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Daniel S. Little, Executive Director

Shasta Regional Transportation Agency

Travel Model Data Request Form

Firm/Organization: _____

Requested by, Name and Date: _____

Address: **Street:** _____

City/State/Zip: _____

Phone/Fax: _____

E-mail: _____

Model to be used:

Project/Application: _____

Purpose/Use of requested data: _____

I understand and agree to the following terms related to the use of the requested data:

Travel model files prepared by SRTA in cooperation with the Shasta Model Users Group (SMUG), including the associated input and prescribed output files, were developed for use by SMUG members exclusively. SRTA assumes no responsibility for the usage of the files, their state, or suitability for use, outside the agency. The files are provided "as is" and in no event shall SRTA or the regional partners be held liable for any damages arising from their use. The accuracy, validity, or reliability of the files is not guaranteed in any way. SRTA and

the regional partners disclaim all warranties, express or implied, including but not limited to liability for quality and fitness for a particular purpose arising out of the use of or inability to use the files. SRTA and SMUG welcome verifiable proposed modifications necessary to enhance the integrity of the travel model.

The requested data is released by SRTA with the condition that it shall only be used for the specific project and purposes as stated on this form. Any subsequent projects by any local jurisdiction, consultant or other entity must submit a new data request form to SRTA as specified in the SRTA Travel Demand Model Policies and Procedures.

We remind all consultants working on studies involving the use of the model, that all results of modeling work and related analyses should be submitted to the lead agency and SRTA for review and concurrence before release of the results to any other parties. SRTA and the lead agency's standards of review must include the option to re-run any of the consultant's, or jurisdictions, models to verify proper use of the travel model assumptions. Consultants shall provide the lead agency, or SRTA by request, with a CD/DVD of all modeling work (whether or not it is a contract deliverable) the same way the model was made available to their organization representative. Specifically the lead agency will need to obtain copies of the final model streams for their records, including but not limited to, all input files, executables, intermediate files, and output files. Users shall provide, to the lead agency or by request of SRTA, on CD/DVD, the identification of all files edited by hand (including step-by-step documentation) by the consultant, including a description of how and why the files were modified, as well as any and all supporting files used to make such modification to the model. Information should be provided in such a manner that the lead agency, or SRTA, is able to reproduce and replicate the results using only the information on those disks. It is in the consultants' best interest to remain in close coordination with the lead agency.

SRTA, in cooperation with SMUG, will communicate to whomever signs this form any model updates going forward. It is expected that SMUG will meet bi-annually to discuss completed or new projects, decide if new information is necessary for incorporation into the model, discuss the need for a new release, and review other model related items as necessary. SMUG may meet more frequently if a material discrepancy is communicated to SMUG that requires more immediate action. All model requestors will be informed of any updates to the model and, if warranted, will automatically be sent the updated model. The normal model update process is every five years.

By signing this document I acknowledge that I agree to these terms and have read and agree to SRTA's Travel Demand Model Policies and Procedures document.

Signed _____

Date: _____

Mail to:

Attn: Sean Tiedgen - Associate Transportation Planner/SMUG coordinator
Shasta Regional Transportation Agency
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Redding, CA 96001
Phone: (530) 262-6190
Email: stiedgen@srta.ca.gov