

Bicycle Count Program Application

PROCESS

1. Applicant Host completes the application and submits it to the NMDOT Bicycle Count Program Coordinator.
2. If application is approved by NMDOT, NMDOT and the Applicant Host enter into a Cooperative Equipment Use Agreement.
3. Upon execution of the Agreement, the NMDOT program contact coordinates with the Applicant Host on pick up and return of equipment to and from NMDOT General Offices in Santa Fe.

APPLICANT CONTACT INFORMATION

Requesting Host Agency:

Name of contact person requesting equipment:

Title:

Contact Telephone:

Contact Email:

List of staff (if applicable) who will handle the equipment:

BICYCLE COUNTER AND INSTALLATION DETAILS

1. Number of Bicycle Counters Requested (For guidance in identifying the number of counters needed, refer to the program guide and the [TRAX Cycles Plus User's Guide](#)):
2. Dates requested (Note: subject to change due to availability)
 - a. Proposed date to pick up equipment from NMDOT:
 - b. Proposed date to return equipment to NMDOT:
3. Identify the counter locations, including or street(s) or trail(s) name(s); type of facility (sidewalk/pathway/bike lane); closest cross streets; which side of road the counter will be installed on (north, south, east or west); and approximate feet from closest intersection, if applicable.
4. Location #1

Location #2

5. Explain the purpose of the data collection.

6. What factors exist that may affect the results of the count? How do you plan on minimizing these factors?

PROOF OF INSURANCE:

Applicant must include proof of insurance with application.

NMDOT WORK PERMIT:

If bicycle counts are proposed within the NMDOT right-of-way, the applicant must submit an approved [NMDOT Work Permit](#), obtained from the appropriate NMDOT district office and district traffic engineer, with the application.

ACKNOWLEDGEMENT:

I certify that I have read and reviewed the following documents, manuals and training information and will make this information available to employees installing or maintaining the NMDOT bicycle count equipment:

- ✓ NMDOT Bicycle Count Program Guide
- ✓ [TRAX Cycle Plus Pro, GPS Manual](#)
- ✓ [JAMAR Technology Tube Installation Demo](#)
- ✓ [JAMAR Technology Road Tube Installation Video](#)
- ✓ [TRAXPro Traffic Data Analysis Software Manual](#)

Contact Person at Host Agency (Print Name) _____

Signature _____ Date _____

RETURN THIS FORM TO:

Maggie Moore
Email: Maggie.moore@state.nm.us
Phone: 505-470-4705