



**Request for Proposals  
2010 Data Collection Projects**

**Submittals Due: November 9, 2009 by 5 PM MST**

**Background**

The Executive Board of Direction for the Western District has approved up to \$5,000 to be used by student chapters to collect relevant transportation data in the West. This program began in 2004 and the results of past grants can be found on the ITE Western District web site at [http://www.westernite.org/datacollectionfund/data\\_collection.htm](http://www.westernite.org/datacollectionfund/data_collection.htm). Grants in the amount of \$1,000 each will be awarded. It is desirable for student chapters to work this data collection fund effort into their current transportation course work where possible, as a lab assignment or mini-capstone analysis project.

The 2010 RFP will focus on parking demand, trip generation, and queuing data collection for the land uses shown in the list below. Data is being requested at these particular land uses because of the lack of current data for them and the need to provide a source of accurate data for the profession.

- Small offices (less than 25,000 square feet gross floor area)
- Multiplex theaters
- Downtown housing complexes or transit-oriented developments or mixed-use centers
- Coffee shops with drive-through service
- IKEA or Wal-Mart Stores
- Mega sporting goods stores (Sports Authority, Dick's, Cabelas, REI, Joe's, Bass Pro Shops)
- Schools (elementary, middle, high, private, with and without sports fields)
- Gas stations with fast food
- Sports parks (with soccer, baseball fields)
- Mini-warehouses
- Other underrepresented land uses, as proposed by the student chapter

New this year is an option that rather than collecting trip, parking, and queuing data that a student chapter may collect pass-by trip data in accordance with methodologies set forth in ITE's *Trip Generation, Eighth Edition*. In their proposals, respondents must clearly describe their approach to this effort, including how the work will entail approximately 80 person-hours of effort.

**Purpose of Data Collection Fund**

- To generate relevant technical data in the West for transportation engineers and planners.
- To facilitate ITE Student Chapter activity and student mentoring by transportation professionals.
- To focus on practical, day-to-day, minor research in transportation engineering and planning.
- To focus on the collection of basic data. **The activities shall not involve development of standards, manuals or recommendations. While this collected data may be used by others to pursue these efforts, the purpose of this program is only collection and presentation of data** and the desire to help generate additional research interest in these areas through initial data collection.

- To provide funds to student chapters that may be used to offset travel costs for students to attend ITE meetings, which help them to better understand the transportation profession by meeting a wide range of working members.

**Grant Schedule**

The following schedule shows the required deadlines for submission of materials. Proposers shall specify a schedule in their proposals that will accommodate their individual end-of-semester schedule while students are in school, avoiding complications in coordination associated with the departure of student participants at the end of the school year.

RFP Issued: .....	October 5, 2009
<b>Proposals Due:</b> .....	<b>November 9, 2009</b>
Selection of Awarded Grants: .....	November 23, 2009
Committee Provides Comments on Work Plan: .....	Two weeks prior to beginning of data collection, as shown in student proposal
<u>Student Chapters Collect Data:</u> .....	<u>As shown in the student proposal</u>
<u>Student Chapters Submit Draft Abstract, Summary Table, and Data Forms:</u> ..	<u>As shown in the student proposal</u>
Committee Completes Review of Draft Abstract and Data: .....	Within two weeks of submittal
<u>Student Chapters Submit Final Abstract, Summary Table, and Data Forms:</u> ...	<u>As shown in the student proposal, but no later than May 15, 2010</u>
District Payment to Student Chapters .....	Upon receipt of final deliverables, but no later than June 1, 2010

Proposals shall be sent **by the student chapter’s mentor** to Karen Aspelin via email ([kaspelin@vectorm.com](mailto:kaspelin@vectorm.com)) in either .pdf or Word format by 5:00 PM MST on November 9, 2009.

**Requirements of this RFP**

Grants of \$1,000 each will be considered for a data collection task that requires 80 hours of effort. Only one grant will be given to any submitting group, as the Western District intends to spread the data collection fund to as many student chapters as possible.

Each proposal shall be no more than two pages in length on 8.5” x 11” paper with a minimum 10-point font, and shall include the following:

- 1. Data Collection Proposal Scope:** This section will summarize the data initiative to be undertaken. The proposal must include a summary of the specific data that is being collected and how the data will be obtained. Discussion of seasonal issues or variations associated with the selected data collection effort should be addressed.
- 2. Mentoring:** This section will identify the student chapter’s mentor for the project. The mentor will provide oversight, assistance, and mentoring to students with the data collection effort. ***Additionally, all deliverables will come through the mentor to the Data Collection Fund committee.*** While the use of active or retired ITE members as a mentor is preferred, it is not mandatory. In this section, proposers must also identify the chapter’s faculty advisor.
- 3. Schedule:** A schedule for the project must include specific dates for each of the underlined milestones listed in the “Grant Schedule” section above in this RFP.
- 4. Level of Effort:** A brief summary of the level of effort anticipated in terms of number of hours and people. State how the data effort would be coordinated with transportation course work.
- 5. Project Management:** State the name, address, phone number, and email address of the following persons:
  - student coordinator
  - mentor
  - faculty member supporting the effort

The student coordinator will need to remain in contact with the ITE Western District for coordination until August 1, 2010, and will need to send updates to the review committee regarding his/her address, phone number, and email address if changes occur during this time.

- 6. Agreement to Hold Harmless:** It is required to state agreement to the hold harmless clause in this RFP.

A cover letter may be submitted in front of the proposal. The cover letter shall not exceed one page and does not count as part of the two-page limit noted above.

The guidelines above were developed to minimize student chapter effort in submitting a proposal for a grant. Questions or clarifications should be directed to Karen Aspelin (505-350-6972 or kaspelin@vectormm.com) or Randy McCourt (503-243-3500 or rsm@dksassociates.com).

### **Proposal Evaluation**

Proposals will be evaluated in the following manner:

**1. Pass/Fail Criteria:**

- Meets submission deadline
- Within two page limit (not including cover letter)
- States all three project management personnel with addresses, phone numbers, and email addresses
- Agrees to hold harmless agreement
- Schedule meets required deadlines
- Proposer must be from ITE's Western District

**All of the above criteria must be met in order for the proposal to be considered for the grant.**

**2. Scope of Services (40 points)**

Scoring will be based upon the relevance/need/uniqueness of the data being collected to practicing transportation engineers and how well the methodology of data collection is outlined. ***Proposers should review the Requested Scope of Services section of this RFP in preparing this section.***

**3. Mentoring/Management (25 points)**

Scoring will be based upon inclusion of professional and faculty members in the proposal and the demonstration of teamwork. This section should also describe how the grant money would be used. Proposals that involve multiple ITE student chapters, use funds for travel to ITE meetings, and/or use funds for student recruitment will be given highest scores.

In this section of the proposal, students shall provide their work schedule including specific dates for each of the underlined milestones listed in the "Grant Schedule" section above in this RFP. Also in this section of the proposal, students shall list the name and address of the contact person to whom the funds should be sent.

***It should be noted that again this year the District is requiring that all project deliverables, including the proposal, must be sent to the Data Collection Fund Committee by the student chapter's mentor.*** Other questions and correspondence may come directly from the students and/or faculty.

**4. Effort/Resources (35 points)**

Scoring will be based upon how the effort matches within the anticipated level of services (approximately 80 person hours per \$1,000). Proposals that most clearly demonstrate how the data collection effort is integrated into transportation course work (through lab exercises, mini-capstone course projects or homework) or ITE Student Chapter activities are encouraged and will be given the highest number of points. Points will be deducted for

student chapters participating in the data collection fund program the previous year who failed to provide the required deliverables or meet scheduled deadlines.

### **Evaluation Committee and Selection**

Proposals will be reviewed and scored by the following individuals:

- Randy McCourt, ITE International Director ([mccourt@comcast.net](mailto:mccourt@comcast.net))
- Karen Aspelin, ITE Western District Technical Chair ([kaspelin@vectornm.com](mailto:kaspelin@vectornm.com))
- Patty Camacho de Cano, ITE Western District Career Guidance Chair ([mpc@dksassociates.com](mailto:mpc@dksassociates.com))
- Danielle Scharf, ITE Western District Student Initiatives Committee Chair ([dscharf@sandersonstewart.com](mailto:dscharf@sandersonstewart.com))

None of these individuals may be used as mentors, but all of these individuals are available to answer questions regarding this RFP. Email communication regarding this RFP and the data collection concepts are encouraged prior to the November 9 deadline for this RFP.

The highest scoring proposals will be awarded grants, up to the total combined maximum of \$5,000. Should fewer proposals than the five \$1,000 grants be submitted or should the evaluation committee find that the proposals are not in the interests of the Western District, fewer than \$5,000 in grants may be awarded.

### **Requested Scope of Services**

The Western District requests that pragmatic, empirical transportation engineering data be collected and summarized. This effort should be undertaken in and by groups within the Western District (Alaska, Washington, Idaho, Montana, Oregon, Wyoming, Utah, Colorado, Hawaii, California, Nevada, Arizona and New Mexico). Data collection efforts should be scaled to those that would require about 80 person-hours. Data collection activities will consist of the following tasks:

- Trip generation counts of land uses underrepresented in ITE's *Trip Generation* (go to [http://www.ite.org/tripgen/Trip\\_Generation\\_Data\\_Form.pdf](http://www.ite.org/tripgen/Trip_Generation_Data_Form.pdf) for the three-page data forms), and
- Parking generation counts of the same land use (go to [http://www.ite.org/surveys/parkingoccupancy/parking\\_basicform.xls](http://www.ite.org/surveys/parkingoccupancy/parking_basicform.xls) for data forms).
- Your proposal should define in the scope of services the specific location(s) of your data collection effort and days and hours of the day that you intend to conduct counts of trip generation and parking. The minimum requirements shall include three observations of the 7 AM to 6 PM period for trip counts and three observations of 12 consecutive hours of parking occupancy. If breaks will be scheduled, the proposals should specify when.
- It is desirable to use the three observation periods to count three separate sites of the same land use type, but three days at the same site is also acceptable.
- Where possible, trip counts should provide a separate tally of trucks, bicycle and pedestrians in addition to the count of total motor vehicles, as deemed appropriate (note motor vehicles are passenger cars, trucks and motorcycles).
- Where possible, parking occupancy counts should provide a separate tally of bicycle parking.
- Permission should be requested from the manager of the survey site to count parking and trip generation. Your mentor can help with this coordination. The data collected will not be published with names or locations to preserve confidentiality (if requested) and the data will be provided to the manager upon completion (if requested). Your proposal should state if you have already approved clearance to count the proposed site(s).
- Obtain the site size information (building area in gross square footage, number of screens, number of dwelling units, number of students/staff/faculty) and number of parking spaces for the survey site. This should be stated in your proposal. Your mentor should assist you in determination of the independent variable to develop a trip generation rate and parking generation rate.

- Your mentor can also assist you with the need to determine occupancy of the land use. Fully occupied sites are desirable; however, if for example you are counting a site such as a condominium complex of 100 dwelling units and only 75 are occupied, this occupancy data must be provided on the data forms.
- Trip and parking generation data shall be summarized on the following forms:  
[http://www.ite.org/surveys/parkingoccupancy/parking\\_basicform.xls](http://www.ite.org/surveys/parkingoccupancy/parking_basicform.xls) and  
[http://www.ite.org/tripgen/Trip\\_Generation\\_Data\\_Form.pdf](http://www.ite.org/tripgen/Trip_Generation_Data_Form.pdf)

Alternatively, the student chapter may propose to collect pass-by trip data in accordance with procedures described in ITE's *Trip Generation, Eighth Edition*. Should a student chapter choose to do this type of study rather than a trip, parking, and queue study, the student chapter must include a detailed scope of work demonstrating how the effort will total approximately 80 person-hours of work.

The required deliverables from this grant project are listed below. **Remember, all deliverables shall come to the Data Collection Committee from the student chapter's mentor.**

- A DRAFT abstract of findings (500 words or less in Word or .pdf format) and data (presented in an Excel spreadsheet table) submitted for review by the evaluation committee. The abstract must have a summary table of trip and parking generation and must include the data from the ITE publications *Trip Generation* and *Parking Generation* (most recent editions) for comparison. Where applicable, the abstract should include an attempt to explain variabilities between the data collected by the students and the published data. This makes the abstract more valuable to other users. **An example of a draft abstract deliverable for trip, parking, and queue data collection is included as an attachment to this RFP.**
- If a pass-by study is performed, the deliverable will be a DRAFT abstract of findings (500 words or less in Word or .pdf format) and data (presented in an Excel spreadsheet table) submitted for review by the evaluation committee.
- Responses to comments from the evaluation committee on the draft data, summary table, and abstract.
- A FINAL abstract of findings (500 words or less in Word or .pdf format) and data (presented in an Excel spreadsheet table) incorporating comments from the evaluation committee.

#### **Required Hold Harmless and Copyright Transfer**

As the ITE Western District is a small non-profit group, it is important that it is held harmless from any liability or negligence associated with the efforts of this proposal and project. Successful proposers will own their data and summary work. The ITE Western District will only request a copyright transfer to allow publication and/or republication of information, but will not own the data nor be responsible for the conduct or collection of data. Therefore it is required that the proposer include the following statement – exactly as worded below -- in their proposals.

“The <name of group> holds harmless and indemnifies the ITE Western District from any and all liability associated with the conduct and completion of this proposal, data collection and associated activity.”

Second, successful proposers will be required to sign the Copyright Transfer that allows the ITE Western District to publish the data collection abstracts and data completed as part of this effort. The proposer will own the data and have all rights to their work, but by signing the transfer they are giving the ITE Western District the ability to publish this information. This form is not required to be submitted with the proposal, but will be required if and when the student chapter is selected.



**TRIP AND PARKING GENERATION STUDY  
OF A COPY, PRINT, AND EXPRESS SHIP RETAIL STORE  
Summary Abstract of Findings**

The Texas A&M University ITE Student Chapter conducted a trip and parking generation study of a copy, print, and express ship retail store located in College Station, Texas, near Texas A&M University's main campus as shown in Exhibit 1. The subject retail store is 4,320 square feet and offers a variety of copying, printing, and shipping services to its patrons. Due to the site's proximity to campus, bicycle and pedestrian movements were collected in addition to the vehicle movements. Data was collected for three weekdays (Tuesday, Wednesday, and Thursday) for 12 hours (7:00 AM to 7:00 PM each day) for a total of 36 hours of traffic observations. A total of 20 students from the Student Chapter and the Introduction to Transportation Engineering classes participated in the data collection efforts.

Exhibit 2 shows the variation of the total hourly trips by all modes with the time of day for each day and the three-day average. The morning peak hour (detailed in Exhibit 3) occurred between 8:00 AM and 9:00 AM each day. The average trip rate during the morning peak hour was 5.32 trips per 1,000 square feet of retail space (range 4.40-6.25). The afternoon peak hour (Exhibit 4) varied for each of the three days and the average trip rate was 13.97 trips per 1,000 square feet (range 8.33-19.21). The peak hour of the generator (Exhibit 5) occurred during the shoulder period just before the afternoon peak period, with an average trip rate of 19.44 trips per 1,000 square feet (range 18.98-20.37). The peak hour of vehicle trips was the same as the peak hour of all trips in all analysis periods except for the afternoon of Wednesday, April 18<sup>th</sup>. The mode split for all trips at the retail store shown in Exhibit 6 indicates that the majority of the trips were taken by passenger vehicle or truck, but pedestrians (walking) did account for approximately 25 percent of the trips at the store. There are 35 parking spaces available for patrons of the retail store. The maximum parking demand occurred at 3:00 PM, when approximately one-third of the available parking was utilized, as shown in Exhibit 7. However, errors in the data collection between 5:00 and 7:00 Tuesday afternoon resulted in more vehicles departing than were originally in the parking area, so parking demand for those periods was set to zero.

At the present time, no ITE Land Use Code exists in *Trip Generation* for copy, print, and express ship retail stores and the results of this study cannot give a complete picture of the trip generation characteristics of this popular specialty retail store. As such, additional studies and data from copy, print, and express ship retail stores in a variety of settings are required.

**MOTOR VEHICLE TRIP GENERATION DATA**

**OTHER MODES TRIP GENERATION**

Trip Generation	Time Period	Vehicle Trips	RATE eg.	ITE Trip Gen.	Bicycle Trips	Pedestrian Trips	Total
			Vehicle Trips/1000SF	Rate (compare)			
Site 1	AM Peak Hour						
	PM Peak Hour						
	Other Peak Hours...						
Site 2	AM Peak Hour						
	PM Peak Hour						
	Other Peak Hours...						

Site 3...

**Motor Vehicle**

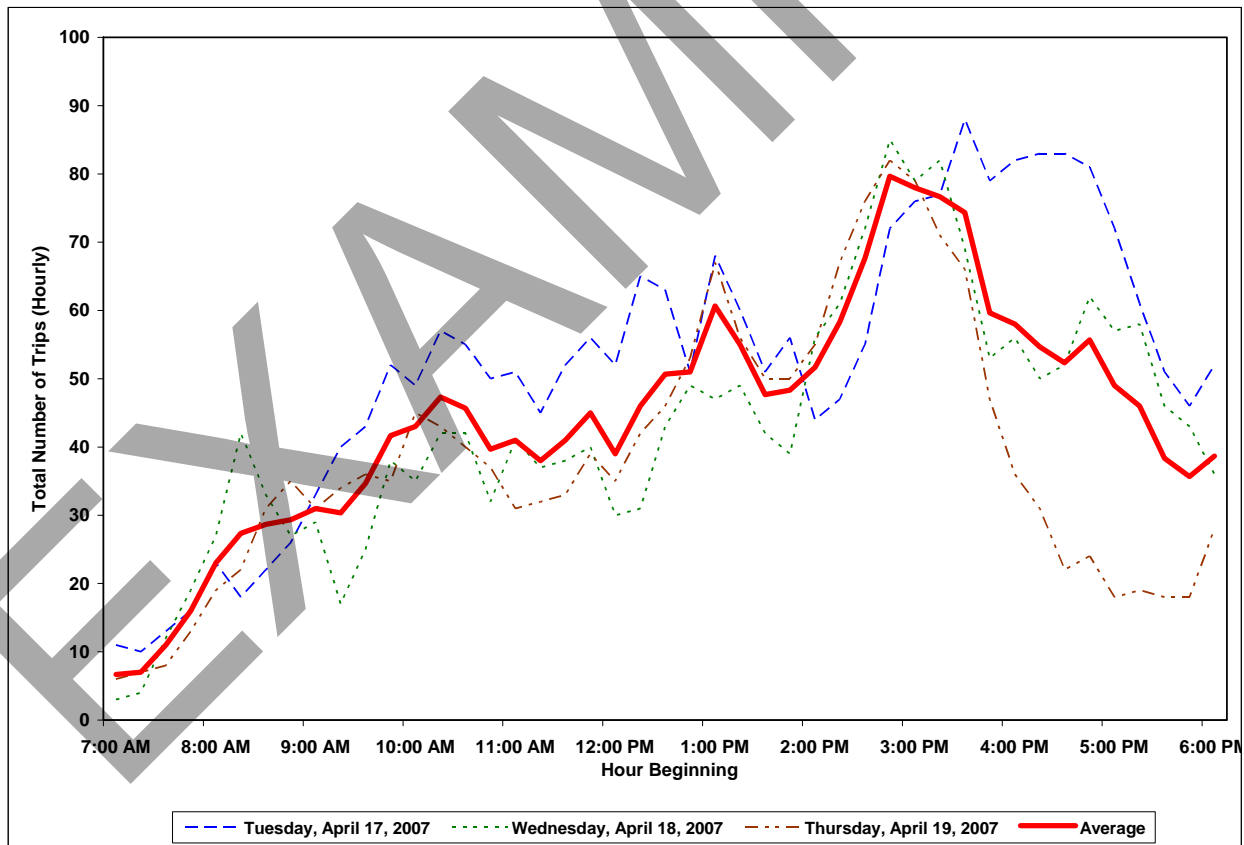
**Parking Generation**

Time	Number of	Rate eg.	ITE Parking Gen	Bicycle	
					Peak Hour
Site 1	Day 1				
	Day 2				
	Day 3				
Site 2	Day 1				
	Day 2				
	Day 3				

Site 3 ....



**Exhibit 1: Aerial Photo of Subject Copy, Print, and Express Ship Retail Store**



**Exhibit 2: Total Number of Hourly Trips**

Variable	Tuesday April 17	Wednesday April 18	Thursday April 19	3-Day Average
Peak Hour	8:00-9:00 AM	8:00-9:00 AM	8:00-9:00 AM	N/A
All Vehicles	17	17	16	16.7
Trucks	0	4	2	2.0
Vehicle Occupants	18	20	18	18.7
Average Occupancy	1.06	1.18	1.13	1.12
Pedestrians	5	7	0	4.0
Bicycles	0	0	1	0.3
Total Trips	23	27	19	23.0
Trip Rate	5.32	6.25	4.40	5.32
% Entering	56.5%	59.3%	63.2%	59.4%
% Exiting	43.5%	40.7%	36.8%	40.6%

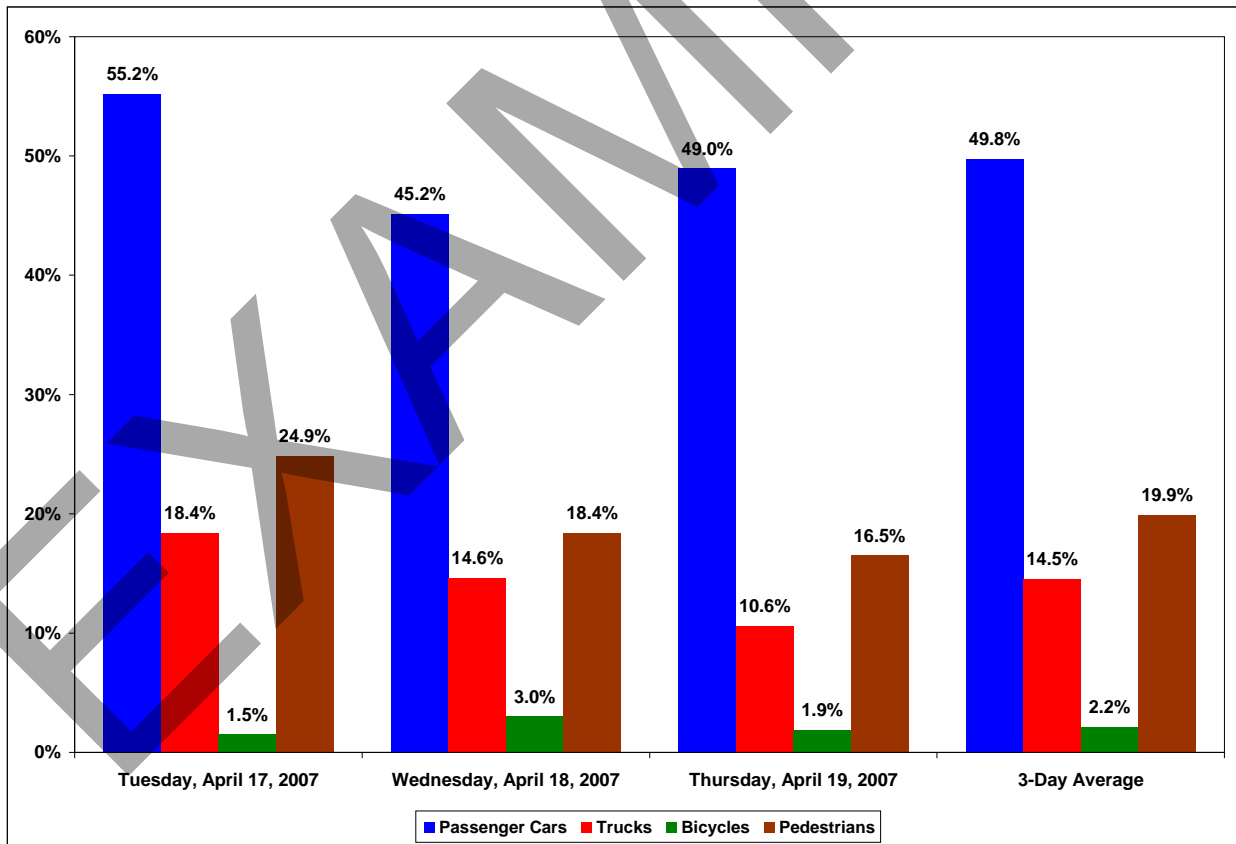
**Exhibit 3: Morning Peak Period Trip Data for the Copy, Print, and Express Ship Retail Store**

Variable	Tuesday April 17	Wednesday April 18	Thursday April 19	3-Day Average
Peak Hour	4:15-5:15 PM	4:45-5:45 PM	4:00-5:00 PM	N/A
All Vehicles	55	31	26	37.3
Trucks	13	1	2	5.3
Vehicle Occupants	69	39	28	45.3
Average Occupancy	1.25	1.26	1.08	1.21
Pedestrians	14	21	4	13.0
Bicycles	0	2	4	2.0
Total Trips	83	62	36	60.3
Trip Rate	19.21	14.35	8.33	13.97
% Entering	47.0%	46.8%	50.0%	47.5%
% Exiting	53.0%	53.2%	50.0%	52.5%

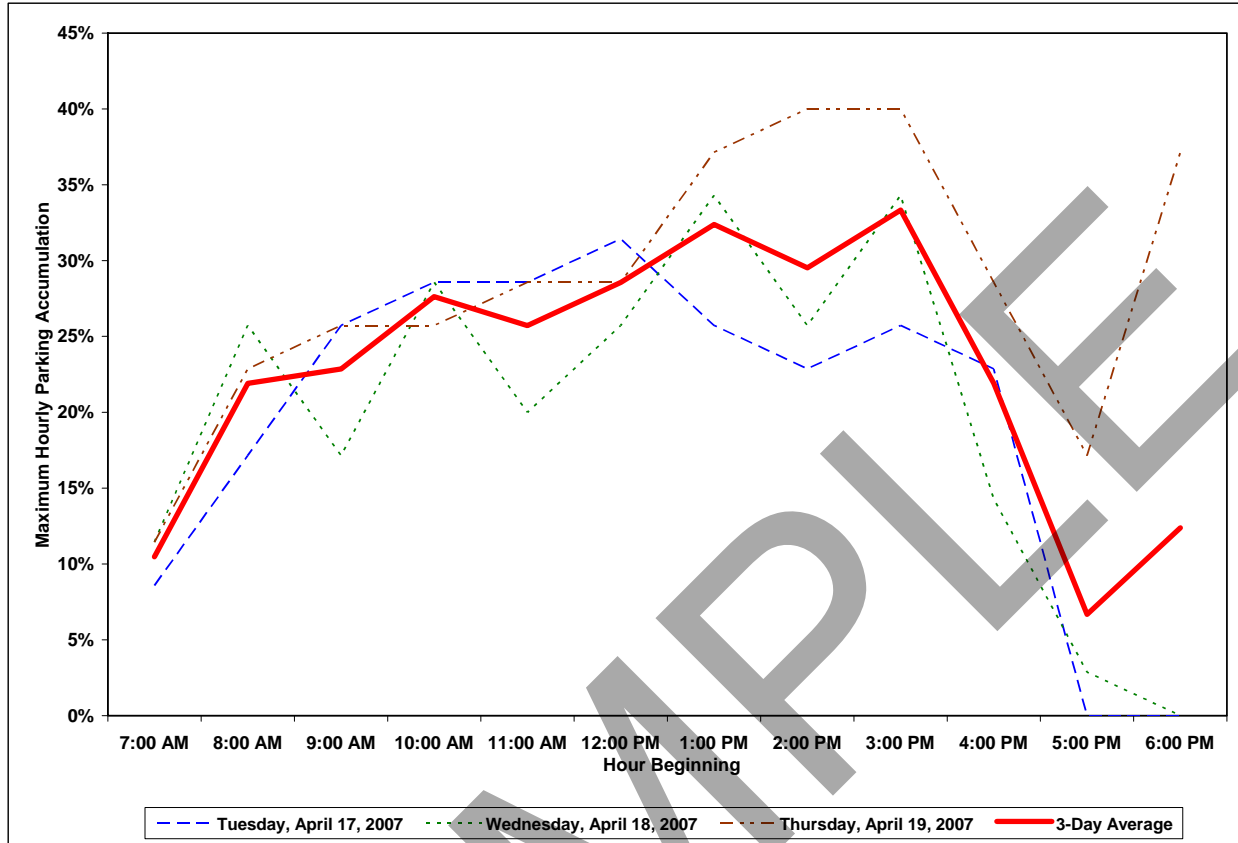
**Exhibit 4: Afternoon Peak Period Trip Data for the Copy, Print, and Express Ship Retail Store**

Variable	Tuesday April 17	Wednesday April 18	Thursday April 19	3-Day Average
Peak Hour	3:30-4:30 PM	3:15-4:15 PM	2:45-3:45 PM	N/A
All Vehicles	54	56	50	53.3
Trucks	12	11	9	10.7
Vehicle Occupants	66	61	58	61.7
Average Occupancy	1.22	1.09	1.16	1.16
Pedestrians	20	17	24	20.3
Bicycles	2	4	0	2.0
Total Trips	88	82	82	84.0
Trip Rate	20.37	18.98	18.98	19.44
% Entering	51.1%	42.7%	54.9%	49.6%
% Exiting	48.9%	57.3%	45.1%	50.4%

**Exhibit 5: Peak Hour of Generator Trip Data for the Copy, Print, and Express Ship Retail Store**



**Exhibit 6: Mode Split for the Copy, Print, and Express Ship Retail Store**



**Exhibit 7: Maximum Hourly Parking Accumulation for the Copy, Print, and Express Ship Retail Store**

# Trip Generation Data Form (Part 1)

Land Use/Building Type: <sup>1</sup> Copy, Print, and Express Ship Retail Store	ITE Land Use Code: None Specified
Source:	Source No. (ITE use only):
Name of Development: FedEx Kinkos Office and Print Center	Day of the Week: Tuesday
City: College Station State/Province: Texas Zip/Postal Code: 77840	Day: 17 Month: April Year: 2007
Country: USA	Metropolitan Area: Bryan/College Station, Texas

1. For fast-food land use, please specify if hamburger- or nonhamburger-based.

<p><b>Location Within Area:</b></p> <p> <input type="checkbox"/> (1) CBD                      <input type="checkbox"/> (3) Suburban (Non-CBD)                      <input type="checkbox"/> (5) Rural  <input checked="" type="checkbox"/> (2) Urban (Non-CBD)                      <input type="checkbox"/> (4) Suburban CBD                      <input type="checkbox"/> (6) Freeway Interchange Area (Rural)  <input type="checkbox"/> (7) Not Given         </p>	<p><b>Detailed Description of Development:<sup>3</sup></b></p> <p>The FedEx Kinkos Office and Print Center retail store is located at 509 University Drive in College Station, Texas, across from the main campus of Texas A&amp;M University. The retail store offers a variety of copying, printing, and binding services. FedEx shipping (direct mail, express, and ground) is also available from the store. The retail store has one Ground and one Express delivery truck per weekday. Technology services available at the store include computer rentals and wireless internet.</p>																																																																		
<p><b>Independent Variable: (include data for as many as possible)<sup>2</sup></b></p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:5%;">Actual</th> <th style="width:5%;">Estimated</th> <th style="width:30%;"></th> <th style="width:5%;">Actual</th> <th style="width:5%;">Estimated</th> </tr> </thead> <tbody> <tr> <td><u>8</u> (1) Employees (#)</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><u>35</u> (10) Parking Spaces (#)</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____ (2) Persons (#)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____ (11) Occupied Beds (#)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____ (3) Units (#)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____ (12) Seats (#)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><u>4320</u> (4) Occupied Units (#)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____ (13) Servicing Positions/Vehicle Fueling Positions _____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><u>4320</u> (5) Gross Floor Area (gross sq. ft.)</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>_____ (14) Shopping Center % Out-parcels/pads</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>(% of development occupied _____ )</td> <td></td> <td></td> <td>_____ (15) A.M. Peak Hour Volume of Adjacent Street Traffic</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____ (6) Net Rentable Area (sq. ft.)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____ (16) P.M. Peak Hour Volume of Adjacent Street Traffic</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____ (7) Gross Leasable Area (sq. ft.)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____ (17) Other _____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____ (8) Occupied Gross Leasable Area (sq. ft.)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____ (18) Other _____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><u>0.5</u> (9) Acres</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Actual	Estimated		Actual	Estimated	<u>8</u> (1) Employees (#)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>35</u> (10) Parking Spaces (#)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ (2) Persons (#)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (11) Occupied Beds (#)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (3) Units (#)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (12) Seats (#)	<input type="checkbox"/>	<input type="checkbox"/>	<u>4320</u> (4) Occupied Units (#)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (13) Servicing Positions/Vehicle Fueling Positions _____	<input type="checkbox"/>	<input type="checkbox"/>	<u>4320</u> (5) Gross Floor Area (gross sq. ft.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____ (14) Shopping Center % Out-parcels/pads	<input type="checkbox"/>	<input type="checkbox"/>	(% of development occupied _____ )			_____ (15) A.M. Peak Hour Volume of Adjacent Street Traffic	<input type="checkbox"/>	<input type="checkbox"/>	_____ (6) Net Rentable Area (sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (16) P.M. Peak Hour Volume of Adjacent Street Traffic	<input type="checkbox"/>	<input type="checkbox"/>	_____ (7) Gross Leasable Area (sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (17) Other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____ (8) Occupied Gross Leasable Area (sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (18) Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<u>0.5</u> (9) Acres	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
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(% of development occupied _____ )			_____ (15) A.M. Peak Hour Volume of Adjacent Street Traffic	<input type="checkbox"/>	<input type="checkbox"/>																																																														
_____ (6) Net Rentable Area (sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (16) P.M. Peak Hour Volume of Adjacent Street Traffic	<input type="checkbox"/>	<input type="checkbox"/>																																																														
_____ (7) Gross Leasable Area (sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (17) Other _____	<input type="checkbox"/>	<input type="checkbox"/>																																																														
_____ (8) Occupied Gross Leasable Area (sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (18) Other _____	<input type="checkbox"/>	<input type="checkbox"/>																																																														
<u>0.5</u> (9) Acres	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																																																	

2. Definitions for several independent variables can be found in the Trip Generation Handbook Glossary.

3. Please provide all pertinent information that helps to describe the subject project. If necessary, attach a detailed report.

<p><b>Other Data:</b></p> <p>Vehicle Occupancy (#)  <u>1.13</u> A.M. <u>1.62</u> P.M. _____ 24-hour %          Percent by Transit:          _____ A.M. % _____ P.M. % _____ 24-hour %          Percent by Carpool/Vanpool:          _____ A.M. % _____ P.M. % _____ 24-hour %</p> <p>Employees by Shift:</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td>First Shift:</td> <td>Start Time <u>7:00 AM</u></td> <td>End Time <u>9:00 AM</u></td> <td>Employees (#) <u>1</u></td> </tr> <tr> <td>Second Shift:</td> <td>Start Time <u>9:00 AM</u></td> <td>End Time <u>5:00 PM</u></td> <td>Employees (#) <u>3</u></td> </tr> <tr> <td>Third Shift:</td> <td>Start Time <u>5:00 PM</u></td> <td>End Time <u>7:00 PM</u></td> <td>Employees (#) <u>1</u></td> </tr> </table> <p>Parking Cost on Site: Hourly _____ Daily _____</p>	First Shift:	Start Time <u>7:00 AM</u>	End Time <u>9:00 AM</u>	Employees (#) <u>1</u>	Second Shift:	Start Time <u>9:00 AM</u>	End Time <u>5:00 PM</u>	Employees (#) <u>3</u>	Third Shift:	Start Time <u>5:00 PM</u>	End Time <u>7:00 PM</u>	Employees (#) <u>1</u>	<p><b>Transportation Demand Management (TDM) Information:</b></p> <p>At the time of this study, was there a TDM program (that may have impacted the trip generation characteristics of this site) underway?  <input checked="" type="checkbox"/> No  <input type="checkbox"/> Yes (If yes, please check appropriate box/boxes, describe the nature of the TDM program(s) and provide a source for any studies that may help quantify this impact. Attach additional sheets if necessary)</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> (1) Transit Service</td> <td><input type="checkbox"/> (5) Employer Support Measures</td> <td><input type="checkbox"/> (9) Tolls and Congestion Pricing</td> </tr> <tr> <td><input type="checkbox"/> (2) Carpool Programs</td> <td><input type="checkbox"/> (6) Preferential HOV Treatments</td> <td><input type="checkbox"/> (10) Variable Work Hours/Compressed Work Weeks</td> </tr> <tr> <td><input type="checkbox"/> (3) Vanpool Programs</td> <td><input type="checkbox"/> (7) Transit and Ridesharing Incentives</td> <td><input type="checkbox"/> (11) Telecommuting</td> </tr> <tr> <td><input type="checkbox"/> (4) Bicycle/Pedestrian Facilities and Site Improvements</td> <td><input type="checkbox"/> (8) Parking Supply and Pricing Management</td> <td><input type="checkbox"/> (12) Other _____</td> </tr> </table>	<input type="checkbox"/> (1) Transit Service	<input type="checkbox"/> (5) Employer Support Measures	<input type="checkbox"/> (9) Tolls and Congestion Pricing	<input type="checkbox"/> (2) Carpool Programs	<input type="checkbox"/> (6) Preferential HOV Treatments	<input type="checkbox"/> (10) Variable Work Hours/Compressed Work Weeks	<input type="checkbox"/> (3) Vanpool Programs	<input type="checkbox"/> (7) Transit and Ridesharing Incentives	<input type="checkbox"/> (11) Telecommuting	<input type="checkbox"/> (4) Bicycle/Pedestrian Facilities and Site Improvements	<input type="checkbox"/> (8) Parking Supply and Pricing Management	<input type="checkbox"/> (12) Other _____
First Shift:	Start Time <u>7:00 AM</u>	End Time <u>9:00 AM</u>	Employees (#) <u>1</u>																						
Second Shift:	Start Time <u>9:00 AM</u>	End Time <u>5:00 PM</u>	Employees (#) <u>3</u>																						
Third Shift:	Start Time <u>5:00 PM</u>	End Time <u>7:00 PM</u>	Employees (#) <u>1</u>																						
<input type="checkbox"/> (1) Transit Service	<input type="checkbox"/> (5) Employer Support Measures	<input type="checkbox"/> (9) Tolls and Congestion Pricing																							
<input type="checkbox"/> (2) Carpool Programs	<input type="checkbox"/> (6) Preferential HOV Treatments	<input type="checkbox"/> (10) Variable Work Hours/Compressed Work Weeks																							
<input type="checkbox"/> (3) Vanpool Programs	<input type="checkbox"/> (7) Transit and Ridesharing Incentives	<input type="checkbox"/> (11) Telecommuting																							
<input type="checkbox"/> (4) Bicycle/Pedestrian Facilities and Site Improvements	<input type="checkbox"/> (8) Parking Supply and Pricing Management	<input type="checkbox"/> (12) Other _____																							

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**Trip Generation Data Form (Part 2)**

**Summary of Driveway Volumes**

(All = All Vehicles Counted, Including Trucks; Trucks = Heavy Duty Trucks and Buses)

	Average Weekday (M-F)						Saturday						Sunday					
	Enter		Exit		Total		Enter		Exit		Total		Enter		Exit		Total	
	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks
24-Hour Volume																		
A.M. Peak Hour of Adjacent <sup>1</sup> Street Traffic (7 – 9) Time: 7:45-8:45 AM	8	0	4	0	12	0												
P.M. Peak Hour of Adjacent <sup>1</sup> Street Traffic (4 – 6) Time: 5:00-6:00 PM	22	7	26	8	48	15												
A.M. Peak Hour Generator <sup>2</sup> Time: 8:00-9:00 AM	10	0	7	0	17	0												
P.M. Peak Hour Generator <sup>2</sup> Time: 4:15-5:15 PM	23	6	32	7	55	13												
Peak Hour Generator <sup>3</sup> Time (Weekend):																		

- Highest hourly volume between 7 AM and 9 AM (4 PM and 6 PM).
  - Highest hourly volume during the AM or PM period.
  - Highest hourly volume during the entire day.
- Please refer to the *Trip Generation User's Guide* for full definition of the terms.

**Hourly Driveway Volumes- Average Weekday (M-F)**

A.M. Period	Enter		Exit		Total		Mid-Day Period	Enter		Exit		Total		P.M. Period	Enter		Exit		Total	
	All	Trucks	All	Trucks	All	Trucks		All	Trucks	All	Trucks	All	Trucks		All	Trucks	All	Trucks	All	Trucks
6:00-7:00							11:00-12:00	13	3	13	4	26	7	3:00-4:00	22	5	21	5	43	10
6:15-7:15							11:15-12:15	12	2	11	3	23	5	3:15-4:15	24	5	20	4	44	9
6:30-7:30							11:30-12:30	17	3	14	2	31	5	3:30-4:30	28	6	26	6	54	12
6:45-7:45							11:45-12:45	18	3	17	4	35	7	3:45-4:45	24	6	28	6	52	12
7:00-8:00	4	1	5	3	9	4	12:00-1:00	17	3	17	4	34	7	4:00-5:00	22	5	30	4	52	9
7:15-8:15	5	0	3	0	8	0	12:15-1:15	22	5	22	5	44	10	4:15-5:15	23	6	32	7	55	13
7:30-8:30	6	0	4	0	10	0	12:30-1:30	18	4	23	6	41	10	4:30-5:30	21	6	31	7	52	13
7:45-8:45	8	0	4	0	12	0	12:45-1:45	16	5	19	4	35	9	4:45-5:45	21	7	30	7	51	14
8:00-9:00	10	0	7	0	17	0	1:00-2:00	19	7	22	5	41	12	5:00-6:00	22	7	26	8	48	15

Check if Part 3 and/or additional information is attached.

Survey conducted by: Name: Ben Sperry, Project Coordinator  
 Organization: Texas A&M University ITE Student Chapter  
 Address: 3136 TAMU  
 City/State/Zip: College Station, TX 77843-3136  
 Telephone #: (217)-899-5379 Fax #: (979)-845-6481 E-mail: b-sperry@tamu.edu

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 Technical Projects Division  
 1099 14th Street, NW, Suite 300 West  
 Washington, DC 20005-3438 USA  
 Telephone: +1 202-289-0222  
 FAX: +1 202-289-7722  
 ITE on the Web: www.ite.org

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**Trip Generation Data Form (Part 3)**

Name/Organization: Texas A&M University ITE Student Chapter City/State: College Station, TX  
 Telephone Number: (217)-899-5379

Detailed Driveway Volumes: Attach this sheet to Parts 1 and 2 if you are providing additional information.

Day of the week: Tuesday

(All = All Vehicles Counted, Except Trucks; Trucks = Heavy Duty Trucks and Buses)

A.M. Period	Enter		Exit		Total		P.M. Period	Enter		Exit		Total	
	All	Trucks	All	Trucks	All	Trucks		All	Trucks	All	Trucks	All	Trucks
12:00-12:15							12:00-12:15	3	0	4	1	7	1
12:15-12:30							12:15-12:30	7	2	5	0	12	2
12:30-12:45							12:30-12:45	4	0	5	2	9	2
12:45-1:00							12:45-1:00	3	1	3	1	6	2
1:00-1:15							1:00-1:15	8	2	9	2	17	4
1:15-1:30							1:15-1:30	3	1	6	1	9	2
1:30-1:45							1:30-1:45	2	1	1	0	3	1
1:45-2:00							1:45-2:00	6	3	6	2	12	5
2:00-2:15							2:00-2:15	6	0	5	2	11	2
2:15-2:30							2:15-2:30	0	0	4	0	4	0
2:30-2:45							2:30-2:45	5	3	2	1	7	4
2:45-3:00							2:45-3:00	5	1	4	2	9	3
3:00-3:15							3:00-3:15	3	1	7	2	10	3
3:15-3:30							3:15-3:30	4	1	2	0	6	1
3:30-3:45							3:30-3:45	9	1	6	1	15	2
3:45-4:00							3:45-4:00	6	2	6	2	12	4
4:00-4:15							4:00-4:15	5	1	6	1	11	2
4:15-4:30							4:15-4:30	8	2	8	2	16	4
4:30-4:45							4:30-4:45	5	1	8	1	13	2
4:45-5:00							4:45-5:00	4	1	8	0	12	1
5:00-5:15							5:00-5:15	6	2	8	4	14	6
5:15-5:30							5:15-5:30	6	2	7	2	13	4
5:30-5:45							5:30-5:45	5	2	7	1	12	3
5:45-6:00							5:45-6:00	5	1	4	1	9	2
6:00-6:15							6:00-6:15	3	0	4	1	7	1
6:15-6:30							6:15-6:30	7	1	4	0	11	1
6:30-6:45							6:30-6:45	1	0	5	1	6	1
6:45-7:00							6:45-7:00	4	0	5	1	9	1
7:00-7:15	2	1	3	3	5	4	7:00-7:15						
7:15-7:30	0	0	1	0	1	0	7:15-7:30						
7:30-7:45	1	0	1	0	2	0	7:30-7:45						
7:45-8:00	1	0	0	0	1	0	7:45-8:00						
8:00-8:15	3	0	1	0	4	0	8:00-8:15						
8:15-8:30	1	0	2	0	3	0	8:15-8:30						
8:30-8:45	3	0	1	0	4	0	8:30-8:45						
8:45-9:00	3	0	3	0	6	0	8:45-9:00						
9:00-9:15	0	0	1	0	1	0	9:00-9:15						
9:15-9:30	3	2	3	2	6	4	9:15-9:30						
9:30-9:45	5	0	1	0	6	0	9:30-9:45						
9:45-10:00	4	0	5	0	9	0	9:45-10:00						
10:00-10:15	3	1	2	0	5	1	10:00-10:15						
10:15-10:30	3	3	4	3	7	6	10:15-10:30						
10:30-10:45	6	3	5	3	11	6	10:30-10:45						
10:45-11:00	5	2	4	1	9	3	10:45-11:00						
11:00-11:15	4	1	6	2	10	3	11:00-11:15						
11:15-11:30	2	1	2	1	4	2	11:15-11:30						
11:30-11:45	3	0	2	0	5	0	11:30-11:45						
11:45-12:00	4	1	3	1	7	2	11:45-12:00						

# Trip Generation Data Form (Part 1)

Land Use/Building Type: <sup>1</sup> Copy, Print, and Express Ship Retail Store			ITE Land Use Code: None Specified		
Source:			Source No. (ITE use only):		
Name of Development: FedEx Kinkos Office and Print Center			Day of the Week: Wednesday		
City: College Station	State/Province: Texas	Zip/Postal Code: 77840	Day: 18	Month: April	Year: 2007
Country: USA			Metropolitan Area: Bryan/College Station, Texas		

1. For fast-food land use, please specify if hamburger- or nonhamburger-based.

Location Within Area: <input type="checkbox"/> (1) CBD <input type="checkbox"/> (3) Suburban (Non-CBD) <input type="checkbox"/> (5) Rural <input checked="" type="checkbox"/> (2) Urban (Non-CBD) <input type="checkbox"/> (4) Suburban CBD <input type="checkbox"/> (6) Freeway Interchange Area (Rural) <input type="checkbox"/> (7) Not Given				Detailed Description of Development: <sup>3</sup> The FedEx Kinkos Office and Print Center retail store is located at 509 University Drive in College Station, Texas, across from the main campus of Texas A&M University. The retail store offers a variety of copying, printing, and binding services. FedEx shipping (direct mail, express, and ground) is also available from the store. The retail store has one Ground and one Express delivery truck per weekday. Technology services available at the store include computer rentals and wireless internet.	
Independent Variable: (include data for as many as possible) <sup>2</sup>		Actual	Estimated	Actual	Estimated
<u>8</u> (1) Employees (#)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>35</u> (10) Parking Spaces (#)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____ (2) Persons (#)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (11) Occupied Beds (#)	<input type="checkbox"/>	<input type="checkbox"/>
_____ (3) Units (#)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (12) Seats (#)	<input type="checkbox"/>	<input type="checkbox"/>
<u>4320</u> (4) Occupied Units (#)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (13) Servicing Positions/Vehicle Fueling Positions _____	<input type="checkbox"/>	<input type="checkbox"/>
_____ (5) Gross Floor Area (gross sq. ft.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____ (14) Shopping Center % Out-parcels/pads	<input type="checkbox"/>	<input type="checkbox"/>
(% of development occupied _____ )			_____ (15) A.M. Peak Hour Volume of Adjacent Street Traffic	<input type="checkbox"/>	<input type="checkbox"/>
_____ (6) Net Rentable Area (sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (16) P.M. Peak Hour Volume of Adjacent Street Traffic	<input type="checkbox"/>	<input type="checkbox"/>
_____ (7) Gross Leasable Area (sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (17) Other _____	<input type="checkbox"/>	<input type="checkbox"/>
_____ (8) Occupied Gross Leasable Area (sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (18) Other _____	<input type="checkbox"/>	<input type="checkbox"/>
<u>0.5</u> (9) Acres	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

2. Definitions for several independent variables can be found in the Trip Generation Handbook Glossary.

3. Please provide all pertinent information that helps to describe the subject project. If necessary, attach a detailed report.

Other Data: Vehicle Occupancy (#) <u>1.53</u> A.M. <u>1.53</u> P.M. _____ 24-hour % Percent by Transit: _____ A.M. % _____ P.M. % _____ 24-hour % Percent by Carpool/Vanpool: _____ A.M. % _____ P.M. % _____ 24-hour % Employees by Shift: First Shift: Start Time <u>7:00 AM</u> End Time <u>9:00 AM</u> Employees (#) <u>1</u> Second Shift: Start Time <u>9:00 AM</u> End Time <u>5:00 PM</u> Employees (#) <u>3</u> Third Shift: Start Time <u>5:00 PM</u> End Time <u>7:00 PM</u> Employees (#) <u>1</u> Parking Cost on Site: Hourly _____ Daily _____		Transportation Demand Management (TDM) Information: At the time of this study, was there a TDM program (that may have impacted the trip generation characteristics of this site) underway? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please check appropriate box/boxes, describe the nature of the TDM program(s) and provide a source for any studies that may help quantify this impact. Attach additional sheets if necessary) <input type="checkbox"/> (1) Transit Service <input type="checkbox"/> (5) Employer Support Measures <input type="checkbox"/> (9) Tolls and Congestion Pricing <input type="checkbox"/> (2) Carpool Programs <input type="checkbox"/> (6) Preferential HOV Treatments <input type="checkbox"/> (10) Variable Work Hours/Compressed Work Weeks <input type="checkbox"/> (3) Vanpool Programs <input type="checkbox"/> (7) Transit and Ridesharing Incentives <input type="checkbox"/> (11) Telecommuting <input type="checkbox"/> (4) Bicycle/Pedestrian <input type="checkbox"/> (8) Parking Supply and Pricing <input type="checkbox"/> (12) Other _____ Facilities and Site                      Management Improvements	
--	--	--	--

Please Complete Form on Other Side

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**Trip Generation Data Form (Part 2)**

**Summary of Driveway Volumes**

(All = All Vehicles Counted, Including Trucks; Trucks = Heavy Duty Trucks and Buses)

	Average Weekday (M-F)						Saturday						Sunday					
	Enter		Exit		Total		Enter		Exit		Total		Enter		Exit		Total	
	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks
24-Hour Volume																		
A.M. Peak Hour of Adjacent <sup>1</sup> Street Traffic (7 – 9) Time: 7:45-8:45 AM	9	2	3	1	12	3												
P.M. Peak Hour of Adjacent <sup>1</sup> Street Traffic (4 – 6) Time: 5:00-6:00 PM	13	2	19	1	32	3												
A.M. Peak Hour Generator <sup>2</sup> Time: 8:00-9:00 AM	11	2	6	2	17	4												
P.M. Peak Hour Generator <sup>2</sup> Time: 4:00-5:00 PM	17	5	19	5	36	10												
Peak Hour Generator <sup>3</sup> Time (Weekend):																		

- Highest hourly volume between 7 AM and 9 AM (4 PM and 6 PM).
  - Highest hourly volume during the AM or PM period.
  - Highest hourly volume during the entire day.
- Please refer to the *Trip Generation User's Guide* for full definition of the terms.

**Hourly Driveway Volumes- Average Weekday (M-F)**

A.M. Period	Enter		Exit		Total		Mid-Day Period	Enter		Exit		Total		P.M. Period	Enter		Exit		Total	
	All	Trucks	All	Trucks	All	Trucks		All	Trucks	All	Trucks	All	Trucks		All	Trucks	All	Trucks	All	Trucks
6:00-7:00							11:00-12:00	15	7	13	4	28	11	3:00-4:00	24	5	27	6	51	11
6:15-7:15							11:15-12:15	13	6	11	4	24	10	3:15-4:15	24	4	32	7	56	11
6:30-7:30							11:30-12:30	13	7	12	5	25	12	3:30-4:30	22	6	28	7	50	13
6:45-7:45							11:45-12:45	12	5	13	5	25	10	3:45-4:45	17	6	21	6	38	12
7:00-8:00	1	0	1	0	2	0	12:00-1:00	9	5	9	4	18	9	4:00-5:00	17	5	19	5	36	10
7:15-8:15	3	1	1	0	4	1	12:15-1:15	10	4	9	4	19	8	4:15-5:15	11	5	15	4	26	9
7:30-8:30	9	2	4	1	10	3	12:30-1:30	17	7	13	5	30	12	4:30-5:30	10	2	16	3	26	5
7:45-8:45	9	2	3	1	12	3	12:45-1:45	17	7	16	7	33	14	4:45-5:45	14	1	17	0	31	1
8:00-9:00	11	2	6	2	17	4	1:00-2:00	16	5	16	6	32	11	5:00-6:00	13	2	19	1	32	3

Check if Part 3 and/or additional information is attached.

Survey conducted by: Name: Ben Sperry, Project Coordinator  
 Organization: Texas A&M University ITE Student Chapter  
 Address: 3136 TAMU  
 City/State/Zip: College Station, TX 77843-3136  
 Telephone #: (217)-899-5379 Fax #: (979)-845-6481 E-mail: b-sperry@tamu.edu

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 ITE on the Web: www.ite.org

**ite** Institute of Transportation Engineers  
**Trip Generation Data Form (Part 3)**

Name/Organization: Texas A&M University ITE Student Chapter City/State: College Station, TX  
 Telephone Number: (217)-899-5379

Detailed Driveway Volumes: Attach this sheet to Parts 1 and 2 if you are providing additional information.

Day of the week: Wednesday

(All = All Vehicles Counted, Except Trucks; Trucks = Heavy Duty Trucks and Buses)

A.M. Period	Enter		Exit		Total		P.M. Period	Enter		Exit		Total	
	All	Trucks	All	Trucks	All	Trucks		All	Trucks	All	Trucks	All	Trucks
12:00-12:15							12:00-12:15	4	2	2	0	6	2
12:15-12:30							12:15-12:30	2	1	3	3	5	4
12:30-12:45							12:30-12:45	1	0	3	0	4	0
12:45-1:00							12:45-1:00	2	2	1	1	3	3
1:00-1:15							1:00-1:15	5	1	2	0	7	1
1:15-1:30							1:15-1:30	9	4	7	4	16	8
1:30-1:45							1:30-1:45	1	0	6	2	7	2
1:45-2:00							1:45-2:00	1	0	1	0	2	0
2:00-2:15							2:00-2:15	6	2	4	0	10	2
2:15-2:30							2:15-2:30	4	2	9	3	13	5
2:30-2:45							2:30-2:45	6	0	3	0	9	0
2:45-3:00							2:45-3:00	5	2	3	1	8	3
3:00-3:15							3:00-3:15	6	1	3	0	9	1
3:15-3:30							3:15-3:30	6	1	7	1	13	2
3:30-3:45							3:30-3:45	7	2	10	4	17	6
3:45-4:00							3:45-4:00	5	1	7	1	12	2
4:00-4:15							4:00-4:15	6	0	8	1	14	1
4:15-4:30							4:15-4:30	4	3	3	1	7	4
4:30-4:45							4:30-4:45	2	2	3	3	5	5
4:45-5:00							4:45-5:00	5	0	5	0	10	0
5:00-5:15							5:00-5:15	0	0	4	0	4	0
5:15-5:30							5:15-5:30	3	0	4	0	7	0
5:30-5:45							5:30-5:45	6	1	4	0	10	1
5:45-6:00							5:45-6:00	4	1	7	1	11	2
6:00-6:15							6:00-6:15	3	1	3	2	6	3
6:15-6:30							6:15-6:30	1	0	0	0	1	0
6:30-6:45							6:30-6:45	5	1	4	1	9	2
6:45-7:00							6:45-7:00	2	0	4	0	6	0
7:00-7:15	0	0	0	0	0	0	7:00-7:15						
7:15-7:30	1	0	0	0	1	0	7:15-7:30						
7:30-7:45	0	0	1	0	1	0	7:30-7:45						
7:45-8:00	0	0	0	0	0	0	7:45-8:00						
8:00-8:15	2	1	0	0	2	1	8:00-8:15						
8:15-8:30	4	1	3	1	7	2	8:15-8:30						
8:30-8:45	3	0	0	0	3	0	8:30-8:45						
8:45-9:00	2	0	3	1	5	1	8:45-9:00						
9:00-9:15	4	1	8	2	12	3	9:00-9:15						
9:15-9:30	0	0	0	0	0	0	9:15-9:30						
9:30-9:45	1	0	0	0	1	0	9:30-9:45						
9:45-10:00	3	0	2	0	5	0	9:45-10:00						
10:00-10:15	1	0	2	0	3	0	10:00-10:15						
10:15-10:30	6	0	1	0	7	0	10:15-10:30						
10:30-10:45	1	0	5	0	6	0	10:30-10:45						
10:45-11:00	1	0	2	0	3	0	10:45-11:00						
11:00-11:15	6	3	4	0	10	3	11:00-11:15						
11:15-11:30	2	0	2	2	4	2	11:15-11:30						
11:30-11:45	2	2	2	0	4	2	11:30-11:45						
11:45-12:00	5	2	5	2	10	4	11:45-12:00						

# Trip Generation Data Form (Part 1)

Land Use/Building Type: <sup>1</sup> Copy, Print, and Express Ship Retail Store	ITE Land Use Code: None Specified
Source:	Source No. (ITE use only):
Name of Development: FedEx Kinkos Office and Print Center	Day of the Week: Thursday
City: College Station State/Province: Texas Zip/Postal Code: 77840	Day: 19 Month: April Year: 2007
Country: USA	Metropolitan Area: Bryan/College Station, Texas

1. For fast-food land use, please specify if hamburger- or nonhamburger-based.

<p>Location Within Area:</p> <input type="checkbox"/> (1) CBD <input type="checkbox"/> (3) Suburban (Non-CBD) <input type="checkbox"/> (5) Rural <input checked="" type="checkbox"/> (2) Urban (Non-CBD) <input type="checkbox"/> (4) Suburban CBD <input type="checkbox"/> (6) Freeway Interchange Area (Rural) <input type="checkbox"/> (7) Not Given	<p>Detailed Description of Development:<sup>3</sup></p> <p>The FedEx Kinkos Office and Print Center retail store is located at 509 University Drive in College Station, Texas, across from the main campus of Texas A&amp;M University. The retail store offers a variety of copying, printing, and binding services. FedEx shipping (direct mail, express, and ground) is also available from the store. The retail store has one Ground and one Express delivery truck per weekday. Technology services available at the store include computer rentals and wireless internet.</p>																																																																						
<p>Independent Variable: (include data for as many as possible)<sup>2</sup></p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:5%;">Actual</th> <th style="width:5%;">Estimated</th> <th style="width:30%;"></th> <th style="width:5%;">Actual</th> <th style="width:5%;">Estimated</th> </tr> </thead> <tbody> <tr> <td><u>8</u> (1) Employees (#)</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><u>35</u> (10) Parking Spaces (#)</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____ (2) Persons (#)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____ (11) Occupied Beds (#)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____ (3) Units (#)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____ (12) Seats (#)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><u>4320</u> (4) Occupied Units (#)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____ (13) Servicing Positions/Vehicle Fueling Positions _____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><u>4320</u> (5) Gross Floor Area (gross sq. ft.)</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>_____ (14) Shopping Center % Out-parcels/pads</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>(% of development occupied _____ )</td> <td></td> <td></td> <td>_____ (15) A.M. Peak Hour Volume of Adjacent Street Traffic</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____ (6) Net Rentable Area (sq. ft.)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____ (16) P.M. Peak Hour Volume of Adjacent Street Traffic</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____ (7) Gross Leasable Area (sq. ft.)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____ (17) Other _____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____ (8) Occupied Gross Leasable Area (sq. ft.)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____ (18) Other _____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><u>0.5</u> (9) Acres</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Actual	Estimated		Actual	Estimated	<u>8</u> (1) Employees (#)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>35</u> (10) Parking Spaces (#)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____ (2) Persons (#)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (11) Occupied Beds (#)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (3) Units (#)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (12) Seats (#)	<input type="checkbox"/>	<input type="checkbox"/>	<u>4320</u> (4) Occupied Units (#)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (13) Servicing Positions/Vehicle Fueling Positions _____	<input type="checkbox"/>	<input type="checkbox"/>	<u>4320</u> (5) Gross Floor Area (gross sq. ft.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____ (14) Shopping Center % Out-parcels/pads	<input type="checkbox"/>	<input type="checkbox"/>	(% of development occupied _____ )			_____ (15) A.M. Peak Hour Volume of Adjacent Street Traffic	<input type="checkbox"/>	<input type="checkbox"/>	_____ (6) Net Rentable Area (sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (16) P.M. Peak Hour Volume of Adjacent Street Traffic	<input type="checkbox"/>	<input type="checkbox"/>	_____ (7) Gross Leasable Area (sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (17) Other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____ (8) Occupied Gross Leasable Area (sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>	_____ (18) Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<u>0.5</u> (9) Acres	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
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2. Definitions for several independent variables can be found in the Trip Generation Handbook Glossary.

3. Please provide all pertinent information that helps to describe the subject project. If necessary, attach a detailed report.

<p>Other Data:</p> <p>Vehicle Occupancy (#)  <u>1.12</u> A.M. <u>1.48</u> P.M. _____ 24-hour %          Percent by Transit:          _____ A.M. % _____ P.M. % _____ 24-hour %          Percent by Carpool/Vanpool:          _____ A.M. % _____ P.M. % _____ 24-hour %</p> <p>Employees by Shift:</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td>First Shift:</td> <td>Start Time <u>7:00 AM</u></td> <td>End Time <u>9:00 AM</u></td> <td>Employees (#) <u>1</u></td> </tr> <tr> <td>Second Shift:</td> <td>Start Time <u>9:00 AM</u></td> <td>End Time <u>5:00 PM</u></td> <td>Employees (#) <u>3</u></td> </tr> <tr> <td>Third Shift:</td> <td>Start Time <u>5:00 PM</u></td> <td>End Time <u>7:00 PM</u></td> <td>Employees (#) <u>1</u></td> </tr> </table> <p>Parking Cost on Site: Hourly _____ Daily _____</p>	First Shift:	Start Time <u>7:00 AM</u>	End Time <u>9:00 AM</u>	Employees (#) <u>1</u>	Second Shift:	Start Time <u>9:00 AM</u>	End Time <u>5:00 PM</u>	Employees (#) <u>3</u>	Third Shift:	Start Time <u>5:00 PM</u>	End Time <u>7:00 PM</u>	Employees (#) <u>1</u>	<p>Transportation Demand Management (TDM) Information:</p> <p>At the time of this study, was there a TDM program (that may have impacted the trip generation characteristics of this site) underway?  <input checked="" type="checkbox"/> No  <input type="checkbox"/> Yes (If yes, please check appropriate box/boxes, describe the nature of the TDM program(s) and provide a source for any studies that may help quantify this impact. Attach additional sheets if necessary)</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> (1) Transit Service</td> <td><input type="checkbox"/> (5) Employer Support Measures</td> <td><input type="checkbox"/> (9) Tolls and Congestion Pricing</td> </tr> <tr> <td><input type="checkbox"/> (2) Carpool Programs</td> <td><input type="checkbox"/> (6) Preferential HOV Treatments</td> <td><input type="checkbox"/> (10) Variable Work Hours/Compressed Work Weeks</td> </tr> <tr> <td><input type="checkbox"/> (3) Vanpool Programs</td> <td><input type="checkbox"/> (7) Transit and Ridesharing Incentives</td> <td><input type="checkbox"/> (11) Telecommuting</td> </tr> <tr> <td><input type="checkbox"/> (4) Bicycle/Pedestrian Facilities and Site Improvements</td> <td><input type="checkbox"/> (8) Parking Supply and Pricing Management</td> <td><input type="checkbox"/> (12) Other _____</td> </tr> </table>	<input type="checkbox"/> (1) Transit Service	<input type="checkbox"/> (5) Employer Support Measures	<input type="checkbox"/> (9) Tolls and Congestion Pricing	<input type="checkbox"/> (2) Carpool Programs	<input type="checkbox"/> (6) Preferential HOV Treatments	<input type="checkbox"/> (10) Variable Work Hours/Compressed Work Weeks	<input type="checkbox"/> (3) Vanpool Programs	<input type="checkbox"/> (7) Transit and Ridesharing Incentives	<input type="checkbox"/> (11) Telecommuting	<input type="checkbox"/> (4) Bicycle/Pedestrian Facilities and Site Improvements	<input type="checkbox"/> (8) Parking Supply and Pricing Management	<input type="checkbox"/> (12) Other _____
First Shift:	Start Time <u>7:00 AM</u>	End Time <u>9:00 AM</u>	Employees (#) <u>1</u>																						
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**ite** Institute of Transportation Engineers  
**Trip Generation Data Form (Part 2)**

**Summary of Driveway Volumes**

(All = All Vehicles Counted, Including Trucks; Trucks = Heavy Duty Trucks and Buses)

	Average Weekday (M-F)						Saturday						Sunday					
	Enter		Exit		Total		Enter		Exit		Total		Enter		Exit		Total	
	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks	All	Trucks
24-Hour Volume																		
A.M. Peak Hour of Adjacent <sup>1</sup> Street Traffic (7 – 9) Time: 7:45-8:45 AM	8	1	4	0	12	1												
P.M. Peak Hour of Adjacent <sup>1</sup> Street Traffic (4 – 6) Time: 5:00-6:00 PM	6	2	9	4	15	6												
A.M. Peak Hour Generator <sup>2</sup> Time: 8:00-9:00 AM	10	1	6	1	16	2												
P.M. Peak Hour Generator <sup>2</sup> Time: 4:00-5:00 PM	13	2	13	0	26	2												
Peak Hour Generator <sup>3</sup> Time (Weekend):																		

- Highest hourly volume between 7 AM and 9 AM (4 PM and 6 PM).
  - Highest hourly volume during the AM or PM period.
  - Highest hourly volume during the entire day.
- Please refer to the *Trip Generation User's Guide* for full definition of the terms.

**Hourly Driveway Volumes- Average Weekday (M-F)**

A.M. Period	Enter		Exit		Total		Mid-Day Period	Enter		Exit		Total		P.M. Period	Enter		Exit		Total	
	All	Trucks	All	Trucks	All	Trucks		All	Trucks	All	Trucks	All	Trucks		All	Trucks	All	Trucks	All	Trucks
6:00-7:00							11:00-12:00	8	0	10	0	18	0	3:00-4:00	22	4	25	6	47	10
6:15-7:15							11:15-12:15	8	1	8	1	16	2	3:15-4:15	20	3	20	3	40	6
6:30-7:30							11:30-12:30	12	2	10	1	22	3	3:30-4:30	16	1	23	3	39	4
6:45-7:45							11:45-12:45	14	3	15	3	29	6	3:45-4:45	11	2	17	1	28	3
7:00-8:00	3	0	2	0	5	0	12:00-1:00	16	3	11	3	27	6	4:00-5:00	13	2	13	0	26	2
7:15-8:15	4	0	2	0	6	0	12:15-1:15	18	2	12	2	30	4	4:15-5:15	10	2	15	2	25	4
7:30-8:30	5	0	2	0	7	0	12:30-1:30	15	1	12	2	27	3	4:30-5:30	8	2	11	3	19	5
7:45-8:45	8	1	4	0	12	1	12:45-1:45	12	0	12	0	24	0	4:45-5:45	9	3	11	4	20	7
8:00-9:00	10	1	6	1	16	2	1:00-2:00	15	0	16	0	31	0	5:00-6:00	6	2	9	4	15	6

Check if Part 3 and/or additional information is attached.

Survey conducted by: Name: Ben Sperry, Project Coordinator  
 Organization: Texas A&M University ITE Student Chapter  
 Address: 3136 TAMU  
 City/State/Zip: College Station, TX 77843-3136  
 Telephone #: (217)-899-5379 Fax #: (979)-845-6481 E-mail: b-sperry@tamu.edu

Please return to:

Institute of Transportation Engineers  
 Technical Projects Division  
 1099 14th Street, NW, Suite 300 West  
 Washington, DC 20005-3438 USA  
 Telephone: +1 202-289-0222  
 FAX: +1 202-289-7722  
 ITE on the Web: www.ite.org

**ite** Institute of Transportation Engineers  
**Trip Generation Data Form (Part 3)**

Name/Organization: Texas A&M University ITE Student Chapter City/State: College Station, TX  
 Telephone Number: (217)-899-5379

Detailed Driveway Volumes: Attach this sheet to Parts 1 and 2 if you are providing additional information.

Day of the week: Thursday

(All = All Vehicles Counted, Except Trucks; Trucks = Heavy Duty Trucks and Buses)

A.M. Period	Enter		Exit		Total		P.M. Period	Enter		Exit		Total	
	All	Trucks	All	Trucks	All	Trucks		All	Trucks	All	Trucks	All	Trucks
12:00-12:15							12:00-12:15	4	1	2	1	6	2
12:15-12:30							12:15-12:30	6	1	3	0	9	1
12:30-12:45							12:30-12:45	4	1	5	2	9	3
12:45-1:00							12:45-1:00	2	0	1	0	3	0
1:00-1:15							1:00-1:15	6	0	3	0	9	0
1:15-1:30							1:15-1:30	3	0	3	0	6	0
1:30-1:45							1:30-1:45	1	0	5	0	6	0
1:45-2:00							1:45-2:00	5	0	5	0	10	0
2:00-2:15							2:00-2:15	5	1	0	0	5	1
2:15-2:30							2:15-2:30	3	0	5	1	8	1
2:30-2:45							2:30-2:45	8	1	9	0	17	1
2:45-3:00							2:45-3:00	7	1	6	0	13	1
3:00-3:15							3:00-3:15	5	1	7	3	12	4
3:15-3:30							3:15-3:30	7	2	3	0	10	2
3:30-3:45							3:30-3:45	7	0	8	2	15	2
3:45-4:00							3:45-4:00	3	1	7	1	10	2
4:00-4:15							4:00-4:15	3	0	2	0	5	0
4:15-4:30							4:15-4:30	3	0	6	0	9	0
4:30-4:45							4:30-4:45	2	1	2	0	4	1
4:45-5:00							4:45-5:00	5	1	3	0	8	1
5:00-5:15							5:00-5:15	0	0	4	2	4	2
5:15-5:30							5:15-5:30	1	0	2	1	3	1
5:30-5:45							5:30-5:45	3	2	2	1	5	3
5:45-6:00							5:45-6:00	2	0	1	0	3	0
6:00-6:15							6:00-6:15	1	0	2	1	3	1
6:15-6:30							6:15-6:30	2	1	1	1	3	2
6:30-6:45							6:30-6:45	5	2	1	0	6	2
6:45-7:00							6:45-7:00	6	1	3	1	9	2
7:00-7:15	1	0	2	0	3	0	7:00-7:15						
7:15-7:30	0	0	0	0	0	0	7:15-7:30						
7:30-7:45	0	0	0	0	0	0	7:30-7:45						
7:45-8:00	2	0	0	0	2	0	7:45-8:00						
8:00-8:15	2	0	2	0	4	0	8:00-8:15						
8:15-8:30	1	0	0	0	1	0	8:15-8:30						
8:30-8:45	3	1	2	0	5	1	8:30-8:45						
8:45-9:00	4	0	2	1	6	1	8:45-9:00						
9:00-9:15	1	1	4	1	5	2	9:00-9:15						
9:15-9:30	5	1	4	1	9	2	9:15-9:30						
9:30-9:45	6	4	3	2	9	6	9:30-9:45						
9:45-10:00	1	0	3	1	4	1	9:45-10:00						
10:00-10:15	4	1	4	1	8	2	10:00-10:15						
10:15-10:30	7	2	5	1	12	3	10:15-10:30						
10:30-10:45	3	1	3	1	6	2	10:30-10:45						
10:45-11:00	5	0	7	1	12	1	10:45-11:00						
11:00-11:15	4	0	4	0	8	0	11:00-11:15						
11:15-11:30	2	0	1	0	3	0	11:15-11:30						
11:30-11:45	2	0	0	0	2	0	11:30-11:45						
11:45-12:00	0	0	5	0	5	0	11:45-12:00						



# Parking Demand Survey Form

Institute of Transportation Engineers

(fill in all highlighted cells - \* are required data)

Land Use Code\*

Name of Site

Brief Description of Site

Transit\*

Area\*

TMP\*

City

State  Country

Parking Price\* \$

Daily Rate \$  Hourly Rate

Site Size\*

Units\*

Occupancy\*

Land Use

Site Size

Units

Occupancy

Land Use

Site Size

Units

Occupancy

Land Use

Site Size

Units

Occupancy

Land Use

Number of Parking Spaces Provided at Site

### Highest Observed Parking Demand for the following hours of the day (hour beginning)\*

Date	4/17/2007	4/18/2007	4/19/2007			
Day	Tuesday	Wednesday	Thursday			
12 Mid						
1:00 AM						
2:00 AM						
3:00 AM						
4:00 AM						
5:00 AM						
6:00 AM						
7:00 AM	3	4	4			
8:00 AM	6	9	8			
9:00 AM	9	6	9			
10:00 AM	10	10	9			
11:00 AM	10	7	10			
12 Noon	11	9	10			
1:00 PM	9	12	13			
2:00 PM	8	9	14			
3:00 PM	9	12	14			
4:00 PM	8	5	10			
5:00 PM	0	1	6			
6:00 PM	0	0	13			
7:00 PM						
8:00 PM						
9:00 PM						
10:00 PM						
11:00 PM						

Person

Organization

Phone

Fax

Email

Notes

Enter data on the web at [www.ite.org](http://www.ite.org)

Comments to: [ite\\_staff@ite.org](mailto:ite_staff@ite.org)

IF not entered on web site, please mail to:

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