Planning Organization
MTA	Maryland Transit Administration
MWCOG	Metropolitan Washington Council of Governments
NTS	Not to Scale
NCPC	National Capital Planning Commission
NCR	National Capital Region
NPS	National Park Service
SEC	Securities and Exchange Commission
SOV	Single-Occupancy Vehicle
TDM	Transportation Demand Management
TIP	Transportation Improvement Program
TIS	Traffic Impact Study
TMP	Transportation Management Plan
TNC	Transportation Network Company
TOD	Transit Oriented Development
TPB	Transportation Planning Board for the National Capital Region
TSOP	Transit Services Operating Plan
V/C	Volume-to-Capacity Ratio
WMATA	Washington Metropolitan Area Transit Authority

Glossary

Autonomous Vehicles	A vehicle that is capable of operating on public roadways and in mixed traffic without the aid of a human driver.
Bikeshare	A service in which bicycles are made available for shared use to individuals on a short-term basis.
Bus Rapid Transit	A high-quality bus-based transit system that delivers efficient service that may include dedicated lanes, busways, traffic signal priority, off-board fare collection, elevated platforms and enhanced stations.
Carpool/Vanpool	An arrangement among a group of commuters that live and work within the same area to commute together in one vehicle, rather than driving individually.
Carshare	A service in which vehicles are made available for shared use to individuals on a short-term basis.
Connected Vehicles	Vehicles that have the capability of communicating with other vehicles and infrastructure to improve operation and safety.
Employee Transportation Coordinator (ETC)	An employee or contractor whose responsibility is to administer and manage a TDM program.
Flexible/Alternative Work Schedule	An alternative work schedule that allows employees to work additional hours for a portion of a work week to take an additional day off. For example, four 10-hour workdays, rather than five 8-hour workdays.
Guaranteed Ride Home	The Guaranteed Ride Home (GRH) program provides commuters who regularly (twice a week) carpool, vanpool, bike, walk or take transit to work with a free and reliable ride home when unexpected emergencies arise. The existing GRH program sponsored by Metropolitan Washington Council of Governments provides up to four annual free rides home to registered commuters for unexpected personal emergencies or unscheduled overtime.
Last Mile Connectivity	Mobility solutions to connect transportation hub with user's final destination.
Rideshare	Transportation in a private vehicle driven by its owner, for free or for a fee, especially as arranged by means of a website or app.
Telecommuting	A program that allows an employee to work from home or at an off-site location at least one day per week.
Transit/Vanpool Subsidies	A financial incentive designed to encourage commuters to use public transit (or vanpools) by providing them with a monthly payment to cover a portion of their commuting expenses.
Transportation Demand Management	Strategies and policies that encourage employees to commute via other modes than driving alone, such as transit, carpool/vanpool, or walking and biking.
Transportation Network Company	A company, such as Uber and Lyft, providing rideshare services.
Transportation Management Plan	A guide to the implementation of transportation demand management strategies/policies that is specific to an employer.

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EXECUTIVE SUMMARY

Introduction

The U.S. General Services Administration (GSA), on behalf of and in cooperation with the U.S. Securities and Exchange Commission (SEC), is planning to redevelop two existing surface parking lots, located within the Central Employment Area at 60 New York Avenue NE and 77 P Street NE, to consolidate all SEC employees from three different locations to a new headquarters (HQ). The lots will be developed with three buildings that will provide approximately 1.2 million square feet of office space with below-grade parking totaling 594 spaces. The estimated number of SEC employees to be collocated is approximately 4,000. It should be noted that the SEC receives about 30,000 visitors per year. This proposed action triggers the need to develop a Transportation Management Plan (TMP), in accordance with National Capital Planning Commission (NCPC) and GSA requirements, that encourages employees to commute to work by modes other than driving alone.

This TMP has been developed to help GSA and SEC encourage employees and visitors to the SEC HQ to commute by modes other than driving alone. Towards this, the TMP aims to:

- Inventory existing and future transportation facilities, including the local roadway network, parking, pedestrian, bicycle, and transit;
- Understand existing and future employee commuting patterns and needs;
- Identify transportation demand management (TDM) strategies that reduce single-occupant vehicle trips and promote the use of alternative transportation modes such as transit, walking, and biking;
- Implement each TDM strategy through a work plan for each product and/or service; and
- Use specific bases of measurement to effectively monitor and evaluate achievement of goals and adjust TDM strategies as necessary.

TMP Goals

The proposed new HQ is located on the northern edge of an area designated by the National Capital Planning Commission (NCPC) as "L'Enfant City". This area is called out specifically by NCPC because of its ample access to transit, and therefore, NCPC has established a parking maximum for this area of one (1) parking space per six (6) employees. This means that approximately 83 percent of the total number of employees assigned to the site would have to commute by modes other than driving alone.

The impacts of the COVID-19 pandemic have resulted in a continued high percentage of employees working from home most of the time. Recent policy changes made by SEC require that staff only report to their office location two days per 10-day pay period. Accordingly, the results of the SEC employee commuter survey performed for this TMP reveals that approximately 72% of employees anticipate working from home three to four days per week. Therefore, it is anticipated that working from home will be the most significant "mode share" on an average

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weekday. However, there is a need to encourage employees to commute by modes other than driving alone when they do have to come into the office. Thus, this TMP outlines a strategy to promote the use of transit, walking, and biking when employees come into the office. Based on this need, the following goals were identified:

- Reduce SOV mode share to 17 percent within three years of full site occupation.
- Continue to evaluate the percentage of employees teleworking and enhance strategies to encourage modes other than driving alone if more employees begin coming into the office on a regular basis.

TDM Strategies and Implementation

Developing TDM strategies in a post-COVID work-from-home environment can seem relatively simple on the surface with a high percentage of employees anticipating working from home most of the time. However, even if 72 percent of SEC employees are only commuting to work two days a week or less, there is still a need to further reduce the mode share of those that are commuting to the office. It is also likely that daily demand will change with more employees choosing to come into the office on Tuesday, Wednesday, or Thursday, thus creating unbalanced demand that could be difficult to predict and respond to.

Furthermore, it is likely that the percentage of employees working from home may change over time, whether it's through new policies established by SEC, or just a general desire by employees to be in the office more often. These factors, among others, can challenge the efficacy of a TMP. Therefore, to respond to the challenges, this TMP presents strategies in two different groupings that are based on thresholds for working from home:

- **Group A: More than 50 Percent of Employees Working from Home on an Average Weekday:** These strategies are intended to support commuting by modes other than driving alone within the context of current work-from-home policy and employees anticipated work-from-home frequency identified through the survey. In addition, this grouping will include ways to balance in-office demand spikes that may occur when employees decide to come into the office.
- **Group B: Less than 50 Percent of Employees Working from Home on an Average Weekday:** Future strategies that could be implemented if more employees are commuting to the office on a regular basis, whether required through SEC policy or by personal desire or trends.

Implementation of strategies in Groups A and B will require pre-planning, as well as coordination with other agencies. Therefore, an implementation plan was developed that accounts for three phases:

- **Before New HQ Opens:** Assign an ETC and begin coordinating with agencies such as DDOT and WMATA to assess access to transit, walking, and biking for all employees and visitors, regardless of ability level. Begin to identify safety and security concerns associated with traveling to/from or actively using other modes for commuting (such as the Metro) and begin exploring opportunities to create better connections to stops and stations. Begin coordination with nearby agencies to identify opportunities to coordinate

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TDM efforts, and or begin acquiring funding for a shuttle to Union Station. Make small modifications to the proposed building layout to accommodate the recommended on-site amenities.

- **After Opening New HQ (Group A: Near-Term when Work from Home Percentage is Above 50 Percent):** Implement Group A strategies identified in Section 7.1. Continue planning, funding, and design process for larger-scale recommendations in the context of gaps not identified by other improvements potentially completed by DDOT, for example. Monitor commuting and work from home trends to determine what which point additional strategies may be required.
- **After Opening New HQ (Group B: Longer-Term when Work from Home Percentage Drops Below 50 Percent):** Evaluate the need for and efficacy of Group B strategies identified in Section 7.2. Evaluate the need for additional measures that may be needed to achieve the 17 percent SOV requirement.

Table E-1 presents the implementation strategy, **Table E-2** identifies the roles and responsibilities associated with the implementation strategy, and **Table E-3** presents the targeted mode share for each group. However, it may be possible to achieve greater mode share reductions on certain strategies, while others may be under the recommended goals. Employee commuting needs may also change over time which could make some strategies more effective than others. Therefore, the recommended percent mode share goals shown in **Table E-3** should be considered as a guide only.

Monitoring

This TMP is a living document that is intended to be shaped and reshaped as commuting patterns and needs change as a result of continued monitoring. Each of the TDM strategies must be evaluated and modified as the program grows to ensure that the needs of the employees are being met and that the overall SOV reduction goals are achieved. An essential part of the monitoring process requires the identification of triggers to inform changes that help achieve these goals, such as surpassing a 'critical mass' number of on-site employees on an average weekday. NCPC has determined that regular reporting is a critical component to the overall success of a TDM program, and thus requires biennial reporting for all facilities with master plans or for projects that have transportation implication.

The biennial report will update NCPC with the progress of the TMP, as well as allow the agency and the ETC to reevaluate their own progress to the transportation goals. SEC should utilize a combination of traffic data collection, employee commuter surveys, and registration data to report TMP status to NCPC and to determine when updates to the TMP are needed to respond to changes in commuting trends and/or technologies.

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1 **Table E-1: TDM Implementation Strategy for the New SEC HQ**

Strategy	Before New HQ Opens	After Opening New HQ (Group A: Near-Term when Work from Home is Above 50 Percent):	After Opening New HQ (Group B: Long-Term when Work from Home Drops Below 50 Percent):
Employee Transportation Coordinator	- Assign one full-time ETC. - Begin building internal commute information website. - Establish channels of communication with DDOT and WMATA to begin discussions regarding enhanced connections. - Coordinate with employees with disabilities to determine needed ADA parking and orientation to/from nearby transit options.	- Implement all responsibilities listed in Section 7.1.1. - Begin to monitor commuting trends to determine if additional strategies are needed. - Begin monitoring of TMP and submit reports to NCPC.	- Implement additional responsibilities listed in Section 7.2.1. - Continue monitoring commuting trends and adjust strategies as needed. - Continue monitoring and reporting to NCPC.
On-Site Amenities	- Work with DDOT and WMATA to identify a designated lay-by lane and establish an internal transportation hub with real-time commute information within a first-floor lobby area adjacent to lay-by lane. - Adjust floorplan as needed to accommodate on-site amenities such as an ATM, cafeteria, bike storage, lockers, and showers.	- Open all amenities identified in Section 7.1.2. - Monitor use of amenities as well as demand for new or modified amenities.	Implement additional amenities as demand warrants.
Enhanced Connections to Transit	- Begin coordination with nearby agencies and/or establish funding for shuttle connection to Union Station. - Work with WMATA and DDOT to evaluate lighting and safety along major walking routes to transit. - Work with DDOT to evaluate ways to enhance pedestrian and bicycle connections to Union Station and the NoMA/Gallaudet U station. - Work with WMATA to determine locations for and appropriateness of bus shelters for Routes 80, 90, 92, and P6. - Continue to assist employees in registering for a guaranteed ride home service. - Continue to assist employees with obtaining the highest allowable transit subsidies.	- Begin operation of AM and PM peak period shuttle service to Union Station. - Continue to work with DDOT and DC Metropolitan Police regarding safety within the area of the new HQ. - Open bikeshare station, provide training to employees, and offer subsidized rides (if possible). - Continue to advocate for enhanced pedestrian and bicycle facilities in the area. - Establish "travel buddy" system and public transit user group.	- Expand shuttle operating hours and/or frequency as demand warrants. - Provide shuttle connection to other major transit nodes, such as L'Enfant Plaza, as demand warrants. - Continue to work with DDOT and DC Metropolitan Police regarding safety within the area of the new HQ.

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Strategy	Before New HQ Opens	After Opening New HQ (Group A: Near-Term when Work from Home is Above 50 Percent):	After Opening New HQ (Group B: Long-Term when Work from Home Drops Below 50 Percent):
Accommodations for Flexible Mobility	- Coordinate with employees to estimate the number of EV charging spots that should be installed. - Coordinate with TNCs like Uber/Lyft to designate appropriate pick-up/drop-off areas. - Consider need for account with TNCs to provide access to vehicles during the day for meetings.	- Continue to monitor occupancy of EV charging spaces and increase capacity as needed. - Begin to consider autonomous vehicle access to the HQ as technology advances.	- Continue to monitor occupancy of EV charging spaces and increase capacity as needed. - Accommodate autonomous vehicle access to the HQ as technology advances and demand warrants.
Teleworking/Working From Home	- Coordinate with department heads and supervisors to begin outlining schedules for required in-office time. - Begin developing hoteling desk space with computer workstations. - Begin developing incentives for encouraging working from home on Tuesdays, Wednesdays, and Thursdays.	- Provide information to employees comparing commute times for each day of the week. - Offer incentives to employees that work from home on Tuesdays, Wednesdays, and Thursdays. - Continue to monitor schedule of required days in office and encourage department heads/supervisors to schedule in office days on Mondays or Fridays.	Continue to incentivize working from home on Tuesdays, Wednesdays, and Thursdays.
Parking Policies	Investigate the need for and potential of parking fees, parking cash-out, or three for free.	Investigate the need for and potential of parking fees, parking cash-out, or three for free.	Investigate the need for and potential of parking fees, parking cash-out, or three for free.
Internal/External Accommodations for Active Modes	- Advocate for improved pedestrian and bicycle facilities to new HQ from nearby transit and other existing regional facilities. - Ensure pedestrian and bicycle connections to the new HQ are part of the proposed improvements to Dave Thomas Circle. - Identify areas to accommodate secure and protected bicycle/scooter parking with pump and tool station and charging ports. - Work with Capital Bikeshare to determine a location for a bikeshare station.	- Continue to advocate for improved pedestrian and bicycle facilities to new HQ from nearby transit and other existing regional facilities. - Install secure and protected bicycle and scooter parking with pump and tool station and charging ports. - Install Capital Bikeshare station and consider providing discounted rides for employees.	- Continue to advocate for improved pedestrian and bicycle facilities to new HQ from nearby transit and other existing regional facilities. - Monitor bicycle and scooter parking with pump and tool station and charging ports and provide additional parking area as needed. - Monitor Capital Bikeshare station usage to determine if additional bikes are required.

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Strategy	Before New HQ Opens	After Opening New HQ (Group A: Near-Term when Work from Home is Above 50 Percent):	After Opening New HQ (Group B: Long-Term when Work from Home Drops Below 50 Percent):
Accessibility for All	• Begin assessing demand for ADA parking. • Begin assessing walking paths to/from the building and nearby transit to ensure compliance with latest ADA guidelines. • Work with DDOT to correct deficiencies regarding curb ramps, cross-slopes, and APS signal equipment.	• Continue to coordinate with employees with disabilities to address any ongoing issues.	• Continue to coordinate with employees with disabilities to address any ongoing issues.
Carpool/ Vanpool	• No implementation in this phase.	• No implementation in this phase.	• Monitor work from home trends and assess the demand for carpool and vanpool. • If demand warrants, consider implementing a carpool/vanpool corridor system.

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1 Table E-2: Roles and Responsibilities

SEC and GSA	NCPC and MWCOG	DDOT	WMATA
• Structure policies that affect mode choice, such as parking, teleworking, and flexible and alternative work schedules. • Establish ETC to implement and manage the TDM program. • Coordinate with local agencies to advocate for improved access to transit services and pedestrian and bicycle facilities. • Provide on-campus enhancements that support the TDM recommendations made above. • Begin to establish policies for accommodating TNCs and future autonomous vehicles more efficiently. • Establish a shuttle service to Union Station and/or other key transit nodes as described in the above sections. Consider working with the nearby agencies and campuses to combine resources to enhance shuttle connections. • Work with DDOT and the District of Columbia Office of Planning to address pedestrian and bicycle connectivity to the new HQ. • Work with WMATA to enhance bus stops near the HQ. • Advocate for accommodations for employees and visitors with disabilities.	• Provide TDM strategy guidance. • Maintain the Commuter Connections program with Guaranteed Ride Home services.	• Work with SEC and GSA to advance planned projects that would enhance pedestrian and bicycle facilities. Include pedestrian and bicycle connections to the new SEC HQ is considered in the redesign of Dave Thomas Circle. • Work with SEC and GSA to identify walking routes between the new HQ and transit that may require enhanced lighting. • Evaluate sidewalks, curb ramps, and traffic signal equipment to determine if it meets current standards to support accessibility for employees and visitors, particularly on routes between the new HQ and nearby bus stops and the NoMA/Gallaudet U station.	• Work with the SEC and GSA to determine appropriate locations for bus shelters on Routes 80, 90, 92 and P6. • Evaluate accessibility at between the NoMA/Gallaudet U station and the N Street NE station access.

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1 **Table E-3: Phasing Strategy Goals**

Phase	Average Weekday Mode Share Goal	
Before New HQ Opens	EV/Rideshare: Work From Home: Parking Policies: Active Modes: Transit: Carpool/Vanpool Resulting SOV Mode Share:	1% 66% 0% 2% 14% 0% 83%
After Opening New HQ (Near-Term when Work from Home Percentage is Above 50 Percent)	EV/Rideshare: Work From Home: Parking Policies: Active Modes: Transit: Carpool/Vanpool Resulting SOV Mode Share:	2% 60% 2% 3% 18% 0% 85%
After Opening New HQ (Longer-Term when Work from Home Percentage Drops Below 50 Percent)	EV/Rideshare: Work From Home: Parking Policies: Active Modes: Transit: Carpool/Vanpool Resulting SOV Mode Share:	2% 40% 3% 5% 35% 2% 87%+

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1.0 INTRODUCTION

The U.S. General Services Administration (GSA), on behalf of and in cooperation with the U.S. Securities and Exchange Commission (SEC), is planning to redevelop two existing surface parking lots, located within the Central Employment Area at 60 New York Avenue NE and 77 P Street NE, to consolidate all SEC employees from three different locations to a new headquarters (HQ). The lots will be developed with three buildings that will provide approximately 1.2 million square feet of office space with below-grade parking totaling 594 spaces. The estimated number of SEC employees to be colocated is approximately 4,000. It should be noted that the SEC receives about 30,000 visitors per year.

The proposed development is located within a dense, urban environment that provides access to multiple modes of transportation. The site is located approximately ¾ mile from Union Station, which provides access to Metrorail, MARC, VRE, and Amtrak rail services, as well as multiple bus routes, and is only 0.3 miles from the NoMA-Gallaudet U Metrorail station on the Red line. In addition to rail, the P6 and 80 bus routes stop adjacent to the site on North Capitol Street, and bus routes 90 and 92 routes operate along Florida Avenue, approximately one block to the north.

The site is located on the northern edge of an area designated by the National Capital Planning Commission (NCPC) as "L'Enfant City". This area is called out specifically by NCPC because of its ample access to transit, and therefore, NCPC has established a parking maximum for this area of one (1) parking space per six (6) employees. This means that approximately 83 percent of the total number of employees assigned to the site would have to commute by modes other than driving alone. Based on a proposed on-site population of 4,000 employees, the current planned number of parking spaces (594) would meet the NCPC parking requirements for this area.

Therefore, this Transportation Management Plan (TMP) has been developed to help GSA and SEC encourage employees and visitors to the SEC HQ to commute by modes other than driving alone. Towards this, the TMP aims to:

- Inventory existing and future transportation facilities, including the local roadway network, parking, pedestrian, bicycle, and transit;
- Understand existing and future employee commuting patterns and needs;
- Identify transportation demand management (TDM) strategies that reduce single-occupant vehicle trips and promote the use of alternative transportation modes such as transit, walking, and biking;
- Implement each TDM strategy through a work plan for each product and/or service; and
- Use specific bases of measurement to effectively monitor and evaluate achievement of goals and adjust TDM strategies as necessary.

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1.1 PURPOSE

The purpose of this report is to assess existing and projected future commuting patterns of SEC employees, visitors, and contractors (staff), and develop a TMP that:

- Supports the achievement of the required parking ratio (1:6), thus resulting in a reduction in the percentage of single-occupancy vehicle (SOV) trips to approximately 17 percent.
- Continues to support working from home, but that also promotes the use of alternative transportation modes, such as transit, walking, and biking, when employees come into the office.

Within the last decade, regional, state, and local planning agencies within the National Capital Region (NCR) have recognized the critical need to reduce peak period traffic congestion, protect the region's environment, and reduce greenhouse gas emissions. A review of several key planning documents, described herein, reveals that each agency has formulated transportation-related goals and objectives to be achieved through several strategies that are monitored and evaluated with specific performance measures. A common strategy noted in the various key planning documents calls for transportation system improvements and utilization of transportation demand management (TDM) methods that fully support opportunities to reduce single-occupancy trips and promote alternative modes of transportation.

1.1.1 Regional Guidance

1.1.1.1 National Capital Planning Commission (NCPC)

The *Comprehensive Plan for the National Capital* guides planning and development in Washington, DC and the surrounding region. It is a unified plan with two components – the Federal and District Elements. The *Federal Elements*, prepared by NCPC, provide a policy framework for the Federal Government in managing its operations and activity in the NCR. The *District Elements* are developed by the District of Columbia and address traditional city planning issues such as land use, housing, and economic development.

The *Federal Elements of the Comprehensive Plan* is a living document that is updated periodically to ensure that policies remain current, reflect recent planning initiatives, and are consistent with federal requirements and guidance. In 2021, NCPC and District of Columbia Office of Planning updated the *Federal Element of the Comprehensive Plan for the National Capital*. The update included a revised boundary, definition, and policy of the Central Employment Area in the 2016 Federal Workspace Element. In 2020, NCPC updated the *Transportation Element of the Comprehensive Plan for the National Capital*. The updated document proposed a few new guiding principles and consolidated, modified or removed some of the existing policies. The federal parking ratio established by the recently updated *Transportation Element* for "L'Enfant City" is one parking space for every six employees (1:6), resulting in an 83 percent non-SOV mode share.

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The eight *Federal Elements* include Urban Design, Federal Workplace, Foreign Missions & International Organizations, Transportation, Parks & Open Space, Federal Environment, Historic Preservation, and Visitors & Commemoration. The goal within the *Transportation Element* is to “support the development and maintenance of a multimodal transportation system that meets the needs of federal workers, residents, and visitors, while improving regional mobility, transportation access, and environmental quality.” There are four main sections of the *Transportation Element* that lay out policies and recommendations regarding advancing an interconnected transportation system:

- Section A: Advance an interconnected transportation system that meets regional planning goals and objectives.
- Section B: Integrate a range of equitable mobility options to improve transportation access throughout the region.
- Section C: Connect transportation and land use to encourage responsible development patterns.
- Section D: Promote efficient and sustainable travel to Federal destinations.

In particular, Section D encourages federal workplaces to utilize TDM strategies to comply with other applicable policies. For example, the completion of a TMP is required by NCPC for all master plans and any project that staff determines has transportation implications. The *Addendum to the Transportation Element* outlines the purpose and role of TMPs in meeting transportation goals, guidance on developing TMPs with a general outline provided, as well as case studies and examples reviewed by NCPC.

1.1.1.2 Metropolitan Washington Council of Governments (MWCOC)

In 2010, the MWCOC Board of Directors approved *Region Forward: A Comprehensive Guide for Regional Planning and Measuring Progress in the 21st Century*. MWCOC's Region Forward Vision (Vision) focuses on creating a more prosperous, accessible, livable, and sustainable metropolitan Washington. It maps out ambitious goals and targets to guide future decisions and measure progress for land use, transportation, climate & energy, environment, public safety, education, housing, health & human services, and economy. These are found in **Table 1**.

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Table 1: Goals, Targets, and Indicators for Accessibility Category

Accessibility		
Goals (pg. 15)	Targets (pgs. 17-25)	Indicator (pg. 26)
• Transit-oriented mixed-use communities emerging in Regional Activity Centers that will capture new employment and household growth. • A transportation system that maximizes community connectivity and walkability and minimizes ecological harm to the Region and world beyond. • A variety of housing types and choices in diverse, vibrant, safe, healthy, and sustainable neighborhoods, affordable to persons at all income levels. • A broad range of public and private transportation choices for our Region which maximizes accessibility and affordability to everyone and minimizes reliance upon single occupancy use of the automobile.	• Beginning in 2012, capture 75 percent of the square footage of new commercial construction and 50 percent of new households in Regional Activity Centers • Reduce daily vehicle miles traveled (VMT) per capita • The region's transportation system will give priority to management, performance, maintenance, and safety of all transportation modes and facilities • Transportation investments will link regional Activity Centers • Increase the rate of construction of bike and pedestrian facilities from the Transportation Planning Board's plan • By 2020, the housing and transportation costs in Regional Activity Centers will not exceed 45 percent of area median income • Beginning in 2012, at least 80 percent of new or preserved affordable units will be located in Regional Activity Centers • Increase the share of walk, bike, and transit trips • All Regional Activity Centers will have transit accessibility (bus or rail)	• Triennial Aerial Survey of Freeway Congestion • Vehicle Registration per capita • Transit, bicycle and walk share in Regional Activity Centers • Accessibility to jobs within 45 minutes • Street/node ratio for Regional Activity Centers • Accessibility of passengers and cargo to the region's airports • Square feet of mixed-use development

Following action by the COG Board in 2020 to affirm racial equity as a fundamental value, staff have been weaving equity into the Vision and COG's work program. In 2022, the board built on Region Forward and sharpened the focus set in the Vision by endorsing planning priorities for the next decade related to equity, transit and land use, housing, and climate. Taken together, these priorities form *Region United*, a planning framework for 2030. The Region United framework is comprised of four, equity-centered planning priorities- Equity Emphasis Areas (EEAs), High-Capacity Transit Station Areas (HCTs), 2030 Housing Targets, and 2030 Greenhouse Gas (GHG) Reduction Goal and Action Plan. The particular focus of HCTs is on better leveraging major regional investments in transit to inform future growth and investment decisions, with consideration that 225 locations around Metrorail, commuter rail, light rail, bus rapid transit, and streetcar stations are in place or will be by 2030.

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1.1.1.3 Transportation Management Plan Handbook (2001)

In addition to the individual support and guidance provided by NCPC and MWCOG, these agencies, in conjunction with GSA, have developed *The Federal Employee Transportation Coordinator's Transportation Management Plan Handbook* (2021). This document outlines the process for preparing a TMP for a federal agency, and is intended for use by Employee Transportation Coordinators, facility managers, human resources directors, labor relations directors, transportation planners, and union representatives. The document expands upon the information contained in NCPC's Transportation Element and provides more detail regarding the preparation, monitoring, and evaluation of a TMP. Specifically, the handbook:

- Identifies transportation management planning resources and contact available.
- Describes specific TDM strategies and programs available within local jurisdictions and federal agencies.
- Provides a step-by-step process for designing and implementing a TMP.
- Identifies measurement protocols for monitoring and evaluating TMP effectiveness.

Even if an agency already has a TMP, the Handbook should be reviewed by agency staff, including the Employee Transportation Coordinator, because it provides specific guidance regarding monitoring, evaluation, and the need to update an existing TMP. A link to the handbook can be found in the References section of this TMP.

1.1.1.4 Transportation Planning Board (TPB)

The National Capital Region Transportation Planning Board (TPB) is the metropolitan planning organization (MPO) for metropolitan Washington. In June 2022, the TPB approved an update to the region's long-range transportation plan, *Visualize 2045*. The long-range transportation plan is updated every four years. The TPB will be updating the next version of the plan ahead of schedule, and it will be called *Visualize 2050*. The TPB concurrently approved the *FY 2023-2026 Transportation Improvement Program* (TIP).

Visualize 2045 takes a multi-modal approach, relying on multiple travel modes to accommodate anticipated growth and address the region's diverse transportation challenges. In addition to projects that the region's transportation agencies expect to be able to afford between now and 2045, the plan includes aspirational initiatives that go beyond financial constraints. Though the focus of the fiscally constrained plan is on regionally significant road and transit projects, *Visualize 2045* also includes the following aspirational initiatives to help significantly improve the region's transportation system performance:

- Bring jobs and housing closer together
- Expand Bus Rapid Transit region-wide
- Move more people on Metrorail
- Provide more telecommuting and other options for commuting
- Expand express highway network
- Improve walk and bike access to transit

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- Complete the National Capital Trail

The TIP is a document describing the planned schedule in the next four years for distributing federal, state, and local funds for state and local transportation projects in accordance with *Visualize 2045*. The TIP represents an agency's intent to construct or implement specific projects and identifies the anticipated flow of federal funds and matching state or local contributions.

TPB is dedicated to achieving these measurable objectives through supporting individual organization TDM strategies, including pricing strategies, subsidies, incentives/disincentives, and better transit options. This TMP will help SEC direct their TDM strategies to remain consistent with TPB's Vision and achieve its goal.

1.1.2 Local Guidance

The *District Elements* of the *Comprehensive Plan for the National Capital* are developed by the District's Office of Planning and address traditional city planning issues such as land use, housing, and economic development. It is a living document that is updated periodically to ensure that policies remain current, reflect recent planning initiatives, and are consistent with federal requirements and guidance. The most recent update (amendment) was approved in August 2021.

The 12 *Citywide Elements* of the Plan include Land Use, Transportation, Housing, Environmental Protection, Economic Development, Parks, Recreation, and Open Space, Urban Design, Historic Preservation, Community Services and Facilities, Educational Facilities, Infrastructure, and Arts and Culture. The Transportation Element "provides policies and actions to maintain and improve the District's transportation system and enhance the travel choices of current and future residents, visitors, and workers." "The overarching goal for transportation in the District is: Create a safe, sustainable, equitable, efficient, and multimodal transportation system that meets the access and mobility needs of District residents, the regional workforce, and visitors; supports local and regional economic prosperity; and enhances the quality of life for District residents."

There are five main sections of the *Transportation Element* that lay out policies and actions regarding linking land use and transportation; multimodal transportation choices; transportation system efficiency and management; safety, security, and resiliency; and technology and innovation. In particular, Section T-3.1 addresses transportation demand management (TDM). The section discusses the TDM Strategic Plan, the types of TDM strategies available to the District, and when and how those TDM strategies should be implemented.

1.2 DATA COLLECTED/ANALYZED

The basis for this report is a site assessment, an employee survey conducted in April 2023 and traffic volume data utilized in the traffic impact study that was prepared by Gorove/Slade and dated July 29, 2021.

TRANSPORTATION MANAGEMENT PLAN

TMP Goals and Objectives
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2.0 TMP GOALS AND OBJECTIVES

Based on results of the SEC employee commuter survey, approximately 22 percent of employees drove alone to work prior to the COVID-19 pandemic. Even though this percentage exceeds the 17 percent that would result from the application of the NCPC maximum parking ratio, it still demonstrates a strong culture of other modes of transportation. The COVID-19 pandemic resulted in a significant reduction in the number of employees commuting to an office location on a daily basis. SEC has recently modified its return-to-work guidance and is requiring that employees report for work at their assigned office location a minimum of two days per pay period (approximately once per week). Therefore, it is likely that teleworking will continue to be a significant trip reduction measure.

Teleworking will likely be an asset and challenge to transportation demand management at the proposed new SEC building. A high teleworking mode share will likely be the most significant contributor to achieving the SOV mode-share goal. However, a high telework mode share will also make other strategies, such as carpool/vanpool and enhanced transit connections, more challenging because work schedules will be more varied, and the average on-site population could be too low to support intensive strategies. Furthermore, employees may be more inclined to drive alone to work when they come to the office because the perceived costs, both travel time and parking, may be more acceptable if they happen occasionally rather than on a daily basis.

Thus, in addition to supporting teleworking, this TMP outlines a strategy to promote the use of transit, walking, and biking when employees come into the office. Based on this need, the following goals were identified:

- Reduce SOV mode share to 17 percent within three years of full site occupation.
- Continue to evaluate the percentage of employees teleworking and enhance strategies to encourage modes other than driving alone if more employees begin coming into the office on a regular basis.

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Existing and Planned Transportation System
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3.0 EXISTING AND PLANNED TRANSPORTATION SYSTEM

3.1 EXISTING TRANSPORTATION SYSTEM

Information from this section of the report has been obtained from the Transportation Impact Study for Square 669/670, prepared by Gorove/Slade and dated July 29, 2021, and was verified by Stantec during the development of this TMP.

3.1.1 Parking Availability

The Square 669/670 project includes the proposed redevelopment of two existing surface parking lots. The lots include a portion of the 60 New York Avenue NE lot and the entire 77 P Street NE lot. Monthly parking occupancy data from 2019 indicates the surface parking to be replaced by the proposed redevelopment experienced an average weekday demand of approximately 166 vehicles per day (assuming negligible weekend and holiday parking). On- and off-street parking with restrictions is available surrounding the site.

The proposed site would contain 594 below-grade parking spaces that would be reserved for SEC employees and visitors.

3.1.2 Public Transportation

The site is well-served by Metrobus, which provides direct access to Metrorail. Combined, these transit services provide local, citywide, and regional transit connections and line the site with major cultural, residential, employment, and commercial destinations through the region. **Figure 1** identifies the major transit routes, stations, and stops in the study area.

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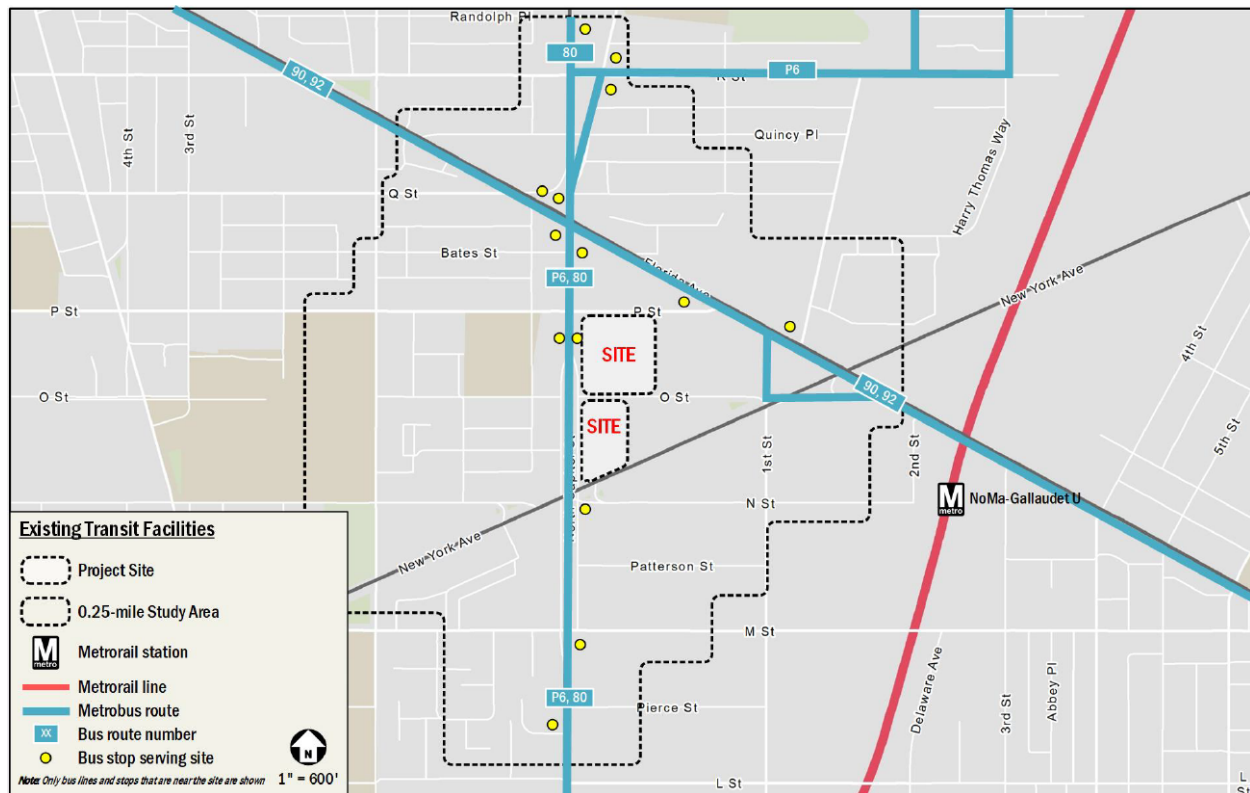


Figure 1: Existing Transit Facilities (Source: Grove-Slade)

The site is located approximately 0.3 miles from the NoMa-Gallaudet U Metrorail station. The station is serviced by the Red line, which provides direct connections to areas in the District and Montgomery County, Maryland. The Red line travels south from Shady Grove, through Downtown DC, and continues north to Glenmont. Under current operating conditions, Red line trains run approximately every six to ten minutes on weekdays and approximately every eight to ten minutes on weekends. The Red line provides direct service to Union Station, where transfers can be made to MARC, VRE, DC Streetcar, and Amtrak services.

The nearest bus routes servicing the site are the P6 and 80 routes, which stop adjacent to Square 669 on North Capitol Street and are high-frequency routes. Route 80 provides crosstown service between the McPherson Square Station and Fort Totten Station and operates with five-to-fifteen-minute headways on weekdays and weekends. Route P6 provides north-south service between the Anacostia and Rhode Island Avenue Metrorail stations and operates with five-to-fifteen-minute headways on weekdays and weekends. Routes 90 and 92 operate along Florida Avenue, approximately one block north of the site, and provide service between U-Street and the Anacostia and Congress Heights Metrorail Station. The routes operate every ten to twenty minutes on weekdays and weekends. Together, these routes provide connectivity to the downtown core and other areas of the District, Maryland, and Virginia.

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Table 2 shows a summary of the most recent bus route information for the routes that service the site, including service hours, headway, and distance to the nearest bus stop.

Table 2: Local Bus Route Information

Route Number	Route Name	Service Hours at Stop Closest to Site			Weekday Headway (minutes)	Walking Distance to Nearest Stop
		Weekdays	Saturdays	Sundays		
80	North Capitol Street Line	4:38AM – 2:06AM	4:50AM – 2:06AM	5:30AM – 2:05AM	5 – 15	On site
90, 92	U Street-Garfield Line	4:37AM – 2:20AM	4:32AM – 2:34AM	4:31AM – 2:27AM	10 – 20	400 ft (1 min)
P6	Anacostia-Eckington Line	5:06AM – 12:26AM	5:29AM – 12:32AM	6:31AM – 12:25AM	5 – 15	On site

3.1.3 Bicycle and Pedestrian Facilities

3.1.3.1 Bicycle Facilities

The site has north-south connectivity to existing on- and off-street bicycle facilities. Existing on-street facilities consist of cycle tracks along Florida Avenue NE, 4th Street NE, 6th Street NE, Brentwood Parkway, and M Street NE, bicycle lanes along 2nd Street NE, 3rd Street NE, and Eckington Place NE, and shared lanes along R Street NE. These facilities connect to the Metropolitan Branch Trail, located a half-mile from the site, which upon completion will link Union Station with Silver Spring, MD. No existing short-term bicycle parking was identified in the vicinity of the site.

Capital Bikeshare

In addition to personal bicycles, the Capital Bikeshare program provides additional cycling options for employees and visitors of the planned development. The following Capital Bikeshare stations are within a half-mile of the site:

- A 13-dock station at 1st Street and M Street NE, 0.4 miles from the site;
- A 13-dock station at 1st Street and O Street NE, 0.3 miles from the site;
- A 16-dock station at New Jersey Avenue and N Street NE, 0.5 miles from the site; and
- A 22-dock station at Eckington Place and Q Street NE, 0.4 miles from the site.

3.1.3.2 Pedestrian Facilities

The site is surrounded by a pedestrian network with sidewalks along both sides of most streets, with widths ranging between eight and ten feet wide. While there are a few gaps in the sidewalk network near the site, these few deficiencies do not impede access to major destinations and therefore do not affect the overall quality or attractiveness of the walking environment within the study area. Crosswalks are present at all nearby intersections; however, not all curb ramps appear to be compliant with current ADA standards.

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3.1.4 Vehicle Facilities

The site is accessible from several principal and minor arterials such as Michigan Avenue, North Capitol Street, Florida Avenue, New York Avenue (US 50) and Rhode Island Avenue (US 1), as well as an existing network of collector and local roadways. It is anticipated that the majority of site-generated vehicle trips would arrive to the site via North Capitol Street and New York Avenue (US 50).

3.2 PLANNED TRANSPORTATION PROJECTS

3.2.1 Dave Thomas Circle

The set of intersections connecting New York Avenue, Florida Avenue, First Street, Eckington Place, and O Street NE, known as Dave Thomas Circle, will be reconfigured into three simplified intersections.

3.2.2 Transit Service

MoveDC

MoveDC is a long-range transportation plan that provides a vision for the future of Washington, DC's transportation system. As the District grows, so must the transportation system, specifically in a way that expands transportation choices while improving the reliability of all transportation modes. The moveDC plan was released in 2014 and last updated in 2021.

The moveDC plan establishes goals, policies, strategies, and metrics for the District Department of Transportation (DDOT) to invest in transportation facilities and programs that address the needs of Washington, DC across all eight wards over the next 25 years. The plan hopes to achieve a transportation system for the District that includes:

- 70 miles of high-capacity transit (streetcar or bus)
- 200 miles of on-street bicycle facilities or trails
- Sidewalks on at least one side of every street
- New street connections
- Road management/pricing in key corridors and the Central Employment Area
- A new downtown Metrorail loop
- Expanded commuter rail
- Water taxis

MoveDC identifies the North Capitol Street, New York Avenue, and Florida Avenue corridors as part of the transit priority network, as well as the freight priority network. Being part of the transit priority network means that these roadways will be prioritized for improvements that help transit operate more efficiently through the use of enhancements such as dedicated transit lanes, improved stops, or priority treatments at intersections. As part of the freight priority network, these

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roadways may be enhanced with infrastructure such as shared truck/bus lanes, street designs that accommodate large vehicles, and curbside loading.

WMATA and DDOT Transit Studies

WMATA studied capacity of Metrorail stations in its *Station Access & Capacity Study (2008)*. The study analyzed the capacity of Metrorail stations for their vertical transportation, the capacity of the station at elevators, stairs, and escalators to shuttle patrons between the street, mezzanine, and platforms.

The study also analyzed stations capacity to process riders at fare card gates. For both analyses, vertical transportation and fare card gates, volume-to-capacity ratios were calculated for existing data (from 2005) and projections for the year 2030.

According to the study, high volume-to-capacity ratios were not observed at the NoMa-Gallaudet U Station in 2005 nor are they expected by 2030. However, this station had only been open for approximately one year when data was collected.

WMATA and DDOT published the *Metrobus North Capitol Street Line Study: Route 80* in October 2013. The study evaluated additional express route considered for the 80 Line. This route would likely have 15-minute headways, which would add four (4) new buses per hour to the North Capitol Street corridor. If implemented, the bus would operate during peak periods on weekdays, with the potential to add midday, late night, and weekend service in the future.

3.2.3 Planned Bicycle Improvements

DDOT Bikeways Expansion

DDOT has embarked on a plan to build over 20 miles of new protected bike lanes, or cycle tracks, between 2020 and 2022. This plan includes cycle tracks on Florida Avenue (between 3rd Street and First Street NE), First Street NE, West Virginia Avenue NE, and Harry Thomas Way NE near the site.

Florida Avenue NE Intersection Project (Dave Thomas Circle)

A combination of unusual geometry, closely spaced intersections, and high traffic volumes have created safety and operational issues at the intersection of Florida Avenue, New York Avenue, First Street, and Eckington Place NE, also referred to as the Dave Thomas Circle. DDOT has chosen to address these issues through a new intersection design that prioritizes bicycle and pedestrian safety through cycle tracks and wider sidewalks and adds two-way traffic to First Street and Florida Avenue NE.

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MoveDC Bicycle Element

The bicycle element of moveDC, the District's multimodal long-range transportation plan, includes the following bicycle improvements near the development that are proposed but not yet funded or planned for implementation:

- Bicycle lanes along K Street NE, I Street NE, R Street NE, Q Street NE, and New Jersey Avenue NW;
- Cycle tracks along 4th Street (south of M Street NE), M Street NE, Mt. Olivet Road NE, 9th Street NE; and
- A bicycle trail along New York Avenue NE.

These planned bicycle improvements are shown on **Figure 2**.

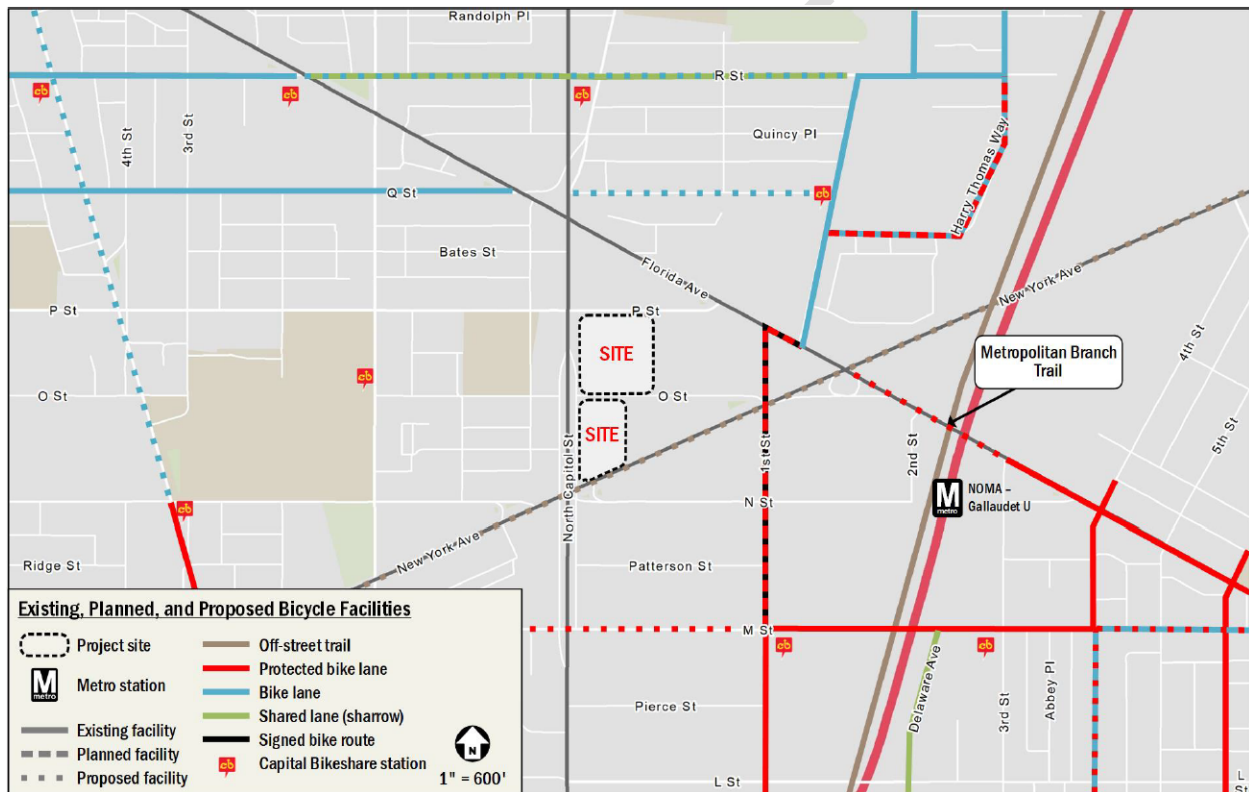


Figure 2: Existing, Planned, and Proposed Bicycle Facilities (Source: Gorove/Slade)

3.2.4 Pedestrian Infrastructure Improvements

The proposed development will provide improved pedestrian facilities along O Street and the proposed driveways that meet DDOT and ADA standards. This includes adding curb extension along O Street to improve pedestrian safety.

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3.3 PLANNED CONSTRUCTION

The traffic impact study (TIS) identified the following eight developments that are currently funded and have a construction completion date prior or close to the proposed development:

1. The Lexicon (50 Florida Avenue)
2. Florida Avenue Self Storage (72 Florida Avenue)
3. RESA at Tyber Place
4. 44 M at Tyber Place
5. 88 M at Tyber Place
6. 40 Patterson Street
7. Cycle House
8. New York Avenue & First Street NE

The locations of these developments are presented in **Figure 3**. The TIS concluded that the addition of trips generated by background developments and inherent growth within the study area would cause additional intersections to experience unacceptable levels of delay and queuing and would require mitigation.

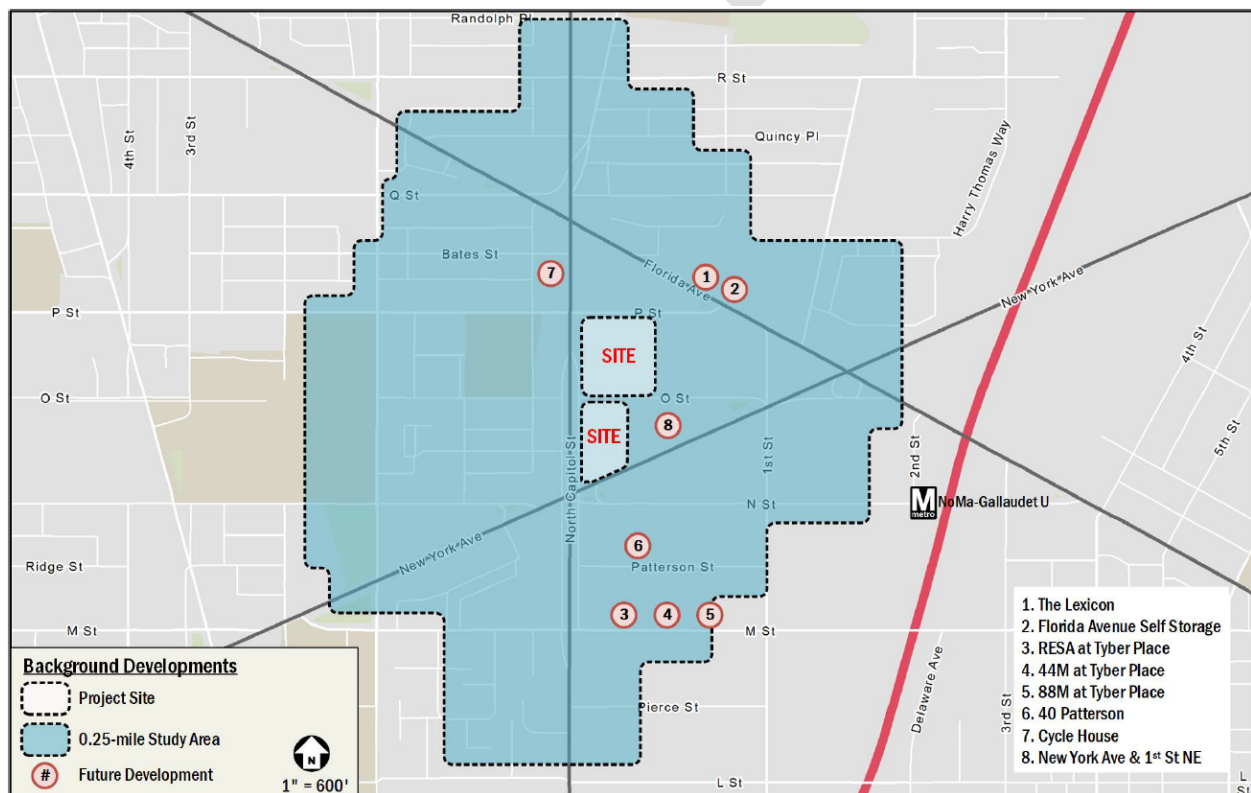


Figure 3: Background Developments (Source: Grove/Slade)

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4.0 EMPLOYEE SURVEY

An employee survey was conducted via the internet from April 19, 2023 to May 3, 2023 to evaluate how the commuting patterns of current SEC employees would change when they are relocated to the new HQ in 2026 (anticipated estimate) and identify opportunities to enhance non-auto modes. A copy of the survey questions is in Appendix A.

The survey was separated into three main sections totaling 29 questions. The first section asked respondents to discuss their commute prior to the pandemic. The second section of the survey asked respondents about their intended commute to their currently assigned office once the operating posture changes to returning to the office. The final section asked respondents to answer questions about how their schedule and commute mode may change when relocated to the new office location at 60 New York Avenue NE.

An email containing a link to the on-line survey was distributed to approximately 3,000 SEC employees. Contractor employees were not surveyed. For this population, a sample size of 350 responses would make the results statistically significant. However, 1,659 or approximately 55 percent, responded. Therefore, it was determined that the survey results would be statistically significant. The survey results for each question are summarized below.

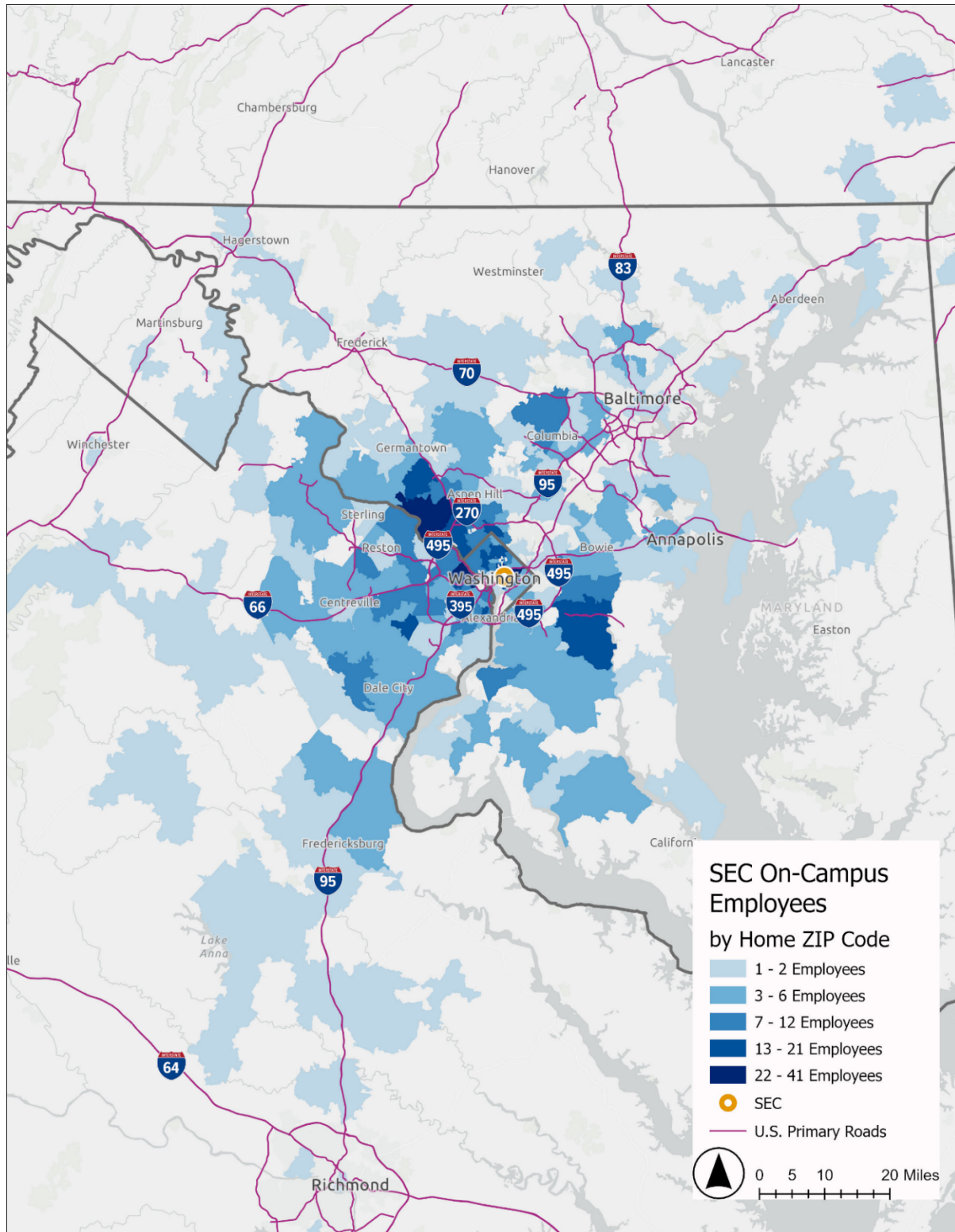
Questions 1 through 3: General Participant Information

Questions 1 through 3 asked employees the zip code of their residence, which office location they use (including full-time work from home), and whether they are an SEC employee, contractor, or of another employment status.

The following map (**Figure 4**) illustrates the density of employee residences within a given ZIP code, with a darker color indicating a greater density.

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1

2

Figure 4: SEC Employee Respondent Home Location

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- 1 For Question 2, 1,041 respondents (63 percent) identified Station Place as their primary office,
2 and 552 respondents (33 percent) identified the Regional Office (33 percent) as their primary
3 office (**Figure 5**). 63 respondents identified as full-time (at least 4 days/week) workers from home.
4 Only 4 respondents identified another location as their primary office, including one each in
5 Boston, MIRO, Chicago, and CHRO.

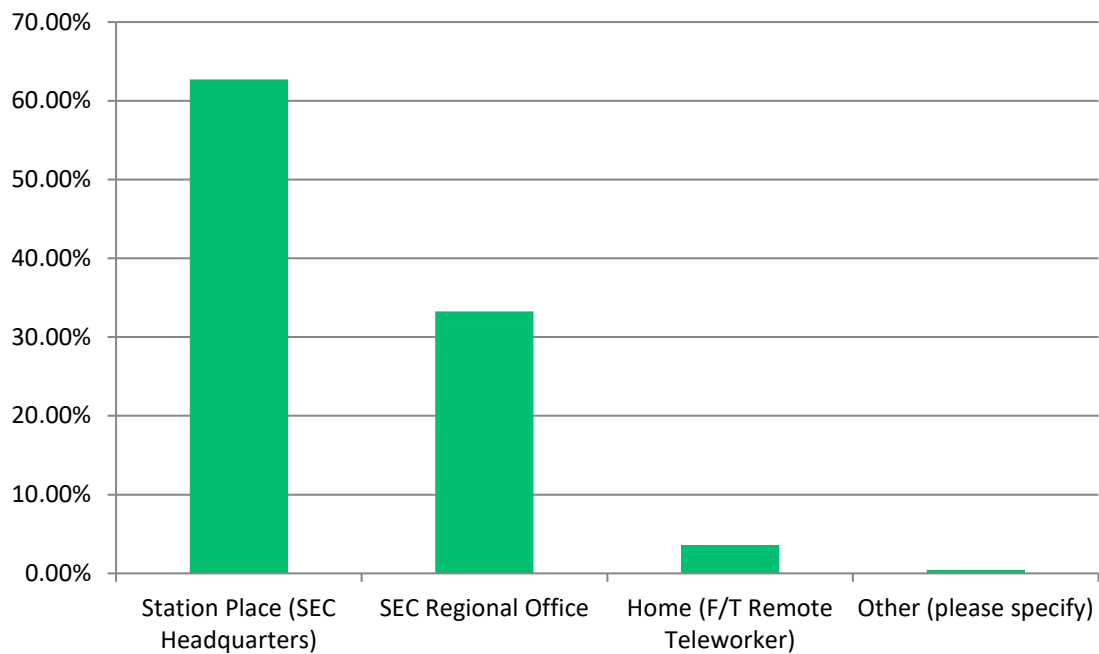


Figure 5: Current Office Location of Employees

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- 1 According to Question 3, most survey respondents (97 percent) were SEC employees, and only 3
2 percent identified as contractors (**Figure 6**). Three respondents (<1 percent) identified a different
3 employment status, including SGE on IPA, fellow, and sub-contractor.

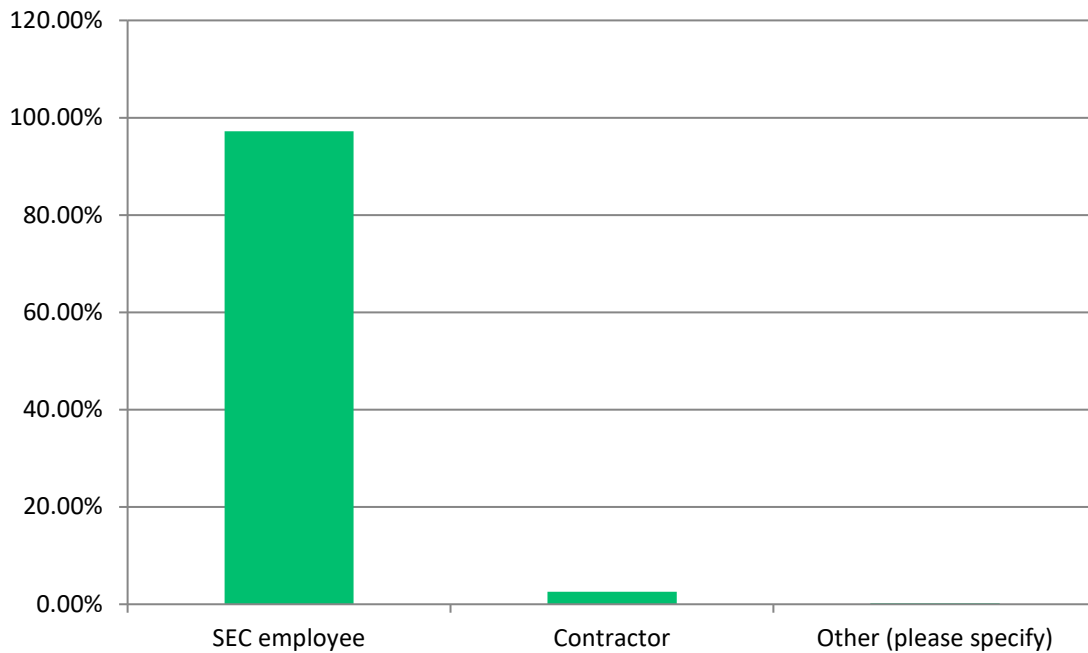


Figure 6: Employment Status of Employees

4.1 PRE-PANDEMIC COMMUTING

This section of the survey asked respondents questions about their schedule and commuting patterns prior to the COVID-19 pandemic.

Questions 4-7: Pre-Pandemic Work and Commute Schedule

Questions 4 through 7 asked respondents about their typical work schedule prior to the pandemic, including how many times a week they typically work in their primary office, and the departure and arrival times of their commute on a typical day. According to the results of Question 4, approximately 37 percent of respondents work in the office every day (Figure 7). An additional approximately 37 percent of people work in the office 3-4 days of the week. Approximately 15 percent of respondents work in the office 1-2 days per week, while less than 1 percent of respondents work in the office on an ad hoc basis. Fifty-three respondents identified a different weekly schedule, including various arrangements, such as: ad-hoc telework; 5-4-9 schedule; in-office 2 days per pay period; 9 days per pay period; full-time telework, and other individual arrangements. Fifty-five respondents did not answer this question due to not being employed by SEC prior to the pandemic.

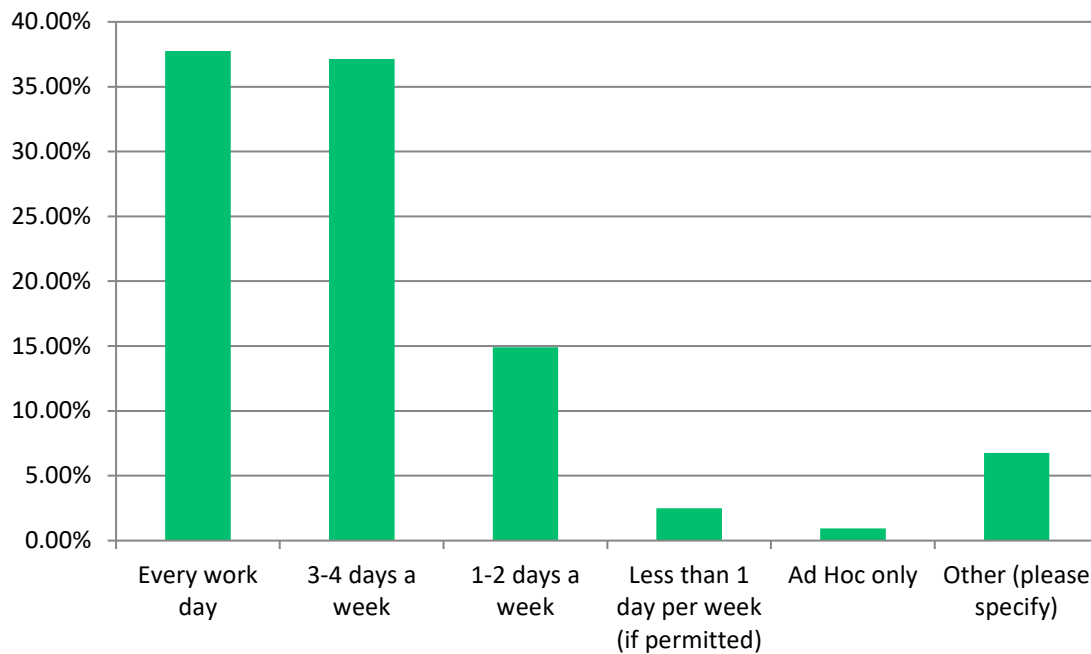
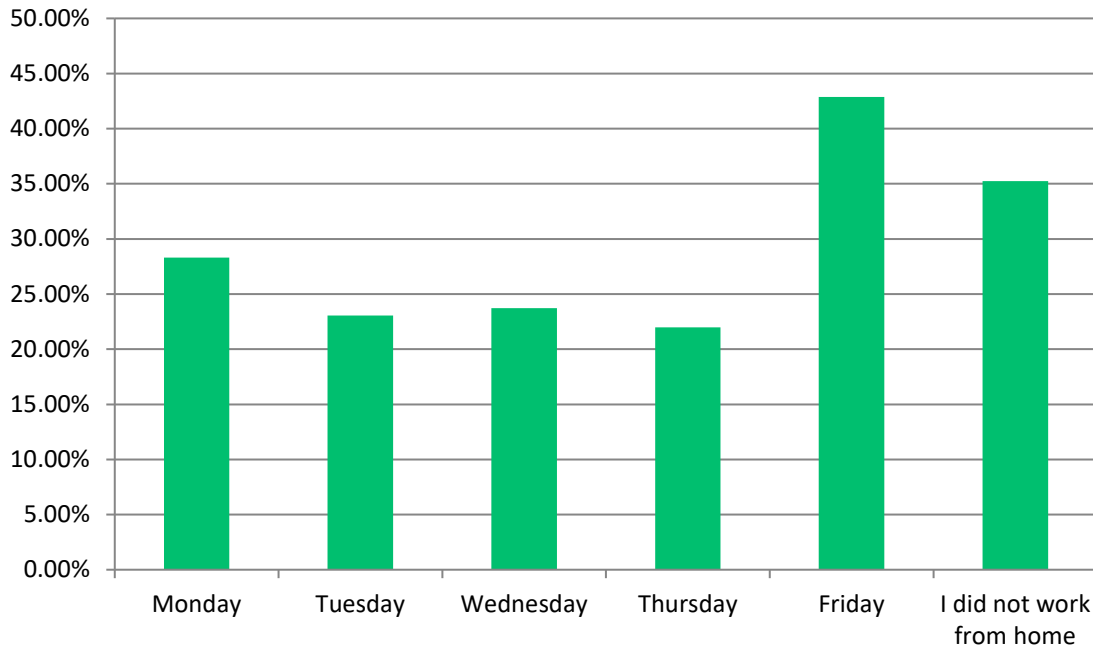


Figure 7: Frequency of Work In-Office, Prior to the Pandemic

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1 Question 5 asked which day(s) of the week respondents most frequently worked from home if
2 they worked at home at all prior to the pandemic (35 percent of respondents identified that
3 they did not work at home prior to the pandemic) (**Figure 8**). The results revealed that Friday was
4 the most frequent day for respondents working from home (43 percent), followed by Monday
5 (28 percent). Instances of working from home during the midweek days all had a similar level of
6 responses (22 to 24 percent).



7
8 **Figure 8: Days Worked From Home, Prior to the Pandemic**

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- 1 Question 6a asked respondents what their typical arrival time at the office was prior to the
2 pandemic (**Figure 9**). The range of arrival times for the bulk of respondents was between 5:00 AM
3 and 11:00 AM. The top three most popular arrival times were 9:00 AM (19 percent), 8:00 AM (19
4 percent), and 8:30 AM (17 percent). Only one respondent indicated arriving at 5:00 AM.
5 Likewise, only one respondent indicated arriving at 11:00 AM.

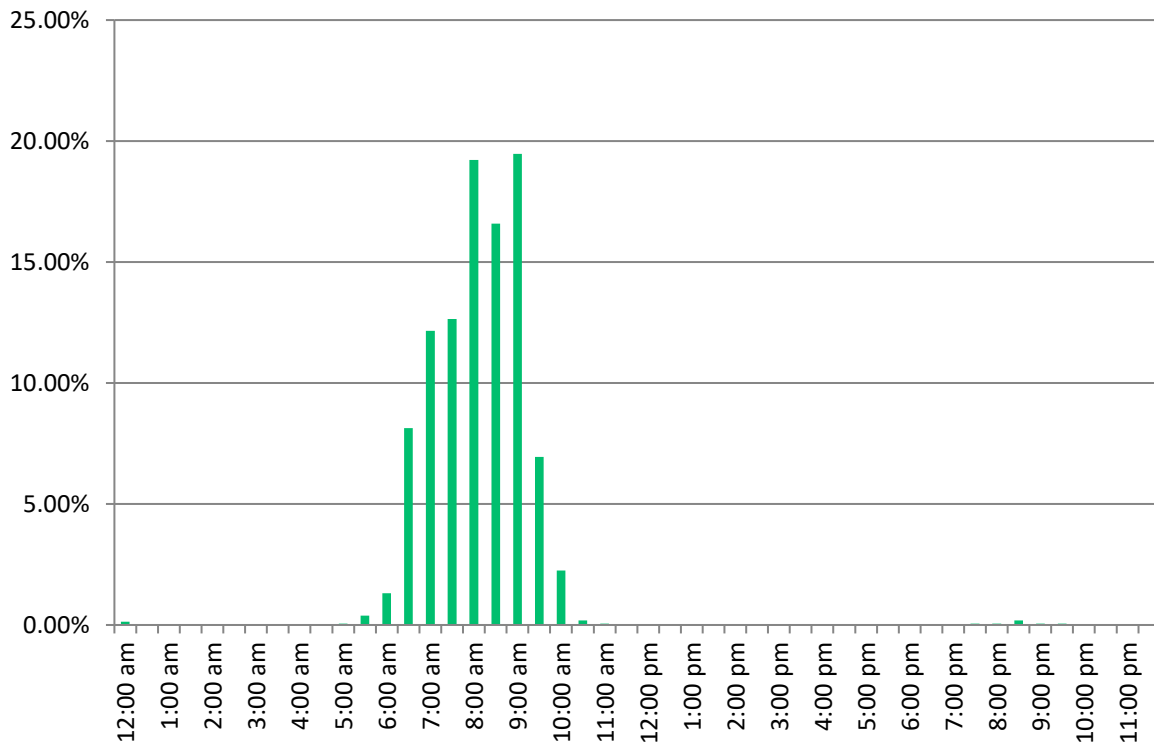


Figure 9: Office Arrival Time, Prior to the Pandemic

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- 1 Question 6b asked respondents what their typical departure time from the office was prior to the
2 pandemic (**Figure 10**). The highest number of responses was concentrated between the periods
3 of 4:00 PM and 6:00 PM. The top three departure times were 5:30 PM (21 percent), 5:00 PM (19
4 percent), and 4:30 PM (14 percent).

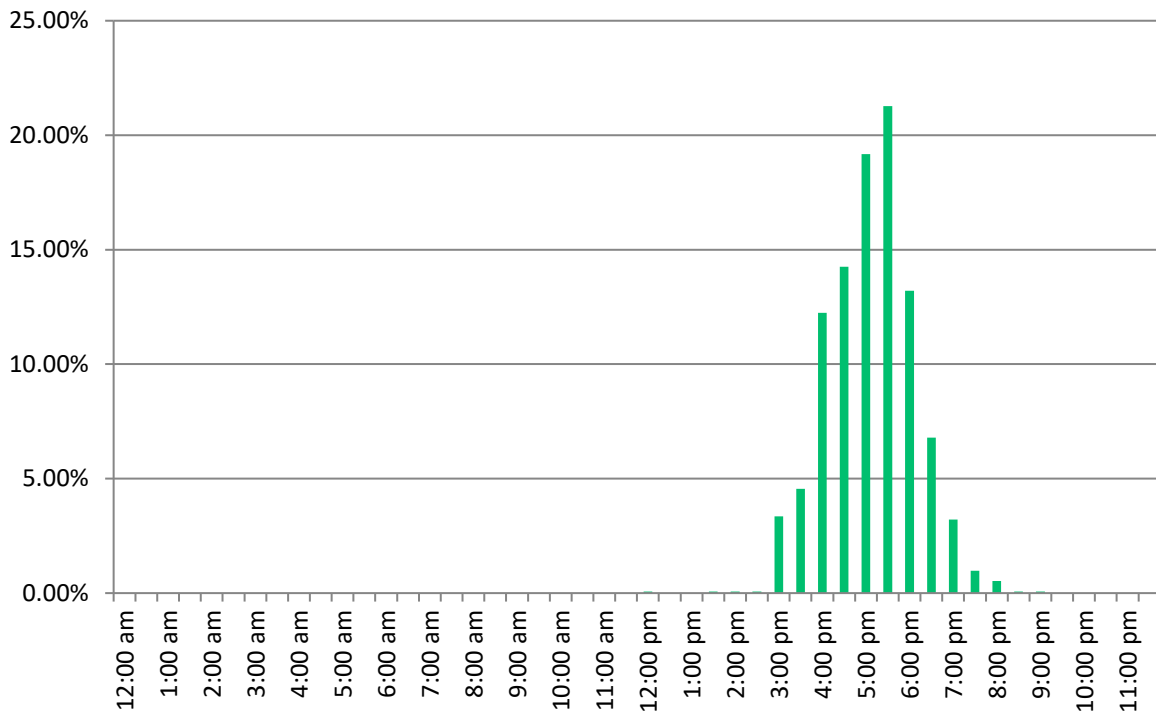


Figure 10: Office Departure Time Prior to the Pandemic

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Questions 7-10: Pre-Pandemic Commute Mode(s) Details

Questions 7-10 asked respondents about their primary mode of travel prior to the pandemic, including the type of vehicle used (if driving was the primary mode), and the number of carpool occupants (if carpooling was the primary mode). According to the results of Question 7, the most used modes were Metrorail/Subway (35 percent), commuter rail (MARC/VRE) (30 percent) and driving alone (22 percent) (**Figure 11**). Riding the bus was identified by six percent of respondents, with walking (3 percent) and biking (2 percent) garnering a lower level of responses. The modes with the least number of respondents were carpool/slug, dropped off, and registered vanpool.

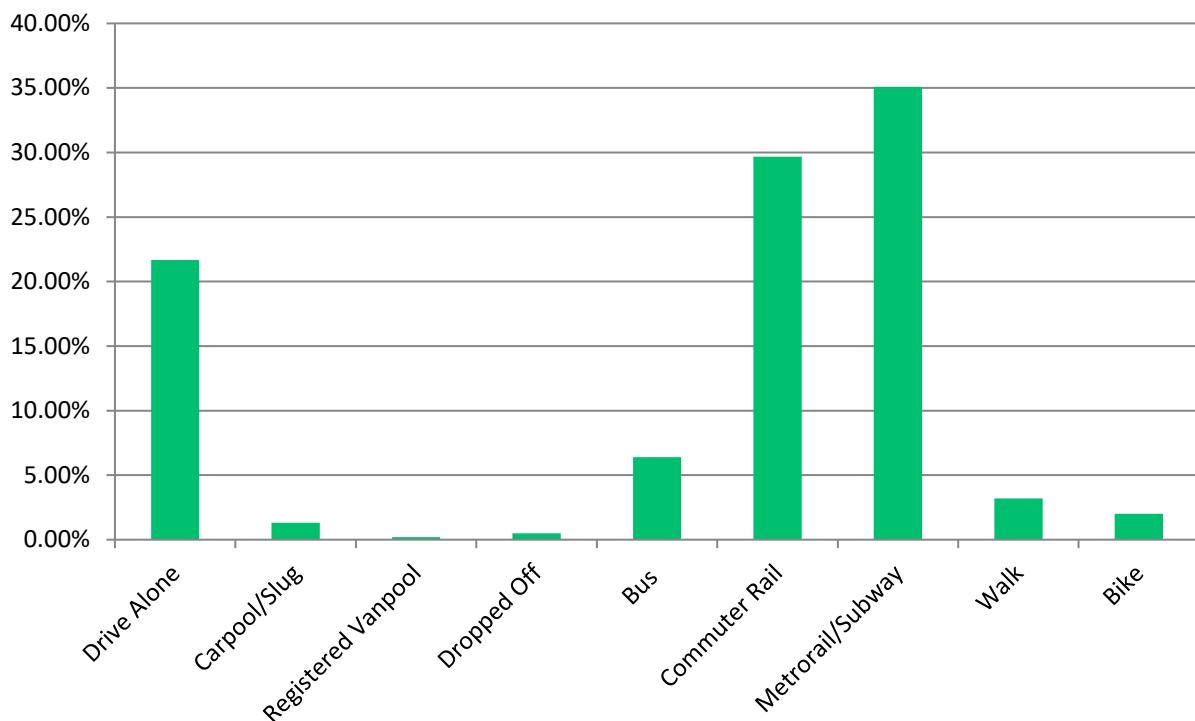


Figure 11: Primary Commute Travel Mode Prior to the Pandemic

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- 1 Question 8 asked respondents who drove alone what type of vehicle they used. Of the 346
2 respondents, 52 percent selected a passenger car, 43 percent selected an SUV, four percent of
3 respondents selected a truck, and only one respondent selected a motorcycle (**Figure 12**).

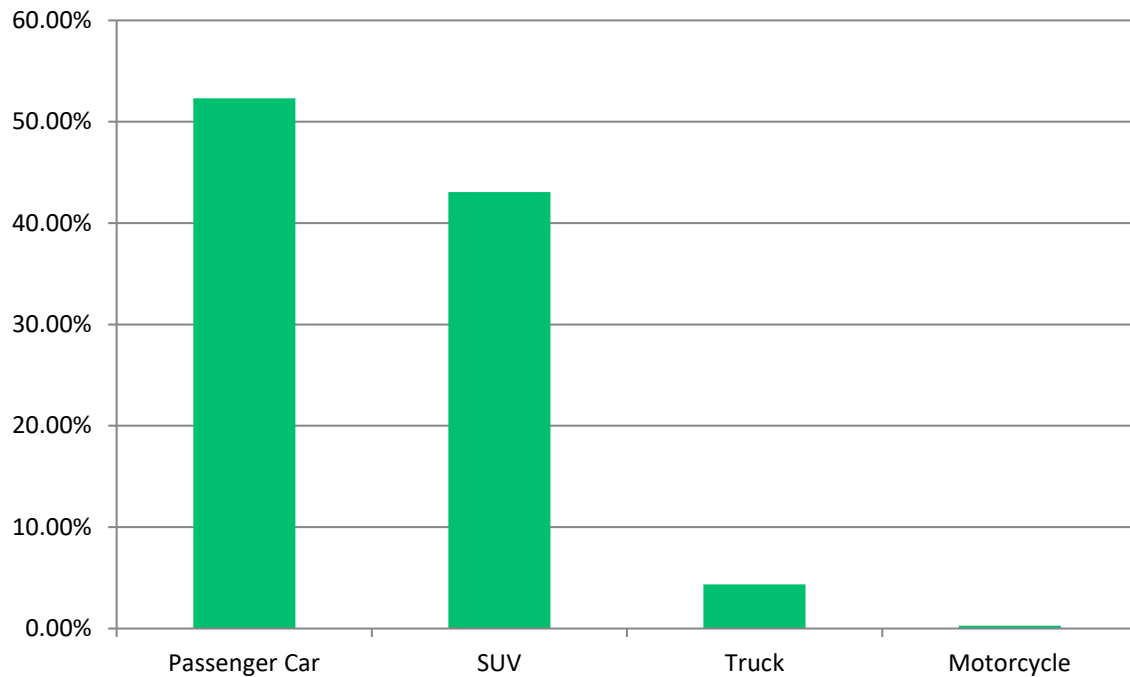


Figure 12: Vehicle Type for Employees Who Drove Alone to Work Prior to the Pandemic

- 6 Questions 9 and 10 asked respondents who had utilized a carpool or vanpool about the number
7 of persons assigned to a carpool or vanpool, including themselves. Of the 21 who responded as
8 being in a carpool, the range of riders was between two and six. Three respondents identified as
9 being in a vanpool but did not specify the number of riders.

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Questions 11-12: Pre-Pandemic Commute Time and Distance

Questions 11 and 12 asked respondents about their typical commuting distance and their typical commuting time from their home to the office prior to the pandemic. According to Question 11, the most common commuting distance was between 1-10 miles, indicated by approximately 35 percent of respondents. Approximately 15 percent of respondents indicated commuting between 11-30 miles and approximately five percent commuting more than 50 miles (**Figure 13**).

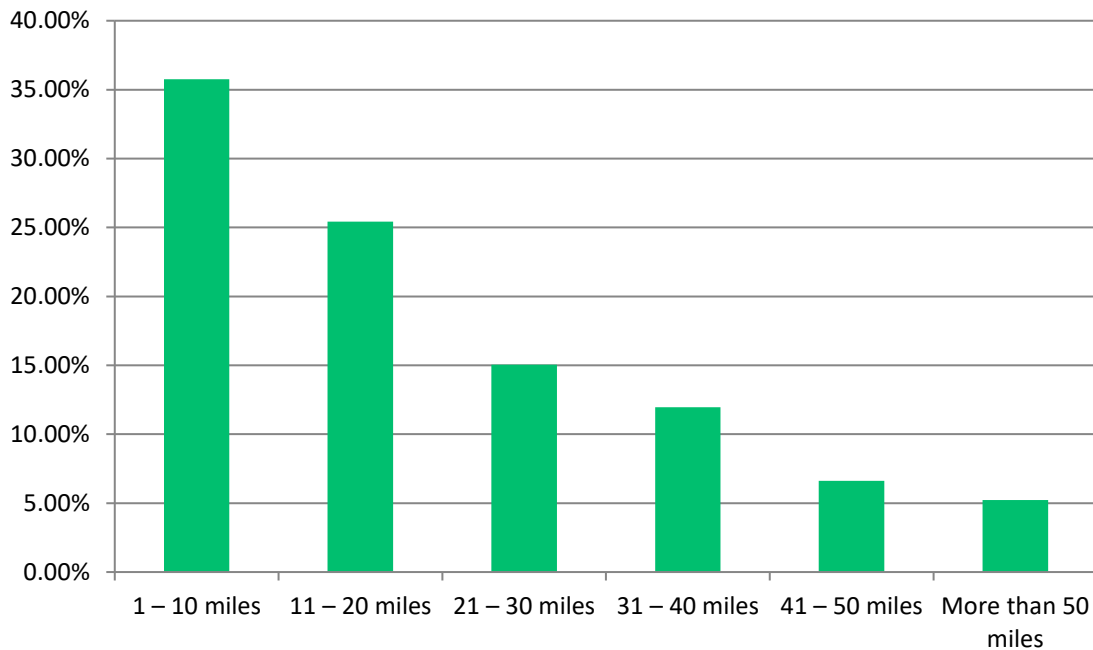


Figure 13: Distance (Miles) Between Home and the Office

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- 1 According to Question 12, the most common commuting time spent was 61-90 minutes, as
2 indicated by approximately 28 percent of respondents (**Figure 14**). Twenty-six percent of
3 respondents indicated that their typical commute time was approximate 46-60 minutes.
4 Therefore, a majority of 54 percent of respondents had a typical commute between 46 and 90
5 minutes.

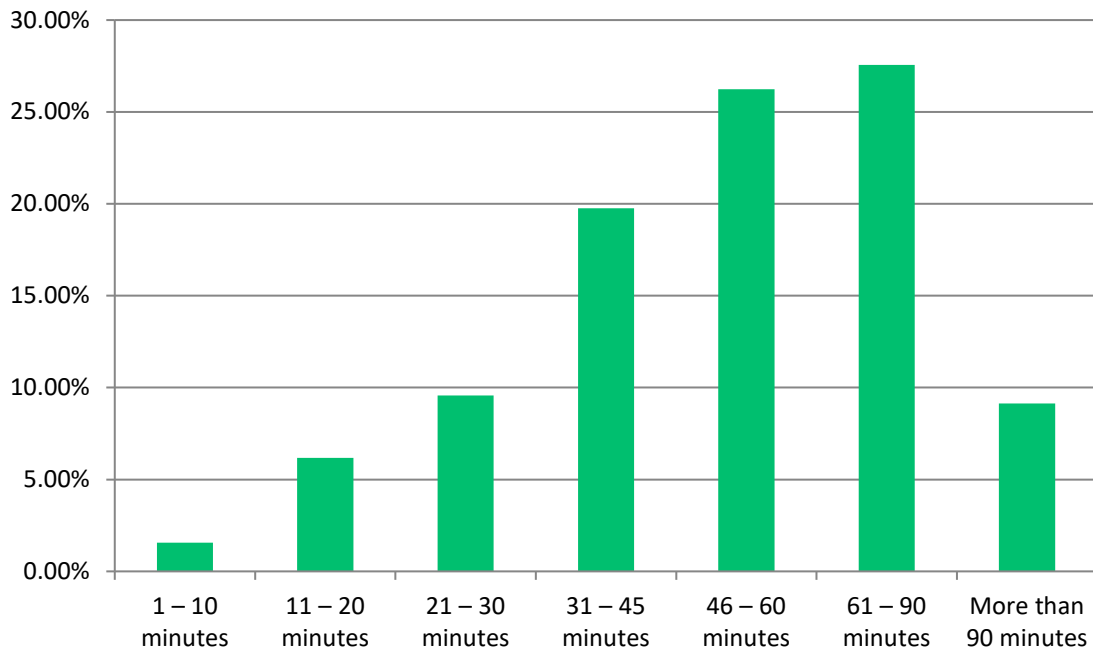


Figure 14: Average Time Spent Commuting Between the Home and the Office

4.2 INTENDED COMMUTE FOLLOWING OPERATING POSTURE CHANGES TO RETURN TO THE OFFICE

This section of the survey asked respondents how they would commute to their current office location once the operating posture changes to return to the office.

Questions 13-14: Intended Teleworking Frequency and Schedule Following Operating Changes to Return to the Office

Questions 13 and 14 asked respondents to identify how many days they intend to work from home and which days of the week they would intend to do so. Results from Question 13 revealed that a large majority of respondents (approximately 68 percent) expect to work from home three to four days a week, followed by approximately 20 percent expecting to work from home one to two days a week (**Figure 15**). Five percent of respondents anticipated working from home every day, while 75 respondents (approximately five percent) identified a different working arrangement, such as a set number of days per pay period or per month.

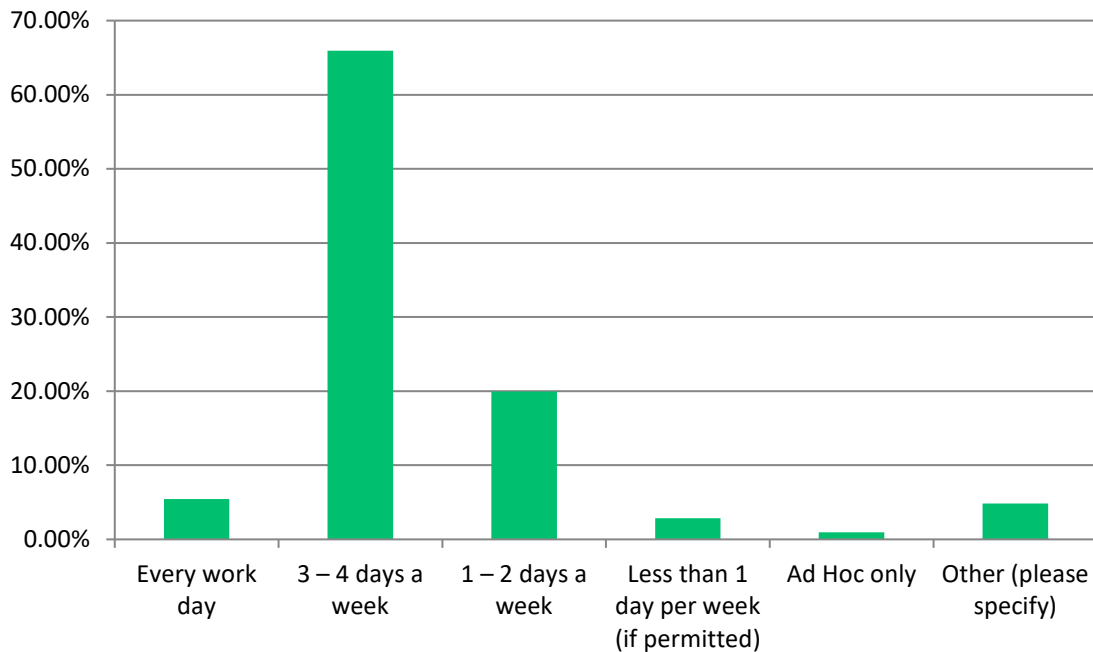
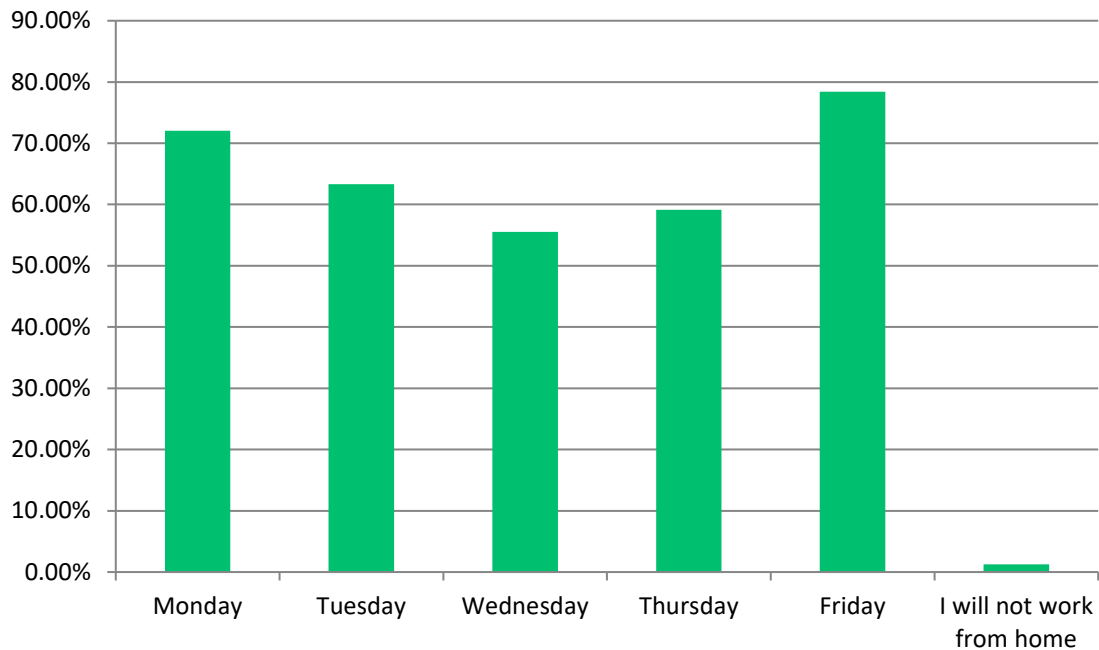


Figure 15: Anticipated Work From Home Frequency

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- 1 Question 14 asked which days of the week respondents would work from home. **Figure 16** shows
2 that most respondents would work from home on Mondays (approximately 72 percent) and
3 Fridays (approximately 78 percent), with fewer respondents working from home on Tuesdays,
4 Wednesdays, and/or Thursdays (approximately 60 percent on each day).



5
6 **Figure 16: Anticipated Work From Home Days of the Week**

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Questions 15-16: Intended Commute Mode Following Operating Changes to Return to the Office

Question 15 asked which primary commute mode respondents expect to take for each day of the work week. **Figure 17** shows that most respondents would generally be working from home more than 1 day per week, with over 45 percent indicating they would be working from home on Friday. On the days respondents would commute to the office, a majority indicated that they would utilize either rail (MARC, VRE, or Metrorail) or drive alone via passenger car or SUV. Fewer respondents indicated that they would utilize Metrobus as a mass transit option. No respondents selected vanpooling as a commuting option for any day of the week.

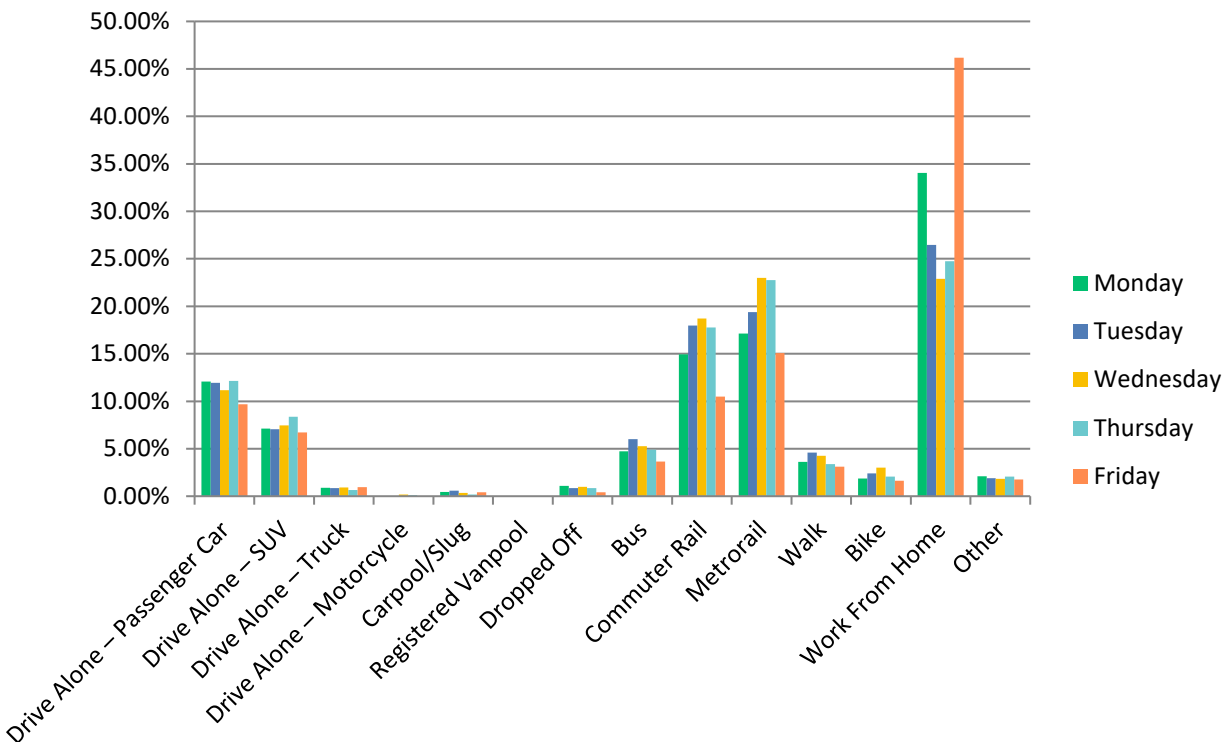


Figure 17: Anticipated Commute Mode to the Office Following Operating Changes

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Question 16 asked respondents who intended on commuting in a vehicle (driving alone, carpooling, or vanpooling) what type of fuel they anticipated using. Over 60 percent of respondents indicated that they would use a gasoline-powered vehicle during the week (Figure 18). Less than ten percent of respondents indicated they would use an electric-powered vehicle any day of the week and less than 20 percent of respondents did not know what type of fuel they would use any day of the work week.

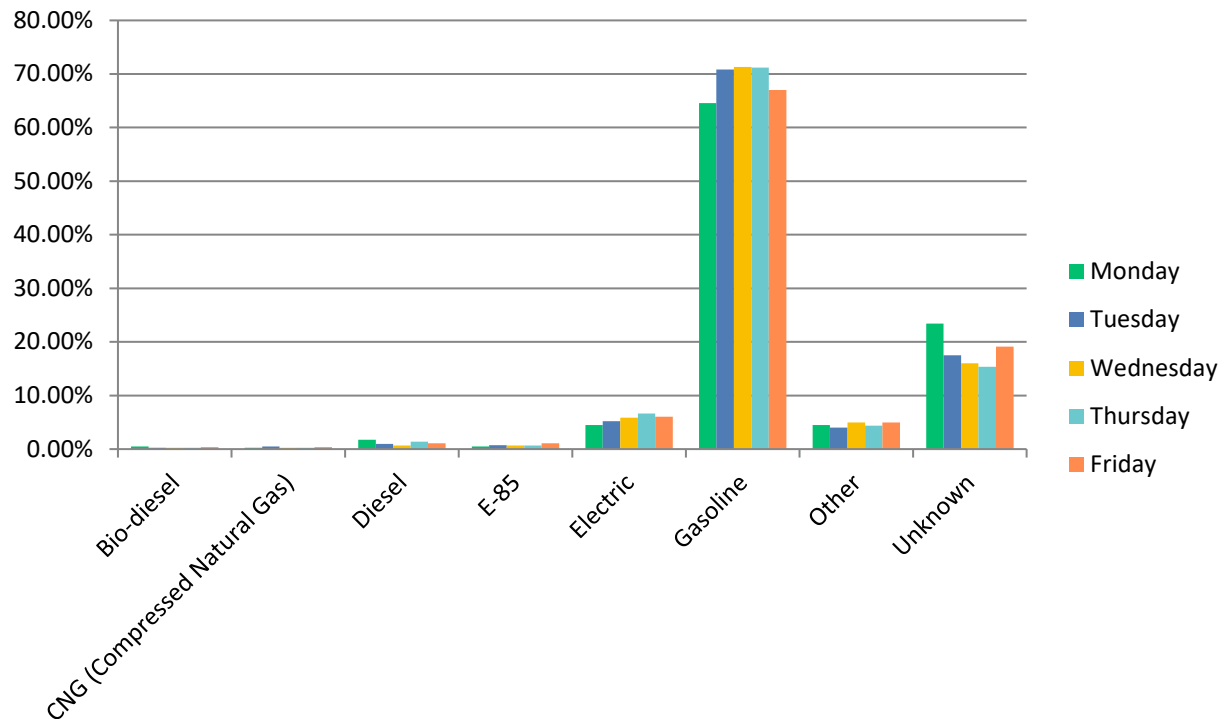


Figure 18: Anticipated Fuel Type for Employees that Intend to Drive a Car, Carpool, or Vanpool for Commuting to the Office Following Operational Changes

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Questions 17-20: Using Alternative Transportation Modes

Question 17 asked respondents whether they anticipated continuing to receive a transit subsidy if they had prior to the pandemic. For those that had received a prior subsidy, approximately 81 percent felt they would continue to receive one.

Question 18 asked respondents who use commuter bus/rail whether they planned to register with the Commuter Connections Guaranteed Ride Home Service or any other commuter assistance program. Approximately 28 percent of the respondents asked this question indicated that they would.

Questions 19 and 20 asked respondents whether they expected to ever walk or bike to work or would be willing to in the future. According to the Question 19 and 20 responses, approximately 87 percent would not be willing to walk or bike to work, approximately 15 percent said they would bike or walk to work year-round, and seven percent responded that they would bike or walk every day seasonally, (Figure 19).

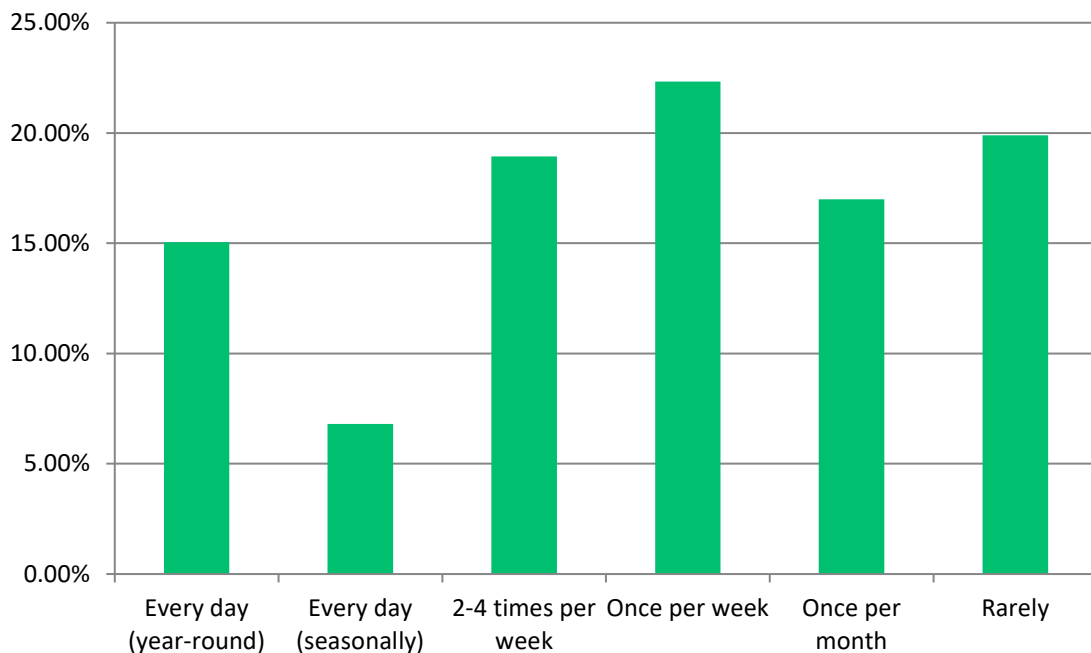


Figure 19: Potential Frequency of Employees Biking or Walking to Work

4.3 SCHEDULE AND COMMUTE MODE CHANGES AFTER RELOCATION

This section of the survey asked respondents how their work schedule and commute mode would change when relocated to the proposed new HQ building at 60 New York Avenue NE.

Questions 21-23: Post-Relocation Commuting Days and Times

Question 21 asked how many days per week respondents anticipate working in the office after being relocated to 60 New York Avenue NE. Just over half of respondents (approximately 52 percent) selected 1-2 days per week (**Figure 20**). Approximately 2 percent indicated their intent to work in the office five days per week. Approximately 21 percent of respondents said they would work in the office less than 1 day per week, if permitted, and approximately 13 percent would work 3-4 days in the office. Approximately four percent of respondents would work in the office on an ad-hoc basis, and 8 percent of respondents selected "Other" and identified either a different schedule or clarified that they were not an HQ employee.

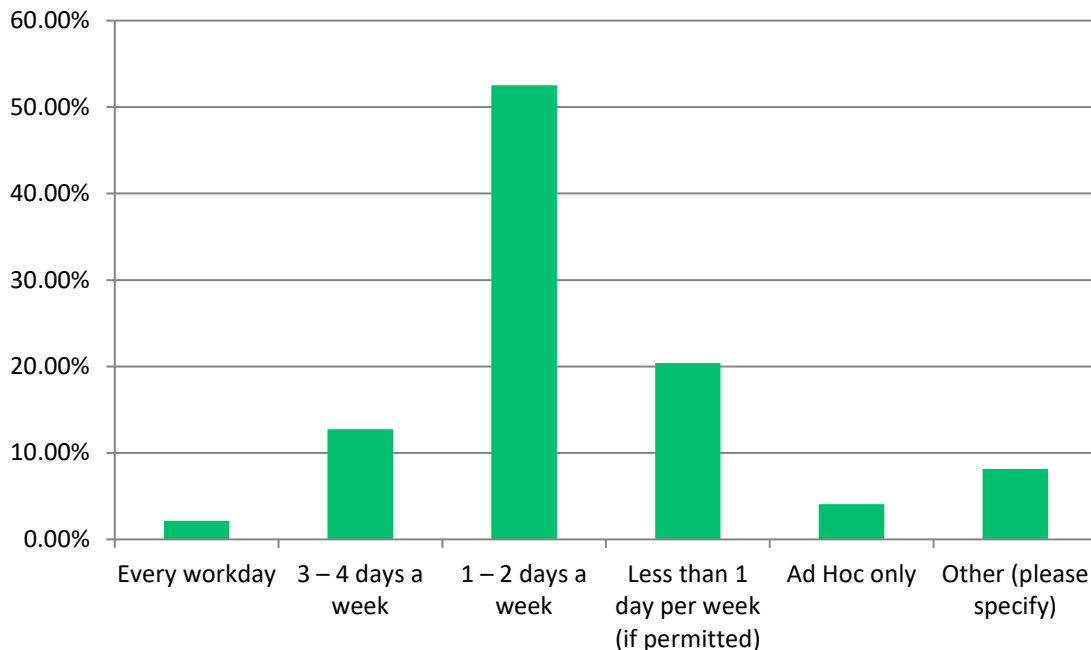


Figure 20: In-Office Employee Working Days Anticipated Following Office Relocation

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- 1 Question 22 asked respondents to identify the most frequent days they would work from home, if
2 they had any intention of working from home. The results of this question were very similar to the
3 results of Question 14, with most respondents indicating that they would most likely work from
4 home on Mondays and Fridays (**Figure 21**).

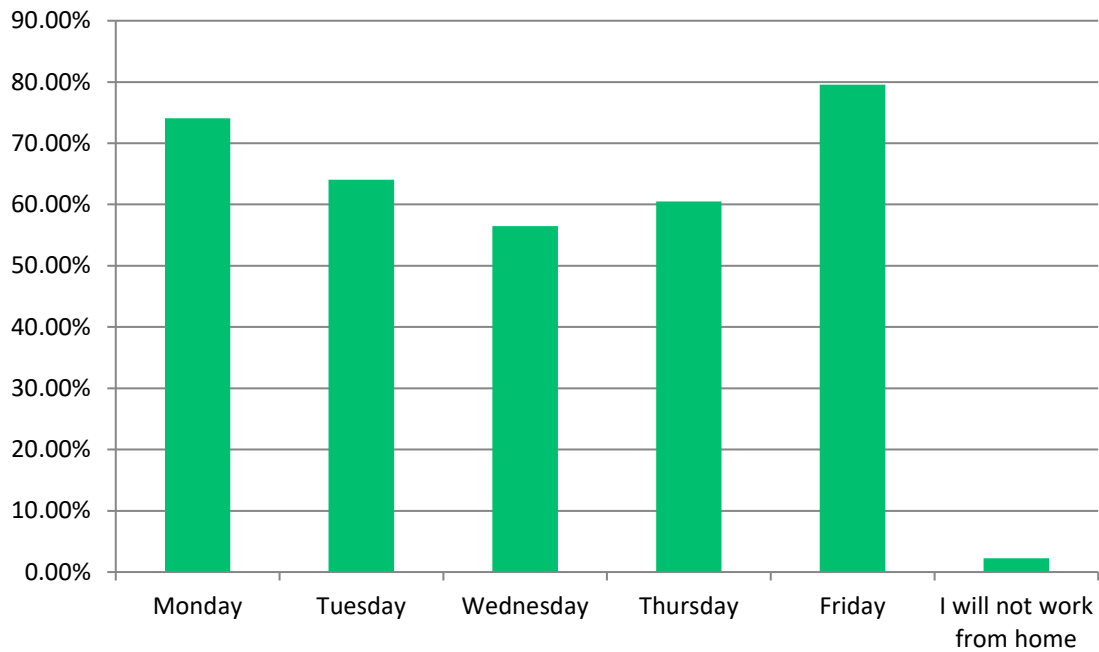


Figure 21: Days of the Week Employees Anticipate Work-From-Home

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- 1 Question 23a asked respondents what they anticipated their arrival time to the new office to be.
2 Approximately 63 percent of respondents anticipated arriving prior to 9:00 AM, with 79 percent
3 of respondents arriving between the hours of 7:00 AM and 9:00 AM (**Figure 22**).

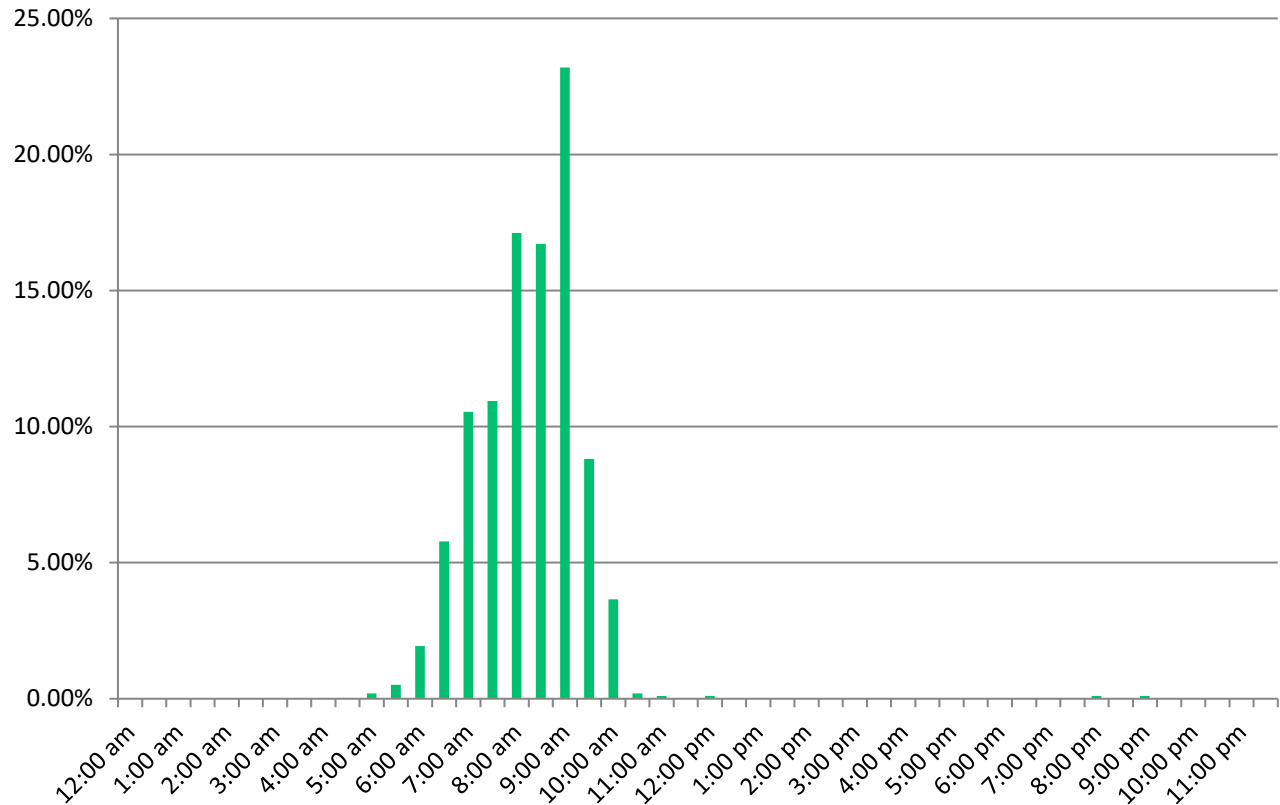


Figure 22: Anticipated Arrival Time of Employees to the New Office

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- 1 Similarly, Question 23b asked respondents what they anticipated their departure time being
2 when working at the new office (**Figure 23**). Approximately 22% of respondents listed 5:30 PM as
3 their anticipated departure time, 17% listed 5:00 PM as their anticipated departure time, and
4 14% listed 4:30 PM as their anticipated departure time.

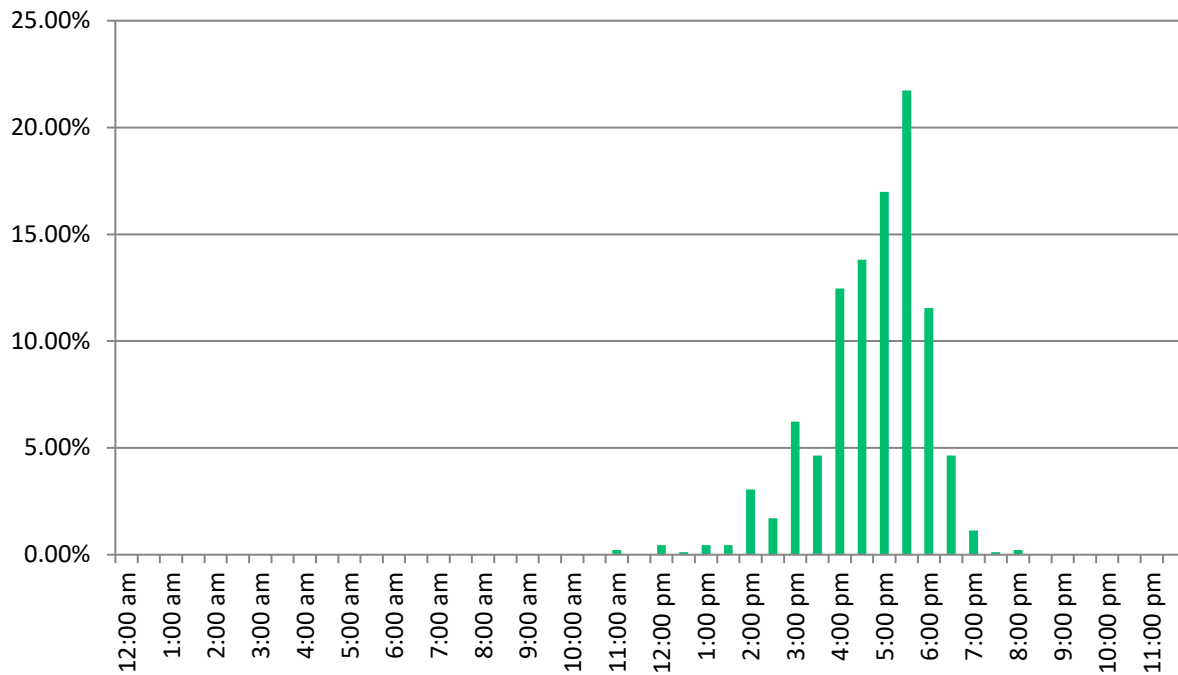


Figure 23: Typical Departure Time Anticipated Following the Office Relocation

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Question 24-25: Post-Relocation Commute Mode(s) and Time Impact

Question 24 asked respondents which mode to work they anticipated primarily using following the relocation to the office at 60 New York Ave NE. Most of the responses (approximately 86 percent) indicated that respondents would use one of three primary modes: driving alone (approximately 33 percent), Metrorail (approximately 31 percent), and commuter rail (approximately 21 percent) (Figure 24). Only five percent of respondents indicating that they would walk or bike to work.

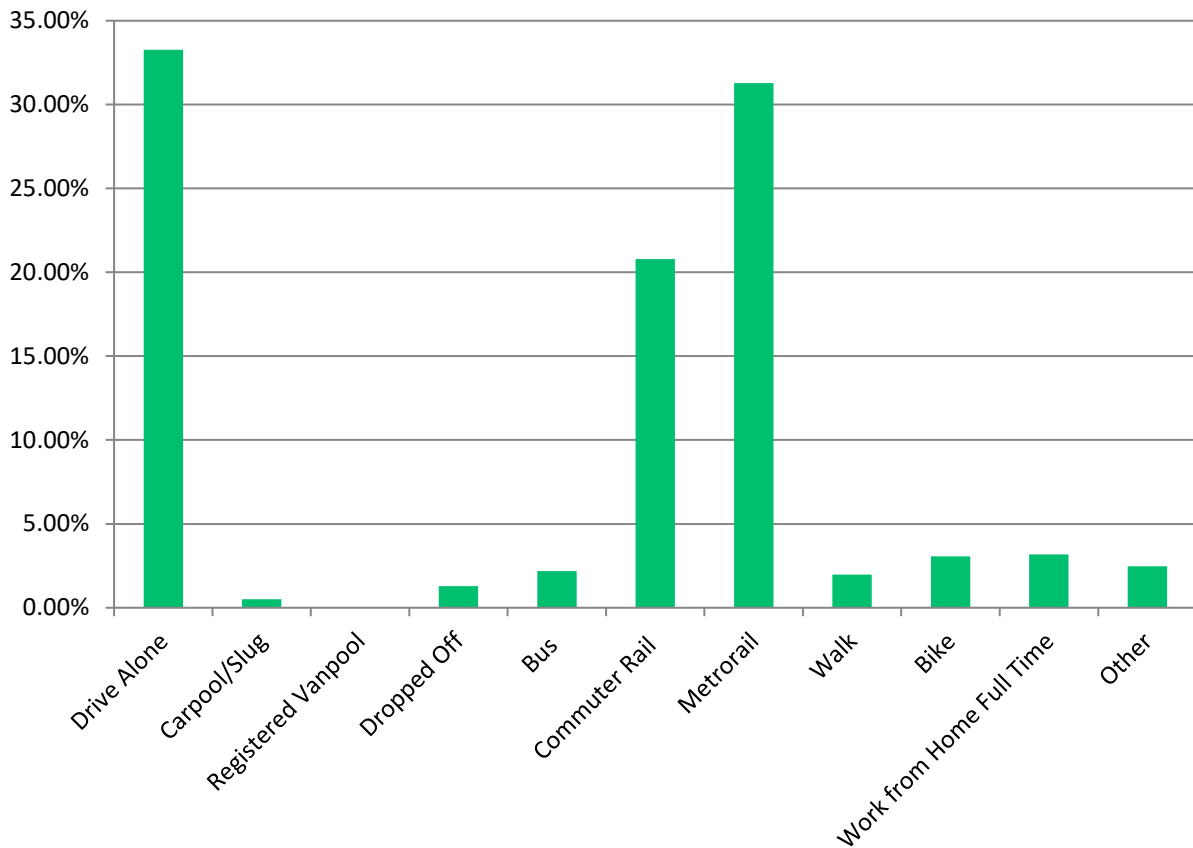


Figure 24: Anticipated Primary Commute Travel Mode Following Office Relocation

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Question 28 asked respondents how their commute time from home to the office (one-way) would be affected by moving to the new office location when compared to their pre-pandemic commute and current office location. Approximately 81 percent of respondents indicated that their commute would be longer. (**Figure 25**). Only approximately seven percent of respondents indicated that their commute would be shorter. Approximately 12 percent said they would not experience a change in their commute time.

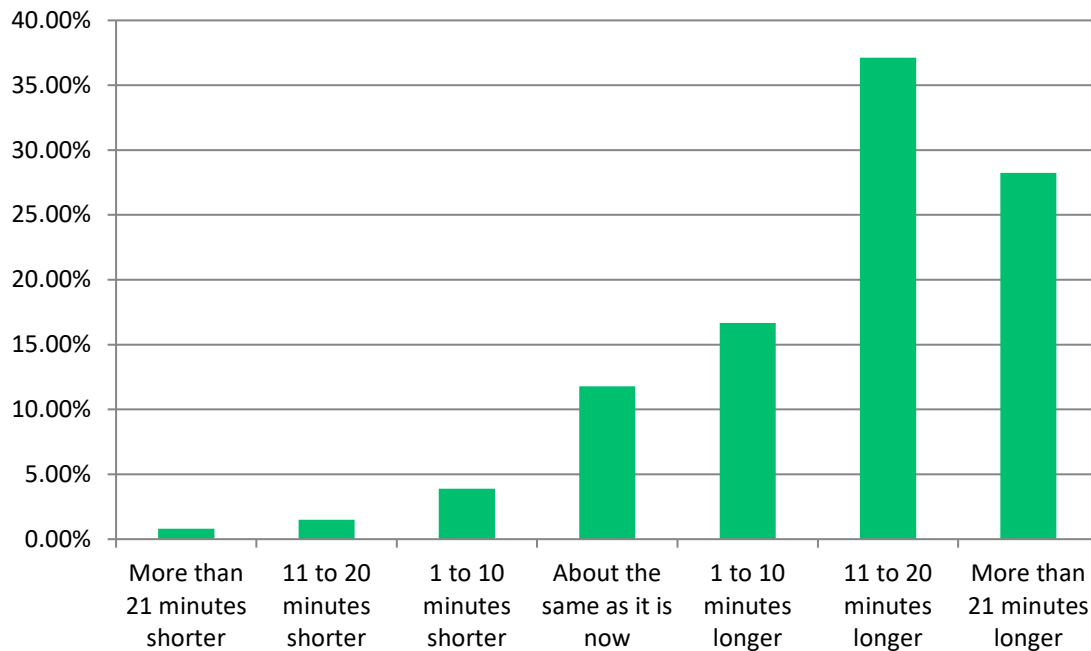


Figure 25: Estimated Post-Relocation Commute Time Difference Compared to Pre-Pandemic Commute Time

Questions 26-28: Post-Relocation Attitudes about Potential Alternative Commute Modes

For respondents who planned to drive alone to the 60 New York Ave NE office location, Question 26 asked whether they would be willing to consider other modes of shared/public transportation (i.e., mass transit, commuter bus or rail, rideshare/carpool, bicycle, etc.). Of the 453 respondents who intended to drive alone, just under one-third (approximately 29 percent) were open to considering other transportation alternatives.

For respondents who identified as being unwilling to consider an alternative form of travel, Question 27 asked for the top three reasons why. Almost 45 percent of respondents said it was the time required to take transit (**Figure 26**). Approximately 30 percent of respondents also indicated that the inconvenience of transit schedules, liking the comfort/convenience of their own vehicle, and continued concern about social distancing, would be also be a top concern. Additional reasons listed under "Other" were related to safety concerns about using various modes or the safety of traveling to or from various modes to the office location.

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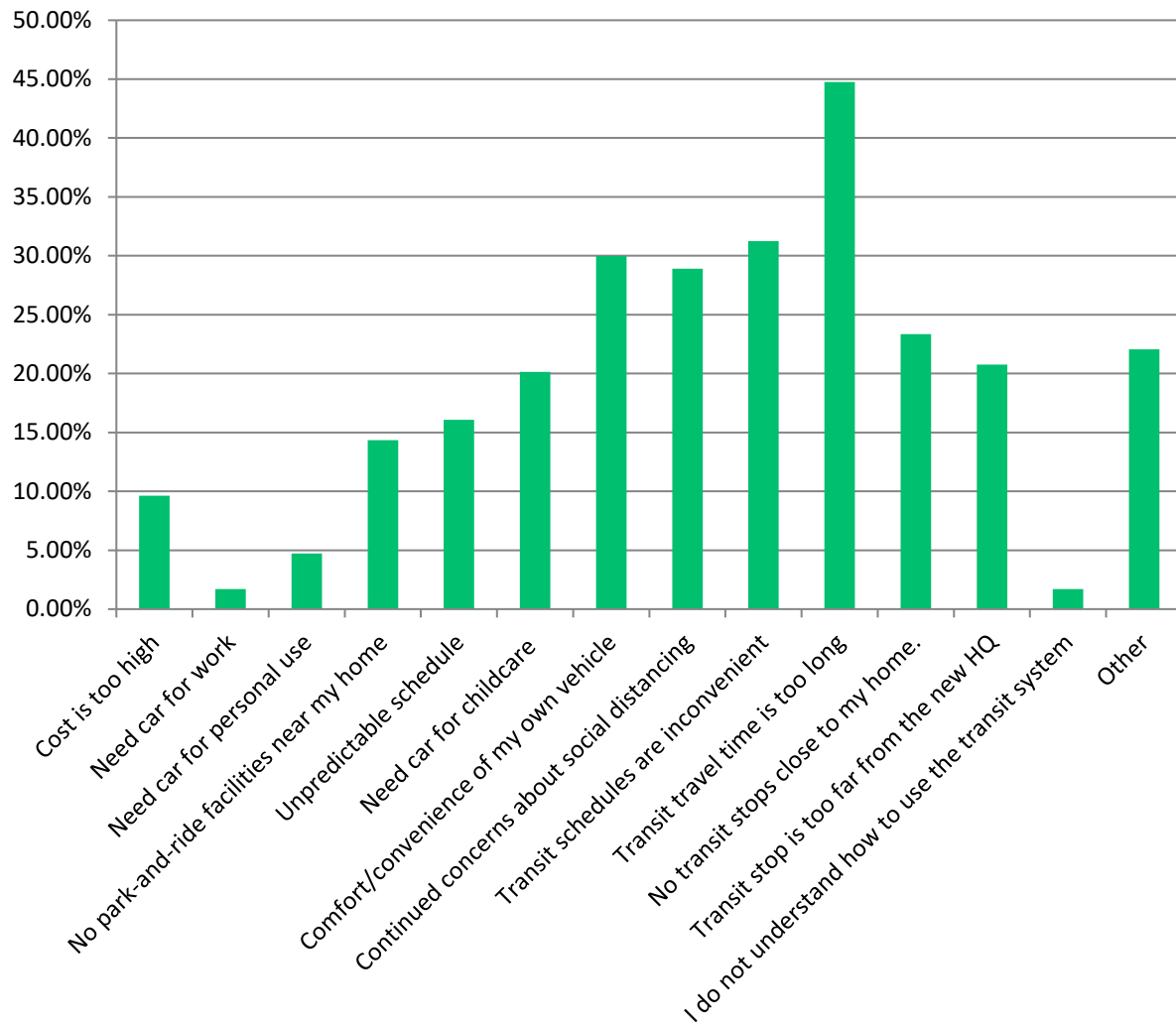


Figure 26: Reasons Employees Would Not Consider an Alternative Commute Mode to Driving Alone

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Question 28 asked respondents whether any service improvements would increase their likeliness of considering the use of alternative transportation modes to commute to the 60 New York Ave NE office. The improvement with the most responses (41 percent) was to increase the frequency, reliability, safety, and/or comfort of public transit (**Figure 27**). The desire for a shuttle connection between the new office location and Union Station received a similar number of responses (40 percent). A decrease in travel time and cost was also a desired improvement (35 percent). Beyond the options provided, 12 percent of respondents identified other improvements that would influence their mode choice, including operational improvements (e.g., parking subsidy at a park-and-ride near a Metro station) and infrastructure improvements (e.g., pedestrian crossings or bike lanes).

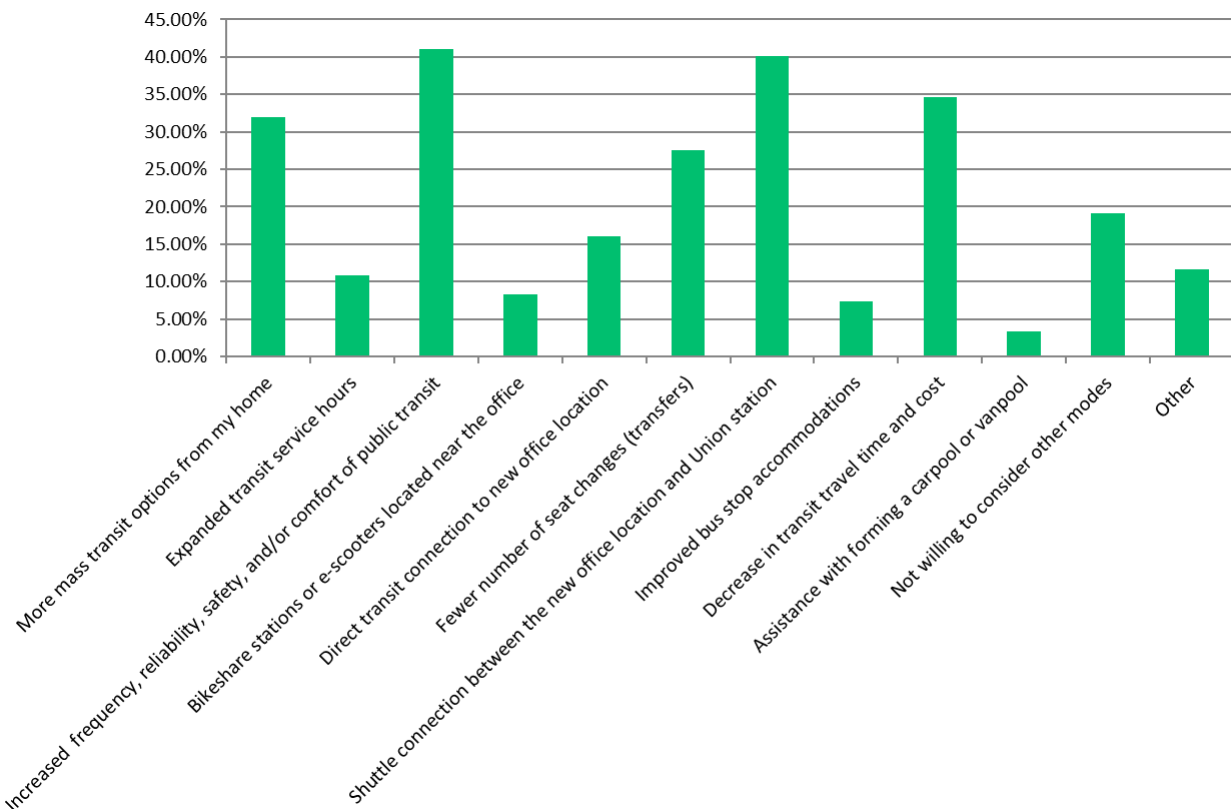


Figure 27: Potential Service Improvements that Would Influence the Consideration for An Alternate Travel Mode Following Office Relocation

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Question 29: Other Considerations

Question 29 was an open-ended question allowing respondents to provide additional comments and concerns relating to the survey and their work commutes. One-quarter of all survey respondents provided additional comments. All comments were reviewed and captured within the following categories:

- Commute Time/Journey/Complexity/Reliability
- General Safety
- Travel Expense
- Alternative Modes (Shuttle, VRE, bus, ferry)
 - Amenities
 - Ped/Bike Safety
- New Office Amenities
- Telework
- Parking
- Public Health
- Environment
- Family/Childcare/Personal
- Mobility/Health Limitation

Some of the most-frequently mentioned considerations identified within the top 5 most common topics can be summarized/paraphrased as follows:

Commute Time/Journey/Complexity/Reliability

- The impact to commute travel time is significant and has impacts on productivity and work/life balance.
- The new commute will require the need to connect to an additional mode (such as to a connecting transit line) and increase the complexity of the commute. In some instances, the frequency and location of these options do not align and can create additional wait time, increasing overall commute time.

General Safety

- Conditions in the neighborhood and near the new office location are of concern (e.g., lack of lighting, frequency of crime/violence).
- Conditions of safety while riding transit (especially the Metro) are of concern (e.g., frequency of crime/violence, lack of enforcement).
- There is a lack of safe pedestrian and bicycling infrastructure that connects to the new office location (e.g., lack of bike lanes, better crosswalks or traffic calming measure).

Travel Expense

- The cost of commuting (e.g., fuel, parking) does not equate to benefits of working in person.

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- Subsidies are desired to support a wider range of mode choices (e.g., parking fees, flexible transit subsidies that can be applied to different services).

Alternative Modes (shuttle, VRE, bus, ferry)

- The convenience of using alternate travel modes is impacted by the requirement of employees to take home office equipment (laptops) every day.

New Office Amenities

- The lack of covered walkway to connect between buildings will potentially be uncomfortable and inconvenient in various weather conditions.
- On-site facilities, such as bike lockers and showers would be desirable to support bicyclists.
- Nearby dining options are limited.

DRAFT

5.0 EVALUATION OF EMPLOYEE BEHAVIOR

Generally, the survey provided strong insight into understanding work-from-home trends and commuting behaviors and preferences in the context of a range of factors that will influence individual employee choices following the office relocation. Some of the key findings can be summarized as follows:

1. There was a strong culture of commuting by modes other than driving alone prior to the pandemic. This speaks to a general willingness of employees to commute using modes other than driving alone, particularly for those where alternative options were readily available and convenient based on their desired travel schedules and proximity to their home and/or the current office. The extremely limited number of respondents who participated in a carpool or vanpool further validates that modes which can be used easily regardless of flexible working schedules (i.e., being able to commute to/from the office at any time of the day with a mode being available or scheduled near that time instead of one, inflexible departure time) has an impact on employee mode choice.

2. A majority of employees will be working from home 3-4 days per week. The survey indicates that working from home will continue to be a substantial component of work at SEC moving forward. Initial results show that demand for available in-office working space on any day during the week is likely to be far less than the total seats (though more demand will be expected between Tuesdays and Thursdays). This can potentially inform how space is allocated and prioritized in the new office. This might suggest opportunities to convert underutilized workspace to amenities that serve employees that do work in the office. Based on many of the open-ended comments, preferences included establishing lockers or secured areas for employee equipment to reduce the need of traveling with it every day, showers and bike storage to support those who bike to the office, and potentially hosting an area with food options due to the perception that there are limited options available in the neighborhood of the new location.

This survey finding also can indicate potential issues with some traditional TDM strategies. For example, it is likely that carpooling and vanpooling will not be viable options because of the variability in schedules. In addition, higher-cost improvements like modifications to existing transit services or operating a shuttle may be challenging to justify if ridership is low due to limited on-site personnel.

3. Most employees anticipate an increase in travel times after being relocated to the new HQ. This often includes a perspective that, based on the understanding of current alternative travel modes/services available, the relocation would require more transferring between transit modes/routes. This assumption directly correlates with potential impacts on commute-induced stress/anxiety, general employee morale, and the ability to establish optimal work/personal life balance. However, providing a shuttle connection to Union Station and/or other Metrorail hubs may help to ease the concerns regarding the potential need to transfer.

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1 **4. The results show a potential increase of approximately 11 percent in respondents choosing to**
2 **drive alone when compared to their post-pandemic commute to their current office location.**

3 There are a variety of factors that influence the decision whether to drive alone to work,
4 including traffic congestion, cost of fuel or parking, stress, the need to access a vehicle during
5 the day for work meetings or personal errands, as well as the general preference for this mode.
6 The pandemic has complicated this issue by reducing the frequency in which employees have
7 to go into the office, thus reducing the perceived commute travel time and costs, and also
8 increasing concerns over safety. Although it is unclear whether or not this percentage increase
9 will actually be realized, SEC will need to continue to promote modes other than driving alone
10 for when employees need to come into the office.

DRAFT

6.0 TRANSPORTATION IMPACT STUDY

The Square 669/670 *Transportation Impact Study* (TIS) (2021) was prepared by Gorove/Slade to review the transportation aspects of the project's development in compliance with the National Environmental Policy Act (NEPA). The report concluded that the project will not have a significant impact on the surrounding transportation network, assuming that all planned site design elements and potential intersection mitigation measures are implemented along with a robust TMP.

6.1 STUDY AREA

Square 669 is generally bounded by P Street to the north, North Capitol Street to the west, O Street to the south, and an existing office building to the east. Square 670 is generally bounded by O Street to the north, North Capitol Street to the west, New York Avenue to the south, and an existing surface lot to the east.

The existing driveway along P Street adjacent to Square 669 is proposed to be extended through to O Street, and a new through connection is proposed between O Street and New York Avenue where right-in/right out access would be available to/from westbound New York Avenue (**Figure 28**). New curb cuts are proposed on the north side of O Street for the connection through to the existing driveway on P Street and along the north side of New York Avenue to establish the new Square 670 driveway connection through to O Street where an existing but unused curb cut currently exists. An additional new curb cut is proposed along the south side of O Street for garage and loading access. The new driveways will increase connectivity and reduce unnecessary traffic along North Capitol Street.

Parking facilities for the overall Site will consist of two (2) below-grade garages. Access to the Square 669 garage is proposed on the east side of the parcel from the driveway between P Street and O Street. Access to the Square 670 garage is proposed on the north side of the parcel from O Street via a new curb cut.

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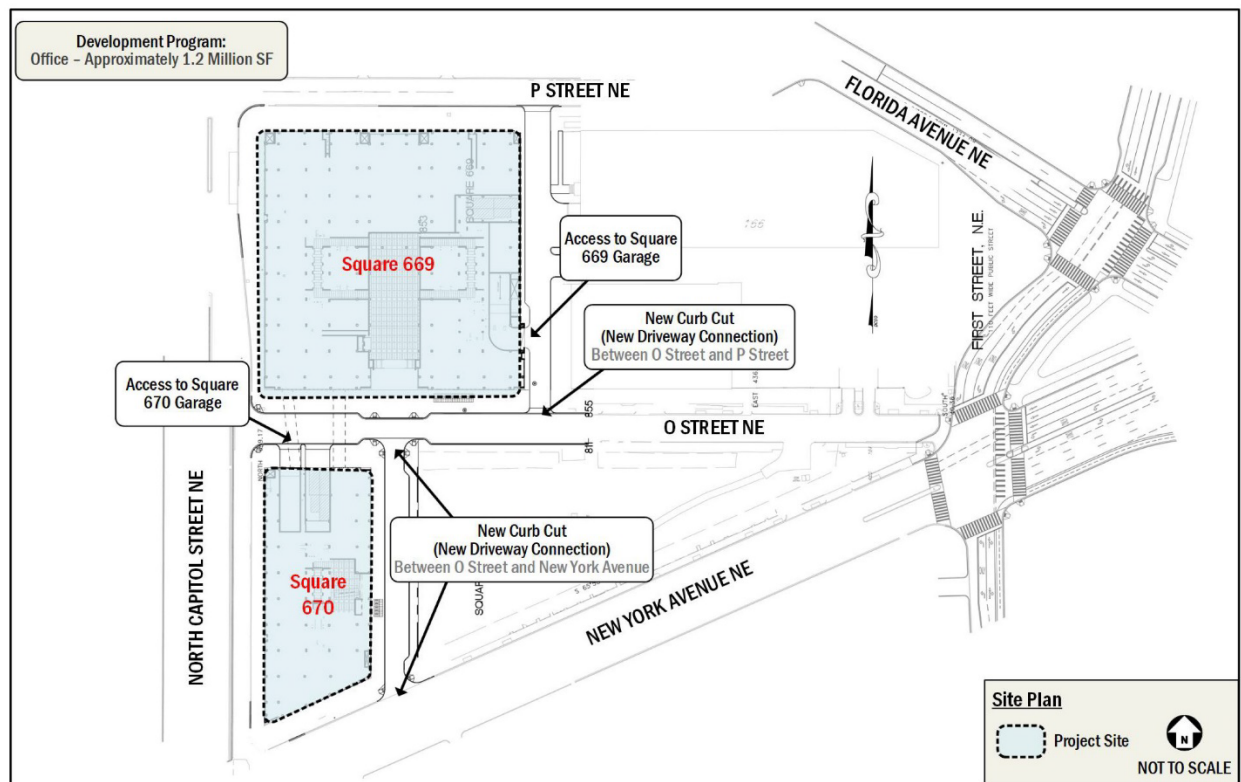


Figure 28: Site Plan Showing Access Points (Source: Gorove/Slade)

Based on the projected future trip generation and the location of the HQ access points, the following intersections were analyzed in the TIS:

1. North Capitol Street & P Street
2. North Capitol Street (SB) & O Street NW
3. North Capitol Street (NB) & O Street NE
4. North Capitol Street (SB) & New York Avenue NW
5. North Capitol Street (NB) & New York Avenue NE
6. Florida Avenue & P Street NE
7. First Street & O St & New York Avenue NE
8. P Street NE & Square 669 Site Driveway (Future)
9. O Street NE & Square 669 Site Driveway (Future)
10. O Street NE & Square 670 Site Driveway (Future)
11. New York Avenue NE & Square 670 Site Driveway (Future)

6.1.1 Data Collection and Hours of Analysis

The existing traffic volumes are comprised of turning movement count data, which was collected on Thursday, March 30, 2017 and Tuesday, January 8, 2019 between the hours of 6:30 and 9:30 AM and 4:00 and 7:00 PM. For intersections collected on March 30, 2017, all movements were grown using growth rates obtained from the Metropolitan Washington Council

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of Government's (MWCOC) regional transportation model from that period (Version 2.3.70), comparing the difference between the year 2017 and 2020 model scenarios.

Additionally, the intersections collected on January 8, 2019 were conducted during the Federal Government shutdown, affecting typical traffic volumes in the Washington, DC area. These volumes were balanced with the previously collected traffic counts to obtain more typical normalized volumes. The resulting 2019 volumes were then further adjusted to reflect baseline 2021 existing conditions using growth rates obtained from the Metropolitan Washington Council of Government's (MWCOC) currently adopted regional transportation model (Version 2.3.78), comparing the difference between the year 2019 and 2021 model scenarios.

6.2 ANALYSIS RESULTS

Synchro 10 traffic analysis software was used to perform the capacity and queuing analyses for the signalized and unsignalized intersections in the study area. This software package provides average control delay, volume-to capacity ratio (v/c), queues, and level of service (LOS) for each lane group and for the overall intersection. Please refer to the TIS prepared by Gorove/Slade for more details regarding existing and anticipated future operations.

6.2.1 2021 Existing Conditions

6.2.1.1 Capacity Analysis

The unsignalized study intersections generally operate at acceptable conditions during the morning and afternoon peak hours. However, four (4) signalized intersections have at least one approach that operates under LOS E or F conditions:

- North Capitol Street & P Street
 - Eastbound (AM & PM)
- North Capitol Street (SB Ramp) & New York Avenue NW
 - Overall Intersection (PM Only)
 - Southbound (AM & PM)
- North Capitol Street (NB Ramp) & New York Avenue NE
 - Northbound (AM & PM)
- New York Avenue & First Street & O Street NE
 - Overall Intersection (PM Only)
 - Northbound (AM & PM)
 - Southbound (AM & PM)
 - Southeastbound (AM & PM)

6.2.1.2 Queuing Analysis

Five (5) of the study intersections have one or more lane groups that exceed the given storage length during at least one peak hour. These intersections and lane groups are as follows:

- North Capitol Street & P Street

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- 1 – Southbound Left/Thru/Right (AM & PM)
- 2 • North Capitol Street (SB) & New York Avenue NW
- 3 – Southbound Right (AM & PM)
- 4 • North Capitol Street (NB) & New York Avenue NE
- 5 – Eastbound Thru/Right (PM Only)
- 6 – Northbound Left/Thru (AM & PM)
- 7 – Northbound Right (AM & PM)
- 8 • Florida Avenue & P Street NE
- 9 – Westbound Left/Thru/Right (AM & PM)
- 10 • New York Avenue & First Street & O Street NE
- 11 – Southbound Left (AM & PM)

12 **6.2.2 2025 Background**

13 **6.2.2.1 Capacity Analysis**

14 The traffic projections for 2025 Background Conditions consist of the existing volumes with three
15 additions/modifications:

- 16 • Traffic generated by approved developments within the vicinity of the Site expected to be
- 17 completed by or close to 2025 (known as background developments); and
- 18 • Inherent growth in roadway traffic (representing regional traffic growth).
- 19 • Rerouting adjustments to account for the planned reconfiguration of the Dave Thomas
- 20 Circle cluster of intersections, including the closing of O Street to the east of North Capitol
- 21 Street.

22 The unsignalized study intersections would operate at acceptable conditions (LOS D or better)
23 during the morning and afternoon peak hours. However, four (4) signalized intersections would
24 have at least one approach that would operate at LOS E or F:

- 25 • North Capitol Street & P Street
- 26 – Overall Intersection (PM Only)
- 27 – Eastbound (AM & PM)
- 28 – Southbound (PM Only)
- 29 • North Capitol Street (SB Ramp) & New York Avenue NW
- 30 – Overall Intersection (AM & PM)
- 31 – Southbound (AM & PM)
- 32 • North Capitol Street (NB Ramp) & New York Avenue NE
- 33 – Northbound (AM & PM)
- 34 • New York Avenue & First Street & O Street NE
- 35 – Overall Intersection (PM Only)
- 36 – Eastbound (PM Only)
- 37 – Northbound (AM & PM)

38 **6.2.2.2 Queuing Analysis**

39 Five (5) of the study intersections would have one or more lane groups that exceed the given
40 storage length during at least one peak hour. These intersections and lane groups are as follows:

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- North Capitol Street & P Street
 - Southbound Left/Thru/Right (AM & PM)
- North Capitol Street (SB) & New York Avenue NW
 - Westbound Thru (PM Only)
 - Southbound Right (AM & PM)
- North Capitol Street (NB) & New York Avenue NE
 - Eastbound Thru/Right (AM & PM)
 - Northbound Left/Thru (AM & PM)
 - Northbound Right (AM & PM)
- Florida Avenue & P Street NE
 - Westbound Left/Thru/Right (AM Only)
- New York Avenue & First Street & O Street NE
 - Westbound Thru/Right (PM Only)
 - Northbound Right (AM & PM)
 - Southbound Left (AM & PM)

6.2.3 2025 Total Future

The number of trips that would be generated by the proposed development was calculated utilizing the Institute of Transportation Engineers (ITE) *Trip General Manual* (10th Edition) Land Use Code (LUC) 710, General Office. Mode splits were then developed based on census data for drivers who commute to the area of the site. **Table 3** presents the resulting trips by mode. However, it should be noted that this is a conservative analysis as it does not take into account the limited amount of on-site parking or the strategies presented in this TMP.

Table 3: Trip Generation by Mode (Source: Gorove/Slade)

Mode	AM Peak Hour			PM Peak Hour			Weekday
	In	Out	Total	In	Out	Total	Total
Auto (60%)	610	100	710	119	622	741	7263
Transit (35%)	420	69	489	82	428	510	4999
Bike (1%)	12	2	14	2	13	15	143
Walk (4%)	48	7	55	10	48	58	571
TOTAL	1090	178	1268	213	1111	1324	12976

6.2.3.1 Capacity Analysis

The 2025 Total Future traffic forecasts were development using the 2025 Background traffic volumes and adding the site traffic expected to be generated by the proposed development (site-generated trips). Thus, the 2025 Total Future traffic forecasts include: baseline existing 2021 traffic volumes, background developments, regional growth in traffic and site-generated traffic added by the proposed development.

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The unsignalized study intersections generally operate at acceptable conditions during the morning and afternoon peak hours. However, five (5) signalized intersections have at least one approach that operates under unacceptable conditions the following peak hours:

- North Capitol Street & P Street
 - Overall (AM & PM)
 - Eastbound (AM & PM)
 - Westbound (AM & PM)
 - Southbound (PM Only)
- North Capitol Street (SB Ramp) & New York Avenue NW
 - Overall (AM & PM)
 - Southbound (AM & PM)
- North Capitol Street (NB Ramp) & New York Avenue NE
 - Northbound (AM & PM)
- Florida Avenue & P Street NE
 - Overall (PM Only)
 - Northbound (AM & PM)
- New York Avenue & First Street & O Street NE
 - Overall (PM Only)
 - Eastbound (PM Only)
 - Northbound (AM & PM)

6.2.3.2 Queuing Analysis

Five (5) of the study intersections have one or more lane groups that exceed the given storage length during at least one peak hour. These intersections and lane groups are as follows:

- North Capitol Street & P Street
 - Southbound Left/Thru/Right (AM & PM)
- North Capitol Street (SB) & New York Avenue NW
 - Westbound Thru (PM Only)
 - Southbound Right (AM & PM)
- North Capitol Street (NB) & New York Avenue NE
 - Eastbound Thru/Right (AM & PM)
 - Northbound Left/Thru (AM & PM)
 - Northbound Right (AM & PM)
- Florida Avenue & P Street NE
 - Westbound Left/Thru/Right (AM Only)
 - Northbound Left/Thru/Right (AM & PM)
- New York Avenue & First Street & O Street NE
 - Westbound Thru/Right (PM Only)
 - Northbound Right (AM & PM)
 - Southbound Left (AM & PM)

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6.2.4 Mitigation and Improvements

Based on DDOT standards, the Project will have an impact on three (3) intersections within the study area. Therefore, the following mitigation measures were modeled and found to alleviate anticipated issues:

NORTH CAPITOL STREET & P STREET

- Implement southbound parking restrictions during the afternoon peak hour to provide an additional travel lane.
- Implement signal timing adjustments.

NORTH CAPITOL STREET (NB) & NEW YORK AVENUE NE

- Implement signal timing adjustments.

FLORIDA AVENUE & P STREET NE

- Implement peak hour turning restrictions that would allow for right turns only from P Street to Florida Avenue through signal timing adjustments and signage.

In addition to the above mitigation measures, the TIS also recommended that SEC engage in a transportation management plan (TMP) that outlines transportation demand management (TDM) strategies to reduce single-occupancy vehicle trips in order to achieve the NCPC parking ratio requirements.

6.3 CONCLUSION

The vehicular capacity analyses concluded that three (3) intersections may warrant mitigation as a result of the traffic added by the proposed development. However, the TIS concluded that the proposed development will not have a significant impact on the surrounding transportation network assuming that all planned site design elements and identified potential mitigation measures are implemented along with a robust TDM plan. The TIS also recommends that SEC and GSA coordinate with DDOT on the feasibility and potential implementation of these mitigation measures.

7.0 RECOMMENDATIONS FOR TRANSPORTATION DEMAND MANAGEMENT (TDM) STRATEGIES

People choose their mode of travel based on several factors, including convenience, cost, time, habit/familiarity, reliability, punctuality, frequency, cleanliness, and safety. An effective TDM program provides a variety of strategies that affect one or more of these factors. The approach to TDM at the SEC will have to be tailored to the unique needs of the site, as well as respond to current work from home policies and how commuting behaviors may change in the future.

Although the site falls within NCPC's L'Enfant City designation, it is on the northern edge where transit options are more limited than locations that are more centralized in this zone. Responses to the employee survey indicate that there are concerns about increased walking distance to nearby transit, a lack of nearby bicycle infrastructure, and the safety of the general neighborhood. Therefore, the TMP must address these issues in order to encourage commuting by modes other than driving alone.

Furthermore, although the world has generally returned to pre-COVID-19 conditions, many office-workers have maintained their preferences and habits of working from home as a result of the pandemic which will likely continue to have an impact on commuting. The current work-from-home policy allows most employees to work from home most days, only requiring that employees report to the office two days per pay period.

However, the impacts to commuting will continue to be dependent on the personal perceptions of both the comfort, convenience, and desirability of commuting with alternative transportation options to driving alone, and the perceived benefit of productivity and other factors from working in the office. This perception may also be heavily influenced by the frequency of commute. Employees that are only commuting into the office once a week may decide that the costs of driving alone (travel time, gas, stress, parking, etc.) are more acceptable than those that are commuting more frequently. Therefore, this TMP must consider ways to incentivize the use of modes other than driving alone when an employee does come into the office, as well as methods to spread demand across the entire week.

Developing TDM strategies in a post-COVID work-from-home environment can seem relatively simple on the surface with a high percentage of employees anticipating working from home most of the time. However, even if 72 percent of SEC employees are only commuting to work two days a week or less, there is still a need to further reduce the mode share of those that are commuting to the office. It is also likely that daily demand will change with more employees choosing to come into the office on Tuesday, Wednesday, or Thursday, thus creating unbalanced demand that could be difficult to predict and respond to. In addition, it is likely that the percentage of employees working from home may change over time, whether it's through new policies established by SEC, or just a general desire by employees to be in the office more often. These factors, among others, can challenge the efficacy of a TMP. Therefore, to respond

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to the challenges, this TMP presents strategies in two different groupings that are based on thresholds for working from home:

- **Group A: More than 50 Percent of Employees Working from Home on an Average Weekday:**
These strategies are intended to support commuting by modes other than driving alone within the context of current work-from-home policy and employees anticipated work-from-home frequency identified through the survey. In addition, this grouping will include ways to balance in-office demand spikes that may occur when employees decide to come into the office.
- **Group B: Less than 50 Percent of Employees Working from Home on an Average Weekday:**
Future strategies that could be implemented if more employees are commuting to the office on a regular basis, whether required through SEC policy or by personal desire or trends.

Section 7.1 and Section 7.2 contain the recommended strategies/practices for the SEC. An implementation plan for the recommended strategies is discussed in Section 9.0.

7.1 GROUP A: MORE THAN 50 PERCENT OF EMPLOYEES WORKING FROM HOME ON AN AVERAGE WEEKDAY

Strategies within this work-from-home threshold are focused on adapting to the variability of the in-office demand by supportive policies that promote spreading that demand across the week and enhancing non-auto connections to the new HQ that support the commute for employees when they come to the office.

7.1.1 Employee Transportation Coordinator (ETC)

An ETC is a "champion" of alternative commute modes. SEC does not currently have an ETC. It is recommended that SEC assign one full-time ETC that is specific to the SEC. ETC responsibilities include, but are not limited to:

- **Coordination**
 - Coordinate TDM strategies.
 - Develop a transition package for employees that will be relocated to the new SEC HQ highlighting non-SOV transportation options based on employee home geographies.
 - Monitor the performance of the TDM program by conducting annual employee commuter surveys and maintaining statistics on the number of employees utilizing each mode of transportation.
 - Work with a carshare or fleet management firm or provide government motor pool vehicles to provide vehicles on-site for employees that commute by modes other than driving alone to use to get to meetings or other errands during the day. Alternatively, or establish an account with a transportation network company (TNC), such as Uber or Lyft.
 - Coordinate with other agencies and campuses near the SEC to coordinate on TDM strategies such as shuttles, carpool and vanpool, and to help advocate for improvements to transit service and pedestrian and bicycle infrastructure.

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• **Communication**

- Educate employees through emails, mailings, and regular transportation fairs/brown bag lunches.
- Develop a designated parking and transportation webpage/clearinghouse for all transportation programs and benefits, and include real-time traveler information.
- Maintain transportation information stations within all building lobbies that provides real-time traffic and transit information, as well as route schedules, and information on other commute modes.

• **Employee Assistance**

- Assist employees in obtaining the maximum federally allowed transit subsidies or registering for Guaranteed Ride Home programs.
- Encourage employee participation in events such as Car Free Day, Park(ing) Day, and Bike-to-Work Day.
- Reach out to on-campus support staff and contractors to encourage them to utilize modes other than driving alone.

• **Advocacy**

- Coordinate directly with agencies such as MWCOG, NCPC, WMATA, MTA, VRE, and DDOT, to discuss methods to reduce SOV trips.
- Advocate for improvements to safety and facilities on the surrounding roadway network as well as transit stops/stations and onboard transit vehicles.

7.1.2 On-Site Amenities

A variety of on-site amenities can help to encourage the use of non-SOV travel modes for commuting, particularly for those that require more physical effort. The following amenities are recommended to be considered:

- **On-Site Transportation Hub:** Work with DDOT and WMATA to identify a designated lay-by area along the site frontage, preferably within proximity of a building entrance on North Capitol Street ramp from New York Avenue NE that provides an area for bus, shuttle, rideshare, taxi, and personal vehicle pick-up and drop-off. There are two potential areas that could be considered and are shown in **Figure 29**. Option A would be located along the curb frontage north of O Street NE where there is an existing bus shelter for bus routes 80 and P6. However, this option would likely require curb modifications to widen the pavement to accommodate the lay-by lane. Option B would locate the lay-by lane between New York Avenue NE and O Street NE. There is currently an off-peak parking lane along the curb which could be converted to a full-time lay-by lane. However, coordination would be required with DDOT to determine the potential impacts of removing the ability to have two travel lanes on the North Capitol Street ramp.

After a lay-by lane location is determined, consider designating an area within first-floor lobby, adjacent to the lay-by lane, where a real-time commuter information display can be installed, along with seating and WiFi that would allow employees to wait comfortably inside to be picked up. This area could also be utilized in the future by autonomous vehicles pick-up and drop-off.

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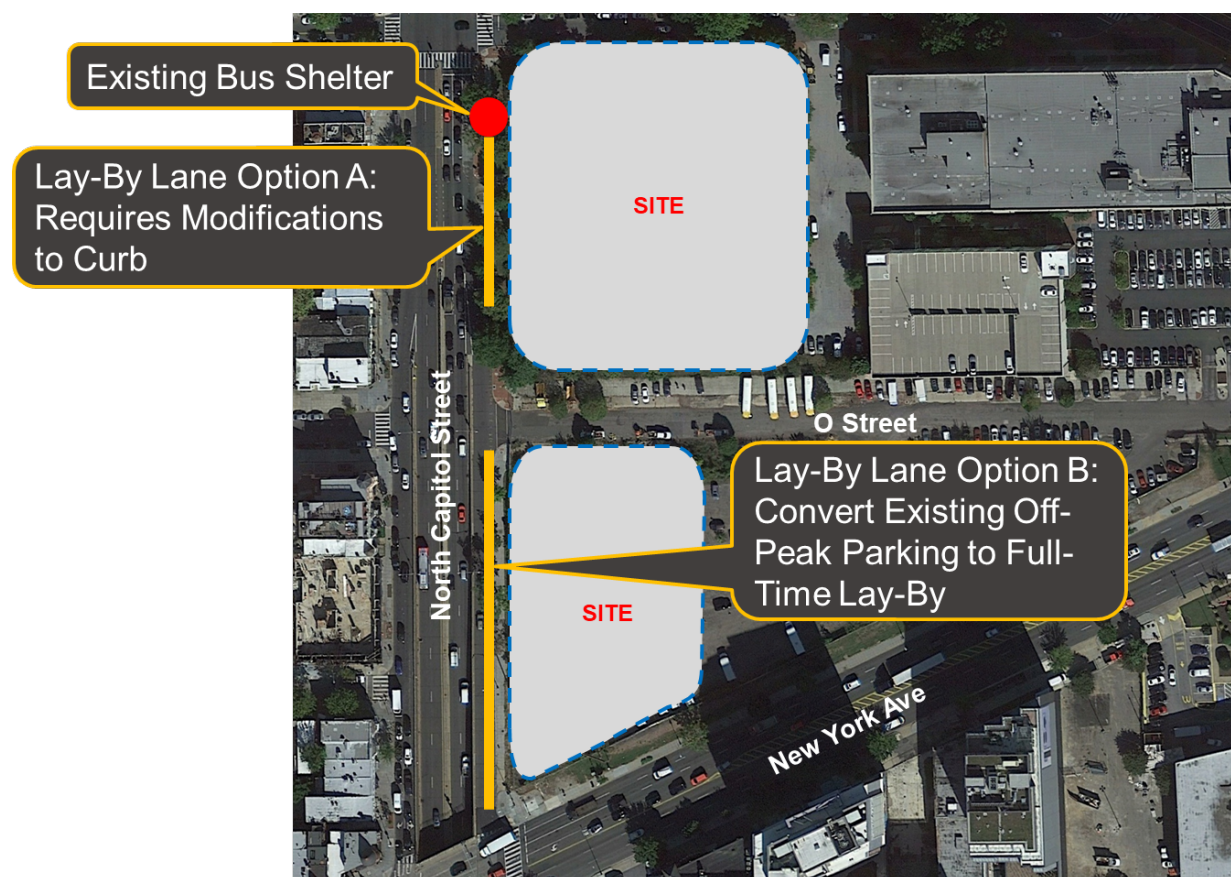


Figure 29: Potential Options for Lay-By Lanes

- **Showers, Lockers, Bike Storage:** Amenities such as on-site shower facilities, storage lockers, and bike storage is a significant determining factor for mode choice, particularly for those who have the realistic option (considering distance and individual physical capacity) to bike to work. Seasonal conditions of extreme hot weather may also be of influence on those who either bike or walk to/from transit and want a place to change clothes or freshen up. Some comments received through the survey indicated that, even though some were open to riding a bike or walking to work, the requirement of taking work laptops or other equipment home every day prevented them from pursuing that option. Furthermore, general security concerns about carrying equipment in the nearby neighborhood and on transit lines with known crime issues was raised. Providing secure employee lockers would provide the ability for employees to secure their devices overnight if they cannot leave them at their desk, or to store other personal items needed for work. Similarly, protected bike racks located within the building/parking garages would alleviate concerns of leaving bicycles exposed to the elements or as potential theft targets.
- **Dining, Banking, Sundries, Fitness Center:** On-site or nearby amenities such as dining, banking, sundries, and fitness centers can be used to discourage vehicle trips during the day and encouraging non-SOV commuting. One of the most common reasons for SOV

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commuting is the need for a vehicle for errands during the day. However, these errands are typically short in duration, such as buying lunch, banking, or working out. It should be noted that the anticipated on-site population may not be enough to support all amenities within the building. However, a full-service ATM should be provided that would allow employees to do basic banking functions such as depositing and withdrawing money. SEC should also provide staff with information on other nearby neighborhood resources.

7.1.3 Enhanced Connections to Transit

The commuter survey results indicated that a significant number of SEC employees (more than 70 percent) had commuted via bus, Metrorail, and regional train services prior to the pandemic. There are several bus routes that operate within close proximity of the new HQ, including WMATA Routes 80, 90, 92, and P6. The site is also within 0.3 miles (approximately an 8-10 minute walk) to the NoMa/Gallaudet U station on the Red line. These modes provide relatively efficient access to the new HQ but may still require some employees to transfer between modes, depending on how they may have used Metrorail or bus to their existing office location.

However, for employees who had previously utilized MARC or VRE at Union Station, the approximately one-mile distance between the Station and the new HQ would need to be completed by transferring to another mode, walking, or biking. However, transferring to other modes like Metrorail or bus can be seen as undesirable for some commuters because of the need to purchase a different fare, additional wait times, or unfamiliarity with using another mode of transit. It is commonly known in transit planning that seat changes typically discourage choice riders (those that are not dependent on transit) from using transit.

Walking the approximately one mile (20 minutes) to the new HQ is not likely to be a viable last-mile connection to Union Station for most. However, the point-to-point journey time for riding a bicycle is considerably less, at approximately seven minutes each way. There is a two-way cycle track along the eastern side of First Street NE, but that ends at M Street NE, three blocks south of New York Ave NE, where it then transitions to sharrows. While the cycle track would provide a comfortable riding experience for riders of all experience levels, some riders may not be comfortable riding in a travel lane, even with the presence of sharrows. Further concerns regarding safety within the neighborhood, identified in the survey, may also discourage walking or biking to/from Union Station.

SEC should consider the following actions to enhance site access to Union Station:

1. **Provide a shuttle connection to Union Station.** The results from the commuter survey indicate concern by some employees regarding the safety, travel time, and accessibility impacts of having to change modes (either to Metrorail or bus) at Union Station to access the new SEC HQ. A shuttle could help alleviate the concerns and encourage transit use by providing a specific connection to the new HQ. However, given the lower anticipated in-office population, passenger vans, rather than small buses, could be used for the shuttle. The initial shuttle service should be coordinated with the arrival of MARC and VRE trains during the AM and PM peak periods. As on-site population grows and demand increases, a larger vehicle

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could be utilized and/or the hours of shuttle operation could be expanded to cover mid-day and evening hours, outside of the AM and PM peak commuting periods. SEC could also consider working with nearby agencies or buildings, such the Ariel Rios Federal Building, the DC Department of Human Services, the Lexicon Condominiums, FedEx, and/or Sirius XM to coordinate a combined Union Station shuttle which could help defray costs as well as increase potential operating hours.

2. **Work with DDOT and DC Metropolitan Police to enhance safety along walking routes.**

Coordinate with these agencies to evaluate methods to enhance safety within the area as well as along walking routes to/from Union Station and the NoMa/Gallaudet U Station, such as enhanced pedestrian-scale lighting (particularly under overpasses), security cameras, and/or increased patrols during peak periods.

3. **Coordinate with DDOT to encourage advancement of planned improvements that would enhance bicycle connectivity.**

SEC should coordinate with DDOT to encourage them to consider bicycle needs within the project area, including advancing proposed projects like protected bike lanes along First Street NE and the extension of the Metropolitan Branch Trail to Union Station. In addition, SEC should advocate for connections to these proposed facilities, including ensuring that accommodations for bicyclists to/from the site are incorporated into the proposed improvements to the Dave Thomas Circle.

4. **Work with Capital Bikeshare to provide a bikeshare station at the site.**

Provide an area onsite for the installation of a capital bikeshare station, and coordinate with Capital Bikeshare to provide a new station, as well as on-site and virtual education for SEC staff.

5. **Coordinate with WMATA to provide bus shelters for nearby bus stops.**

Encourage WMATA to install bus shelters at the nearest stops on North Capitol Street NE (Routes 80 and P6) as well as on Florida Avenue NE (Routes 90 and 92).

6. **Continue to support employee use of transit by:**

- Continue to assist employees in obtaining the maximum transit subsidy allowed by the Federal Government.
- Provide new staff and visitors with access to real time transit information, including links to smartphone apps.
- Assist employees in registering for a guaranteed ride home service.
- Establish and maintain a "travel buddy" list for interested employees to be able to identify colleagues to walk to/from stations or travel with who share similar schedules or commutes.
- Establish a public transit users' group that meets regularly to discuss public transit issues, advocates for improved services, and coordinates a transit ambassador program. A transit ambassador program would connect experienced transit riders with those that are new to transit. Transit ambassadors can help teach new riders how to use the system, how to pay fares, and can even offer to ride along.

7.1.4 Accommodations for Flexible Mobility

Transportation technology and methods are constantly evolving. In order to stay up to date with current trends and employee expectations, SEC must provide flexible space that can be used for these newer (and future) means of transportation. However, this type of flexibility in

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transportation is not always easy to accommodate. Whether it is Uber/Lyft or future shared autonomous vehicles, these new technologies introduce not only spatial, but infrastructural and operational considerations to be effectively integrated.

Ridesharing

Some of the recommendations in this document include the potential for carsharing or ridesharing to provide services on the campus. However, increasing this activity as part of the TDM strategies may pose additional challenges for the campus, particularly relating to localized traffic during peak periods, and contributing to vehicle-related emissions in a climate where desire has been raised by SEC employees to mitigate these impacts. Depending on the level of participation in these options, adjustments may need to be made to better support these uses. Therefore, SEC should consider developing a strategy to accommodate these types of vehicles today, which will also establish the groundwork for autonomous and shared autonomous vehicles in the future.

In addition, some employees may need transportation to and from off-site meetings, or to run other errands. The need to attend meetings off-campus can be a deterrent to commute using non-SOV modes, even if the employee does not actually have to meet off-campus on a frequent basis. Government motor pool vehicles could be provided for employees that need to get to meetings during the day. However, they cannot be used for personal errands. Providing alternative travel modes during the day can help employees feel more comfortable about responding to needs at work and attending meetings, even if they happen on short notice. Rideshare (Uber/Lyft) access can be used by employees instead of a government motor pool to attend off-campus meetings or to run personal errands during the day. The SEC could consider establishing an account for employees to access to use vehicles to get to meetings during the day.

SEC should work with DDOT to identify an appropriate designated area for these activities that are near the campus entrance and are signed as pick-up/drop-off area for TNCs and future autonomous vehicles. How these designated areas might be enforced should also be considered and planned for prior to their integration.

Electric Vehicle Charging Stations

Electric vehicle annual sales have continued to increase across the country over the past several years, with areas like Virginia seeing a more recent uptick in sales. Of the SEC employees who anticipate driving for their commute (SOV, carpool, etc.), six percent said they anticipated using an electric fueled vehicle. As such, charging stations should be provided throughout the campus within all major parking areas. Although electric vehicle charging stations do not directly reduce peak period trips, they do support a reduction in emissions, which is a major driver behind the requirements for TMPs. Therefore, it is being discussed in this TMP as a potential strategy to consider. SEC should work with interested employees to determine the number of

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charging stations that should be provided. Preferential locations for charging stations/parking should also be considered.

7.1.5 Telecommuting/Working from Home

The employee commuter survey results indicate that 62 percent of SEC employees telecommuted at least one day of the week prior to the COVID-19 pandemic. The survey further indicated that almost 72 percent of employees anticipate working from home at least three to four days per week. The high number of employees that are anticipated to work from home most of the time will likely be the biggest contributor to the SEC HQ's non-SOV mode share. However, it presents challenges to other TDM strategies because of the variability in demand for transportation to and from the new HQ. The SEC ETC should consider the following policies related to working from home:

7. **Spread in-office attendance across the week.** According to the surveys, telecommuting typically occurs on Mondays and Fridays. To reduce peak travel demand, telecommuting should be encouraged during peak commuting days, which are typically Tuesday through Thursday. In order to balance in-office attendance during the week the SEC should:
 - a. Provide information to employees comparing commute travel times mid-week with those on Mondays or Fridays to demonstrate how coming to the office on Mondays or Fridays may be faster than mid-week.
 - b. Consider offering additional incentives for employees that come to the office on Mondays or Fridays such as a guaranteed parking space for use on days that the employee must be on-campus, or rewards, such as discounts at the on-site cafeteria or specific reserved times at the fitness center.
8. **Develop a hoteling system with flexible workspaces that provide computers.** Survey respondents indicated that they feel it is difficult to transport laptops and other work equipment to and from the office, particularly when walking, biking, or using transit to commute. Therefore, SEC should consider establishing hotel workspaces with computer equipment so that employees do not have to transport their devices back and forth to work. Hotel workspaces should be reservable through an online portal.
9. **Work with department heads to develop a schedule of in-office meetings/required days in the office.** Employees often base their in-office days on schedules that are established by their supervisors for the purposes of maximizing coordination between multiple employees on a team. Therefore, the SEC ETC should coordinate with department heads and supervisors to maintain a schedule of required in-office days for each team. The ETC should utilize this data to identify days where there may be higher than normal demand and work with the department heads and supervisors to select other days for in-office activities. The information could also be used for SEC to anticipate demand for the purposes of scheduling services like the potential shuttle to Union Station.

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7.1.6 Parking Policies

Parking policies are often the best way to influence mode choice because they influence the real and/or perceived cost of drive-alone commuting. Strategies can include the adjustment of parking fees and how they are paid, providing preferential parking for carpool/vanpool or EV vehicles, or incentivizing employees for not using a parking space.

Although details about the parking system at the new HQ have not yet been defined (e.g., management, costs, allocation of spaces, etc.), based on the survey feedback, consideration could be given to the following policies if future additional trip reduction support is needed:

- **Parking Fees:** Parking fees have been proven to have a significant impact on drive-alone commuting. Potential benefits include a reduction in SOV trips to the campus, decreased number of cars parking at the campus, greater operational funding for maintenance of parking facilities, as well as TDM programs, and the potential for assigned, reserved, or prioritized parking spots. However, the potential parking fees must be considered carefully. The employee survey results generally demonstrate strong practices in telecommuting, with some employee comments identifying individual factors that require them to commute with an SOV. Some of these factors can potentially be mitigated by other solutions proposed in this document. Regardless, parking fees must find a balance between incentivizing the pursuit of non-SOV trip modes and minimizing the “penalty” of paying for parking for those employees who do not have viable transportation alternatives or who are required to work in the office.

- **Parking Cash-Out:** Assign a monetary value to each parking space, then employees are offered a per-month benefit to not use their parking space. This could be offered as an additional incentive for transit riders, carpool/vanpool participants, and walkers/bikers, and could be funded through the parking fees.

While current policies do not permit an additional cash benefit for federal employees, a parking cash-out could be considered in the future if policies change. Parking cash-out programs have been proven successful in the private sector, particularly in California, where a state-wide program was implemented that requires employers to offer the incentive. While there are no documented examples of parking cash-out at a federal level, it has been implemented at municipal governments, including the City of Los Angeles. Furthermore, the Washington, DC Council approved the Transportation Benefits Equity Amendment Act of 2019 in April 2020 that allows employees to take a cash value for free parking spaces offered by their employer.

- As an alternative to a parking cash-out, consider offering a “three for free” program, when permissible by federal law, whereby parkers are offered incentives for a three-month period in return for giving up their parking. Incentives could include a free transit pass, subsidy for commuting equipment (i.e., bikes, scooters, shoes, bicycle safety equipment, etc.), gym membership, wellness classes, etc., for the three-month period. However, it should be noted that SEC already provides the maximum allowable transit benefit to employees. Thus, current policies would need to be revised in order to permit this strategy.

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7.1.7 Internal/External Accommodations for Active Modes

Although there is a need to enhance facilities for active modes like walking, biking, and scooter within the area of the new HQ, a number of capital improvement projects are either underway or planned in the next few years that will affect circulation in the area.

Dave Thomas Circle

The nearby Dave Thomas Circle is rife with complicated geometry, long pedestrian crossings, and limited dedicated bicycle facilities. Planned improvements for this circle are currently estimated to be complete in 2025, prior to the SEC relocation. These include the extension of bike lanes from First St NE (particularly beneficial for those connecting from Union Station), simplified and shortened pedestrian crossings, and the addition of nearby landscaped pathways that improve the pedestrian experience for those who may walk to nearby bus stops or the nearby Metro Station (**Figure 30**). In addition, O Street NE will be closed at the circle. SEC should work with DDOT to accommodate a bicycle connection from the proposed bike lanes to O Street NE so access can be provided to the new HQ.

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Figure 30: Proposed Improvements to the Dave Thomas Circle (Source: DDOT)

Planned Bicycle Infrastructure

A number of recommendations for enhanced or improved bike/pedestrian infrastructure near the campus has also been identified in the Bicycle Element of the moveDC plan. These include bicycle lanes along K Street NE, I Street NE, R Street NE, Q Street NE, and New Jersey Avenue NW; cycle tracks along 4th Street (south of M Street NE), M Street NE, Mt. Olivet Road NE, 9th Street NE; and a bicycle trail along New York Avenue NE. In addition, several plans call for the extension of the Metropolitan Branch Trail from its current terminus at L Street NE to Union Station. These planned facilities will continue to enhance connections near the site, making active

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1 modes more feasible for commuting to the new SEC HQ from more areas of the City and region.
2 Therefore, SEC should strive to enhance facilities on site that would support active mode
3 commuting.

4 However, it should be noted that moveDC is the District's multimodal long-range transportation
5 plan; therefore, there are no clear timelines for these improvements. SEC should continue to
6 advocate for these improvements and ensure that they include ways to connect the facilities to
7 the new HQ.

8 **Amenities for Active Modes**

9 Ultimately, the goal of SEC should be to prioritize and maintain a campus environment that fully
10 supports active modes, whether it is the last-mile for an employee or a larger portion of their
11 journey. Consideration should also be given to the following:

- 12 • Provide shower and locker facilities that can be accessed by all employees.
- 13 • Provide secured and weather-protected bicycle storage with tool and pump stations and
14 charging hubs to allow employees to maintain their bicycles and/or charge electric bikes or
15 scooters. These preferably be located within the parking garages with easy access to the
16 street network.
- 17 • Work with Capital Bikeshare to provide a bikeshare station adjacent to the new HQ.
18 Consider providing subsidized bikeshare rides for employees.
- 19 • Establish a bicycle and pedestrian commuter group to provide support, advice, and
20 advocacy for commuters.
- 21 • Consider coordinating with other agencies and campuses near the SEC to advocate for
22 improved pedestrian and bicycle connections throughout the area which have not been
23 addressed from recent plans.
- 24 • Ensure that all new or improved infrastructure on and off-site are designed to meet ADA
25 accessibility standards that are in place at the time of design.

26 **7.1.8 Accessibility for All**

27 Changing office locations requires adjustments for many employees; however, those with
28 disabilities, particularly hearing or vision, may be at a particular disadvantaged in a new
29 environment. Therefore, SEC should consider the following strategies to enhance access for
30 employees and visitors with disabilities:

- 31 1. Work with DDOT to evaluate travel paths between the new HQ and nearby bus stops and
32 the NoMa/Gallaudet U station to determine if sidewalk slopes, cross slopes, and curb ramps
33 meet current ADA standards. In addition, signal equipment should be evaluated to ensure
34 that APS is installed.
- 35 2. Work with WMATA to ensure that there is an accessible path to the platform at the
36 NoMa/Gallaudet U station from the N Street entrance.
- 37 3. Reach out to employees to determine if additional accessible parking should be provided
38 beyond what is required by the 2010 ADA Standards for Accessible Design.
- 39 4. Provide accessible entrance points on the shortest pathways to accessible parking and
40 nearby transit.

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5. Provide on-site and/or virtual training for employees with disabilities with WMATA certified orientation and mobility specialists. This could include on-site walkthroughs to and from transit stops/stations.

7.2 GROUP B: LESS THAN 50 PERCENT OF EMPLOYEES WORKING FROM HOME ON AN AVERAGE WEEKDAY

The future of working from home is not yet clear. We know that societal desires and expectations are constantly changing. Employees are sometimes choosing to work in the office more often to provide a better separation between work and life, or just to have the comradery and social aspects of working in an office. In addition, many employers who originally had substantial work-from-home policies are now starting to pull back due to issues regarding productivity, the ability to train and integrate new employees, and employee mental health and isolation. Therefore, SEC should monitor their staff to ensure that additional, more intensive strategies can be implemented if more employees are commuting to the office on a regular basis, whether on their own, or directed by changes in SEC policies.

The following strategies are in addition to, or modifications of those proposed in Section 7.1 if the number of employees working from home on an average day decreases below 50 percent. Please refer to Section 7.1 for a full description of strategies that should be in place prior to the strategies recommended below.

7.2.1 Employee Transportation Coordinator

In addition to the responsibilities identified in Section 7.1.1, the ETC should engage in the following additional tasks:

- Obtain employee home zip codes for employees and provide ride matching for carpool and vanpools if future demand and work schedules warrant.
- Consider the implementation of a commuter management app such as Ride Amigos or Luum that helps encourage employees to use non-SOV modes, as well as to manage their commutes.

7.2.2 Enhance Connections to Transit

In addition to the on-site amenities discussed in Section 7.1.3, SEC should continue to evaluate employee demand to and from nearby transit. This could include increasing the size of the shuttle vehicle to Union Station, providing more vehicles to reduce headways, or expanding the operating hours to mid-day to allow employees to access dining and shopping options at Union Station, or to access transit if they have to leave early. Expanding operating hours to evenings could also help support a flexible work schedule, allowing employees to depart after the typical PM commuter peak period.

In addition to enhancing connections to Union Station, there may be demand to provide a direct shuttle service to a Metrorail station that serves multiple lines, such as the L'Enfant Plaza

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station. This would allow employees to access the new HQ directly from other lines and reduce the number of required seat changes.

7.2.3 Accommodations for Flexible Mobility – Autonomous Vehicles

It is anticipated that autonomous vehicles will have a significant impact on travel and commuting patterns and behaviors. While the exact impact is unknown at this time, it is anticipated that there will be a mixture of privately-owned autonomous vehicles and shared autonomous vehicles/shuttles. Both types of vehicles present potential logistics concerns. Thus, SEC should begin to consider how these types of vehicles could be accommodated. While autonomous vehicle technology is still advancing, planners and engineers have speculated on the potential advantages and disadvantages of this technology on commuting, including:

- *Safer Roadways with Higher Capacities:* Autonomous vehicles will be capable of split-second reactions, and through communication with other vehicles, be able to anticipate hazards on the roadway. Not only will this improve safety, it will also allow vehicles to drive much closer together, thus increasing capacity on existing roadways.
- *Reduced Congestion:* Vehicles will have access to real-time traffic information to make decisions about the most efficient travel routes, and when combined with increased roadway capacity, it is expected to reduce peak period congestion.
- *Reduced Parking Demand/Off-Site Parking:* It is anticipated that vehicle sharing, along with the ability for a vehicle to drive to an off-site location by itself, is anticipated to reduce and offset parking demand. This is critical in central business districts where property is often a premium and would eliminate the need for expensive parking facilities. Furthermore, if vehicles are permitted to operate without an occupant, an employee may send the vehicle home, or to another location, and avoid parking at their place of work altogether.
- *Increased Parking Capacity:* Autonomous vehicles will be capable of parking closer together because they do not require space for passengers to enter the vehicle in the parking space, thus increasing overall parking lot capacity.
- *Reduced Transit Mode Share:* Increased roadway efficiencies, as well as lower costs and improved access to vehicles through vehicle sharing, are anticipated to compete with transit, particularly local bus services.
- *Extension of Peak Periods:* If vehicles are permitted to operate without a person inside, and vehicle sharing is not as widespread as anticipated, it is possible that autonomous vehicles could lead to the extension of peak periods where vehicles are traveling from a place of residence to a destination, and back in one peak period. This may be particularly critical in central business districts where parking is more expensive. Passengers may elect to send their vehicle home or to a parking facility on the outskirts of an urban area to wait for the return trip.

Widespread, measurable impacts on the factors listed above are not likely to be felt for another 10 to 15 years as connected and autonomous vehicles slowly enter the market. Therefore, they cannot be considered as a current TDM strategy. However, as time progresses, and this document is updated, the role of connected and autonomous vehicles may increase and could begin to impact commute modes. SEC could begin to plan for some of the potential impacts in the design of its facilities, including:

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- Working with DDOT to establish pick-up/drop-off areas that could be used for autonomous vehicles in the future but also accommodate other vehicles as AV usage increases, such as ridesharing services. These areas would require queue storage for autonomous vehicles.
- Design parking structures so that they could be reutilized as office or other space in the future if autonomous vehicles result in a reduction in parking demand.

7.2.4 Carpool/Vanpool

With a high percentage of employees working from home as well as the variability in schedules that results from the current work from home policy, carpooling and vanpooling are not likely to be viable options in the near-term. However, carpooling and vanpooling could be considered in the future if most employees transition from working at home to working in the office more often. The employee survey revealed that SEC's employment base is widely distributed around the perimeter and broader region's outside of Washington, DC, with higher densities of employees along the MD 4, I-270, I-66, and I-95 corridors.

Rather than establishing specific groups of employees in each carpool, the SEC ETC should focus on establishing carpool and vanpool corridors, which are focused on utilizing the robust network of park-and-ride facilities along these corridors to provide flexibility in when an employee could access a carpool or vanpool to either get to or from the new HQ (**Figure 31**). Utilizing a commute application, employees with a vehicle that travel along the key carpool corridors could register their vehicle as a carpool. Other employees that wish to participate in a carpool trip could utilize a commute management app to view potential carpools or vanpools that are traveling along one of the key corridors and schedule a seat, if available, within that vehicle. This system could provide greater flexibility for employees if they have to arrive early or work late.

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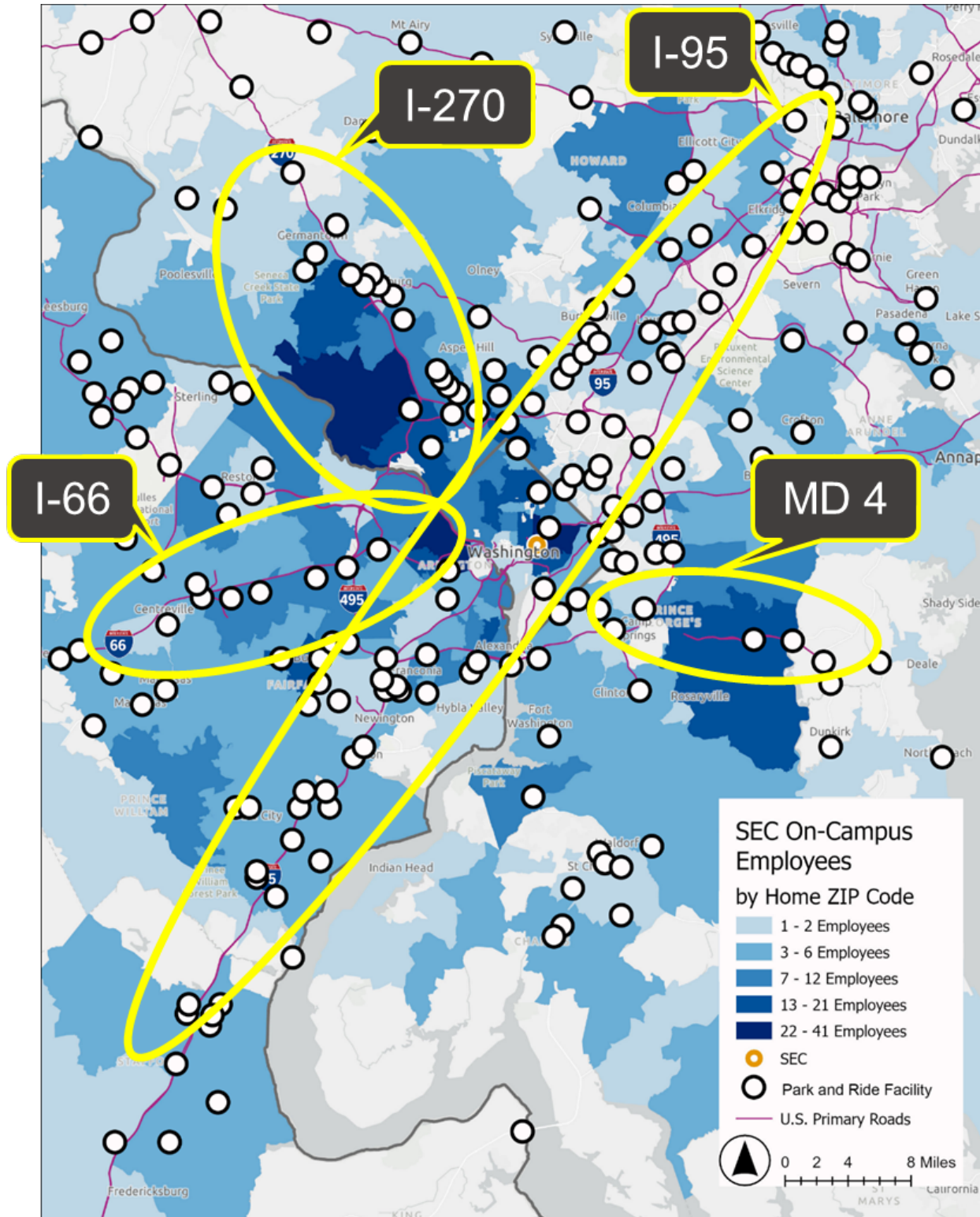


Figure 31: Potential Carpool Corridors

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7.3 ROLES AND RESPONSIBILITIES

Implementing a TMP for the new SEC HQ will require coordination between SEC, GSA, and district and local agencies, including DDOT, MWCOG, NCPC, NPS, WMATA, MTA, VRE, and the District of Columbia. The following lists recommended roles and responsibilities for each agency.

SEC and GSA

- Structure policies that affect mode choice, such as parking, teleworking, and flexible and alternative work schedules.
- Establish ETC to implement and manage the TDM program.
- Coordinate with local agencies to advocate for improved access to transit services and pedestrian and bicycle facilities.
- Provide on-campus enhancements that support the TDM recommendations made above.
- Begin to establish policies for accommodating TNCs and future autonomous vehicles more efficiently.
- Establish a shuttle service to Union Station and/or other key transit nodes as described in the above sections. Consider working with the nearby agencies and campuses to combine resources to enhance shuttle connections.
- Work with DDOT and the District of Columbia Office of Planning to address pedestrian and bicycle connectivity to the new HQ.
- Work with WMATA to enhance bus stops near the HQ.
- Advocate for accommodations for employees and visitors with disabilities.

NCPC and MWCOG

- Provide TDM strategy guidance.
- Maintain the Commuter Connections program with Guaranteed Ride Home services.

DDOT

- Work with SEC and GSA to advance planned projects that would enhance pedestrian and bicycle facilities. Include pedestrian and bicycle connections to the new SEC HQ is considered in the redesign of Dave Thomas Circle.
- Work with SEC and GSA to identify walking routes between the new HQ and transit that may require enhanced lighting.
- Evaluate sidewalks, curb ramps, and traffic signal equipment to determine if it meets current standards to support accessibility for employees and visitors, particularly on routes between the new HQ and nearby bus stops and the NoMA/Gallaudet U station.

WMATA

- Work with the SEC and GSA to determine appropriate locations for bus shelters on Routes 80, 90, 92 and P6.
- Evaluate accessibility at between the NoMA/Gallaudet U station and the N Street NE station access.

8.0 TDM IMPLEMENTATION PLAN

With the findings from this study demonstrating that working from home will likely continue to have a significant and sustained impact on SEC commuting patterns in the next few years, the implementation plan for this study should focus on improving the user experience and convenience of commuting via non-SOV modes for employees that are required to work in the office, as well as those who need to come into the office once or twice a week. Many of the proposed strategies recommended in this TMP will require design considerations, planning, coordination with employees, and acquisition of funding, while others could be implemented relatively efficiently. The below implementation strategy provides a roadmap for SEC to ensure that resources and facilities are available as soon as they are needed, and is divided into three phases:

- **Before New HQ Opens:** Assign an ETC and begin coordinating with agencies such as DDOT and WMATA to assess access to transit, walking, and biking for all employees and visitors, regardless of ability level. Begin to identify safety and security concerns associated with traveling to/from or actively using other modes for commuting (such as the Metro) and begin exploring opportunities to create better connections to stops and stations. Begin coordination with nearby agencies to identify opportunities to coordinate TDM efforts, and or begin acquiring funding for the Union Station shuttle. Make small modifications to the proposed building layout to accommodate the recommended on-site amenities.
- **After Opening New HQ (Group A: Near-Term when Work from Home Percentage is Above 50 Percent):** Implement Group A strategies identified in Section 7.1. Continue planning, funding, and design process for larger-scale recommendations in the context of gaps not identified by other improvements potentially completed by DDOT, for example. Monitor commuting and work from home trends to determine what which point additional strategies may be required.
- **After Opening New HQ (Group B: Longer-Term when Work from Home Percentage Drops Below 50 Percent):** Evaluate the need for and efficacy of Group B strategies identified in Section 7.2. Evaluate the need for additional measures that may be needed to achieve the 17 percent SOV requirement.

Table 4 presents the implementation strategy and **Table 5** presents the targeted mode share for each group. However, it should be noted that it may be possible to achieve greater mode share reductions on certain strategies, while others may be under the recommended goals. Some strategies are complementary while others are not. Employee commuting needs may also change over time which could make some strategies more effective than others. Therefore, the recommended percent mode share goals shown in **Table 5** should be considered as a guide only.

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1 **Table 4: TDM Implementation Strategy for the New SEC HQ**

Strategy	Before New HQ Opens	After Opening New HQ (Group A: Near-Term when Work from Home is Above 50 Percent):	After Opening New HQ (Group B: Long-Term when Work from Home Drops Below 50 Percent):
Employee Transportation Coordinator	- Assign one full-time ETC. - Begin building internal commute information website. - Establish channels of communication with DDOT and WMATA to begin discussions regarding enhanced connections. - Coordinate with employees with disabilities to determine needed ADA parking and orientation to/from nearby transit options.	- Implement all responsibilities listed in Section 7.1.1. - Begin to monitor commuting trends to determine if additional strategies are needed. - Begin monitoring of TMP and submit reports to NCPC.	- Implement additional responsibilities listed in Section 7.2.1. - Continue monitoring commuting trends and adjust strategies as needed. - Continue monitoring and reporting to NCPC.
On-Site Amenities	- Work with DDOT and WMATA to identify a designated lay-by lane and establish an internal transportation hub with real-time commute information within a first-floor lobby area adjacent to lay-by lane. - Adjust floorplan as needed to accommodate on-site amenities such as an ATM, cafeteria, bike storage, lockers, and showers.	- Open all amenities identified in Section 7.1.2. - Monitor use of amenities as well as demand for new or modified amenities.	Implement additional amenities as demand warrants.
Enhanced Connections to Transit	- Begin coordination with nearby agencies and/or establish funding for shuttle connection to Union Station. - Work with WMATA and DDOT to evaluate lighting and safety along major walking routes to transit. - Work with DDOT to evaluate ways to enhance pedestrian and bicycle connections to Union Station and the NoMA/Gallaudet U station. - Work with WMATA to determine locations for and appropriateness of bus shelters for Routes 80, 90, 92, and P6. - Continue to assist employees in registering for a guaranteed ride home service. - Continue to assist employees with obtaining the highest allowable transit subsidies.	- Begin operation of AM and PM peak period shuttle service to Union Station. - Continue to work with DDOT and DC Metropolitan Police regarding safety within the area of the new HQ. - Open bikeshare station, provide training to employees, and offer subsidized rides (if possible). - Continue to advocate for enhanced pedestrian and bicycle facilities in the area. - Establish "travel buddy" system and public transit user group.	- Expand shuttle operating hours and/or frequency as demand warrants. - Provide shuttle connection to other major transit nodes, such as L'Enfant Plaza, as demand warrants. - Continue to work with DDOT and DC Metropolitan Police regarding safety within the area of the new HQ.

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Strategy	Before New HQ Opens	After Opening New HQ (Group A: Near-Term when Work from Home is Above 50 Percent):	After Opening New HQ (Group B: Long-Term when Work from Home Drops Below 50 Percent):
Accommodations for Flexible Mobility	- Coordinate with employees to estimate the number of EV charging spots that should be installed. - Coordinate with TNCs like Uber/Lyft to designate appropriate pick-up/drop-off areas. - Consider need for account with TNCs to provide access to vehicles during the day for meetings.	- Continue to monitor occupancy of EV charging spaces and increase capacity as needed. - Begin to consider autonomous vehicle access to the HQ as technology advances.	- Continue to monitor occupancy of EV charging spaces and increase capacity as needed. - Accommodate autonomous vehicle access to the HQ as technology advances and demand warrants.
Teleworking/ Working From Home	- Coordinate with department heads and supervisors to begin outlining schedules for required in-office time. - Begin developing hoteling desk space with computer workstations. - Begin developing incentives for encouraging working from home on Tuesdays, Wednesdays, and Thursdays.	- Provide information to employees comparing commute times for each day of the week. - Offer incentives to employees that work from home on Tuesdays, Wednesdays, and Thursdays. - Continue to monitor schedule of required days in office and encourage department heads/supervisors to schedule in office days on Mondays or Fridays.	Continue to incentivize working from home on Tuesdays, Wednesdays, and Thursdays.
Parking Policies	Investigate the need for and potential of parking fees, parking cash-out, or three for free.	Investigate the need for and potential of parking fees, parking cash-out, or three for free.	Investigate the need for and potential of parking fees, parking cash-out, or three for free.
Internal/External Accommodations for Active Modes	- Advocate for improved pedestrian and bicycle facilities to new HQ from nearby transit and other existing regional facilities. - Ensure pedestrian and bicycle connections to the new HQ are part of the proposed improvements to Dave Thomas Circle. - Identify areas to accommodate secure and protected bicycle/scooter parking with pump and tool station and charging ports. - Work with Capital Bikeshare to determine a location for a bikeshare station.	- Continue to advocate for improved pedestrian and bicycle facilities to new HQ from nearby transit and other existing regional facilities. - Install secure and protected bicycle and scooter parking with pump and tool station and charging ports. - Install Capital Bikeshare station and consider providing discounted rides for employees.	- Continue to advocate for improved pedestrian and bicycle facilities to new HQ from nearby transit and other existing regional facilities. - Monitor bicycle and scooter parking with pump and tool station and charging ports and provide additional parking area as needed. - Monitor Capital Bikeshare station usage to determine if additional bikes are required.

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Strategy	Before New HQ Opens	After Opening New HQ (Group A: Near-Term when Work from Home is Above 50 Percent):	After Opening New HQ (Group B: Long-Term when Work from Home Drops Below 50 Percent):
Accessibility for All	• Begin assessing demand for ADA parking. • Begin assessing walking paths to/from the building and nearby transit to ensure compliance with latest ADA guidelines. • Work with DDOT to correct deficiencies regarding curb ramps, cross-slopes, and APS signal equipment.	• Continue to coordinate with employees with disabilities to address any ongoing issues.	• Continue to coordinate with employees with disabilities to address any ongoing issues.
Carpool/Vanpool	• No implementation in this phase.	• No implementation in this phase.	• Monitor work from home trends and assess the demand for carpool and vanpool. • If demand warrants, consider implementing a carpool/vanpool corridor system.

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1 **Table 5: Phasing Strategy Goals**

Phase	Average Weekday Mode Share Goal	
Before New HQ Opens	EV/Rideshare: 1% Work From Home: 66% Parking Policies: 0% Active Modes: 2% Transit: 14% Carpool/Vanpool 0% Resulting SOV Mode Share: 83%	
After Opening New HQ (Near-Term when Work from Home Percentage is Above 50 Percent)	EV/Rideshare: 2% Work From Home: 60% Parking Policies: 2% Active Modes: 3% Transit: 18% Carpool/Vanpool 0% Resulting SOV Mode Share: 85%	
After Opening New HQ (Longer-Term when Work from Home Percentage Drops Below 50 Percent)	EV/Rideshare: 2% Work From Home: 40% Parking Policies: 3% Active Modes: 5% Transit: 35% Carpool/Vanpool 2% Resulting SOV Mode Share: 87%+	

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9.0 MONITORING AND EVALUATION

This TMP is a living document that is intended to be shaped and reshaped as commuting patterns and needs change as a result of continued monitoring. Each of the TDM strategies must be evaluated and modified as the program grows to ensure that the needs of the employees are being met and that the overall SOV reduction goals are achieved. An essential part of the monitoring process requires the identification of triggers to inform changes that help achieve these goals, such as surpassing a 'critical mass' number of on-site employees on an average weekday. NCPC has determined that regular reporting is a critical component to the overall success of a TDM program, and thus requires biennial reporting for all facilities with master plans or for projects that have transportation implication.

The biennial report will update NCPC with the progress of the TMP, as well as allow the agency and the ETC to reevaluate their own progress to the transportation goals. Changes to infrastructure, transit services, and travel trends can impact the effectiveness of the proposed strategies. Thus, it is important to begin monitoring upon occupation of the new HQ and update the TMP as needed. The biennial report should be based on data that SEC should already be collecting and monitoring as part of the TMP. During each evaluation period, the following steps must be performed:

- Determine the extent to which each program has achieved its objective.
- Determine if the site is compliant with NCPC requirements, such as parking maximums.
- Plan the degree of consistency of program implementation.
- Detail the relationship of different strategies to the effectiveness of the overall program.

The biennial report should answer the following questions defined by NCPC in the Transportation Element Addendum:

- Have you met your agency TMP milestones? Which milestones are currently in progress?
- Have any projects been implemented since master plan approval that influence parking? Please include any additional information from the Commission on deviations or conditions.
- Is there new infrastructure near the campus that influences transportation?
- What is your current number of employees?
- What is your current parking ratio?
- Provide mode choice information for your employees' commuting patterns.

A full list of monitoring questions is available in Appendix C.

9.1 BASIS FOR MEASUREMENT

It is recommended that SEC consider the following sources of data in order to inform the development of the biennial report.

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9.1.1 Vehicle Trips

Upon occupation of the new HQ, SEC should begin to measure vehicle trips to and from the site. SEC should ensure that access to the garage is monitored through an access system to measure hourly volumes entering and exiting the garages each day. Garage volumes should be measured on a continuous basis and include utilization of ADA parking, electric vehicle charging, and other special/reserved parking spaces. In addition, SEC should maintain a log of visitor vehicles that can be used to measure vehicle trips generated by visitors. Finally, vehicle trips made by rideshare or private vehicle drop-off/pick-up should also be measured. This activity will inherently be more difficult to collect because it occurs on-street. SEC should consider installing a camera to monitor the lay-by lane and then measure activity across an average week to estimate the number of rideshare or private vehicle drop-off/pick-up trips.

Furthermore, SEC should supplement vehicle trip data with a biennial commuter survey. An example survey is contained in Appendix B. This could provide an additional source of data regarding vehicle use and parking demand.

9.1.2 Mode Split and Program Participation

A biennial commuter survey should be used in combination with data regarding the number of employees that participate in the transit subsidy, a carpool/vanpool program, and/or guaranteed ride home service. The survey, as outline in Appendix B, should seek to break down mode splits between SOV, bus, Metrorail, MARC, VRE, rideshare, carpool, vanpool, walk, bike, scooter, taxi, dropped off by private vehicle, or full-time work from home.

In addition, SEC should provide NCPC with program participation documentation (e.g. number of employees receiving transit subsidies, number of registered carpools and vanpools, preferential parking registration, education and outreach information, including number of transportation fairs, meeting minutes from pedestrian/bicycle user group and transit user group, etc.).

9.1.3 Average Vehicle Occupancy

Finally, the biennial commuter survey should be used to determine average vehicle occupancy (the average number of passengers in a vehicle that arrives at the new HQ). Survey data can also be supplemented with information regarding registered carpools and vanpools.

9.1.4 Other Uses of the Data

In addition to utilizing this information to complete the required biennial reporting process, SEC should also utilize this data to understand how the TDM strategies are affecting the SOV mode share goals. A biennial review of the performance data will help to identify small changes in mode share as additional measures are implemented. For example, SEC could monitor how SOV mode share changes once a shuttle is provided to Union Station.

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APPENDIX A:
2023 EMPLOYEE COMMUTER SURVEY

Securities Exchange Commission (SEC) Transportation Survey (April 2023)

As part of the planned consolidation of three existing office locations in Washington DC, the SEC, in cooperation with GSA, is evaluating commuting behavior for headquarters staff who will be relocating to the new building at 60 New York Ave NE, Washington, DC in 2026 (according to the current schedule).

This evaluation will assess how you commute now and how that will change when you are relocated. Please answer the following questions about your work schedule and commute pattern. The anonymous information you provide will be used to inform important decisions regarding future transportation options at the SEC.

A. Please tell us about yourself.

1. In what ZIP code is your home located? *

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2. Where is your current assigned office?*

- a. Station Place (SEC Headquarters)
- b. SEC Regional Office
- c. Home (F/T Remote Teleworker)
- d. Other

--

3. Please indicate your employment status.*

- a. SEC employee
- b. Contractor
- c. Other

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B. Please answer the following questions regarding your commute to the office prior to the COVID-19 pandemic.

4. Prior to the COVID-19 pandemic, how often did you work in the office?*

- a. Every work day
- b. 3 – 4 days a week
- c. 1 – 2 days a week
- a. Less than 1 day per week (if permitted)
- b. Ad Hoc only
- c. Other: _____

5. Please identify the day(s) of the week when you most frequently worked from home prior to the COVID-19 pandemic. (Please select all that apply.)*

- a. Monday
- b. Tuesday
- c. Wednesday
- d. Thursday
- e. Friday

6. When you worked in the office, what were your typical arrival and departure times?*

- a. Arrival Time: (Please select a half-hour interval from the drop-down menu.)
- b. Departure Time: (Please select a half-hour interval from the drop-down menu.)

7. Prior to the COVID-19 pandemic, what mode of travel did you primarily use to commute to your office? For example: If you drive to a Metro station, take Metro into the City, and then walk from the Metro station to your office, your primary mode of travel would be g. Metrorail.*

- a. Drive alone (go to Questions 8, 11, 12)
- b. Carpool/Slug (go to Questions 9, 11, 12)
- c. Registered Vanpool (go to Questions 10, 11, 12)

All of the below responses go directly to Question 11 and 12

- d. Dropped off by private vehicle, taxi, Uber/Lyft or car service
- e. Bus (Metrobus, MTA Commuter Bus, RTA)
- f. Commuter Rail (MARC/VRE)
- g. Metrorail
- h. Walk
- i. Bike
- j. Other

8. If you drove alone to work, what type of vehicle did you primarily drive?

- a. Passenger car
- b. SUV
- c. Truck
- d. Motorcycle

9. If you carpooled as your primary mode of travel, how many persons were assigned to your carpool, including yourself? (Please answer N/A if you do not carpool.)

10. If you vanpooled as your primary mode of travel, how many persons were assigned to your vanpool, including yourself? (Please answer N/A if you do not vanpool.)

11. Approximately how many miles did you travel between your home and office?*

- a. 1 – 10 miles
- b. 11 – 20 miles
- c. 21 – 30 miles
- d. 31 – 40 miles
- e. 41 – 50 miles
- f. More than 50 miles

12. Approximately how much time, on average, did it take you to commute from your home to the office?*

- a. 1 – 10 minutes
- b. 11 – 20 minutes
- c. 21 – 30 minutes
- d. 31 – 45 minutes
- e. 46 – 60 minutes
- f. 61 – 90 minutes
- g. More than 90 minutes

C. Please answer the following questions regarding your intended commute once the operating posture changes to return to the office.

13. How often would you work from home?*

- d. Every work day
- e. 3 – 4 days a week
- f. 1 – 2 days a week
- g. Less than 1 day per week (if permitted)
- h. Ad Hoc only
- i. Other: _____

14. Please identify the day(s) of the week when you would most frequently work from home. (Please select all that apply.)*

- a. Monday
- b. Tuesday
- c. Wednesday
- d. Thursday
- e. Friday
- f. I do not work from home

15. For each day on an average work week that you work in the office, what mode of travel would you primarily use to commute to your current office location? For example: If you drive to a Metro station, take Metro into the City, and then walk from the Metro station to your office, your primary mode of travel would be Metrorail.*

Mode	Monday	Tuesday	Weds	Thurs	Friday
Drive Alone - Passenger Car					
Drive Alone – SUV					
Drive Alone – Truck					
Drive Alone – Motorcycle					
Carpool/Slug					
Registered Vanpool					
Dropped Off by private vehicle, taxi, Uber/Lyft, car service					
Bus (Metrobus, MTA Commuter Bus, RTA)					
Commuter Rail (MARC/VRE)					
Metrorail					
Walk					
Bike					
Work From Home					
Other					

16. If you anticipate driving, carpooling/slugging, or using a vanpool to commute to work on any day on an average work week, what is the fuel type of the vehicle?

Mode	Monday	Tuesday	Weds	Thurs	Friday
Bio-diesel					
CNG (Compressed Natural Gas)					
Diesel					
E-85					
Electric					
Gasoline					
Other					
Unknown					

17. If you received a transit subsidy prior to the pandemic, would you continue to receive a transit subsidy?*

- a. Yes
- b. No
- c. I did not receive a transit subsidy.

18. If you use commuter bus/rail, would you register with the Commuter Connections Guaranteed Ride Home Service or any other commuter assistance program?*

- a. Yes
- b. No
- c. Not Applicable

19. Would you ever walk or bike to work?*

- a. Yes (answer Q.20 below)
- b. No

20. If you answered Yes to Question 20, how often would you walk or bike to work?

- a. Everyday (year-round)
- b. Everyday (seasonally)
- c. 2-4 times per week
- d. Once per week
- e. Once per month
- f. Rarely

D. Please answer the following questions about how your work schedule and commute mode might change when you are relocated to 60 New York Ave NE, Washington, DC.

21. How many days per week do you anticipate working in the office after being relocated to 60 New York Avenue NE?*

- a. Every workday
- b. 3 – 4 days a week
- c. 1 – 2 days a week
- d. Less than 1 day per week (if permitted)
- e. Ad Hoc only
- f. Other: _____

22. If you anticipate working from home, please identify the day(s) of the week when you would most frequently work from home. (Please select all that apply.)

- a. Monday
- b. Tuesday
- c. Wednesday
- d. Thursday
- e. Friday
- f. I will not work from home

23. What do you anticipate being your typical arrival and departure times when working at 60 New York Avenue NE, Washington, DC?*

- a. Arrival Time: (Please select a half-hour interval from the drop-down menu.)
- b. Departure Time: (Please select a half-hour interval from the drop-down menu.)

24. What would you anticipate being your primary mode of travel to work when you come into the office at 60 New York Ave NE, Washington, DC?*

- a. Drive alone
- b. Carpool/Slug
- c. Registered Vanpool
- d. Dropped off by private vehicle, taxi, Uber/Lyft or car service
- e. Bus (Metrobus, MTA Commuter Bus, RTA)
- f. Commuter Rail (MARC/VRE)
- g. Metrorail
- h. Walk
- i. Bike
- j. I will work from home full time
- k. Other

25. How would your commute time from home to the office (one-way) be affected by moving to the new office location when compared to your pre-pandemic commute to your current office location?*

- a. More than 21 minutes shorter
- b. 11 to 20 minutes shorter
- c. 1 to 10 minutes shorter
- d. About the same as it is now
- e. 1 to 10 minutes longer
- f. 11 to 20 minutes longer
- g. More than 21 minutes longer

26. If you plan to drive alone to 60 New York Ave NE, Washington, DC, would you be willing to consider other modes of shared/public transportation (i.e., mass transit, commuter bus or rail, rideshare/carpool, bicycle, etc.)?*

- a. Yes (Go to Question 28)
- b. No (Go to Question 27)

27. If you answered No, why would you be unwilling to consider an alternative form of travel? (Please select your top three reasons)

- a. The cost is too high
- b. I need car during the day for work
- c. I need car during the day for personal use
- d. There are no park-and-ride facilities close to my home
- e. I have an unpredictable schedule
- f. I need car for childcare drop-off/pick-up
- g. I like the comfort/convenience of my own vehicle
- h. I will have continued concerns about social distancing, even after the COVID-19 pandemic subsides.
- i. Transit schedules are inconvenient.
- j. Transit travel time is too long.
- k. There are no transit stops close to my home.
- l. The transit stop is too far from the new HQ.
- m. I do not understand how to use the transit system to get to/from the new HQ.
- n. Other

28. Are there any improvements to services that would encourage you to commute by other modes to 60 New York Ave NE, Washington, DC? (Please select all that apply.)

- a. More mass transit options from my home that connect to/near the new office location
- b. Earlier transit service in the morning or later service in the evening to accommodate irregular shifts
- c. Increase the frequency, reliability, safety, and/or comfort of public transit
- d. Bikeshare stations or e-scooters located near the office
- e. Direct transit connection between a Park and Ride near my home and the new office location
- f. Fewer number of seat changes (transfers) to get between my home and the new office location
- g. Shuttle connection between the new office location and Union station
- h. Improved bus stop accommodations at the new office location
- i. Decrease in transit travel time and cost
- j. Assistance with forming a carpool or vanpool
- k. Not willing to consider other modes
- l. Other

29. Do you have any other comments, questions, or concerns related to this survey or your commute to and from work?

APPENDIX B:
EXAMPLE COMMUTER SURVEY FOR
FUTURE MONITORING

Securities Exchange Commission (SEC) Transportation Survey (Future Monitoring Survey)

As part of biennial reporting requirements to the National Capital Planning Commission (NCPC), the SEC is evaluating commuting behavior for headquarters staff who are assigned to 60 New York Ave NE, Washington, DC. Please answer the following questions about your work schedule and commute pattern. The anonymous information you provide will be used to inform important decisions regarding future transportation options at the SEC.

A. Please tell us about yourself.

1. In what ZIP code is your home located? *

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2. Please indicate your employment status.*

- a. SEC employee
- b. Contractor
- c. Other

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3. How many days per week do you work from home?*

- a. Every workday
- b. 3 – 4 days a week
- c. 1 – 2 days a week
- d. Less than 1 day per week (if permitted)
- e. Ad Hoc only
- f. Other: _____

4. Please identify the day(s) of the week when you would most frequently work from home. (Please select all that apply.)*

- a. Monday
- b. Tuesday
- c. Wednesday
- d. Thursday
- e. Friday
- f. I do not work from home

5. What is your typical arrival and departure times when working at the HQ?*

a. Arrival Time:

--

 (Please select a half-hour interval from the drop-down menu.)

b. Departure Time:

--

 (Please select a half-hour interval from the drop-down menu.)

6. What is your average commute time when traveling to the office (one-way)?*

- a. Less than 15 minutes
- b. 15 to 29 minutes
- c. 30 to 44 minutes
- d. 45 to 1 hour
- e. 1 to 1.5 hours
- f. 1.5 to 2 hours
- g. More than 2 hours

7. For each day on an average work week that you work in the office, what mode of travel do you primarily use to commute to your current office location? For example: If you drive to a Metro station, take Metro into the City, and then walk from the Metro station to your office, your primary mode of travel would be Metrorail.*

Mode	Monday	Tuesday	Weds	Thurs	Friday
Drive Alone - Passenger Car					
Drive Alone – SUV					
Drive Alone – Truck					
Drive Alone – Motorcycle					
Carpool/Slug					
Registered Vanpool					
Dropped Off by private vehicle					
Dropped off by Uber/Lyft, Taxi, Car Service					
Bus					
Commuter Rail (MARC/VRE)					
Metrorail					
Walk					
Bike					
Scooter					
Work From Home Full Time					
Other					

8. If you drive alone, carpool or vanpool to commute to work on any day on an average work week, what is the fuel type of the vehicle?

Mode	Monday	Tuesday	Weds	Thurs	Friday
Bio-diesel					
CNG (Compressed Natural Gas)					
Diesel					
E-85					
Electric					
Gasoline					
Other					
Unknown					

9. If you drive an electric vehicle to work, do you charge it while parked at the HQ?*

- a. Yes
- b. No – I charge it at home or another location
- c. No – Typically there are no charging stations available in the HQ garages

10. Do you receive a transit subsidy?*

- d. Yes
- e. No

11. Are you registered with the Commuter Connections Guaranteed Ride Home Service or any other commuter assistance program?*

- a. Yes
- b. No

12. Do you ever walk, bike, or scooter to work?*

- a. Yes (answer Q.10 below)
- b. No

13. If you answered Yes to Question 9, how often do you walk, bike, or scooter?

- a. Everyday (year-round)
- b. Everyday (seasonally)
- c. 2-4 times per week
- d. Once per week
- e. Once per month
- f. Rarely

14. If you ride an e-bike or e-scooter to the HQ do you need to charge it while working?

- a. Yes
- b. No
- c. I do not ride a e-bike or e-scooter

15. If you drive alone to the new HQ would you be willing to consider other modes of shared/public transportation (i.e., mass transit, commuter bus or rail, rideshare/carpool, bicycle, etc.)?*

- a. Yes (Go to Question 17)
- b. No (Go to Question 16)

16. If you answered No, why would you be unwilling to consider an alternative form of travel? (Please select your top three reasons)

- a. The cost is too high
- b. I need car during the day for work
- c. I need car during the day for personal use
- d. There are no park-and-ride facilities close to my home
- e. I have an unpredictable schedule
- f. I need car for childcare drop-off/pick-up
- g. I like the comfort/convenience of my own vehicle
- h. I will have continued concerns about social distancing, even after the COVID-19 pandemic subsides.
- i. Transit schedules are inconvenient.
- j. Transit travel time is too long.
- k. There are no transit stops close to my home.
- l. The transit stop is too far from the new HQ.
- m. I do not understand how to use the transit system to get to/from the new HQ.
- n. Other

17. Are there any improvements to services that would encourage you to commute by other modes? (Please select all that apply.)

- a. More mass transit options from my home that connect to/near the HQ
- b. Earlier transit service in the morning or later service in the evening to accommodate irregular shifts
- c. Increase the frequency, reliability, safety, and/or comfort of public transit
- d. Bikeshare stations or e-scooters located near the office
- e. Direct transit connection between a Park and Ride near my home and the HQ
- f. Fewer number of seat changes (transfers) to get between my home and the HQ
- g. Shuttle connection between the HQ location and Union Station
- h. Improved bus stop accommodations at the HQ
- i. Decrease in transit travel time and cost
- j. Assistance with forming a carpool or vanpool
- k. Not willing to consider other modes
- l. Other

18. Do you have any other comments, questions, or concerns related to this survey or your commute to and from work?

DRAFT

**APPENDIX C:
BIENNIAL MONITORING QUESTIONS
FROM TMP HANDBOOK (2021)**

The following questions are required to be answered in accordance with the NCPC's biennial monitoring policy. Please refer to pages 64 and 65 of the *Transportation Management Plan Handbook* (2021) ([The Federal Transportation Coordinator's Transportation Management Plan Handbook, 2021 \(ncpc.gov\)](https://www.ncpc.gov/transportation-management-plan-handbook))

- What are the goals for trip reduction, mode split, and vehicle occupancy?
- What projects have been implemented (in design or construction phase, or completed) to help meet your milestones?
- Is there new (under construction or planned) infrastructure near the building/campus that influences transportation?
- What is your current number of employees?
- What is your current parking ratio?
- What is the current parking demand?
- Does your agency offer a shuttle system for commuters?
- Please provide mode choice information for your employees commuting patterns.

Other notable questions that may provide insight into a TMP or TDM strategy's effectiveness could be:

- What was the change in Mode Split or Average Passenger Occupancy over the year?
- How many people were placed into a carpool per year or per 100 employees?
- How many new vanpools were formed?
- How many people were placed as riders into new and existing vanpools per year?
- How many customers were served?
- How many requests for assistance were filled?
- How many SmartBenefits were provided to employees? What was their sales value?
- Which implementation tactics were the most effective?
- Were all planned activities carried out on-time and within budget?
- What is the estimated change in Vehicle Miles Traveled (VMT)?
- What is the estimated change in Vehicle Trips?
- How has demand for parking been affected?
- What reduction in pollutants is estimated?
- How much money did our employees save as a result of the program?
- To what degree did employees try an alternate mode as a result of marketing efforts rather than through existing programs or services of the agency (e.g., employees who form a vanpool on their own)?

Some research indicates that the indirect effects of a program may equal or exceed the direct effects. Evaluating the degree of consistency between program implementation and the plan (relationship of planned to actual activities) may determine whether, for example, the number of match-lists produced were sufficient to form new carpools. Other evaluation techniques include:

- Which implementation tactics were the most effective?
- Were all planned activities carried out on-time and within budget?
- Was the number of carpool formation meetings adequate?
- Was customer response time within the pre-established performance goal (e.g., requests received by 10:00 a.m. will be filled the same day for 95 percent of the employees)?
- What level of staffing did it take to form and maintain a carpool?