

Memorandum

To: MPO Policy Board
From: Sandy Shackelford, Director of Planning & Transportation
Date: August 23, 2021
Reference: CA-MPO Strategic Plan

Purpose:

The CA-MPO included funding to develop a Strategic Plan in its FY22 Unified Planning Work Program. CA-MPO staff has prepared a draft Request for Proposals to retain consulting services to develop the Strategic Plan.

Background:

The CA-MPO developed its first Comprehensive Plan in May of 2016. While many of the components of that strategic plan have been implemented, there have been significant changes in staffing, policies, and programs, which necessitates the development of an updated plan.

CA-MPO staff has developed a draft Request for Proposals that they will distribute pending approval by the Policy Board. The goal of the plan is to assess the organizational structure of the MPO and its committees, improve coordination among the regional stakeholders, and identify priority areas that will inform the development of the annual Unified Planning Work Program.

CA-MPO staff is recommending that a selection committee made up of the following positions (or their delegates) be appointed to review proposals and provide a recommendation to staff, who will then move forward with issuing a Notice to Proceed to the selected consultant:

- City Manager's Office
- County Administrator's Office
- UVA Office of the Architect
- TJPDC Executive Director

Recommendation:

Staff is requesting two votes from the MPO Policy Board:

1. To approve the proposed Request for Proposals: Strategic Plan for the Charlottesville-Albemarle Metropolitan Planning Organization either as presented by staff or with specified revisions; and
2. To approve the proposed consultant selection committee as presented by staff or with specified revisions.

If there are any questions or comments, please contact Sandy Shackelford at sshackelford@tjpd.org.