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REQUEST FOR SERVICES RELATING TO TRPC’S TRAVEL DEMAND MODEL

The following information is to be filled out by the person requesting TRPC’s Travel Demand Model files:

Date of Request: _____ Requestor’s Name: _____

Address: _____

City: _____ State: ____ Zip: _____ Phone: _____

Client Agency (in case of consultants and academics): _____

Thurston Regional Planning Council Member: Yes No

Tell us how you intend to use the data/model, naming the specific study or research project, if applicable. This will help ensure that we give you the most appropriate model and/or data:

TRPC staff will respond to your request detailing what can be provided, on what timeline and at what cost. We reserve the right to charge for data requests, in order to cover our costs for staff time.

TERMS of USE

TRPC data are developed and analyzed at a level of detail commensurate with our planning mandates and responsibilities. TRPC makes no warranties, expressed or implied, of the accuracy of results or analysis derived from projects or studies utilizing TRPC data that are not conducted or sponsored by TRPC. TRPC staff are available to advise users of data limitations, however, final determination as to the appropriate use of the data must be made entirely by the user, firm or agency undertaking the project or study.

TERMS of REQUEST

- Requests for custom data products and analysis are to be submitted in writing. Provide a brief description of project or purpose for which the data is to be used. Custom data requests will be accepted as staffing availability and agency priorities permit. Members’ requests have priority over non-members.
- Members may receive most custom data requests free as a membership service. Large custom data requests will be arranged and paid for under a separate contract.
- Non-members may need to reimburse TRPC for the costs of custom data preparation, unless the request is being made on behalf of a member.
- Data users will agree to limit the use of custom data to the purpose stipulated in the data request. This is to ensure that users receive the most current data available and are informed of relevant data limitations.
- Data users will credit the Thurston Regional Planning Council and/or other appropriate organization(s) as the source. All modifications to the files will be appropriately credited.
- All data requests will be answered in accordance with state and federal laws.

WHAT WE REQUEST

If your study results in a report or other similar documentation, we would like to get a courtesy copy of this documentation, so that we can better understand how our model/data has been used.

If the study results in significant detail in zone structure or network features being added to the model, we would like a courtesy copy of the enhanced model in order to determine if the modifications should be integrated back into the TRPC model.

If you find anomalies or errors in the data or model, please let us know about them, so that we can address them as quickly as possible.

ADDITIONAL NOTES

1. Running the travel demand model requires the use a proprietary software package that is produced, licensed, and marketed by INRO (e.g., EMME, and/or DYNAMIQ). TRPC staff cannot provide this software.
2. TRPC does not have the resources to staff a "help desk" for the regional travel model, so it is expected that requesters of the travel model will have the knowledge and skills to use the model with minimal assistance from the TRPC staff.
3. It is the TRPC staff policy to transmit only approved travel demand models and adopted land activity forecasts. Thus, we do not transmit developmental travel models or land activity forecasts.

Requestor’s Signature: _____ **Date:** _____

Please return this completed form to: Veena Tabbutt, Research & Data Director, Thurston Regional Planning Council: tabbutv@trpc.org.