



whatcom council of governments

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REQUEST FOR SERVICES RELATING TO WCOG’S TRAVEL DEMAND MODEL

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

Date of Request: _____ Requestor’s Name: _____

Organization: _____

Address: _____

City: _____ State: __ Zip: _____ Phone: _____

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

Whatcom Transportation Policy Board 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:

WCOG 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

WCOG data are developed and analyzed at a level of detail commensurate with our planning mandates and responsibilities. WCOG makes no warranties, expressed or implied, of the accuracy of results or analysis derived from projects or studies utilizing WCOG data that are not conducted or sponsored by WCOG. WCOG 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 from Whatcom Transportation Policy Board members or their consultants 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 may receive most custom data requests free as a membership service. Large or more complex custom data requests may be arranged and paid for under a separate contract.
- Non-members may access current non-custom data files established in WCOG planning products. Non-member may access custom data requested by a member and may require reimbursement to WCOG.
- Data users will agree to limit the use of custom data to the purpose stipulated in the request.
- Source findings based on custom data utilized will be credited as the Whatcom Council of Governments as applied by the user. All modifications to the files will be appropriately credited to the user.
- 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 WCOG model.

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

ADDITIONAL NOTES

1. Running the travel demand model requires the use a proprietary software package that is produced, licensed, and marketed by Caliper Corporation. WCOG staff cannot provide this software.
2. WCOG 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 WCOG staff.
3. WCOG develops and adopts travel demand models based on 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:
Hugh Conroy, Planning Director, Whatcom Council of Governments: hugh@wcog.org.