

Memorandum

To: Regional Transit Partnership
From: Jessica Hersh-Ballering, Transportation Planner
Date: March 25, 2021
Topic: Regional Transit Vision Plan – Process Summary

Purpose: The Regional Transit Vision Plan process will rely heavily on a number of different committees and other gatherings of groups and individuals for many tasks, from choosing the consulting team to reviewing the final vision plan document and everything in between. This memorandum identifies the committees and groups that will be involved in the visioning process, describes their roles in the process, and clarifies the relative timeline of their involvement.

Background:

Selection Committee: This committee will review proposals from those firms that respond to the Regional Transit Vision Plan RFP and recommend to the Regional Transit Partnership a preferred firm to complete the Regional Transit Vision Plan.

At their February meeting, the Regional Transit Partnership appointed the following individuals (or their designees) to the selection committee:

- Trevor Henry (Albemarle County)
- Chip Boyles (City of Charlottesville)
- Randy Parker (Jaunt; rural representative)
- Julia Montieth (UVA)
- Siri Russell (Albemarle County Office of Equity & Inclusion)
- Christine Jacobs (TJPDC)

Timeline: May 2021

Official Advisory Group (Regional Transit Partnership): The Regional Transit Partnership will function as the official advisory group for the Regional Transit Vision Plan. Voting and non-voting members of the Partnership will guide the regional transit visioning process by advising on project components: the scope of work, in-progress work products as presented by the consulting team, etc. Voting members of the Partnership will make decisions that further steer the visioning process: appointing the selection committee, etc.

The voting and non-voting members of the Partnership will meet regularly with the chosen consulting team in their regular monthly meetings.

Timeline: February 2021 to June 2022

Technical Committee: This committee will support the chosen consulting team's efforts by providing technical information, as needed.

As in other planning processes, the technical committee will not necessarily be a set group of individuals or organizations. Rather, individuals and organizations may join, leave, and rejoin the process based on the needs of the consulting team as they create the work products identified in the final scope of work. Nonetheless, organizations likely to be represented on the technical committee include:

- Charlottesville Area Transit
- Jaunt
- Albemarle County and City of Charlottesville student transportation
- UTS
- Planning and Development staff from the localities and UVA
- Planning Commission liaisons
- TJPDC's Rural Transportation Advisory Committee

Timeline: Late May 2021 to June 2022

Targeted Engagement Groups: TJPDC staff and the chosen consulting team will “workshop” with organizations that can provide unique and vital feedback from the perspective of agencies that serve existing or future users of public transportation.

The chosen consulting team will have some flexibility regarding how to engage these groups; engagement may involve focus groups for related organizations, workshops, etc. Engagement of these groups may or may not occur simultaneously with engagement with the general public.

The targeted engagement groups will not form a standing committee.

Organizations that will be invited to participate in this targeted engagement phase will represent the interests of historically underserved communities, large employers, housing, the environment, etc.

Timeline: Late May 2021 to June 2022, as needed

Community Engagement: TJPDC staff and the chosen consulting team will engage with the general public in a variety of ways, including through an interactive website and through workshops. All members of our regional community will be invited to participate, sharing their unique and vital feedback from an end-user perspective.

Timeline: Late May 2021 to June 2022, as needed

Recommendation:

TJPDC staff request that the Regional Transit Partnership review and provide feedback on this process summary.

Please send any questions to Jessica Hersh-Ballering at jballering@tjpd.org.