

Rural Transportation Planning Needs Assessment Scope of Work

Background and Purpose:

The Thomas Jefferson Planning District Commission (TJPDC) serves Virginia's Region 10, encompassing the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson. The purpose of this project is to conduct a comprehensive needs assessment of rural transportation priorities across our rural jurisdictions. By gathering targeted data and engaging with locality staff, TJPDC will be better positioned to support regional coordination, plan future infrastructure investments, and develop an informed Rural Transportation Annual Work Plan. This initiative will help ensure that the transportation needs of rural communities are understood, prioritized, and effectively addressed within the scope of TJPDC's regional planning efforts.

Task 1: Previous Plan Identification and Review

TJPDC staff will conduct a review of relevant planning documents from each jurisdiction, including but not limited to:

- Comprehensive plans
- Previous transportation studies
- Bicycle and pedestrian plans
- Small area plans

This review will identify recurring priorities, planned investments, and alignment with state and regional transportation goals.

Task 1 Deliverables:

- Previous plan review memo

Task 2: Rural Transportation Advisory Committee (RTAC) Engagement

Subtask 2a: Survey

TJPDC will design and distribute a structured survey to planning and transportation staff across the five rural member jurisdictions. The survey will aim to collect data on:

- Current transportation challenges in rural areas
- Planned transportation projects
- Funding gaps and resource constraints
- Local priorities for roadway, bicycle, pedestrian, and transit planning
- Staff capacity and anticipated needs for technical assistance

The survey will be disseminated via email and supported by follow-up communications to ensure a high response rate.

Subtask 2b: Locality Staff Interviews

Following the survey, TJPDC will schedule one-on-one or small group interviews with locality staff. These interviews will provide an opportunity to:

- Clarify survey responses
- Discuss context-specific transportation issues
- Understand jurisdiction-specific barriers and opportunities
- Capture qualitative insights and staff recommendations

Interview notes will be documented and analyzed alongside survey results to provide a well-rounded understanding of local needs.

Task 2 Deliverables:

- Engagement summary report, including survey findings and qualitative interview themes

Task 3: Work List Development and Prioritization

Using data collected from the survey, interviews, and document reviews, TJPDC will develop a list of local and regional rural transportation planning needs. RTAC members will help support prioritization of work tasks based on:

- Staff and resource capacity
- Alignment with local and/or regional needs
- Level of local support

Results will inform the development of the FY27 Rural Transportation Annual Work Program and additionally guide future collaboration with the RTAC member jurisdictions.

Task 3 Deliverables:

- List of local and regional transportation planning needs
- Identification of tasks for FY27 and future Rural Transportation Work Programs

Project Timeline:

July 2025 – January 2026