



# Presidio Tenant Handbook

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## **The Presidio Trust Tenant Handbook**

### **Introduction**

The Presidio is a National Park, a historic district, and a small city combined. Thus the process for issuing building permits and certificates of occupancy must reflect the necessity for meeting building and life/safety objectives at the same time that the Presidio's natural and cultural resources are preserved as a sustainable national park in an urban area.

The Presidio Trust (created in the Presidio Trust Act, Public Law 104-333), the federal corporation charged with management of the Presidio, is responsible for issuing building and occupancy permits, and complying with federal environmental and historic preservation laws. A compliance process is used for all projects at the Presidio. This process was developed to consider effects of new building construction or rehabilitation of existing buildings as well as the surrounding environment as early as possible in the planning stages.

Many of the processes for rehabilitating buildings and sites at the Presidio parallel the construction processes of the private sector, but additional considerations result from the Presidio's status as federal property, as well as its particular status as a National Historic Landmark District. There are also two major differences between the Permitting process of the Presidio Trust (Trust) and most municipal permitting and review processes. First, it combines environmental and historic preservation compliance with life/safety building code compliance in one step. Second, most of the information and decision-making is completed during the Preliminary Plan Review stage rather than the Design Development Phase.

### **National Historic Landmark**

One of the primary considerations during rehabilitation of buildings and sites at the Presidio is its National Historic Landmark (NHL) status. This designation is reserved for only the most significant, intact properties listed on the National Register of Historic Places. There are nearly 800 structures at the Presidio, including 474 buildings which are listed as "contributing" to the NHL status. However, NHL considerations do not prevent occupancy or alteration of these buildings, and in fact, the Presidio Trust encourages the adaptive reuse of Presidio buildings (subject to compliance with Historic Preservation obligations).

Developing a rehabilitation proposal for a Presidio building involves many special considerations. The preservation of the fabric and character of historic buildings and landscapes is subject to review. Also, building changes and additions should be made at a high level of skill with respect to the Presidio's NHL status. Environmental considerations such as the preservation and reuse of existing materials, sustainability of new materials, and life-cycle cost analyses should also be reflected in the proposal.

### **Preservation and Rehabilitation**

Building rehabilitation by a tenant at the Presidio should adhere to certain principles, which are derived from the *Secretary of Interior's Standards for Rehabilitation*, the *Guidelines for Rehabilitating Buildings at the Presidio*, the *Presidio Trust Green Building Guide* and the *Presidio Trust Management Plan*.

The Presidio's historic identity and spirit are inextricably linked to its continuous use as a military post from 1776 to 1994. The post was designated as a National Historic Landmark (NHL) in 1962, a designation reserved for those places exhibiting the highest levels of integrity. More than half of the Presidio buildings are historically significant, because they contribute to the landmark status. The intent of this section is to guide tenants in meeting their responsibilities in regard to the cultural resources of the Presidio. Note that while not all buildings are contributing structures, all lie within the NHL district, so that changes must be considered as occurring within a historic context.

There are four distinct, but interrelated, approaches to the treatment of historic properties: preservation, rehabilitation, restoration, and reconstruction. Generally, work at the Presidio will be limited to preservation and rehabilitation, which can be defined as follows:

- *Preservation* focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.
- *Rehabilitation* acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

While these principles provide guidance, the tenant-initiated rehabilitation process is fluid, conducted as partnership between the tenant and the Presidio Trust. Careful decision-making is accomplished under the guidance of historic preservation professionals such as architects, landscape architects, architectural historians, archeologists, and other similar professionals.

### **Codes**

Rehabilitation will necessitate changes to meet current applicable building codes, including the Americans with Disabilities Act. The Presidio Trust requires full program accessibility for tenant-occupied buildings. Life safety considerations also play a primary role in evaluating proposals. There may be some leeway in terms of alternatives for historic buildings, but tenants should be aware that in many cases their tenancy will constitute a change in occupancy, and will trigger additional code requirements. The Project Manager, in conjunction with other professional staff, will assist the tenant in making these evaluations, and will clarify the code requirements and acceptable alternatives, if any, tenants will be required to adhere to.

### **Cultural Resources**

"Cultural resources" may be defined as an aspect of a cultural system that is valued by or significantly representative of a culture, or that contains significant information about a

culture. A cultural resource may be a tangible entity or a cultural practice. Tangible entities at the Presidio include archeological resources, cultural landscapes, and historic structures.

### **Archeological Resources**

The physical remains of past human activity, including evidences of the effects of such activity on the environment, are considered archeological resources. Any proposed disturbances of identified archeological resources at the Presidio, which may occur during the rehabilitation of sites and structures will be reviewed by the Presidio Trust. In the event that rehabilitation activities, such as excavation, disturb archeological resources, all activity must cease **immediately**, and the Presidio Trust Archeologist must be notified at (415) 561-4809. Allow 48 hours for evaluation and decision. Do not resume work until the Presidio Trust has issued notice to do so.

### **Cultural Landscapes**

“Cultural landscape” refers to the organization and interrelationships of the natural and designed features of a site by use reflecting cultural values and tradition, and changes to those features over time. At the Presidio, this character is inextricably linked to its continuous military occupation since 1776; the Army created not only the built landscape, but also modified the character of the native landscape through the introduction of plant species and forests.

When preparing landscape plans, review available documentation (historic photographs, drawings, etc.) to understand the significance of the site. Assess existing site conditions to determine how rehabilitation measures will allow for retention of character-defining features and what materials are appropriate and compatible with the historic texture, color, form and scale of the site. Features to consider include natural systems (including drainages), topography, views, spatial organization, circulation (including roadways, sidewalks and pavements), vegetation, and site furnishings and objects. Consider how modifications such as accessibility provisions, service entrances and utility upgrades will minimize impacts to the historic scene. Proposed changes to these features will be reviewed by the Presidio Trust.

### **Historic Structures**

More than half of the Presidio buildings have been identified as historically significant and they contribute to the National Historic Landmark status. These buildings must be rehabilitated and maintained in accordance with the guidelines established for the Presidio (*Guidelines for Rehabilitating Buildings at the Presidio of San Francisco*).

As with cultural landscapes, particular care should be taken with the character-defining features of the structure: those distinctive aspects, qualities or characteristics which contribute significantly to its physical character. These include form, structure, materials, particular features such as roofs, windows, entrances and porches, interior spaces and finishes, and mechanical and electrical systems.

Accessibility is a particular consideration, as most buildings at the Presidio do not comply with current standards. The Presidio Trust requires that full program accessibility be achieved as part of the rehabilitation process.

### **Lead Based Paint**

There is the potential for lead-based paints to be found at many Presidio buildings. While NPS and the Presidio Trust have taken steps to stabilize or remove lead from in and around these structures, tenants should nonetheless exercise appropriate precautions, such as basic housekeeping and dusting. The Presidio Trust reserves the right to disturb soil and/or plantings adjacent to any building at any time in order to investigate or remediate possible hazardous material.

During the rehabilitation process, tenants must address the investigation, disturbance, handling, disposal, and or remediation of LBP-affected materials in accordance with all applicable laws.

### **Asbestos**

Many buildings at the Presidio have asbestos-containing material (ACM). The Park Records and Archives Center (PARC) has available for review reports contracted for by the US Army which document the presence of specific locations of ACMs at Presidio buildings. Tenants who wish to review these documents should arrange to do so with the Presidio Trust Environmental Department. Tenants should be aware that rehabilitation activities (including demolition and construction) may disturb asbestos and cause it to become friable. If asbestos becomes a known hazard, immediately contact the Trust and cordon off the area until the material can be removed by a certified asbestos abatement contractor. National safety standards pertaining to the condition of asbestos in buildings must be met by each tenant.

### **Documentation**

A special consideration when rehabilitating historic buildings and landscapes is the requirement to document historic fabric prior to alteration (this requirement is especially important for those features that may be demolished as part of the process). There are two aspects to this requirement: documentation through measured drawings, and possible curation of salvaged materials. Measured base drawings and site surveys will be necessary to develop rehabilitation plans at the Presidio. While there are plans for most buildings in the Presidio archives, their accuracy is rarely sufficient to develop construction drawings. The Presidio Trust will require an archival-quality copy of tenants' measured drawings as part of the final submittals.

A great deal of information is available regarding the Presidio of San Francisco, from cultural and natural resource surveys to data about utility systems and building plans. Most of this information is available to tenants. Environmental information, including the Environmental Conditional Assessment and preliminary Asbestos Data reports, is also usually available. Specific requests should be made through the Presidio Trust Project Manager.

All proposals with potential impact on cultural and/or natural resources must be reviewed pursuant to the National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA). Project Managers will ensure that tenant proposals are submitted for review. However, tenants will be responsible for assisting with compliance requirements, including documentation of historic fabric.

### **Resource Protection Review Processes**

Any project proposed in the Presidio must be reviewed when such actions are to be implemented, funded or authorized by a federal authority (in this case, the Presidio Trust), to determine whether these projects may affect environmental and/or cultural resources. This is true whether the project is initiated by tenants, permittees, other agencies, the Presidio Trust, or by National Park Service staff. As all tenant rehabilitation projects must be authorized by the Presidio Trust, all projects will undergo compliance review. This includes the rehabilitation of non-historic as well as historic structures, and also applies to post-occupancy projects.

Criteria triggering review include, but are not limited to: construction or development of any kind; grading or any activity involving soil disturbance; removal, alteration, disturbance or installation of vegetation; any activity that interferes with or alters the normal flow of surface water; any project which occurs in or affects floodplains or wetlands; projects, plans or programs with potential to affect the park visitor's experience by alteration of the aesthetics of natural and cultural landscapes; projects, plans or programs which may open new areas for visitor use, introduce new uses, or modify visitor use patterns; issuance or renewal of special use permits for projects that involve environmental disturbances or grant permission for special events with potential to affect park resources, visitor use or nearby communities; any activity or project which has the potential to disturb wildlife; any activity except routine maintenance which affects an historic property or its setting.

### **National Environmental Policy Act (NEPA)**

The National Environmental Policy Act (NEPA) is the basic national charter for environmental protection. Among its provisions, this act declares that it is the policy of the federal government to “preserve important historic, cultural, and natural aspects of our national heritage.” To enact this policy, NEPA requires an interdisciplinary study of the impacts associated with federal programs. For the Presidio, this requirement was met primarily through preparation of the Final Environmental Impact Statement (FEIS) which accompanied the Final General Management Plan Amendment (GMPA) for the Presidio of San Francisco. Most tenant proposals will be covered under the FEIS; however, Trust review will determine if further NEPA compliance is required. If so, tenants will assist in the completion of an Environmental Assessment (EA) or Environmental Impact Statement (EIS) to determine the effects of the proposed undertaking on the environment, and may be required to fund the costs of the EA or the EIS.

### **National Historic Preservation Act (NHPA)**



The National Historic Preservation Act (NHPA) mandates that federal agencies take into account the effects of their actions on properties listed or eligible for listing in the National Register of Historic Places. This applies to Presidio Trust approval of tenant undertakings as well. The goal of the process is to make sure that preservation is fully considered in federal actions, thereby protecting our shared heritage from thoughtless or ill-considered damage. Federal law requires that all historic structures, landscapes and archeological sites in which the Presidio Trust and the Park Service have a legal interest are to be managed as cultural resources. Regardless of type, level of significance, or current function, every site is to receive full consideration of its historic values whenever a decision is made that might affect its integrity.

The Presidio of San Francisco is a National Historic Landmark, a designation reserved for only the most significant, intact properties. Currently, 473 historic buildings at the Presidio contribute to the NHL status, and are listed in the National Register of Historic Places. Therefore, Presidio sites and structures merit the utmost care in the rehabilitation process. Aboriginal peoples used this land, and the Presidio was occupied continuously for over 200 years by the military forces of three nations. As a result, the Presidio has an abundance of cultural resources. Almost all undertakings proposed for the site will require compliance review to ensure the protection of these resources.

#### **N2 (NEPA and NHPA) Review.**

Almost all undertakings at the Presidio will require N2 consultation and review. N2 is an interdisciplinary review process ensuring that rehabilitation efforts comply with NEPA and NHPA. An important purpose of N2 is to consider potential impacts to environmental, historic, and archeological resources in the initial planning stage of projects. The Presidio Trust's N2 Project Screening Form can be found in the Appendix of this handbook.

The Presidio Trust Project Managers will ensure that tenant undertakings are submitted for review; tenants are responsible for assisting with compliance requirements, including providing necessary documentation. Some projects may trigger additional procedures (utility clearances, archeological review); most will require documentation prior to rehabilitation. When samples are taken, whether archeological or as part of the rehabilitation of sites and structures, tenants may be required to pay for the costs of curation

#### **Design Review**

N2 Review will most likely include design review by the Presidio Trust's Design Review Committee. The Design Review Committee has two functions. The first is to serve as a resource for design teams, providing guidance and encouraging creative design solutions that are both contemporary and compatible with the existing fabric. The second is review and approval of final plans. The Design Review Committee reviews projects for aesthetic merit, design appropriateness, functionality and maintainability, environmental sustainability and cost effectiveness.

### **Regulations and Guidelines**

All tenant undertakings at the Presidio shall adhere to the regulations and guidelines stated in the following documents and publications. Copies of these documents will either be provided by the Presidio Trust Project Manager or can be found in this handbook and on the Presidio Trust website:

- *The Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*
- *The Secretary of the Interior's Standards and Guidelines for the Treatment of Cultural Landscapes*
- *Guidelines for Rehabilitating Buildings at the Presidio of San Francisco*
- *The Presidio Trust Management Plan* (online at [www.presidio.gov](http://www.presidio.gov).)
- *The Presidio Trust Green Building Guidelines* (online at [www.presidio.gov](http://www.presidio.gov))
- Major Environmental Laws listed in the Appendix of this handbook.
- Additional Codes, Standards and Guidelines found in the Appendix of this handbook

### **Investment Tax Credits**

If Federal Historic Preservation Tax Incentives are being sought, compliance with Section 106 of the National Historic Preservation Act will be accomplished through the Tax Credits review process which includes review by the California State Historic Preservation Office (CSHPO) and the National Park Service Technical Preservation Services Office in Washington, D.C. While the Presidio Trust will consult with tenants regarding their proposals, reviews and approvals will not be the responsibility of the Presidio Trust. However, local staff may provide design and construction oversight.

## **THE PROCESS**

When the prospective tenant has defined its program proposal and functional space requirements, the Presidio Trust reviews the application in accordance with the Presidio Trust Management Plan, 2002 and the Presidio Trust Act for compatibility with the building and site. If the proposal is approved, the Presidio Trust will assign a Project Manager to the project. The Project Manager will be the tenant's primary contact throughout the entire design, compliance, permitting and construction process.

### **Submittals Overview**

The submittal process at the Presidio has four (4) phases: Preliminary design; Preliminary Plan review; Design development and construction documents; and As-built drawings. For some simpler proposals, this process may be consolidated into three phases: Preliminary Plan review; Design Development and Construction Documents; then As-Built. The Presidio Trust will review and comment on submittals during all phases of the project. A permit to proceed with construction will not be issued until Presidio Trust staff is satisfied with a complete set of construction documents incorporating all previous review comments. Presidio Trust staff are committed to prompt review of all submittals, and will work closely with the tenant and their development team throughout the process to ensure that Presidio Trust requirements are clearly understood and followed.

### **Project Checklist**

Upon commencement of the project or during Preliminary design, the Project Manager will meet the tenant and his/her design professionals to review the project checklist. This checklist and accompanying documents provide tenants with background information and history about the particular building or site as well as applicable codes and standards that should be used in the development of construction plans. The Presidio Trust's goal is to ensure that design professionals are knowledgeable about opportunities and constraints by providing this information at the earliest possible planning stages. It is highly recommended that no design be undertaken until receiving this background information.

### **Submittal Phase One - Preliminary Design**

The Presidio Trust compliance process requires most of the information and design in the initial phases, making the Preliminary Design Phase the most critical. During this stage, the tenant's design team will develop project schedule and budget, conduct a complete code analysis of the building, investigate alternative solutions, develop preliminary plans, conduct a structural study (as necessary), obtain preliminary concurrence and develop other information related to the proposed use and rehabilitation or construction of the building. Using the project checklist as a guide, the tenant's design team will present solutions for meeting life safety/building code requirements and other applicable Presidio standards and guidelines such as the *Green Building Guidelines*, *Secretary of Interior's Standards for Rehabilitation of Historic Properties*, and accessibility requirements (ADA). Working with the Trust's Project Manager, the tenant's design team will

develop a comprehensive Preliminary design and obtain preliminary concurrence from Presidio officials and technical staff in preparation for the Preliminary plan review.

Preliminary design materials should convey the entire scope of the rehabilitation in general terms. Floor plans may be considered as annotated sketch plans, but should indicate all proposed architectural alterations, including accessibility upgrades and the proposed exiting system. Show existing elements to be demolished as dashed lines; new elements should be shaded solid. Indicate clearly extent of proposed removal or alteration of historic elements. Describe the Schematic approach to site, structural, mechanical, electrical, life safety and other systems upgrades as applicable. Describe preliminary utilities demand loads. Describe clearly the scope of building repair/rehabilitation. Identify proposed site improvements as they respond to historic analysis and program needs.

The scheme(s) will likely be developed with Presidio Trust professional staff assisting in the interpretation of the Rehabilitation Guidelines and facilitating the N2 (NEPA/NHPA) compliance process. Limited supplemental materials or narratives may be necessary to show the proposed rehabilitation in sufficient detail.

### **Pre-Design Checklist**

1. Obtain Information from the Presidio Trust Project Manager:
  - *Presidio Trust Management Plan, 2002* (online at [www.presidio.gov](http://www.presidio.gov).)
  - *The Secretary of the Interior's Standards*
  - *Presidio Trust Green Building Guidelines* (online at [www.presidio.gov](http://www.presidio.gov))
  - Presidio Trust Drawings and CAD Standards (see pages 13 & 15)
  - Existing drawings, surveys, building condition assessments, physical history information, etc from the Presidio Trust where available
  - Building occupancy type, existing and proposed
  - Historic Landmark status
  - Environmental hazardous materials report
  - Physical History, including character-defining features assessment
2. Prepare project schedules
3. Propose program and space/building requirements and improvements for approval
4. Submit design proposal:
  - Describe scope of work
  - Provide program and site analysis and their compatibility
  - Indicate all proposed architectural alterations, including accessibility upgrades and the proposed existing system
  - Describe conceptual approach to site, structural, mechanical, electrical, life/safety and other system upgrades as applicable
  - Environmental considerations
  - Obtain written approval of Preliminary Plans and Program by the Presidio Trust

### **Submittal Phase Two - Preliminary Plan Review**

As soon as the applicant is prepared to present a Preliminary design along with the code analysis and solutions for meeting life safety and building code requirements, the

Presidio Trust Project Manager will arrange a Preliminary plan review. The tenant is required to submit the Preliminary plan review submission to the Presidio Trust one week in advance of the scheduled meeting. Trust staff who will interact with the project including, but not limited to, the Environmental Assessment Staff, Historic Preservation Staff, Design Review Committee, Utilities Department, and Fire Department will meet with the project proponents and Project Manager. Issues ranging from the placement of dumpsters and smoke alarms to structural solutions and use of sustainable building methods will be discussed. Key issues that need further clarification or study will be identified and subsequent meetings on specific topics related to the project may be arranged as necessary. The outcome of the Preliminary Plan Review will be a decision document containing a set of detailed minutes summarizing the decisions and special requirements related to compliance for the specific project. This decision document will be the guiding document for all subsequent analysis, plan checking and building inspection for the project.

**Time Frame:** The Presidio Trust Staff will respond to the Preliminary Design and Preliminary Plan Review Meeting within **7-10 working days** from the Preliminary Plan Review Meeting Date.

### **Preliminary Plan Review Submittal Requirements**

#### 1. Site Analysis

- A. Confirm accuracy of the land survey by observation, measurement, and photos
- B. Obtain Utility Clearance if any geotechnical work is initiated.
- C. Examine factors that must be dealt with in design, including:
  - Soil type
  - Wind currents
  - Traffic
  - Drainage onto site
  - Neighboring buildings
  - Overhead utility lines
  - Underground utility lines
  - Easements for future utilities
  - Cultural landscape definition
  - Archeological sensitivity
  - Landscape condition assessment
  - Solar orientation

#### 2. Codes Analysis

- Building and codes analysis—verify compatibility with the Presidio Trust *Codes, Standards, and Guidelines* found in the Appendix of this handbook.
- Fulfill accessibility requirements
- Provide special equipment requirements to the Presidio Trust
- Provide environmental information—a draft report of known and expected hazards, and any environmental condition assessments performed

- Provide Transportation Demand information (guidelines are in the Appendix of this handbook)
- Exterior lighting
- Building security
- Required landscaping or open areas
- Required pavement drainage
- Restrictions on trash collection area

3. Details of any public improvements that may be required by the Trust as part of the project.

4. N2 Project Screening Form (found in the Appendix of this handbook)

#### 5. Preliminary Plan Review Drawings

All drawings for this submission are to conform with Presidio Trust drawing and CAD standards. All plans should be produced in electronic format, compatible with AutoCAD 2000 Specifications and other text documents should be made available in Microsoft Word 6.0.

Design submissions will be reviewed for consistency with the *Rehabilitation Guidelines*. Presidio Trust approval of the design proposal allows the tenant to proceed to the design development and construction documents phase, with the understanding that the final design will not differ significantly from the approved preliminary design.

#### Preliminary Plan Drawing Requirements

Site Plan (min. 1"=20')	Site Development Plan Including removals
Floor Plans (min. 1/8"=1'0") <ul style="list-style-type: none"> <li>• Existing conditions</li> <li>• Demolition Plans</li> <li>• Architectural Plans</li> </ul>	Show all levels of buildings including roof. Partial plans are acceptable if the area of work is limited.
Exterior Elevations (min. 1/8"=1'0")	Indicate any proposed repairs, additions, alterations or treatments at building exterior.
Building Sections (min. 1/8"=1'0")	Show finished floor elevations, relation to grade and significant vertical penetrations.
Preliminary Structural Floor Plans (min. 1/8"=1'0")	Show existing systems and any proposed treatments or alterations
Preliminary mechanical and electrical plans	Show existing systems and proposed alterations. Identify primary equipment and distribution.

6. Draft Structural Report in accordance with the Presidio Trust Guidelines for Structural Design found in the Appendix of this handbook.

#### 7. Specifications

8. Draft report Environmental Information including known and expected hazards, and any environmental condition assessments performed.

9. Project schedule using Microsoft Project. Schedule milestones should include the phases of the project as a minimum.

### **Submittal Phase Three – Construction Documents and Permit Review**

Most design/code compliance issues will be resolved during the Preliminary Design and Preliminary plan review stages. However, if further refinement is necessary, the Trust's Design Review Committee can provide advice and guidance through follow-up review work sessions. Minutes from these meetings, once accepted, will constitute the records of the design decisions.

### **Permitting Process**

Upon completion of construction documents which incorporate all decisions and special requirements made during the Preliminary Plan review phase and subsequent meetings, including revision for final comments, tenants will complete an Application for a Building Permit. The Project Manager can assist in the preparation of the application. A final set of construction documents, including plans, specifications, schedule and cost estimate will be part of the permit application. Submittals will be reviewed by the Project Manager, the Trust Permitting and Engineering Department, any consultants retained by the Trust, Historic Preservation and Environmental Protection experts and the Presidio Fire Department. The permit fee will be calculated when the application is submitted and is due at permit pick-up. A phased Plan Submittal process can be arranged for applicants choosing to submit incrementally. Upon approval of the Building Permit application, tenants will receive a Notice of Issuance of Building Permit, which should be posted at the job site. Tenants will also receive the Building Permit itself, a longer document including various legal conditions for proceeding with rehabilitation. Tenants must also apply for a utility clearance, if any ground disturbance will take place (excavation, sign installation, landscape alterations, etc).

***Time Frame:*** The Presidio Trust Staff will respond to the submitted permit documents within **20 working days** of receipt of a complete permit submission.

All documents shall conform with Presidio Trust drawing and CAD standards. All plans should be produced in electronic format, compatible with AutoCAD 2000. All text documents should be available in Microsoft Word 6.0.

All plan, section, and elevation drawings shall be drawn to scale (minimum 1/8"=1'-0") and of sufficient clarity to indicate the location, nature, and extent of the work proposed, and shall show in detail conformance with the provisions of all applicable building codes, relevant laws, ordinances, rules, and regulations. All existing and proposed elements shall be clearly labeled.

**Note:** A total of six print sets plus two stamped and wet signed sets of complete drawings must be submitted to the Project Manager. If specifications are separate from the drawings, two sets of specifications and one electronic version must be included.

The Presidio Trust Permitting office will provide the written corrections and comments to the applicant. Upon resolution of any outstanding issues or details, and payment of the permitting fees, the plans will be approved and a Presidio Trust Building permit will be issued.

**Permit Review Submittal Requirements**

1. Permit Drawings

*Review: within 20 working days*

Permit Drawing Submittal Requirements

Site Plan (min. 1"= 20' <ul style="list-style-type: none"> <li>• Site Survey</li> <li>• Site Protection and Demolition Plan</li> <li>• Layout and Grading</li> <li>• Planting Plan, including plant list</li> <li>• Irrigation Plan</li> </ul>	Show all existing and proposed site features. Include associated detail drawings for all plans.
Key Plan(s)	If necessary, to identify area of work.
Architectural Floor Plans (min. 1/8"= 1'0") <ul style="list-style-type: none"> <li>• Basement</li> <li>• All levels of the building including mezzanine, penthouse, etc.</li> <li>• Roof Plan</li> </ul>	Partial plans may be acceptable if work areas are limited.
All Exterior Elevations (min. 1/8"=1'0")	
Building Sections (min. 1/8"=1'0")	
Structural Foundation and Framing Plans (min. 1/8"=1'0")	Coordinate with architectural floor plans. Indicate all vertical and lateral load carrying systems. Sufficient architectural and structural details and schedules to indicate the scope of work.
Electrical Plans	Coordinate with architectural floor plans
Mechanical and Plumbing Plans	Coordinate with architectural floor plans
Floor Plans and details for other engineering disciplines as required by the scope of work.	

2. Supporting Documents (see General Permit Conditions in the Appendix).

- Specifications, including product literature with approved listing(s)
- Proposed rehabilitation schedule
- Cost estimate
- Reference plans showing existing conditions (see *Documentation* on page 6).
- Structural calculations



- Geotechnical report
- Special inspections
- Environmental condition assessment (known and expected hazards, and plan for mitigating environmental hazards during rehabilitation)
- Construction Solid Waste Management Plan
- Energy calculations and compliance forms
- Occupancy calculations and exit diagrams
- Sprinkler hydraulic calculations
- Photographs

3. Any additional documents that may be specified by the lease, such as insurance certificates.

4. Permit Fees. The final permit fees will be calculated by the Trust when the permit application is submitted. To calculate estimated fees, please refer to the Permit Fee Schedule which can be found in the Appendix of this handbook.

### **Appeals Process**

If issues are not able to be resolved during Preliminary Plan Review or Permitting Plan Review, an appeals process is available to applicants. An appeal to a decision made during N2 consultation and review, the environmental and historic compliance process, will be presented to the Compliance Manager and the Federal Preservation Officer who will provide a recommendation to the Executive Director of the Presidio Trust. The Executive Director will provide a final decision to the applicant. An appeal to a decision made during the design review process can be made to the design review arbitration panel which will provide a recommendation to the Executive Director. The Executive Director will provide a final decision to the applicant.

### **Pre-Construction Meeting**

Upon approval of the construction documents and issuance of the building permit, a Pre-Construction Meeting will be held with the Project Manager, Health and Safety Manager, Fire Prevention Personnel and Building Inspector from the Presidio Trust and the Tenant and Contractor representatives. The Pre-Construction meeting will cover construction sequence requirements, hazardous materials disposal, protection of building features or landscape materials and site safety. Procedures for building inspections and corrections will be reviewed.

### **Construction**

Written authorization must be obtained from the Presidio Trust prior to commencement of any excavation, demolition, removal, construction or alteration of any Presidio site or structure. A permit to proceed with construction will not be issued until the Presidio Trust is satisfied that a complete set of construction documents, incorporating all previous review comments, has been received and approved

During the Construction Phase, building and safety inspectors will make regular construction inspections for code-related items as well as non-code regulated items such as protection of historic features, landscape, etc. Inspection will be based upon the approved plans, including the summarized decisions and special requirements document produced during the Preliminary Plan Review phase and subsequent plan check requirements.

Cultural resource and compliance specialists will monitor the project for design compatibility through review of all phases of submitted documents, and throughout the construction process for any deviations from the approved preliminary design. Archeological/architectural discoveries during demolition and/or construction may require further review. *In rare cases, such discoveries may require temporary or permanent cessation of the project*

### **Field Changes**

Construction and the inevitable changes will be monitored by the Presidio Trust Project Manager and/or Project Coordinator through regular site visits and project meetings. Changes that will need to be reviewed and approved by the Trust include, but are not limited to, discovery of an artifact, those having an impact on historic fabric and those having code implications. When a change is determined to require separate approvals from the Presidio Trust, the Project Manager will bring the issue to the appropriate Trust department for review and approval. It is the tenant's contractor's responsibility to record as-built changes as they occur, incorporating them into the required As-Built documents detailed below.

### **Certificate of Occupancy**

Upon completion of construction to the approved plans and any necessary changes or additions required by the Presidio Trust, the Presidio Trust Permitting Office will issue a Certificate of Occupancy. The tenant is required to submit a Facilities Management and Safety Plan prior to issuance of the Certificate of Occupancy. If *all* life safety and fire prevention requirements have been met, an applicant may apply in writing for a Temporary Certificate of Occupancy before final construction has been completed.

### **Submittal Phase Four - As-Builts**

At the end of construction, tenants must submit archival-quality copies of the following as-built drawings and any associated electronic files in the approved quantity and format:

- Floor plans
- Historic fabric removal
- Building elevation and sections
- Structural plan
- Utility systems
- Electrical/Mechanical/Plumbing plans (and other engineering disciplines)

For additional information, please contact the Presidio Trust Project Manager.

**Move-In Procedures**

Before moving in, all tenants will receive a *Tenant Welcome Package* from The Presidio Trust Non-Residential Property Manager, (415) 561-5372. This information will inform tenants of Presidio Trust Operations Policies for all buildings and sites. The Tenant Welcome Package is available online at [www.presidio.gov](http://www.presidio.gov).

## MUNICIPAL SERVICES

### Utilities

The Presidio Trust Utilities Department is responsible for operating and maintaining the electric, water, sewer, storm drain, and most refuse utility service to the residents and businesses of the Presidio. The department's main function is to provide a quality utility service to the Presidio community that is dependable, cost efficient, and promotes a sustainable future.

*Add paragraph about design process here. Include reminder about Utilities Clearance permit "Any ground disturbance requires a Utility Clearance Permit, PM can help obtain....Trust PM will provide utility maps to design teams....during the design process (preliminary design) the Trust will evaluate and advise on the loads within the context of the Presidio's system.*

### **Electric Power**

The Presidio Trust Utilities Department owns, operates, and maintains an electric distribution system that provides electric power to all of the buildings on the Presidio. The Utilities Department currently purchases electrical power from the Pacific Gas and Electric Company (PG&E).

### **Water Service**

The Presidio Utilities Water Department provides clean, potable water to the entire Presidio community. As needed, the Presidio Trust purchases water from the San Francisco Water Department.. All water delivered to tenants at the Presidio is in compliance with the California Clean Drinking Water Act.

### **Storm Drains**

The Presidio Utilities Department operates and maintains a separate system for the collection and disposal of storm water. This system is comprised of storm sewers, open channels, culverts, and detention ponds all acting together to convey storm water away from structures and inhabited areas and into the San Francisco Bay.

As a sustainable community, the Presidio takes great care to maintain the storm drain system to ensure that pollutants are not discharged into the San Francisco Bay. A large portion of the storm drain system discharges into the Crissy Field wetlands. The wetlands act as a natural treatment system by removing organic compounds, total suspended solids and nitrates. **It is a federal offense to dispose of anything other than water runoff into the storm drain system.**

### **Natural Gas**

Pacific Gas and Electric Company (PG&E) maintains the natural gas distribution network and supplies natural gas to the Presidio community. It is the tenant's responsibility to contact PG&E to obtain this service.

### **Telecommunications**

The Presidio Trust does not provide telecommunications services for use by tenants. Tenants should contact their provider of choice to arrange for telecommunications needs. Depending on the historic nature of the building or leased space, permission may be required to install new jacks and/or wiring.

### **Law Enforcement**

Law enforcement is provided by NPS Law enforcement rangers and by members of the United States Park Police. (USPP) Patrols are conducted via horse, foot, bicycle, motorcycle and car, and may include assistance from canines.

### **Fire Department**

Presidio Fire Department fire fighters and paramedics provide round-the-clock fire prevention and suppression, as well as emergency medical response services. Prior to occupancy, the Fire Prevention office participates in the review process, checks design and construction documents, inspects construction in progress, inspects occupied buildings, and establishes and enforces occupancy loads for public assembly areas. The Fire Prevention Office performs regular inspections, and can also assist tenants with disaster planning and training (fire drills, for example.)

### **Park Dispatch**

A consolidated communications center, Park Dispatch, provides service for NPS Rangers, Presidio Fire Department and USPP, and assures speedy and coordinated dispatch of assistance throughout the Presidio.

Through mutual aid agreements, the San Francisco Police and Fire Departments provide additional services at the Presidio when needed.

### **Refuse and Recycling**

Refuse collection is provided to all tenants by Golden Gate Disposal and Recycling. Recycling is required, and the following options are available:

The San Francisco Conservation Corps (SFCC) offers a free weekly recycling collection to Presidio organizations. The SFCC also provides a recycling drop off site at 1243 Appleton Street in the Fort Scott area of the Presidio. It is open 8 a.m. to 5 p.m. every day.

Recycling and food waste collection services are available from Golden Gate Disposal as well. Golden Gate disposal charges a fee for recycling and food waste services.

Please note that state law prohibits the placement of any batteries, electronics, microwave ovens and fluorescent lights in the regular garbage. For guidance on disposal visit [www.sfrecycle.org](http://www.sfrecycle.org).

For information about recycling, fees, available container sizes, scheduling and proper disposal options for hazardous materials, please contact the Presidio Trust Waste Reduction Office at (415) 561-4260, [dseabury@presidiotrust.gov](mailto:dseabury@presidiotrust.gov) or [jkaller@presidiotrust.gov](mailto:jkaller@presidiotrust.gov).

### **Signage**

To ensure that all signage is in compliance with the Presidio Trust signage policy, the Trust will install and make any changes to tenant identification signage for each building. All requests for signage additions or changes should be made either through the Presidio Trust Project Manager or CB Richard Ellis.

## **Transportation and Parking**

### **Public Transportation**

A great deal of detailed information about transportation to and around the Presidio can be found at [www.presidio.gov/directions/](http://www.presidio.gov/directions/). The Presidio is served by the San Francisco Municipal Railway Company (MUNI), the Golden Gate Bridge Highway and Transportation District (Golden Gate Transit), and operates the PresidiGo Shuttle. Transit passes for MUNI, BART, and Golden Gate Transit can be bought at the front desk of Building #34, the Trust's offices. The Trust encourages all tenants to sell transit passes to the public.

### **Roads and Trails**

All trails and roads are available to pedestrians, and all roads are open to bicycles. The only trails open to bicycles are the Bay Trail/Golden Gate Promenade and the Bay Area Ridge Trail. Additionally, San Francisco Bicycle Routes #2, #4, #55, #61, #65, and #95 travel through the Presidio.

### **Parking**

All non-residential tenants at the Presidio, and their visitors/clients, will have access to parking. Tenants may be required to share parking areas with other tenants. No specific spaces will be reserved for a particular tenant or its visitors/clients. Individual parking spaces may not be reserved for any employees.

In most cases, parking for each tenant will be made available in nearby parking lots. Each lot will include handicapped accessible spaces. Unless otherwise posted, on-street parking is allowed on the Presidio. The Presidio Trust has the right to reassign parking lot assignments on a permanent or temporary basis.

Parking space configurations associated with a particular lot (i.e., the number and location of parking spaces) will be determined by The Presidio Trust. In cases in which the tenant is responsible for the maintenance and reconfiguration of parking areas as part of their rehabilitation work, The Presidio Trust will provide guidance as to the number of spaces, including handicapped accessible spaces.

The Presidio Trust has the right to regulate parking, including the administration of parking fees.

### **Transportation Demand Management Program**

The Presidio Trust has established an aggressive Transportation Demand Management (TDM) program to reduce overall reliance on the automobile by encouraging alternatives such as walking, biking, carpool/vanpools, and public transit. The long term goal is to reduce vehicle trips so that only 50 percent of external trips and 35 percent of internal trips are made by automobiles. Tenants are required to participate in The Presidio Trust's TDM program.

Each tenant is required to submit a TDM plan, which details how the tenant will achieve a minimum transportation standard established by the Trust. The minimal standard states that no more than 70 percent of external trips that start or end at the Presidio will be by private auto, and no more than 50 percent of internal trips within the Presidio will be by private auto. Tenant-specific TDM requirements are subject to individual lease negotiations and are based, to some extent, on the number of tenant employees and the level of services desired or necessary to achieve the minimum standards.

Required elements for tenant TDM programs:

- On-site Employee Transportation Coordinator
- Guaranteed Ride Home Program participation
- Transportation Survey participation
- Registration with Regional Rideshare Program
- Employee zip code tabulation
- Participation at Transportation Team Meetings (designee must attend 3 of 4 meetings annually)

Detailed descriptions of the above requirements and additional recommended elements, along with a suggested TDM plan template can be found in the Appendix of this handbook.

**Contact Information**

<b>EMERGENCY</b>	<b>911</b>
<b>EMERGENCY (if calling from a cell phone</b>	<b>(415) 561-5656</b>
<b>Non-Emergency Dispatch (Police and Fire Departments)</b>	<b>(415) 561-5505</b>
<b>Presidio Trust Project Management Department</b>	
<b>CB Richard Ellis Property Management</b>	<b>(415)</b>

Emergency Information Hotline (activated only during a major emergency or disaster)  
415-561-4636



## **Appendix**

Major Environmental Laws  
General Permit Conditions  
Building Codes  
Fire and Life Safety Codes- sent to PFD for review  
Authorized Professional Life Safety Contractors  
Physical Security System Installation Guidelines  
Structural Design Guidelines  
Site Furnishing Guidelines  
Site Specific Safety and Health Plan  
Transportation Demand Management Plan Guidelines

### *Need to add?*

Lead Related Construction Specifications - Rob  
Project Identification Sign Guidelines - Rob  
Tenant Sign Policy – Rob/Michael Lamb  
Landscape Plant Selection Guidelines  
Protocol for Discovery of Archeological.....

Permit Fee Schedule – Hurley  
Utilities fee schedule - Hurley

## **Forms**

N2 Project Screening Form  
Utility Clearance Permit Application  
Permit Application

Green Building Guidelines - Aimee  
Waste Minimization in Construction and Design Guidelines – Aimee/  
Energy Efficient Practices for Presidio Buildings - Aimee

## **Operations and Maintenance Related Guidelines**

Management of Hazardous Materials and Waste Guidelines – Aimee/Cooper/  
Hazardous Waste Management Plan – Aimee/Cooper  
Waste Management Guidelines - Seabury  
Recycling Guidelines - Seabury  
Integrated Pest Management Guidelines

## Major Environmental Laws

More than a dozen major statutes form the legal basis for environmental protection in the United States.

**National Environmental Policy Act of 1969 (NEPA)**; 42 U.S.C. 4321 et seq.  
NEPA is the basic national charter for protection of the environment. It establishes policy, sets goals, and provides means for carrying out the policy.  
[NEPA full text](#) | [More about NEPA](#)

**Clean Air Act (CAA)**; 42 U.S.C. 7401 et seq. (1970)  
[CAA summary](#) | [CAA full text](#) | [Guide to the CAA](#) | [CAA - US Code](#)

**Clean Water Act (CWA)**; 33 U.S.C. 1251 et seq. (1977)  
[CWA summary](#) | [CWA full text](#)

**Coastal Zone Management Act; 16 U.S.C. 1451 to 1465**

**Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or Superfund)** 42 U.S.C. 9601 et seq. (1980)  
[CERCLA summary](#) | [CERCLA full text](#)

**Emergency Planning & Community Right-To-Know Act (EPCRA)**; 42 U.S.C. 11001 et seq. (1986)  
[EPCRA summary](#) | [EPCRA full text](#)

**Endangered Species Act (ESA)**; 16 U.S.C. 1531 to 1544 (1973) [ESA summary](#) | [ESA full text](#)

**Federal Insecticide, Fungicide and Rodenticide Act (FIFRA)**; 7 U.S.C. 136 et seq. (1972)  
[FIFRA summary](#) | [FIFRA full text](#)

**Migratory Bird Treaty Act; 16 U.S.C. 703 to 711**

**Oil Pollution Act of 1990 (OPA)**; 33 U.S.C. 2701 to 2761  
[OPA summary](#) | [OPA full text](#)

**Pollution Prevention Act (PPA)**; 42 U.S.C. 13101 to 13109 (1990)  
[PPA summary](#) | [PPA full text](#)

**The Resource Conservation and Recovery Act (RCRA)**; 42 U.S.C. 6901 et seq. (1976)  
[RCRA summary](#) | [RCRA full text](#)

**The Safe Drinking Water Act (SDWA)**; 42 U.S.C. 300f et seq. (1974)  
[SDWA summary](#) | [SDWA full text](#)

**The Superfund Amendments and Reauthorization Act (SARA)**; 42 U.S.C. 9601 et seq. (1986)  
[SARA summary](#) | [SARA full text](#)

**Toxic Substances Control Act (TSCA)**; 15 U.S.C. 2601 et seq. (1976)  
[TSCA summary](#) | [TSCA full text](#)

## Executive Orders

The President of the United States uses these official documents to manage the operations of the Federal Government. The following Executive Orders provide additional guidance to federal agencies with regard to environmental responsibility and stewardship.

<b>Executive Order 11990</b>	"Protection of Wetlands"
<a href="#"><u>Executive Order 13101</u></a>	"Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition"
<b>Executive Order 13112</b>	"Invasive Species"
<a href="#"><u>Executive Order 13123</u></a>	"Greening the Government Through Efficient Energy Management"
<a href="#"><u>Executive Order 13134</u></a>	"Developing and Promoting Biobased Products and Bioenergy"
<a href="#"><u>Executive Order 13148</u></a>	"Greening the Government Through Leadership in Environmental Management"
<a href="#"><u>Executive Order 13149</u></a>	"Greening the Government Through Federal Fleet and Transportation Efficiency"
<a href="#"><u>Executive Order 13150</u></a>	"Federal Workforce Transportation"
<b>Executive Order 13186</b>	"Responsibilities of Federal Agencies to Protect Migratory Birds"

## GENERAL PERMIT CONDITIONS

Building Permit Applications are available from the Project Manager.

A pre-construction meeting between Trust project representatives and the Permittee and Permittee's contractor is required prior to beginning work. Refer to the *Site Specific Safety and Health Plan* for further information on its requirements.

All building permits will contain certain requirements which must be fulfilled in order to proceed with rehabilitation. These requirements may vary with specific sites, or additional requirements may be made part of the permit, but tenants should expect to provide/agree to the following:

1. Applicant is responsible for ensuring that contractor(s) are aware of all pertinent standards and requirements prescribed in the lease provisions.
2. All required permits must be posted at the job site at all times during the performance of the work, including a copy of the Building Permit, all previously issued permits, and all approved plans, specifications, and drawings incorporated herein.
3. The Presidio of San Francisco is a National Historic Landmark. Because of its significance, all parties are to take all measures necessary during the performance of the work to maintain and protect the historic fabric of the buildings and site. Applicant and/or contractor shall submit a *Cultural Resources Protection Plan* which includes, at a minimum, the following:
  - Finishes to remain in place
  - A description of the demolition and removal operations
  - Identification of primary and secondary paths of travel
  - Detailed description of the installation of temporary protection of historic elements to remain in the vicinity of construction activities
  - Identification of items or elements to be removed and retained for reinstallation or potential reuse
  - Description of methods of documentation and protection of salvaged elements
  - Identification of proposed locations for storage of salvaged items
4. Applicant and/or contractor must provide a comprehensive Site Safety and Health Plan, referencing Federal codes. See the Site Safety and Health Plan page in this Appendix.
5. Work may not proceed until a Trust approved Knox Box is placed at the principal job entrance. The Knox Box will contain building keys, emergency phone contacts, and a list of employees authorized to be on the job site.
6. A project information sign must be provided at a location designated by the Presidio Trust. It shall provide relevant project information including project name, responsible parties and contractor name(s) with 24 hour emergency contacts and phone numbers. See

*Tenant Signs* or contact your Presidio Trust Project Manager for further specifications. No other commercial signage shall be permitted.

7. Emergency telephone numbers must be posted at all phones at the job site. FOR FIRE, POLICE OR EMERGENCY MEDICAL SERVICES CALL 911 or (415)561-5656.

8. A Utility Clearance is required for any work causing ground disturbance. Allow 10 days minimum for review of the application and issuance of the permit. No ground disturbance may occur until a Utility Clearance Permit has been obtained.

9. Fire protection during demolition, alteration, and/or construction will be in accordance with the Uniform Fire Code (UFC), Article 87.

10. Provide 2A10BC fire extinguishers with current State Fire Marshall tags affixed to them in all work/office areas.

11. Combustible materials shall not be allowed to accumulate on site.

12. Motorized equipment must be operated so that exhausts do not discharge against combustible materials. Refuel motorized equipment only after stopping the engine. Refueling shall be done 50 feet from buildings and/or combustibles. If temporary heat is to be provided, only electric or propane devices are allowed.

13. All fuels and flammable liquids shall be stored in a centralized location at least 50 feet away from any structure. Have storage lock-up clearly marked "FLAMMABLES--KEEP FIRE AWAY".

14. Smoking is NOT allowed in any building. The Permittee, or its contractor, shall designate outdoor smoking areas with adequate fire precautions.

15. A hot work permit is required for any cutting, welding or heat gun work. No open flame torch will be allowed. The permit will be issued to the general contractor and will be good through completion of work. The general contractor will be responsible for ensuring that all workers and subcontractors follow permit conditions. Contact the Presidio Fire Inspection and Prevention Office (561-5132) a minimum of three days prior to the date the hot work is needed to avoid delays in work.

16. Construction equipment, fencing, materials or debris containers shall not block access to fire hydrants, building egress or entrances, and fire department connections. Contractor may not hook up to any fire hydrants without written permission from the Presidio Fire Inspection and Prevention Office.

17. In the event of a failure of a fire protection system or an excessive number of accidental activations, the Fire inspector is authorized to require building tenants to provide firewatch personnel until the system is repaired. Every effort must be made to return the system to full operation on the day the defect is noted.

18. A fencing plan is required as part of the overall work/staging plan. Provide fencing as needed to maintain security, but ensure gates are wide enough and kept clear so as to provide unobstructed access at all times for fire apparatus. Presidio Fire Department shall have access to the site at all times. Double padlock all entrances to the site (one padlock to be provided by Presidio authority).

19. All construction vehicles must be properly registered and have a CHP terminal inspection within the past year.

20. Contractors are required to provide the Presidio Trust Project Manager with work schedules defining the work hours that authorized personnel will be at the job site or in the buildings. Work hours are 7:00 am. to 6:00 pm., Monday through Friday. The contractor shall notify the Presidio Trust Project Manager 48 hours in advance of any deviations from the regular work schedules.

21. No overnight or residential use of the jobsite by the Permittee or the Permittee's contractors is permitted at any time.

22. Project record documents (revised to show as-built conditions) are to be provided to the Presidio Trust upon completion of work in compatible digital format and 2 sets of full size vellum reproductions. Permittees shall include the assigned drawing number on all record sets and all supporting design documents.

23. A survey for asbestos containing materials (ACM) and damaged lead-based paints (LBP) must be conducted in the area of demolition or construction and the report received prior to beginning demolition activities.

24. All ACM and damaged LBP must be removed from the areas of work prior to the start of any construction or demolition activities.

25. Upon completion of the abatement of ACM or LBP, copies of both the survey report and abatement closeout report shall be provided to the Presidio Trust. If during the survey ACM and LBP were found not to exist in the building or area of work, then no abatement is required and a copy of the survey report stating such shall be provided to the Presidio Trust.

## The Presidio Trust Codes, Standards, and Guidelines

### Summary

Federal legislation and Presidio Trust policies clearly stipulate that as buildings are rehabilitated, attempts shall be made to meet the nationally accepted model building codes to the maximum extent feasible. In addition, all relevant state and local building code provisions will be given appropriate consideration. Rehabilitation proposals for buildings at the Presidio of San Francisco will be reviewed for compliance with these codes, and approvals/recommendations will be issued by The Presidio Trust.

CODES	as of June 17, 2005
Building	2003 International Building Code 2003 International Existing Building Code 2003 International Residential Code
Electric	2002 National Electrical Code (NFPA 70) <sup>1</sup>
Mechanical	2003 International Mechanical Code
Plumbing	2003 International Plumbing Code
Accessibility	More Stringent of International Building Code or Applicable federal law <sup>2</sup>
Energy	2001 California Title 24 – California Energy Code <sup>3</sup> International Energy Conservation Code
Fire Prevention	UFC 2003 (NFPA 1) 2003 International Fire Code
Fire and Life Safety	2003 NFPA 101 Life Safety Code
Historic Building	2001 California State Historic Building Code Title 24 Part 8 <sup>3</sup>
Seismic URM	2003 International Existing Building Code
Other Seismic	2003 International Existing Building Code

Notes:

1. The International Family of Codes references the National Electric Code.
2. Provided that where the California State Historic Building Code or the International Existing Building Code allows for an exception that is not available under the International Building Code, such exception shall remain available for building activity in Area B so long as the implementation of such exception is not inconsistent with federal law.
3. California code used to supplement International Family of Codes.

## **FIRE AND LIFE SAFETY CODES**

### **Introduction**

The Presidio Fire Department is the designated Authority Having Jurisdiction (AHJ) and has a professional fire inspection staff, which is responsible for the inspection of all buildings within the Presidio. The fire inspectors are responsible for reviewing and approving design and construction documents, inspecting construction in progress, and the life safety inspection of subsequent occupancy. They establish occupancy loads for public assembly areas and enforce those standards. The tenant will deal with the same fire inspector during design, construction, and occupancy.

The Presidio Trust Hazardous Waste and Materials division is responsible for overseeing buildings and tenants throughout the design phase, construction phase, and occupancy. The Hazardous Materials staff track and inventory all hazardous waste and materials throughout the Presidio. They conduct site visits during construction to ensure materials are being contained and disposed of properly, and to be an informational resource for tenants, developers, and design professionals.

The Presidio Trust Health and Safety division is responsible for ensuring tenants, developers, and design professionals comply with all applicable Health and Safety guidelines, codes, and regulations. The Health and Safety staff conduct site visits during construction to ensure all Occupational Health and Safety standards are followed, and that working conditions for construction crews and visitors are adequate. The Health and Safety department is also an informational resource to help tenants develop Health and Safety plans and programs.

### **Fire Codes**

**All new construction will require sprinkler and/or fire alarm systems. Existing historic and non-historic buildings undergoing major rehabilitation or alteration will require sprinkler and fire alarm systems. Note that the Presidio Fire Department requires separate permits for fire alarm and fire sprinkler installations. All sprinkler and alarm systems shall be installed by authorized professional life safety contractors. The list of life safety contractors approved to conduct design, installation, service, testing and maintenance on life safety systems can be found on page???**

### **Alarm and Smoke Detection Systems**

The Presidio Fire Department requires a fully-addressable system, specifically Bosch/Radionics, and review and approval of the system design. Fully addressable means all fire alarm, trouble and supervisory conditions must be capable of transmitting those signals from the protected premises to the Golden Gate National Recreational



area's communication center in the Presidio. These systems shall be made up of initiating devices and notification appliances as determined by the authority having jurisdiction, the Presidio Fire Department. A fire alarm control panel or remote fire reset keypad is to be placed at the primary entrance to the facility.

A total fire alarm system shall be "fully addressable" and include:

1. Manual fire alarm pull boxes.
2. Smoke detectors in all spaces throughout the structure.
3. Heat detectors as needed.
4. Sprinkler system waterflow device if applicable.
5. Specialized fire protection system activation device if applicable.
6. Notification appliances – evacuation horn/strobes.
7. A fire reset keypad/remote annunciator separate from the fire alarm control panel.
8. A fire alarm control panel that telephonically transmits through dual dedicated lines emergency information to the Park's communication center.

A partial fire alarm system shall be "fully addressable" and include:

1. Manual fire alarm pull boxes.
2. Smoke detectors in selected spaces throughout the structure (exit corridors, common areas and/or other selected spaces per the Authority Having Jurisdiction, in this case the Presidio Fire Department).
3. Heat detectors as needed.
4. Sprinkler system waterflow device if applicable.
5. Specialized fire protection system activation device if applicable.
6. Notification appliances – evacuation horn/strobes.
7. A fire reset keypad/remote annunciator separate from the fire alarm control panel.
8. A fire alarm control panel that telephonically transmits through dual dedicated lines emergency information to the Park's communication center.

### **Sprinkler Systems**

Sprinklers must be provided in every story or basement of all buildings when the floor area exceeds 1,500 square feet, and at least 20 square feet of opening entirely above the adjoining ground level in each 50 lineal feet or fraction thereof of exterior wall in the story or basement on at least one side of the building is not provided (refer to NFPA 13, Section 904.2.2). All new construction, regardless of occupancy or construction type, shall be protected with complete, automatic wet pipe sprinkler systems. Sprinkler piping shall be hydraulically designed. In historic one and two family dwellings, residential sprinkler systems should be installed in accordance with the requirements of NFPA 13D.

For reporting purposes, sprinklers are to be zoned at least per floor. The fire alarm control panel and, where applicable, remote annunciator, will transmit to the GGNRA receiver the floor on which the sprinkler head activated

..

Sprinkler Systems must be designed by a California State Licensed fire alarm contractor possessing a C-16 license or a fire protection engineer. If designed by the contractor, the plans must be reviewed and approved by a fire protection engineer. Design criteria shall be in accordance with the requirements of NFPA (National Fire Protection Association) code 13. With the exception of sprinkler systems protecting one and two family dwellings, the flow switch for each system must be electronically monitored and connected to a "fire alarm communicator" which will telephonically transmit system activation and valve tamper information to the Park's communication center via dual, dedicated telephone lines.

### **Communications Center**

Golden Gate National Recreation Area operates a central alarm monitoring facility located in the Presidio. The Communications Center utilizes the Radionics D6500 receiving equipment, which supports the "Modem IIIe" communication format. To facilitate optimum system performance and compatibility with this equipment, all fire alarm systems must transmit full "point-to-point" addressable information (alarm, trouble, supervisory signal) from the protected premises to the receiving location via dual, dedicated telephone lines in the "Modem IIIe" format. *Alternate methods of transmission are not acceptable.*

### **Emergency Contacts**

A minimum of four (4) names and phone numbers are to be supplied as emergency contact points and placed in the building Knox Box (to be supplied by the tenant). These contacts will be called in the event of a fire, intrusion or other emergency.

### **Fire Codes During Construction**

The Fire Department must be provided with emergency access keys for times when the building is unoccupied (UFC Article 87)

The Fire Prevention Office must be notified prior to any modification or shut down of the fire protection system (UFC Article 87)

An initial hot work permit must be obtained from the Fire Prevention Office. Thereafter, a qualified representative appointed by and under the authority of the contractor's license will be responsible to oversee safe operations. (UFC Article 11)

9-1-1 emergency system applies. The direct emergency line to the Park Communications Center is (415) 561-5656. Paramedic services are available through this extension. On-site signage should include both 911 and the direct number, as cell phones dialing 911 are routed through the California highway patrol, which may result in a delayed response. (UFC Article 87)

## AUTHORIZED PROFESSIONAL LIFE SAFETY CONTACTORS

The following life safety contractors are approved to conduct design, installation, service, testing and maintenance work on life safety systems:

Fire Alarm Systems	Fire Sprinkler Systems
<p>Major Alarm 3010 Cascade Blvd Shasta Lake, CA 96009 (530) 276-9600 Contact: Steve Ameral</p> <p>Northwest Protection Services, Inc. 75 Magnolia, Suite B Petaluma, CA 94952 <a href="http://www.nwpsinc.com">www.nwpsinc.com</a> <a href="mailto:sales@nwpsinc.com">sales@nwpsinc.com</a> Contact: Todd Gross</p>	<p>DPW, Inc. 203 East Harris Ave. South San Francisco, CA 94080 (650) 588-8482 <a href="http://www.dpwinc.com">www.dpwinc.com</a> <a href="mailto:fg@dpwinc.com">fg@dpwinc.com</a> Contact: Fred Guerrero</p> <p>Pribuss Engineering 523 Mayfair Ave South San Francisco, CA (650) 588-0447 <a href="http://www.pribuss.com">www.pribuss.com</a> <a href="mailto:mail@pribuss.com">mail@pribuss.com</a> Contact: Leonard Camuso</p> <p>Pro-Tech Fire Protection Services 8540 Younger Creek Drive, Suite 2 Sacramento, CA 95828 (916) 388-0255</p> <p>Emerald Plumbing &amp; Fire Protection PO Box 2026 Burlingame, CA 94011 (650) 344-9370 Contact: Tom O'Connor</p>

The above listed life safety contractors have submitted the appropriate California State Contractors License and technician certification, copies of which are on file in the Fire Prevention Bureau.

Life safety contractors not listed above must submit copies of their California State Contractors License and a description of the company's background, experience in designing, installing and maintaining life safety systems and the number of years in operation to the Fire Department for review and approval prior to conducting any work. Fire alarm contractors must also submit authorized distributor and technician certification for the specific equipment to be installed, serviced or tested for review and approval prior to conducting any work.

Submissions can be sent to:  
Timothy T. Phipps, Fire Chief  
Presidio Fire Department  
201 Fort Mason  
San Francisco, CA 94123

## **GUIDELINES FOR INSTALLATION OF PHYSICAL SECURITY SYSTEMS**

The Physical Security Specialist will review all security system plans. Areas of particular concern are intrusion alarm selection, systems integrated with fire detection or access controls, security lighting and landscaping. Security systems integrated with fire detection or access control need to be reviewed/approved/coordinated with the Presidio Fire Department. The Project Manager will coordinate review with the landscape architects to assure compliance with the cultural landscape guidelines.

The Physical Security Specialist is available to assist all tenants with physical security considerations and risk assessment. The degree to which a tenant requires intrusion protection, close-circuit television or other security measures is a decision made by the tenant. The Physical Security Specialist is willing to discuss and advise on selection and installation of systems to help insure success.

### **Alarm Standards**

The Presidio Trust and the Golden Gate National Recreational Area have a central alarm monitoring facility. All commercial tenants who install alarms are required to use this facility.

All reporting alarms must transmit in Bosch/Radionics format. Receivers designed to accept these two particular transmission formats are in use. Reverse engineered or unlicensed use of these formats will not be accepted. Each device must report separately, commonly called an addressed system. This will allow accurate response of personnel and minimize danger to all involved.

It is possible to purchase a large variety of quality detection devices. The Trust requests that hardwired motion detectors use both microwave and infrared to determine an intrusion. These dual technology devices virtually eliminate false motion detection. Devices must be the appropriate size and type for the space protected. Stranded 22A WG copper wire is the minimum accepted for wired intrusion systems. Wire failure causes unnecessary response by law enforcement personnel and user difficulties. If it is necessary to install wiring outside of the protected space, it shall be placed in conduit or other acceptable electric raceway (ie; wire mold) to ensure a professional appearance. All alarm systems will ensure that alarm notification occurs if any portion of system wiring is cut.

Wireless systems may be appropriate for some locations. A wireless system must supervise the detection devices. Devices are to be polled at least once every 65 minutes. The system must also monitor the battery condition of each device. Devices must have a tamper detection capability, to notify the central receiving station of theft or damage of the device.

The alarm panel is to be installed in a protected space. Either dedicated conventional phone lines, cellular phones, or both may transmit the signal to the central receiving station. Disconnection of the phone line shall provide notification of the alarm.

Alarms must be of the siren type (not more than 15 watts) or an English language message as an audible indication of an unauthorized entry. Silent intrusion alarms or bells are not acceptable. Sirens must “time-out” and the system must reset within 15 minutes of the last device activation.

It is the responsibility of the tenant to ensure that all authorized employees and guests know how to disarm the alarm system. Persons on the premises, whose entry caused an alarm response and do not know how to disarm the system, will be considered unauthorized persons by law enforcement personnel.

Recurrent equipment failure, which causes undue emergency response or repeated employee error causing false alarms, will be subject to fines.

### **Tenant Responsibility**

All projects which are undertaken to enhance security shall be performed in a professional manner. The quality of the installation greatly determines the effectiveness, longevity and appearance of the system. The Trust/NPS requires that the installer be certified by the equipment manufacturer to ensure quality control. All systems are to be properly maintained and tested on a regular basis. Any major security enhancement, such as the use of a guard service, CC television, card readers, outdoor lighting, and alarm systems must be approved in writing by the Presidio Trust before the program is contracted or implemented. The Presidio Trust Project Manager will assist the tenant in obtaining such approvals.

### **Emergency Access**

All Trust/NPS facilities are to be accessible to responding emergency crews 24 hours a day. The Presidio Trust requires that all facilities be equipped with a Knox Box. The Knox Box is typically installed at the primary response entrance designated by the Presidio Fire Inspector. The method of mounting the box is determined by the nature of the building structure and must be coordinated with the Presidio Trust/NPS Project Manager. The tenant(s) will be required to place a master key (or keys), which shall provide access to all areas of the building, in the Knox box. These keys shall include keys for all key-operated fire alarm panels and devices. If hazardous materials/waste is to be stored or used in the building, Material Safety Data Sheets and Hazardous Material Management Plans are required to be provided in the Knox Box.

The Knox Box will be purchased by the tenant, with the cooperation of the Presidio Fire Department Prevention Chief. This ensures that the device is properly mounted, equipped with the right type of keyway designated for Trust properties and that only legitimate users possess the device. Locking the box to put it into service must be done with the cooperation of the Presidio Fire Inspector.

## **GUIDELINES FOR STRUCTURAL DESIGN**

### **Summary**

All Presidio buildings will require full structural evaluation per the National Earthquake Hazard Reduction Program (NEHRP) prior to alteration and occupancy. The Presidio Trust will review the draft evaluation and approve the final report. As part of the rehabilitation process, the Trust will also review the structural design submittals, which shall be based upon the NEHRP structural evaluation report.

### **Review**

The draft report must be submitted as part of the Preliminary Plan Review. The final report must be submitted as part of Design Development and Permit Drawings.

### **Structural Evaluation**

Buildings at the Presidio will be evaluated based on the National Earthquake Hazard Reduction Program (NEHRP), which uses a true-false checklist to identify possible weak links in the seismic-resisting system. Structural strengthening is to be provided for those deficiencies that may lead to a full or partial building collapse. The strengthening is intended to prevent building collapse and provide a minimum level of safety in and around the building in the event of an earthquake, although significant structural damage may still occur. NEHRP values shall be the basis for schematic design schemes. Higher performance levels may be considered based on proposed use. Design of new structural elements shall be based on NEHRP values in conformance with applicable codes and standards.

Research, inspections, assessments, testing and evaluation shall be performed by tenants in accordance with the standards of the NEHRP Handbook for the Seismic Evaluation of Buildings (FEMA 356). Particular references include: Are these sections correct?

- [Section 2.3](#)      [Follow-up field work](#)
- [Section 2.4](#)      [Analysis of the building](#)
- [Section 2.5](#)      [Final evaluation](#)
- [Section 2.6](#)      [Final report](#)

## **PROCEDURE**

### **Base Information**

Use existing information where possible, including available drawings; route requests through the Presidio Trust Project Manager

### **Research and Field Work**

Perform research and physical examinations described in NEHRP Section 2.3, and, if required, include probes, material testing, destructive investigations and geotechnical investigations. Use existing information and undertake additional inspections and

documentation as required to complete structural assessment, drawings, cost estimate, recommendations and Report.

Any destructive investigation and materials testing must be approved by the Presidio Trust. Geotechnical investigations will require a Utility Clearance. Tenants shall obtain all necessary approvals and permits before beginning such investigations. Allow two weeks for processing such applications.

### **Assessments**

Include system description, quantities, and condition assessment that clearly identifies structural deficiencies.

### **Calculations**

Perform a structural evaluation of the building and complete NEHRP checklist items (Section 2.4).

### **Recommendations**

Prepare structural and seismic upgrade recommendations, including sketches and written report. Note impacts on existing and historic materials caused by correcting deficiencies. Discuss advantages and disadvantages of the recommended solutions. The preferred solution will address all deficiencies, and provide the best balance between cost and impact on historic materials. The Presidio Trust is the approving authority.

### **Cost Estimate**

Prepare cost estimates for each work recommendation based on measured quantities and unit prices. These estimates are for use in determining the preferred solution.

### **Final Report**

Submit two (2) copies of the draft NEHRP Structural Evaluation to the Presidio Trust. Trust comments must be incorporated in the Final report; submit two copies of the Final evaluation report. The format of the submittal shall conform to NEHRP Sections 2.5 and 2.6:

- Building Description
- Evaluation Process
- Evaluation Results
  - Building systems
  - Lateral systems (shear walls, moment & braced frames, etc.)
  - Diaphragm
  - Connections
  - Misc.
- Recommendations
  - Alternatives
  - Cost estimates
- Appendices
  - NEHRP evaluation statements

**Calculations**

Half-size drawings and sketches

Laboratory reports

Photographs (labeled)



## **SITE FURNISHINGS GUIDELINES**

**GOALS:** Site furnishings on the Presidio of San Francisco should integrate the area as a designed landscape with respect for the cultural landscape and should maintain consistency of design elements. Because the Presidio is a National Historic Landmark District (NHL), site furniture selected for the Presidio must not detract from the integrity of its setting or alter the character of the landscape. Historically, site furnishings and objects at the Presidio tended to be utilitarian rather than decorative and their number was kept to a minimum. The overall intent is to maintain consistency of site furnishings between design areas, so that furniture fits within its context and does not compete with or distract from the integrity of its setting.

### **HOW THIS WILL BE ACCOMPLISHED**

Submit drawings and specifications showing the location of site furnishings, the type of furnishing, installation details, and cut sheets for each product. Select site furnishings from the list of products below. This list ensures design integrity and consistency throughout the Presidio. The Presidio Trust must approve all site furnishing installations. Approvals may be obtained either as a component of a general building or site rehabilitation project, or as a post-occupancy request.

### **CONDITIONS/CRITERIA THAT MUST BE MET**

Requirements for site furnishings are listed below for each type of furnishing. Type of product, manufacturer's data, number and location are included for each type of site furnishing. If additional site furnishings are requested by the tenant, or if the tenant wishes to order a type of furnishing that is not listed below, submit cut sheets or drawings of the product to the Presidio Trust for approval.

### **WORKING DOCUMENTS**

These documents are subject to change as new requests for site furnishings arise. The intent is to provide a standard that ensures consistent design throughout the Presidio. Drawings to be submitted are as follows:

#### **Schematic Design**

Identify program and functional space requirements for exterior areas that require site furnishings. Identify space needs for these facilities.

- Entry (benches, trash receptacles, planters, telephone, etc.)
- Bicycle parking (bike racks and/or lockers)
- Employee break areas (picnic tables, seating, trash receptacles)
- Utility/Service areas (dumpsters and enclosures, transformers, irrigation controllers, backflow preventors, other equipment)

#### **Preliminary Design**

- Identify square footage for the areas identified above on the site plan
- Show bubble diagrams on a site map for proposed locations of site furnishings and use areas.

- Show accessibility features and accessible route of travel.

### **Design Development**

- Show site furnishings and exterior space uses to scale on the site plan. Note furnishing types in plan text
- Identify types of furnishings and product sources in outline specifications
- Submit initial cut sheets from site furnishing manufacturers showing make/model of furniture and equipment to be installed.

### **Construction Documents**

- Submit site plan with site furnishings drawn to scale and furnishing type called out in plan text. Locate furnishings with dimensioning and illustrate method of installation on plans and details.
- Submit project specifications to identify types of furnishings to be used, product sources, and method of installation.
- Submit cut sheets from site furnishing manufacturers showing final selection of the makes and models of furniture and equipment to be installed.

### **Utility Clearance Permit**

A Utility Clearance Permit is required prior to ground disturbance or excavation for installation of site furnishings with concrete footings, concrete or gravel pads, etc. Utility Clearance Permits shall be obtained by the installation contractor from the Presidio Trust, Jeff Cain, Utilities, Building 1750, phone 415-561-4274. Allow one week for processing.

### **LIST OF SITE FURNISHINGS**

Site furnishings that tenants may install, subject to Trust approval, are listed below. See the product data following the list to specify site furnishings on drawings and to order furnishings from manufacturers.

- Benches
- Trash receptacles
- Bicycle racks
- Bicycle lockers
- Picnic tables
- Bollards
- Wheelstops
- Fences
- Dumpsters and dumpster screens
- Residential trash containers
- Residential furniture
- Utility items (chillers, propane tanks, transformers, backflow preventors, irrigation controllers)
- Playground equipment
- Site lighting
- Wood edging for plant beds

**Items that Park tenants are generally prohibited from installing:**

- Ornamentation
- Art/sculpture
- Flag poles
- TV dishes/antennae
- Storage sheds
- Clotheslines
- Chain-link fences
- Free standing plant containers

**Items that require special permits or concession contracts through the Presidio Trust:**

- Phone booths
- Bulletin boards
- Bus shelters
- Newspaper racks
- Vending machines

**RECOMMENDED SITE FURNISHINGS AND LOCATION CRITERIA**

The following data provides guidance for selecting acceptable products, determining the number of site furnishings and locating them in the landscape. The number of site furnishings per building is a recommendation based on the goal to provide adequate site furnishings for users enjoyment while avoiding cluttering the historic landscape with furnishings that do not reflect historic use. The tenant can apply for more site furnishings if he can support the request with historic photographs or with meaningful design criteria. For historic settings, old photographs may be used to reveal historic locations of benches and other furnishings. If historic data is not available, criteria for locating site furniture should balance user needs with the need to maintain the integrity of the historic setting.

**Accessibility Factors**

Avoid restricting the path of travel while locating sit furnishings. Use Uniform Federal Accessibility Standards (UFAS) or California Accessibility Reference Manual Guidelines (Cal ADAAG) to meet dimensional requirements for circulation around site furniture.

**Product Recommendations**

Cut sheets for site furnishings are included at the end of this document to provide additional product data.

***Benches:*** Black cast iron/steel support members with wood bench, Restoration Series, #2118 bench, as manufactured by Columbia Cascades, 1975 SW Fifth Avenue, Portland, OR 97201-5293, Phone 800-547-1940, Fax 503-223-4530. The teak wood option offered is from a sustainably managed forest in Maine. Provide one to two benches per building, depending on the amount of available space on porches and sidewalks. These istems may be located on building porches, at entrance areas, along sidewalks and at the periphery of lawn areas. If located in lawn areas, install benches on concrete pads with anchor system and allow for 6 inches minimum clearance around the bench to facilitate mowing.

Pavement shall extend an additional two to five feet in front of the bench to allow room for the person seated to be protected from the flow of pedestrian traffic. Anchor the benches to the pads so that they cannot be moved or stolen.

***Trash receptacles:*** Black metal (powder-coated steel) Litter Container, Timberform Manor Series, #2831-DT or 2834-DT, as manufactured by Columbia Cascades, 1975 SW Fifth Avenue, Portland, OR, 97201-5293, Phone 800-547-1940 or 503-223-1157, Fax 503-223-4530. Specify the dome top to keep the rain out. Install one to two trash receptacles per building and locate them at major entrances or sidewalk approaches. These items may be installed on building porches, at entrance areas, along sidewalks and at the periphery of lawn areas. If located in lawn areas, place them on concrete pads and allow for 6 inches minimum clearance around the trash receptacle to facilitate mowing. Secure trash receptacles to the pads so that they cannot be moved or stolen.

***Bicycle racks:*** Black metal (powder-coated steel) Viper Rack 1000, 4-bike capacity rack or Viper Rack 2000, 8-bike capacity rack, with base plate as manufactured by American Bicycle Security Company, P.O. Box 7359, Ventura, CA 93006, Phone 800-245-3723 or 805-933-3688, Fax 805-933-1865. Install one bicycle rack per building unless the type of building use merits more racks (YMCA). Install bicycle racks in paved areas near the arrival area on a concrete pad or paved surface, but do not place them in areas that possess a high degree of historic integrity. For employees, multiple racks may be grouped to provide parking for large numbers of bicycles. Preferred locations for employee parking would be at the rear of a building near a service area, or at the main (automobile) parking area. Bolt base plate to concrete pad to prevent movement or theft.

***Bicycle lockers:*** Fiberglass-reinforced plastic lockers, Bike Shell #201 and 251, 1-bike capacity locker, specify gray color or Bike Shell #202 and 252, 2-bike capacity locker, specify gray color as manufactured by American Bicycle Security Company, P.O. Box 7359, Ventura, CA, 93006, Phone 800-245-3723 or 805-933-3688, Fax 805-933-1865. Provide one bicycle locker per building if the tenant requests these. Group bike lockers in parking areas at the rear of the building near the service area. Do not install lockers in front of the building in the historic view shed. It would be advantageous to group bicycle lockers together in several Presidio locations that do not distract from the historic landscape, such as at the rear of buildings in areas typically used for storage or parking.

***Picnic Tables:*** Steel supports with recycled plastic or wood seating, Timberform Greenway Series 2164-6 or 2164-8 Standard Picnic Table and 2165-6 or 2165-8 Accessible Picnic Table, as manufactured by Columbia Cascades, 1975 SW Fifth Avenue, Portland, OR, 97201-5293, Phone 800-547-1940, Fax 503-223-4530. Tables have black color-coated steel supports and heavy Douglas fir wood components. Greenway Series tables are placed in the rear courtyards of the historic Montgomery Street Barracks. Install one or two picnic tables per building. Place tables in an accessible but secondary area that does not compromise the historic setting. Locate them in areas designed for employee use, such as a rear of side courtyard. Do not locate picnic tables in front of an historic building, unless it can be shown that picnic tables were historically located in such a manner. Place tables on concrete pads in high-use areas and

allow minimum 3 feet clearance around the table for circulation. If the table is handicap accessible, allow minimum 4 feet clearance around the table for wheelchair circulation and provide access to the table from the building. Anchor tables to the concrete pad or pavement with bolts to prevent theft and movement.

***Bollards:*** Limit the use of bollards. Locate them in areas where it is necessary to limit vehicular access, such as around transformers in parking lots, around wayside exhibit signs in parking areas, or in pedestrian walks where vehicular access is restricted. Bollards may be fixed or removable if service vehicles require access. Presidio bollards are concrete, 6 inches in diameter with rounded tops, 3'-6" above finish grade, painted Presidio White.

***Wheelstops:*** Avoid wheelstops except when no other options are available to control parking. If wheelstops are necessary to prevent parked vehicles from encroaching on walk space, provide a wider sidewalk. Provide wheelstops only when existing parking layout requires that they be used to facilitate safe pedestrian circulation. Wheelstops shall be reinforced concrete, 6' long, 6" high, secured with two #4 rebars (see detail).

***Fences:*** All new fencing shall be wood. Color shall be Presidio White or wood stain finish (or color of building foundation when used to screen area under porches). Locate fencing at the rear (or side) of buildings to screen utilities or to create courtyard spaces. Do not install aluminum or chain link fence. Historically, white picket fence was installed to enclose significant spaces such as the private yards of residences on Funstin Avenue, significant trees and the pet cemetery. Lattice lath fencing painted Presidio White, gray or wood-stained was used to screen service areas, such as the space beneath exterior steps and porches, and as wind screens. Shadow box fencing, 6 to 8 feet high, wood stained, was used to screen residential areas from traffic and to ensure privacy. See photographs.

***Dumpsters and Dumpster Screens:*** Dumpsters are limited to non-residential buildings. Maximum size for each dumpster is four cubic yards. Provide a maximum of one dumpster for each non-residential unit. Combine two or more buildings per dumpster if excessive litter is not produced by the tenant and a central location is available to locate a dumpster that is accessible by each tenant (Mesa Street provides one dumpster for Buildings 11-16). For all new tenants, enclose dumpsters with wood fencing with a gate to allow access (see detail). Locate dumpsters in parking areas where space is adequate for truck pick-up. Do not locate dumpsters in front of buildings or in the historic view shed. Group dumpsters together in pairs or clusters when possible and screen the entire group with a wood fence. Fence shall be stained brown or painted Presidio White, depending on the location and proximity to buildings. Currently, there are three residential areas where dumpsters are allowed: Wherry Housing, Baker Court, and Armistead.

***Residential Trash Containers:*** One 30-gallon trash can is permitted for each residential unit. Black plastic with attached lid is preferred. Locate cans inside buildings when possible because raccoons and skunks are a problem. If interior space is not available,

locate cans at the rear of buildings (or in side yard if space is not available in the back yard). Provide a fenced enclosure that is covered on the top so that raccoons and skunks cannot access cans or turn trash cans over. Group cans for several units in each enclosure when possible.

***Residential Furniture:*** Limit furniture on the front porch to a minimum to avoid cluttering the historic landscape. Use black wrought iron style furniture for tables and chairs.

***Utility Items:*** Utility items such as chillers, propane tanks, transformers, backflow preventers, and irrigation controllers shall be screened with fencing or planting. Backflow preventers shall be screened with a powder-coated black enclosure by Guardshack (see cut sheet). Place utilities at the rear (or side) of buildings. Do not install utilities that are above ground at the front of buildings or in the historic view shed.

***Playground Equipment:*** No permanent play structures shall be installed by tenants. The Presidio Trust is responsible for all permanent play structures, which are located in residential areas throughout the Presidio. Tenants that provide child care service shall locate play areas in back yards and screen play areas with fencing. Temporary play equipment is allowed in the back and side yards of residences. Do not install play equipment in an area facing the street. No play equipment shall be anchored to the ground or onto buildings or trees.

***Site Lighting:*** Site lighting shall be designed for specific applications as necessary. Overhead street lighting shall match existing cobra-head light fixtures with tapered light post. Pedestrian-scale street lighting shall be Hamilton Series posts with Granville Series luminaire as manufactured by Holophane Unique Solutions, 515 McKinley Avenue, Newark, Ohio 43055, phone 614-349-4160. Posts shall be H12C/10, 12 feet height, CA/BK cast aluminum black. Luminaire shall be Utility Granville Series, black housing color, simple housing, no finial, metal halide, 70 watt. Granville series light fixtures of this style may also be attached to buildings. Bollard lights used to downlight walks shall be Path Star series Style A and B, color black, 50 watt exterior light, as manufactured by Pride lighting Sales, 263 11<sup>th</sup> Avenue, San Francisco, CA, 94118, Phone 415-387-4857, Fax 415-387-2722. Use the Star lighting series shown in the cut sheets to design for uplighting, step lighting, and lighting flush with walk and ground surfaces. Mount these lights in planting strips or on concrete pads with 6 inches clearance for protection from mowers.

***Wood Edging for Plant Beds:*** Install wood edging around all plant beds to separate planting from lawn areas (see detail). Mulch beds with wood chips. Plant beds typically surround building foundations. Choose appropriate plant materials from the Presidio of San Francisco Plant Selection Lists (preferably List 1).

***Phone Booths:*** Exterior phones are provided on porches of Building 102 Visitor Center and Building 101, as well as at several exterior sites (across from Wherry Housing at the intersection of Bowley Street and Lincoln Boulevard). Provide public phone booths

inside buildings when possible. If exterior phones are required, place these in a location that is lighted and that is contiguous to the building, such as on the front porch adjacent to a bench. See photograph.

**Bulletin Boards:** Outdoor bulletin boards are not permitted. Locate bulletin boards inside buildings.

**Bus Shelters:** Limit bus shelters to a minimum and design the structure to blend with the historic landscape. Avoid locating them in the historic view shed.

**Newspaper Racks:** Newspapers racks are located at the Post Office parking lot only. Additional locations shall be approved by Presidio Trust.

**Vending Machines:** Outdoor vending machines are prohibited except in enclosed areas such as courtyards where they are not visible from the street. Preferred location is inside buildings.

## **SITE SPECIFIC SAFETY AND HEALTH PLAN**

Work performed shall comply with applicable federal, state, and local safety and occupational health laws and regulations. This includes, but is not limited to, Occupational Safety and Health Administration (OSHA) standards, 29 CFR Part 1910 and Part 1926. Where the requirements of applicable laws, criteria, ordinances, regulations, and referenced documents vary, the most stringent requirements shall apply.

The tenant/contractor shall prepare a written comprehensive Site Specific Safety and Health Plan (SSSHP), which will cover all on-site work to be performed by the tenant/contractor and all subcontractors. This plan is a stand-alone document and is an extension of the contractor's in-house safety and health program. The Plan provides site workers with appropriate safety and health guidance and is the basis for training the workers in the hazards specific to the particular job. The Plan's length depends on whether it is a complex or simple project, but it must address all aspects of the project. In general, the plan includes a description of the project, work tasks, objectives, personnel requirements, key personnel and responsibilities, and job hazard analysis, as well as a summary of potential risks involved with the work to be performed at the site. This plan is subject to review and approval by the Presidio Trust. Final approval is required prior to commencement of mobilization for demolition or construction. Consultation with the Presidio Trust during Plan preparation is encouraged.

The prime contractor shall be responsible for development, implementation, and oversight of the SSSHP. The SSSHP shall establish in detail the appropriate protocol for recognition, evaluation, and control of hazards associated with each task performed. The Plan shall address site-specific safety and health requirements and conditions. The level of detail provided in the Plan shall be tailored to the type of work, complexity of operations to be performed, and hazards anticipated. The Plan shall address in as much detail as possible anticipated tasks, their related hazards and anticipated control measures.

As work proceeds, the SSSHP should adapt to new situations and new conditions. Changes and modifications to the accepted SSSHP shall be made with the knowledge and concurrence of the Presidio Trust Safety and Occupational Health Office, Contracting Office, and Project Manager

If unforeseen hazards become evident during the performance of work, the contractor shall verbally, and in writing, bring such hazard to the attention of the Presidio Trust Project Manager, and if necessary, the Presidio Trust Contracting Office and the Safety and Occupational Health Office for resolution as soon as possible. In the interim, necessary action shall be taken to re-establish and maintain safe working conditions in order to safeguard on-site personnel, visitors, the public, and the environment.

### **Submittal Requirements**



The Presidio Trust requires submission of 5 copies of the proposed SSSHP. The tenant/contractors should allow 10 working days for initial review and comment, and 5 working days for a revised final document. Specific components of the SSSHP include:

1. The organizational structure, designation, and specific responsibilities of persons in charge of job site safety and maintaining a safe, hazard-free work environment.
2. A description of project work conditions corresponding with risk assessments and task hazard analyses. This includes job processes and associated dangers, as well as engineering, administrative, and other controls necessary to prevent injury and illness.
3. The scope of the proposed work procedures, describing how tasks will be achieved safely without creating hazardous work conditions.
4. The identified emergency response procedures including emergency contact sources, detailing the required steps to be taken in the event of a disaster and how this information will be communicated to employees.
5. Stipulated days and hours of operation including identification of specific times of project disruption due to holidays, weekend hours, etc.
6. Identified methods and policies for site access and control, including the necessary steps to ensure that site security is maintained.
7. A description of staging/site plan, including:
  - Field office access and location
  - Identification of designated parking for site workers
  - Fencing and barricade plan
  - Signage plan
  - Traffic control plan
  - Debris management policy
8. Work site inspection procedures and methods, including how the site will be evaluated to determine if hazards exist and the process whereby unsafe work conditions will be corrected.
9. Employee safety and occupational health training, including a description of methods to ensure that site workers possess adequate training to fulfill job duties. This training should also identify which types of protective equipment are required for all hazardous work.
10. Safety and Occupational Health records management and documentation. This includes the management of medical records, respiratory fit testing results, audiogram tests, air monitoring records, inspection records, safety meeting minutes, etc.

11. Accident and incident reporting, including the policies governing investigation and information gathering for an employee injury, and who is responsible for these duties.
12. Identification of precautions in managing hazardous material use, including the mitigation measures and precautions to be instituted which address hazards noted in environmental condition assessments
13. Methods of waste control, including:
  - The procedures and steps to be taken to store, transport, and dispose of waste/hazardous waste
  - Who will manage the process
  - What hazardous conditions, if any, exist, and
  - How these conditions will be controlled to prevent any exposure or contamination.

The tenant/contractor shall submit the SSSHP to the Presidio Trust Project Manager, the Presidio Trust Contracting Officer and the Presidio Trust Safety and Occupational Health Officer for review. Prior to submittal, the SSSHP shall be signed and dated by the prime contractor's safety and health manager and site superintendent

## **TRANSPORTATION DEMAND MANAGEMENT PROGRAM GUIDELINES Suggested TDM Plan Template**

### Transportation Demand Management (TDM) Plan Building XXX

#### **Purpose:**

This plan outlines efforts taken by XYZ to reduce the impact of employee and visitor trips into, and within, the Presidio.

#### ***Programs:***

***Employee Transportation Coordinator:*** A full-time XYZ employee reporting to work at the Presidio offices will be assigned the responsibilities as Employee Transportation Coordinator (ETC), who will attend Training Workshops as sponsored and required by the Trust. XYZ has designated ABC to be the on-site ETC. ABC will attend the necessary training workshop(s) and act as the transportation liaison between employees and the Presidio Trust. **ETC Contact- ABC, (xxx) xxx-xxxx, email: xxx@xxxxx.xxx**

***Guaranteed Ride Home (GRH) Program Participation:*** The ETC will sign employer up for the GRH program and encourage employees to participate.

***Survey Participation, Coordination and Return Incentive/Tracking:*** Transportation surveys provided by the Presidio Trust will be distributed through the ETC to all Presidio based employees. Completed surveys will be collected, tabulated as appropriate, and returned to the Presidio Trust. XYZ will strive to attain a 70% minimum survey return rate to ensure reliable results.

***Alternative Transportation Event Participation and Promotion:*** The ETC will communicate such events (i.e. Bike to Work Day) to the employees as they occur.

***Company Registration with the Regional Rideshare Program:*** Upon moving into Building XXX, the ETC will register with the Bay Area Regional Rideshare Program to be updated on transportation alternatives and events. Register by calling, Kim Mulligan, TDM Outreach Specialist for the Regional Rideshare Program at (510) 273-2065 or [kmulligan@rides.org](mailto:kmulligan@rides.org)

***Employee Home Zip Code List:*** XYZ will annually provide the home zip codes of all employees. Employees currently reside in the following zip codes: *(For example, 94010, 94115, 94123 (5 employees), 94131, 94564, 94611 (10 employees), 94945, and 94960.)*

***Participation at Transportation Action Team Meetings:*** The ETC, or designee, agrees to attend 3 out of 4 transportation meetings annually. The Presidio Trust's Transportation Department will distribute the agenda and meeting reminders via email to ETCs.

Additional/Highly Recommended Programs:

***Shared Bike Program:*** XYZ will provide bikes for employees to use for business-day trips within the Presidio.

***Public Transportation Expense Reimbursement:*** Commuter Choice program provides a way of significantly encouraging employees to use transit or vanpool by offsetting the cost. XYZ will provide a Commuter Choice benefit as either a direct subsidy (up to \$105 per month) or by allowing employees to use pre-tax salary dollars to purchase transit/vanpool passes, OR a combination of both. *(Please ask for additional information)*

***Reduction of Inner Park Trips:*** Efforts will be made to reduce the impact of traveling within the park by using the PresidiGo internal shuttle system and consolidating trips when appropriate (i.e., picking up lunch and mail at the same time).

***Public Transportation Mapping Assistance:*** The ETC will outline for each employee the best public transportation options between Building XXX and each employee's residence, including routes and schedules.

***Compressed Work Week/Flexible Work Schedule:*** XYZ will allow employees who carpool or use transit the option of arriving and leaving work at flexible times (for example arriving between 7:00 AM – 9:30 AM). This flexibility will allow employees using alternative transportation the ability to coordinate their schedules with other employees. Additionally, we will consider a compressed work-week program that allows employees to commute less than 5 days per week (for example, four 10-hour work days/week).

***Alternative Transportation Good Faith Effort:*** All employees will make a good faith effort to use alternate transportation to commute to and from the Presidio when appropriate. This good faith effort extends to trips generated from within the Presidio as well.

***Other:*** As our staff numbers grow we will encourage employees to consider residing in the Presidio and will actively recruit from Presidio residents

## **Description of TDM Programs**

### **1. REQUIRED TENANT TDM PROGRAMS:**

**On-site Employee Transportation Coordinator (ETC)** – To facilitate programs such as surveys, promotional events, and transportation marketing centers, including on-site transit ticket sales, it is desirable to have a trained employee at each worksite. This would be an initial contact person for employees at a individual

worksite who would be responsible for the following: helping with answering questions, information distribution and collection, providing materials such as registration packets for the TDM Program and the Guaranteed Ride Home program, stocking the transportation marketing center with current promotional displays and transit schedules and rideshare information, and selling transit tickets.

**Guaranteed Ride Home (GRH) Program Participation** – Employers must assist with promoting the benefits of the GRH program and assist with signing employees into the program. This service was initiated by the Presidio Trust in October 2002. The designated ETC will be the point of contact to help disseminate and collect GRH forms. Please visit:

<http://www.presidio.gov/Leasing/TenantServices/TransportationServices/GRH.htm>

**Transportation Survey Participation** – Designated ETC will facilitate the distribution and collection of transportation surveys with the direction of the Presidio Trust TDM Coordinator.

**Transportation Event Participation** – ETC will help raise awareness and encourage participation in transportation events, such as Bike To Work Day. This may be accomplished through employee newsletters, posters, and e-mail.

**Registration with Regional Rideshare Program** – The Regional Rideshare program ([www.rideshare.511.org](http://www.rideshare.511.org)) provides free services to help your company promote commute alternatives. Contact San Francisco's TDM Outreach Specialist.

Contact: Kim Mulligan: (510) 273-2065 or [kmulligan@rides.org](mailto:kmulligan@rides.org)

**Employee ZIP Code Tabulation** – On an annual basis, employers will provide the Trust with an electronic list of home zip codes for all employees. The Trust is requesting zip code groupings, not individual names or addresses. *For example: 94105- 10 employees, 94945- 5 employees, 94133- 15 employees etc.*

**Participation at Transportation Action Team Meetings (also known as ETC meetings)**: ETC or designee agrees to attend 3 out of 4 transportation meetings annually. The TDM Coordinator for the Trust will distribute the agenda and meeting reminders via email to ETCs.

## **2. RECOMMENDED TENANT PROGRAM OPTIONS:**

**Commuter Choice** – Commuter Choice benefits are a way of directly subsidize employee transit or vanpool costs. Commuter benefits can either be provided as a tax-free benefit (up to \$105 per month) by the employer, or purchased via Commuter Checks by the employee using pre-tax salary, or a combination of both.

Commuter Choice benefits can only be used for purchasing transit tickets or paying fares on registered vanpools or buspools. Additional information is available about this program upon request. For more information, please visit:

<http://www.presidio.gov/Leasing/TenantServices/TransportationServices/CommuterChoice.htm>

**Flextime for Carpoolers and Transit Users** – Flextime is an important policy which allows car/vanpoolers and transit riders to adjust their schedules to meet others. This policy can be detrimental to trip reduction efforts if it allows drivers to flex out of the congested commute period. We recommend that employees can adjust their schedule to start work between 7:30 and 9 am.

**Supplemental Shuttles** – This service could be provided in lieu of continued operation of the 82x Muni service. This type of service has been proposed by several employers who see providing shuttle service to the downtown regional transit services (BART, Caltrain, Transbay Bus Terminal) as preferable to asking employees to ride MUNI. In addition, this service could be provided for longer hours each workday. Tenants may join together to fund and administer this service, or funding may be provided to the Trust to oversee development and administration of this service.

**On-site Transportation Marketing Centers** – This is a designated display case and brochure holder located in heavy traffic areas. The display would be kept current with transit maps, transit ticket sales site information, ZIP Code Map of employees home locations, current promotional materials, etc. The brochure holder would

have transit schedules and information from GG Transit, MUNI, BART, Caltrain, and Ferries. ETC may work with TDM Coordinator to set up marketing center.

**Employee Orientation Information on Alternative modes** – ETC will coordinate with the Trust to include TDM information in new hire packets and orientations. Trust TDM Coordinator may provide templates for handouts and new hire orientations for larger employers or groups of employees.

**Web Access to Alternative Transportation Website (link to Presidio Trust)** – ETC to work with Trust TDM Coordinator to establish link to Presidio Trust Commuter Alternatives webpage:  
<http://www.presidio.gov/Leasing/TenantServices/TransportationServices/>

**Preferential carpool/vanpool parking** – Parking spaces would be designated close to the building entrance in sufficient supply to serve all carpools and vanpools. Painted designations and maintenance provided by Presidio Trust.

**On-site transit ticket sales** – ETC to survey employees to determine number of employees interested in purchasing monthly transit passes. ETC to coordinate with TDM Coordinator to order passes and pick up passes from building 34 transit ticket outlet Monday through Friday from 12:30 to 3:30 pm. This program works well in conjunction with the Commuter Choice program. See TDM Coordinator for information packet.

**On-site services** (Daycare, showers/locker room, mail service, ATM, food service, dry cleaning service, etc.) – Tenants that provide these types of on-site services to their employees enable employees to use alternative transportation for their commutes by removing many of the reasons that employees use their vehicles during the day, lunch-time or after work.

### **3. PARKWIDE TDM SERVICES PROVIDED BY THE TRUST:**

**Parkwide TDM Coordinator** – This Trust employee develops and administers the park-wide TDM Services and the Trust's TDM Program. Duties include: Coordinating and monitoring program participation by Tenants, working with consultants providing TDM services (GRH, Regional Rideshare, and parking manager), program information source for tenant ETCs, website development/maintenance, transit ticket sales coordination, commuter check program coordination, updating transportation marketing centers, TDM event coordination, and commute assistance/trip planning for Presidio employees and tenant ETCs.

**Guaranteed Ride Home (GRH) Program** – This program provides alternative transportation commute insurance. The Trust contracts with a taxi and rental car company to provide service to employers throughout the Presidio. Employers and their employees need to register with the Trust to become eligible for service. A GRH may be provided in case of emergency or if an individual's alternative transportation commute mode failed them. Incidents that qualify include: home emergencies (ex. sick child), carpool driver forced to leave work (with car) for emergency and unscheduled required overtime. Participants are limited to six (6) rides home per year. This service provides the peace of mind that commuters need to leave their car at home and use alternative modes of transportation. For more info visit:

<http://www.presidio.gov/Leasing/TenantServices/TransportationServices/GRH.htm>

**Transit Service Coordination** – The Trust works directly with MUNI and Golden Gate Transit to improve their services provided within and near the Presidio. As demand for service increases in the Presidio, the Trust will seek additional service by these providers. The Trust may also work with the National Park Service to bring new ferry service to the Presidio. The Trust also coordinates bus stop improvements and amenities within the park such as benches, shelters, trash cans, and information signage to support and encourage transit ridership.

**PresidiGo Shuttle System** – Provides mobility within the Presidio and connection to transit lines without having to use an automobile. The shuttle system will operate 7 days a week throughout most hours of the day. Trust continues to provide the Tuesday Lunch Shuttle to Chestnut Street from the Main Post/Letterman areas to provide employee access to restaurants and services during the workweek. For full route map and schedule,

call 561-2739 or go to:

<http://www.presidio.gov/Leasing/TenantServices/TransportationServices/PresidiGo.htm>

**Transit Ticket Sales Coordination** – The Trust sells a wide variety of transit tickets in Bldg. 34 Graham Street from 12-3:30 Monday through Friday. Tenants may conveniently purchase tickets at this site.

**Employee Transportation Coordinator Training Workshops** – The Trust has provided training at the Presidio for tenants' designated ETC. The training provides an opportunity to educate the ETCs about commute modes available for their employees, transit serving the Presidio, Trust provided services available to their employees, regional programs, parking management programs, and trip reduction requirements. The training would also provide an opportunity to foster the working relationships needed for the coordinated Presidio-wide TDM effort.

**Employee Transportation Survey Coordination and Tabulation** – Monitoring employee commute behavior through transportation surveys will allow the Trust to evaluate the effectiveness of TDM efforts. In order to insure the accuracy and consistency of the survey reports, it is in the interests of the Trust to take a lead role in the development of survey instruments, survey distribution and collection, and tabulation.

**Bike Rack Program** – The Trust is proceeding with installation of bike racks throughout the Presidio. Each building should be served with a bike rack in order to facilitate bike riding. The Trust assists tenants with project review for additional bicycle parking.

**Transportation Event Coordination** – The Trust provides information to Tenants regarding upcoming regional TDM events such as Bike to Work Day, Try Transit Week and California Rideshare Week.

**Vanpool Coordination** – The Trust may provide assistance with coordinating vanpools by providing “how to” information, posting rider searches via email and ZIP Code Map production. This coordination will be very beneficial for organizing riders from different tenants into individual vanpools.

**ZIP Code Map Production** – The Trust would take the lead role in collecting employee ZIP codes from all tenants for map production. ZIP Code maps show how many employees live in each ZIP Code in the entire Bay Area. Employees can use this information to find potential car/vanpool partners living in their area.

**Website Development and Maintenance** – A section of the Trust's website is dedicated to transportation and commute alternatives information. Content includes links to transit schedules and maps, contact names and telephone numbers for tenant ETCs, promotional event calendar, links to websites that facilitate car/vanpool matching and other services, bike route maps, PresidiGo Shuttle route and schedule, parking management information, transit ticket sales locations and types, guaranteed ride home program, and survey results. Program costs are incorporated in TDM program staffing.

## **Presidio Trust Transportation Standard**

In order for the Presidio to meet our trip reduction goals as the Presidio continues to develop, and be consistent with the General Management Plan and subsequent environmental documents, the Trust has established a “Transportation Standard”. The standard is that the average number of vehicles entering the Park does not exceed the number that would result if:

- no more than seventy percent (70%) of employees and visitors making trips to the Premises that originate outside the Presidio travel by automobile,
- no more than fifty percent (50%) of employees and visitors making trips to the Premises that originate inside the Presidio travel by automobile, and

- the average occupancy of all vehicles is at least 1.4 persons.

It is not necessary that each of above be individually satisfied to achieve the Transportation Standard, provided that the maximum number of vehicle trips is not exceeded. For example, a tenant with 30 employees (5 of whom live in the Presidio) and an average of 10 daily outside visitors could not exceed the following number of daily trips to their premises:

$$(25 \times 0.7/1.4) + (5 \times .5/1.4) + (10 \times 0.7/1.4) = 19.3 \text{ vehicle trips } \mathbf{OR}$$

$$(25 \text{ Employees living outside of Presidio} \times .07/1.4) = 12.5$$

$$(5 \text{ Employees who live in Presidio} \times .5/1.4) = 1.8$$

$$(10 \text{ Outside visitors} \times 0.7/1.4) = \underline{5}$$

19.3 = Daily Trips TO Presidio

Automobile mode split will be monitored by the Presidio Trust by annual employee transportation surveys and traffic/parking lot counts. The Trust will work with the Tenant to incorporate an increased level of TDM effort until the Transportation Standard is achieved.