

# TOWN OF WESTFORD

## ENGINEERING DEPARTMENT

*PAUL M. STARRATT, P.E.*  
Town Engineer  
*JEREMY R. DOWNS, P.E.*  
Assistant Town Engineer

### REQUEST FOR PROPOSALS

#### REAL ESTATE REVIEW APPRAISAL SERVICES

#### ROUTE 40 (GROTON ROAD) & OAK HILL ROAD INTERSECTION IMPROVEMENT PROJECT

**September 2, 2016**

The Town of Westford, through its Engineering Department, is seeking proposals from qualified review appraisers to perform real estate appraisals in connection with the Route 40 (Groton Road) & Oak Hill Road Intersection Improvement Project. The intersection improvement project is located along Route 40 in Westford approximately one mile west of Route 3. An aerial locus plan highlighting the project area is attached. The project will include the installation of a new traffic signal, roadway widening and general infrastructure improvements, addition of pedestrian and bicycle accommodations and the construction of stormwater management facilities.

The Town of Westford owns both roadways and will be responsible for the right-of-way process and compensating abutting private property owners for any impacts or damages that result from the project. MassDOT will be funding construction under the state's Transportation Improvement Program (TIP). The project is currently programmed for construction during the FY17 TIP. State funding requires that the town follow the federal Uniform Act and MassDOT right-of-way procedures. The appraiser that will perform the initial appraisal services is not yet known. The town is currently in the process of seeking proposals for those services under a separate RFP.

#### SCOPE

It is anticipated, based on preliminary right-of-way plans, that review appraisals will be required for approximately fifteen (15) private properties in order to secure state funding and complete the project. The affected properties include both residential and commercial properties and the impacts vary between parcels. It is estimated that a total of fifteen (15) temporary easements and thirteen (13) permanent easements may need to be acquired through the eminent domain process. Most affected properties will require both temporary and permanent easements. The easements are necessary for several different purposes including, but not limited to: site grading, sidewalk access and construction, utility access, driveway reconstruction and stormwater management access.

**Engineering Department**  
28 North Street • Westford, MA 01886  
Tel. (978) 692-5520 • (978) 692-5517 • Fax (978) 399-2739

A summary of the size and type of easements proposed can be found on the Parcel Summary Sheet (sheet 10 of 16) in the attached Preliminary Right-of-Way plans. There are currently no permanent land takings proposed as part of the project.

The review appraisals shall follow and must meet all requirements of the LPA Appraisal Function Job Aid document. A copy of this document is attached. The proposal shall confirm compliance with the LPA Appraisal Function Job Aid document.

### **SCHEDULE**

The project is currently being reviewed by MassDOT and it is anticipated that the 25% Design Public Hearing will occur early in October. The right-of-way process will commence immediately following the public hearing. It is anticipated that the initial appraisals will be completed and available for review sometime in December of this year. If selected, the review appraiser will be required to complete the review appraisals within forty-five (45) days of a notice to proceed from the town.

### **QUALIFICATIONS**

The selected appraiser shall demonstrate a thorough knowledge of the federal Uniform Act, the State of Massachusetts and MassDOT property acquisition processes, and takings by eminent domain. The selected review appraiser must hold a valid Massachusetts appraisers license and be a Massachusetts Certified General Appraiser.

### **FEE**

It is anticipated that fifteen (15) properties will require review appraisals however the total number may be more or less depending on the final project design and whether any of the affected property owners are willing to donate the easements to the town. The actual number of review appraisals required will be determined once the right-of-way process advances and the town has had the opportunity to discuss the project impacts with each property owner.

A proposed fee structure shall be included with the proposal. The fee structure shall include: 1.) a lump sum fee to complete all work that is common to the entire project regardless of how many review appraisals are ultimately required and 2.) a “per property fee” for preparing review appraisals for each of the fifteen (15) affected private properties. The fees shall include all work required to complete the review appraisals in full conformance with the attached LPA Appraisal Function Job Aid document. The above fees shall include all expenses, including but not limited to: mileage, travel expenses, printing, etc.

Total compensation will be the lump sum fee plus the number of property appraisals actually performed multiplied by the proposed “per property fee”. Proposals with unbalanced fees will not be considered.

### **REFERENCES**

The proposal shall provide a minimum of three (3) references from projects of similar type and scope completed by the review appraiser.

**PROPOSAL SUBMISSION**

Proposals demonstrating a clear understanding of the project scope and requirements shall be submitted, via email or hard copy, to:

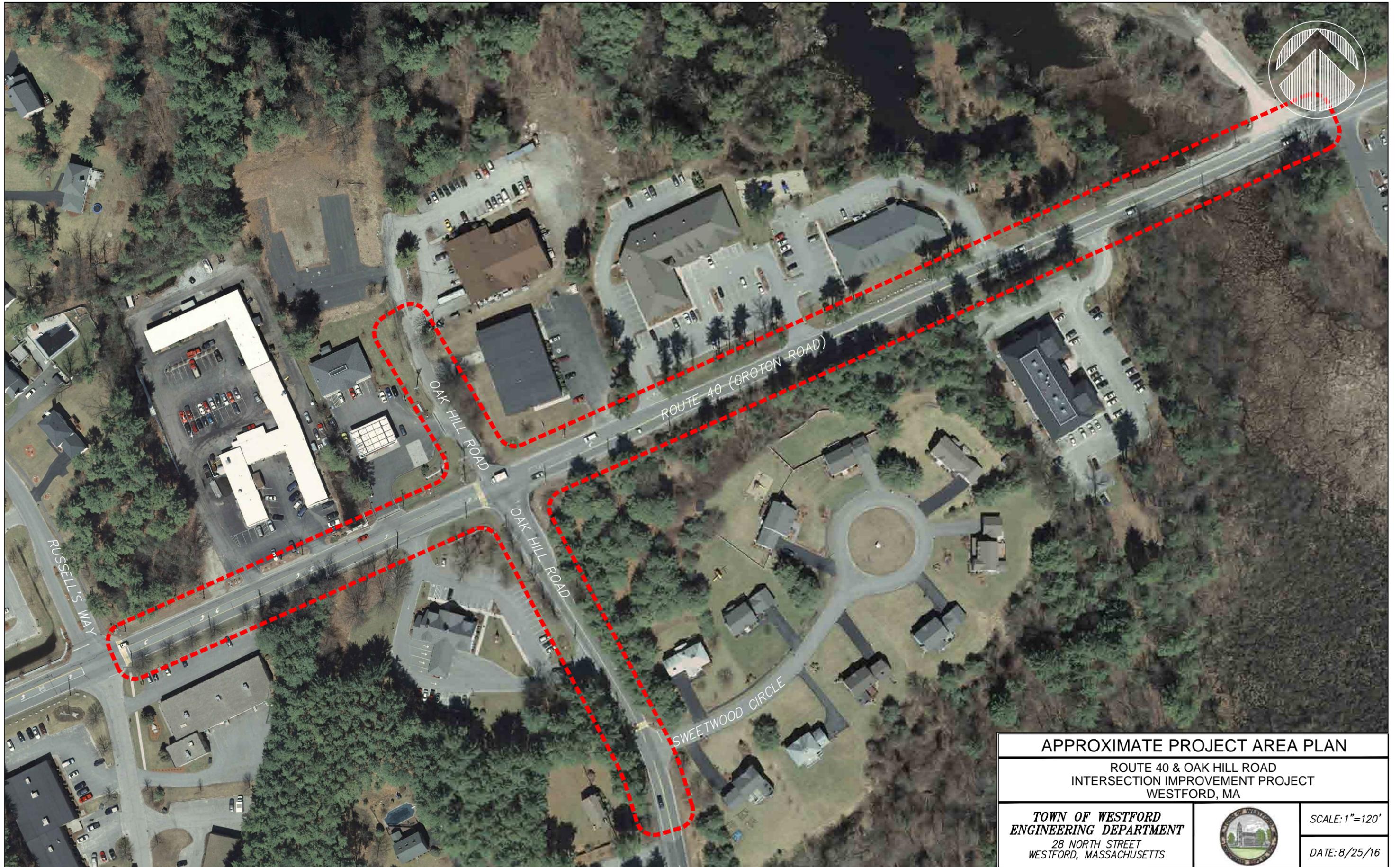
Paul Starratt P.E.  
Town Engineer  
Westford Highway Facility  
28 North Street  
Westford, MA 01886

[pstarratt@westfordma.gov](mailto:pstarratt@westfordma.gov)

The deadline for submitting a proposal is Wednesday September 21, 2016.

**REQUESTS FOR INFORMATION**

Any questions or requests for additional information shall be directed to Paul Starratt, P.E. at 978-399-2716 or [pstarratt@westfordma.gov](mailto:pstarratt@westfordma.gov) prior to the submission deadline.



**APPROXIMATE PROJECT AREA PLAN**

ROUTE 40 & OAK HILL ROAD  
INTERSECTION IMPROVEMENT PROJECT  
WESTFORD, MA

**TOWN OF WESTFORD**  
**ENGINEERING DEPARTMENT**  
28 NORTH STREET  
WESTFORD, MASSACHUSETTS



SCALE: 1"=120'

DATE: 8/25/16

## LPA Appraisal Function Job Aid

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### Local Public Agency - Appraisal Responsibilities



- Identify and select qualified appraisers – appraiser and review appraiser
- Establish process for reviewing appraisals
- Ensure appraisals are completed and reviewed appropriately – use your review appraiser as a consultant to assist you (using Your Review Appraiser's Checklist at the end of this job aid)
- Review and approve the final appraisal report
- Establish an amount believed to be just compensation

Note: For your first project or a complex project, schedule a pre-appraisal meeting with your State DOT LPA coordinator and your appraisal and acquisition consultants to discuss the issues

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### Local Public Agency - Valuation Activities

1. Obtain survey and plans
2. Determine appraisal formats for the following types of acquisitions (and number of appraisals per acquisition)
  - Simple partial acquisitions (strip takings)
  - Simple total acquisitions
  - Complex acquisitions and before/after appraisals
3. Determine appraiser availability
  - Staff or fee
  - Residential or general qualifications
4. Identify the appraisal problem and write scope of work, taking into account;
  - Property ownership rights being acquired
  - Property encumbrances and pre-existing easements
  - Need for specialty appraisals (machinery, arborist, etc.)
  - Cost-to-cure situations
  - If partial acquisition, determine if items such as well or septic system is within take area
5. Determine highest and best use
  - Land viewed as if vacant
  - Contributory value of improvements
  - Possible transitional H&B use
6. Conduct data collection and analysis
  - Collect and verify data and comparable sales
  - Analyze data in relation to subject property
7. Prepare Land/Site Valuation
  - Identify the whole property, or larger parcel
  - Identify and address tenant owned improvements
  - Land is valued prior to consideration of improvements
  - Sales comparison approach typically used
  - If improved, identify realty vs. personalty
  - If before/after appraisal, identify additional after acquisition comparables
  - Develop Cost and Income approach, or explain why not applicable
8. Reconcile separate approaches to value, if appropriate

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### Local Public Agency - General Post-Valuation Activities

1. Help the review appraiser in thoroughly understanding the appraisal report
2. Discuss questions with the negotiator regarding the appraisal and the valuation process
3. Provide needed data to relocation personnel
4. Provide information to property management relating to highest and best use of the property
5. Serve as a resource to property management providing marketing ideas for disposing of the remainder if it is an uneconomic remnant
6. Assist with legal settlements and litigation (these activities may be performed by the appraiser and/or the review appraiser)
  - Consult on potential legal settlements if necessary
  - Appear as an expert witness in legal proceedings if necessary
  - Serve as a team member in helping to analyze a legal settlement
  - Participate in pre-trial conferences and selection of experts
  - Provide consulting regarding strengths and weaknesses of opponent's evidence
  - Discuss the theory of the case with the attorney to insure the adoption of a correct theory
  - Always consult with an attorney when preparing for discovery
  - Write answers to questions through written interrogatories
  - Produce all documents used in preparing the appraisal
  - Identify other experts or resources to complement your testimony

LPA Appraisal Function  
Job Aid

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**Appraisal Scope of Work Criteria**

- Does the Scope of Work require compliance?
    - Federal and State requirements
    - State DOT FHWA approved right-of-way or appraisal manual
    - The definition of an appraisal in 49 CFR 24.2(a)(3)
  
  - Does the Scope of Work specify property inspection requirements?
    - Give owner opportunity to accompany appraiser on inspection
    - Inspect neighborhood and project area
    - Inspect interior and exterior of subject improvements
    - Provide level of detail of physical characteristics
  
  - Does the Scope of Work address the following appraisal content requirements?
    - Property description, including floor plan, dimensions, photographs, location maps
    - Property rights to be acquired
    - Definition of value
    - Date of valuation and date of the report
    - Realty/personalty report
    - Observed or known encumbrances
    - Five-year sales history of the property
    - Highest and best use analysis of present use and zonings
    - Present and analyze relevant market information
    - Consider project influence in the appraisal report
    - Report opinions and conclusions
    - Intended use
    - Intended user
    - Required certification
    - Assumptions and limiting conditions
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LPA Appraisal Function  
Duties and Responsibilities - Job Aid

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**Selecting an Appraiser and a Review Appraiser**



Before hiring an Appraiser or a Review Appraiser:

- Consult with your State DOT to ensure both the Appraiser and Review Appraiser meet State DOT qualifications and are State certified or licensed
- Define the appraisal problem and select an Appraiser and a Review Appraiser based on the individual project or the complexity of parcels identified for the acquisition
- Consider the Appraiser and Review Appraiser's past eminent domain experience and quality of services provided to other clients

When selecting an Appraiser or Review Appraiser, check their:

- Education and credentials
- General & Geographic experience
- Property type experience
- Reputation and work ethic
- Court testimony experience
- Prior Agency experience

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**Appraiser's Responsibilities**

- Attend pre-appraisal meetings with LPA and State DOT, if necessary
- Develop scope of work in coordination with LPA
- Write the problem definition
- Prepare a preliminary survey and plan
- Invite owner to property inspection
- Conduct physical inspection of property
- Conduct data collection and analysis
- Determine highest and best use
- Prepare land/site valuation
- Consider three approaches to value
- Conduct reconciliation
- Respond to questions/comments from review appraiser
- Submit correction to appraisal report
- Disclose any prior involvement with the subject property in the last 3 years

LPA Appraisal Function  
Job Aid

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**Review Appraiser's Responsibilities**

Review Appraiser's Pre-Appraisal Responsibilities:

- Participate as a member of the project development team to contribute expertise and improve the process through coordination
- Develop an appraisal complexity analysis
- Select an appraiser for the project
- Participate in pre-appraisal meetings
- Assist the Agency in the development of a scope of work

Review Appraiser Appraisal Responsibilities:

- Ensure appraisal compliance with the contract/assignment
- Communicate effectively with appraiser
- Review appraiser's findings
- Prepare review appraiser's report
- Review owner's appraisals, if applicable
- Recommend just compensation
- Establish just compensation, if Agency employee and authorized by Agency

Review Appraiser's Post-Appraisal Responsibilities:

- Negotiation
  - ' Assist acquisition agent with complex appraisal issues
- Relocation
  - ' Prevent double-payments during relocation
  - ' Provide carve-out calculations
- Property management
  - ' Establish economic rent
  - ' Provide data and market trends
- Settlement
  - ' Provide professional advice
- Litigation
  - ' Participate as a member of the litigation team (pre-trial conferences, selecting experts, consulting on strengths/weaknesses of evidence)
  - ' Assist in preparing for discovery (requests for admissions, written interrogatories, motions for producing documents, depositions)
  - ' Provide evidence consultation (discovering flaws in opponent's appraisal)
- Post-project review
  - ' Participate in project evaluation
  - ' Provide input for process improvements
- Provide appraiser evaluation, to be included in Agency appraiser database

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**Fee Review Appraiser's Responsibilities**

Fee Review Appraiser's should

- Comply with the contract
- Represent the Agency
- Review the requirements in the same manner as for staff
- Prepare estimate of market value for Agency approval

## Your Review Appraiser's Checklist

<p><b>Ensure The Appraisal Complies With The Contract</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Does the appraisal comply with the contract?</li> <li><input type="checkbox"/> Was the contract developed based on the scope of work? (See page 2 of checklist)</li> <li><input type="checkbox"/> Does the appraisal comply with both Federal and State appraisal requirements?</li> <li><input type="checkbox"/> Was the appraisal completed on schedule and all milestones completion dates met?</li> </ul>	<p><b>Ensure The Appraisal Addresses The Main Requirements Of 49 CFR Part 24</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Did the appraiser invite the owner or designated representative to accompany the appraiser on the property inspection? Is this documented?</li> <li><input type="checkbox"/> What concerns did the property owner or representative express? Are they documented?</li> <li><input type="checkbox"/> Does the appraisal separately address the tenant-owned improvements?</li> <li><input type="checkbox"/> Was the tenant-owner given an opportunity to accompany the appraiser on the property inspection? Is this documented?</li> <li><input type="checkbox"/> Does the appraisal clarify what is compensable and what is non-compensable?             <ul style="list-style-type: none"> <li><input type="radio"/> Have damages occurred?</li> <li><input type="radio"/> What was the impact of the taking on the remainder?</li> <li><input type="radio"/> Did you measure the damage?</li> <li><input type="radio"/> Does the report separate the identification of the damages?</li> <li><input type="radio"/> Did you find any non-compensable damages included in the appraisal?</li> <li><input type="radio"/> Did you request appropriate corrections?</li> </ul> </li> <li><input type="checkbox"/> Does the appraisal address all real property affected by the acquisition?             <ul style="list-style-type: none"> <li><input type="radio"/> Does the appraisal consider all improvements?</li> <li><input type="radio"/> Does the report appraise these improvements if they are impacted?</li> <li><input type="radio"/> Does the report contain support and/or justification for not appraising the improvements?</li> </ul> </li> <li><input type="checkbox"/> Does the appraisal identify both real and personal property?             <ul style="list-style-type: none"> <li><input type="radio"/> Is there a separate personal property report or list within the appraisal report?</li> <li><input type="radio"/> Does the personalty report clearly delineate what the value estimate includes?</li> <li><input type="radio"/> Is there a clear distinction between the personal and the real property?</li> </ul> </li> <li><input type="checkbox"/> If there is a potential uneconomic remnant situation, did the remainder suffer a loss of value?             <ul style="list-style-type: none"> <li><input type="radio"/> Did you find all of the necessary data and analysis information in the report?</li> <li><input type="radio"/> Do you need to gather more information before making your determination?</li> </ul> </li> </ul>
<p><b>Communicate with the Appraiser</b></p> <p>To communicate effectively with the appraiser, always remember these three points:</p> <ul style="list-style-type: none"> <li>• Critique the report and not the person</li> <li>• Solve the problem</li> <li>• Obtain necessary corrections</li> </ul>	
<p><b>Determine If Appraiser Used Proper Appraisal Methodology</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Does the whole property meet the test of unity of use, contiguity, and ownership, and if not, has the appraiser explained the rationale for determining the whole property?</li> <li><input type="checkbox"/> Is the appraiser's opinion of highest and best use supported by market data?</li> <li><input type="checkbox"/> Is the market data comparable to the subject, contain sufficient information, and appear to be properly verified?</li> <li><input type="checkbox"/> Did the appraiser use and apply the three approaches to value correctly or explain the exclusion of one or more of the approaches.</li> <li><input type="checkbox"/> Are the adjustments supported by market data or based on subjective reasoning?</li> <li><input type="checkbox"/> Did the appraiser properly address the value of the partial acquisition and remainder?</li> <li><input type="checkbox"/> Was project influence, if any, applied correctly?</li> <li><input type="checkbox"/> Does the report use the proper compensation framework (Federal and State rules) for this jurisdiction?</li> <li><input type="checkbox"/> Were the assumptions and limiting conditions made in the report reasonable?</li> </ul>	

## Your Review Appraiser's Checklist

<p><b>Ensure The Quality And Accuracy Of The Appraisal</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Does the appraisal adhere to quality assurance principles?             <ul style="list-style-type: none"> <li><input type="radio"/> Logical?</li> <li><input type="radio"/> Consistent?</li> <li><input type="radio"/> Mathematically correct?</li> <li><input type="radio"/> Grammatically correct?</li> <li><input type="radio"/> Clearly written?</li> <li><input type="radio"/> Legally sufficient?</li> </ul> </li>   <li><input type="checkbox"/> Does the appraisal contain any common mistakes?             <ul style="list-style-type: none"> <li><input type="radio"/> Improper methodology?</li> <li><input type="radio"/> Unsupported adjustments?</li> <li><input type="radio"/> Data inconsistent with opinion of highest and best use?</li> <li><input type="radio"/> Erroneous zoning assumptions?</li> <li><input type="radio"/> Compensability issues?</li> <li><input type="radio"/> Unsupported damage estimates?</li> <li><input type="radio"/> Math errors?</li> </ul> </li> </ul>	<p><b>Prepare a Review Appraiser's Report</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Is the Review Appraiser's Report based on 49CFR Part 24?             <ul style="list-style-type: none"> <li><input type="radio"/> Is it a written report?</li> <li><input type="radio"/> Does it identify the appraisal report?</li> <li><input type="radio"/> Does it document the findings and conclusions?</li> <li><input type="radio"/> Does it identify damages?</li> <li><input type="radio"/> Does it include a signed certification stating approved value?</li> </ul> </li>   <li><input type="checkbox"/> Did you maintain and develop a comprehensive Review Appraiser's Report?             <ul style="list-style-type: none"> <li><input type="radio"/> Does it discuss the strengths and weaknesses of the appraisal report?</li> <li><input type="radio"/> Does it maintain a positive approach and avoid negativity?</li> <li><input type="radio"/> Does it refer to the report and not the person?</li> <li><input type="radio"/> Does it avoid imposing your opinion instead of the appraiser's?</li> </ul> </li> </ul>
<p><b>Verify All Conclusions Are Fully Supported</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Did you verify that the appraisal fully supports all conclusions?             <ul style="list-style-type: none"> <li><input type="radio"/> Are the opinions expressed supported by relevant market data?</li> <li><input type="radio"/> Have you fully evaluated the analysis, data, and conclusions?</li> </ul> </li> </ul>	<p><b>Review Property Owner Appraisals</b></p> <p>If you received a property owner's appraisal did you ...</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Consider the findings?</li> <li><input type="checkbox"/> Subject it to the same review process?</li> </ul>
<p><b>Review Appraiser's Findings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Not acceptable</li> <li><input type="checkbox"/> Acceptable – meets all requirements but not selected as recommended or approved</li> <li><input type="checkbox"/> Recommended – as the basis for the establishment of the amount believed to be just compensation</li> </ul>	<p><b>Establish Just Compensation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> As a Staff Review Appraiser, did you develop and report the amount believed to be just compensation?</li> <li><input type="checkbox"/> As a Fee Review Appraiser, did you establish an estimate of market value for Agency approval?</li> </ul>
<p><b>Appraisal Review Management Activities</b></p> <ul style="list-style-type: none"> <li>• Reconcile consistency issues</li> <li>• Reconcile divergent values reconciliation</li> <li>• Provide assistance with project management review</li> </ul>	<p><i>Sequence for the review of an appraisal report –</i></p> <p><i>If you completed your compliance review in a favorable manner, then you accomplished the following:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reviewed preliminary scope of work</li> <li><input type="checkbox"/> Read the appraisal</li> <li><input type="checkbox"/> Checked for compliance with regulations</li> <li><input type="checkbox"/> Assessed comparability and accuracy of data</li> <li><input type="checkbox"/> Assessed methodology, judgment, and conclusions</li> <li><input type="checkbox"/> Assessed quality and accuracy of the report</li> </ul>

# MASSACHUSETTS DEPARTMENT OF TRANSPORTATION HIGHWAY DIVISION

WESTFORD  
ROUTE 40 (GROTON ROAD) & OAK HILL ROAD

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	1	16
PROJECT FILE NO.		608036	

PRELIMINARY RIGHT-OF-WAY PLANS  
TITLE SHEET & INDEX

## PLAN AND PROFILE OF ROUTE 40 (GROTON ROAD) AND OAK HILL ROAD

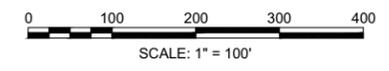
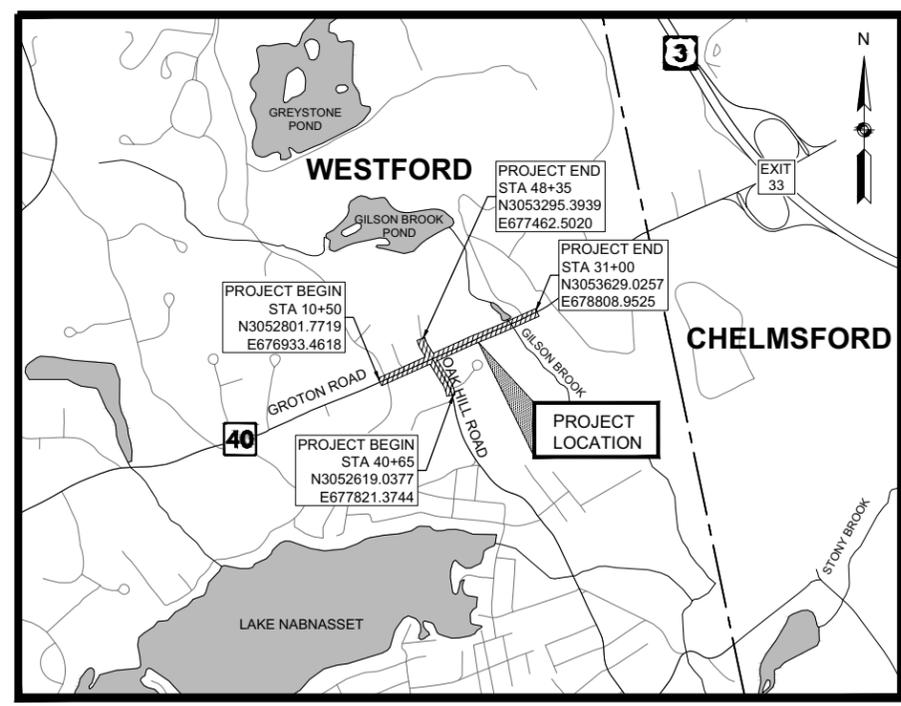
### IN THE TOWN OF WESTFORD MIDDLESEX COUNTY PRELIMINARY RIGHT-OF-WAY

FEDERAL AID PROJECT NO.

THE MASSACHUSETTS HIGHWAY DEPARTMENT STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES DATED 1988, AS AMENDED, THE SUPPLEMENTAL SPECIFICATIONS DATED JUNE 15, 2012, THE 2014 CONSTRUCTION STANDARD DETAILS, THE 1996 CONSTRUCTION AND TRAFFIC STANDARD DETAILS, (AS RELATED TO TRAFFIC STANDARD DETAILS ONLY), THE LATEST MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS WITH MASSACHUSETTS AMENDMENTS, THE 1990 STANDARD DRAWINGS FOR SIGNS AND SUPPORTS, THE 1968 STANDARD DRAWINGS FOR TRAFFIC SIGNALS AND HIGHWAY LIGHTING, AND THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK, WILL GOVERN.

**INDEX**

SHEET NO.	DESCRIPTION
1	TITLE SHEET & INDEX
2-3	TYPICAL SECTIONS
4-9	CONSTRUCTION PROFILES
10	PARCEL SUMMARY
11	LOCATION PLAN
12-16	PROPERTY PLANS



LENGTH OF PROJECT = 2,820.00 FEET = 0.534 MILES

**DESIGN DESIGNATION**

DESIGN SPEED	ROUTE 40 (GROTON ROAD)	OAK HILL ROAD
	40 MPH	30 MPH
ADT (2015)	12,985 VPD	4,730 VPD
ADT (2025)	14,345 VPD	5,225 VPD
K	9.4%	9.5%
D	58.9% WB	52.9% SB
T (PEAK HOUR)	1.0%	0.8%
T (AVERAGE DAY)	1.2%	0.6%
DHV	1,350 VPH	495 VPH
DDHV	795 VPH	260 VPH
FUNCTIONAL CLASSIFICATION	URBAN PRINCIPAL ARTERIAL	URBAN MINOR ARTERIAL

DATE	DESCRIPTION	REV #
6/23/2016	25% REVISED SUBMITTAL	
4/28/2015	25% SUBMITTAL	-



TEC, Inc.  
65 Glenn Street | 169 Ocean Blvd  
Lawrence, MA 01843 | Hampton, NH 03842

DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION

APPROVED:

DIVISION ADMINISTRATOR DATE



RECOMMENDED FOR APPROVAL

CHIEF ENGINEER DATE

APPROVED

HIGHWAY ADMINISTRATOR DATE

WESTFORD  
ROUTE 40 (GROTON ROAD) & OAK HILL ROAD

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	10	16
PROJECT FILE NO.		608036	

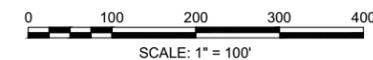
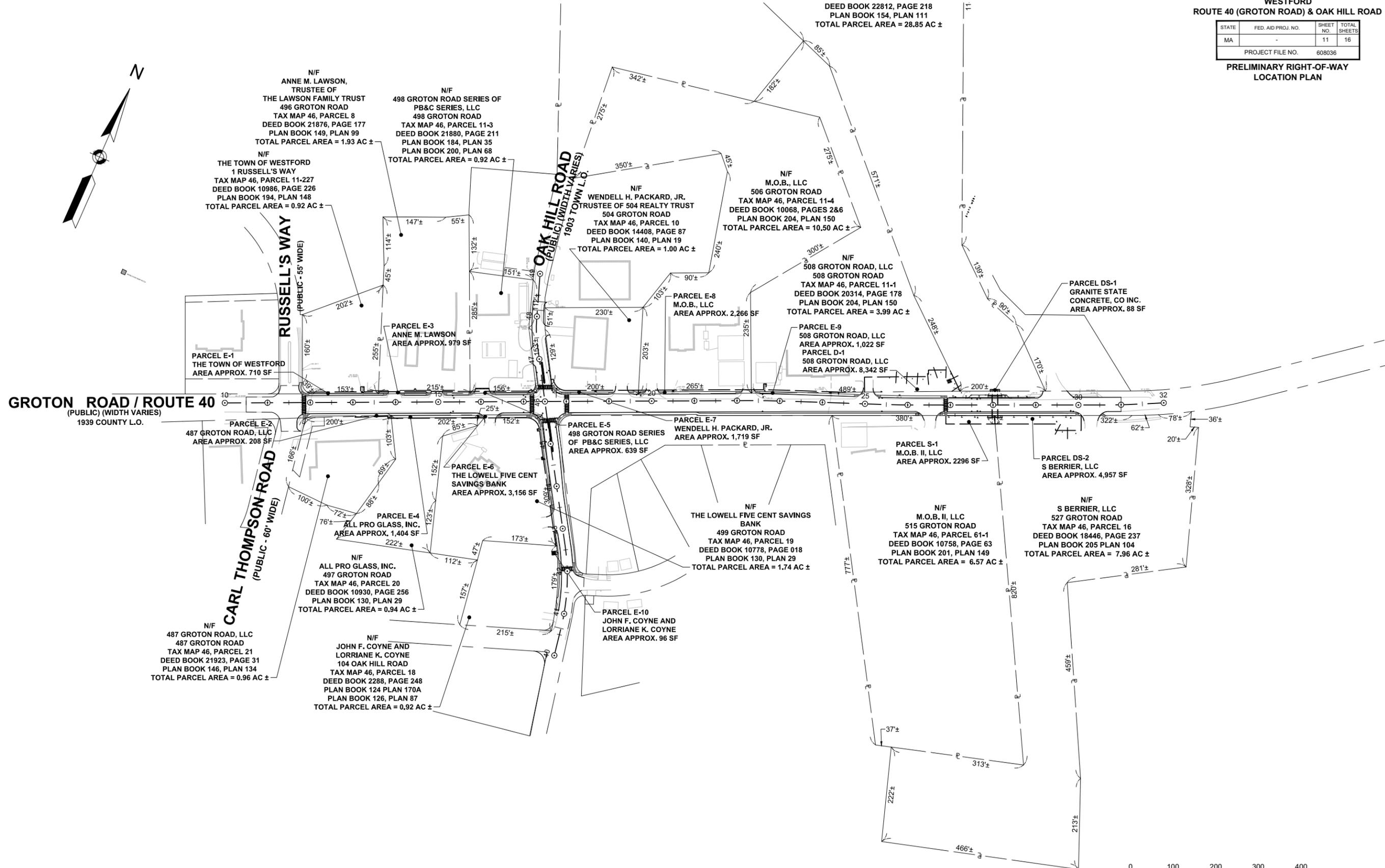
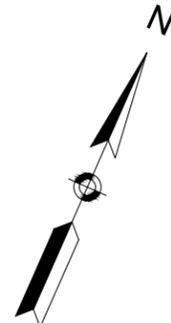
PRELIMINARY RIGHT-OF-WAY  
PARCEL SUMMARY SHEET

UNREGISTERED LAND								
PARCEL NO.	PLAN SHEET NO.	TITLEHOLDER	RECORDED		EASEMENT		TOTAL PARCEL AREA ACRE (+/-)	REMARKS
			DEED BOOK	PAGE NO.	TYPE	AREA (+/-) SF		
TE-1	12	TOWN OF WESTFORD	10986	226	TEMP	2,670	-	FOR SIDEWALK CONSTRUCTION & SITE GRADING
E-1	11,12	TOWN OF WESTFORD	10986	226	PERM	710	0.92	FOR SIDEWALK ACCESS
TE-2	12	487 GROTON ROAD, LLC	21923	31	TEMP	1,413	-	FOR SIDEWALK CONSTRUCTION & SITE GRADING
E-2	11,12	487 GROTON ROAD, LLC	21923	31	PERM	208	0.96	FOR SIDEWALK ACCESS
TE-3	12,13	ANNE M. LAWSON	21876	177	TEMP	3,216	-	FOR SIDEWALK CONSTRUCTION & DRIVEWAY RECONSTRUCTION & SITE GRADING
E-3	11,12,13	ANNE M. LAWSON	21876	177	PERM	979	1.93	FOR SIDEWALK & UTILITY ACCESS
TE-4	12,13	ALL PRO GLASS, INC.	10930	256	TEMP	2,010	-	FOR SIDEWALK CONSTRUCTION & SITE GRADING
E-4	11,12,13	ALL PRO GLASS, INC.	10930	256	PERM	1,404	0.94	FOR SIDEWALK ACCESS
TE-5	13	498 GROTON ROAD SERIES OF PB&C SERIES, LLC	21880	211	TEMP	3,549	-	FOR SIDEWALK CONSTRUCTION & DRIVEWAY RECONSTRUCTION & SITE GRADING
E-5	11,13	498 GROTON ROAD SERIES OF PB&C SERIES, LLC	21880	211	PERM	639	0.92	FOR SIDEWALK & UTILITY & TRAFFIC SIGNAL EQUIPMENT ACCESS
TE-6	13,16	THE LOWELL FIVE CENT SAVINGS BANK	10778	18	TEMP	5,623	-	FOR SIDEWALK CONSTRUCTION & DRIVEWAY RECONSTRUCTION & SITE GRADING
E-6	11,13,16	THE LOWELL FIVE CENT SAVINGS BANK	10778	18	PERM	3,156	1.74	FOR SIDEWALK & TRAFFIC SIGNAL EQUIPMENT ACCESS
TE-7	13	WENDELL H. PACKARD, JR.	14408	87	TEMP	3,767	-	FOR SIDEWALK CONSTRUCTION & DRIVEWAY RECONSTRUCTION & SITE GRADING
E-7	11,13	WENDELL H. PACKARD, JR.	14408	87	PERM	1,719	1.00	FOR SIDEWALK & UTILITY & TRAFFIC SIGNAL EQUIPMENT ACCESS
TE-8	13	GREGORY J. SEXTON	21266	263	TEMP	225	-	FOR SITE GRADING
TE-9	13,14,16	SWEETWOOD PLACE TRUST	7389	151	TEMP	10,603	-	FOR SIDEWALK CONSTRUCTION & SITE GRADING
TE-10	13,14	M.O.B., LLC	10068	2&6	TEMP	2,801	-	FOR SIDEWALK CONSTRUCTION & DRIVEWAY RECONSTRUCTION & SITE GRADING
E-8	11,13,14	M.O.B., LLC	10068	2&6	PERM	2,266	10.50	FOR SIDEWALK & UTILITY ACCESS
TE-11	14	508 GROTON ROAD, LLC	20314	178	TEMP	2,957	-	FOR SIDEWALK RECONSTRUCTION & SITE GRADING
E-9	11,14,15	508 GROTON ROAD, LLC	20314	178	PERM	1,022	3.99	FOR SIDEWALK & UTILITY ACCESS
D-1	11,14,15	508 GROTON ROAD, LLC	20314	178	PERM	8,342	3.99	FOR STORMWATER MANAGEMENT ACCESS
TE-12	14,15	M.O.B. II, LLC	10758	63	TEMP	6,774	-	FOR SIDEWALK CONSTRUCTION & DRIVEWAY RECONSTRUCTION & SITE GRADING
S-1	11,15	M.O.B. II, LLC	10758	63	PERM	2,296	6.57	FOR SLOPE ACCESS
TE-13	15	GRANITE STATE CONCRETE, CO INC.	22812	218	TEMP	1,906	-	FOR SITE GRADING
DS-1	11,15	GRANITE STATE CONCRETE, CO INC.	22812	218	PERM	88	28.85	FOR SLOPE & STORMWATER MANAGEMENT ACCESS
TE-14	15	S BERRIER, LLC	18446	237	TEMP	7,882	-	FOR SIDEWALK CONSTRUCTION & DRIVEWAY RECONSTRUCTION & SITE GRADING
DS-2	11,15	S BERRIER, LLC	18446	237	PERM	4,957	7.96	FOR SLOPE & STORMWATER MANAGEMENT ACCESS
TE-15	15	508 GROTON ROAD, LLC	3590	1	TEMP	994	-	FOR DRIVEWAY RECONSTRUCTION & SITE GRADING
TE-16	16	JOHN F. COYNE AND LORRIANE K. COYNE	2288	248	TEMP	2,109	-	FOR SIDEWALK CONSTRUCTION & DRIVEWAY RECONSTRUCTION & SITE GRADING
E-10	11,16	JOHN F. COYNE AND LORRIANE K. COYNE	2288	248	PERM	96	0.92	FOR UTILITY ACCESS

WESTFORD  
ROUTE 40 (GROTON ROAD) & OAK HILL ROAD

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	11	16
PROJECT FILE NO.		608036	

PRELIMINARY RIGHT-OF-WAY  
LOCATION PLAN

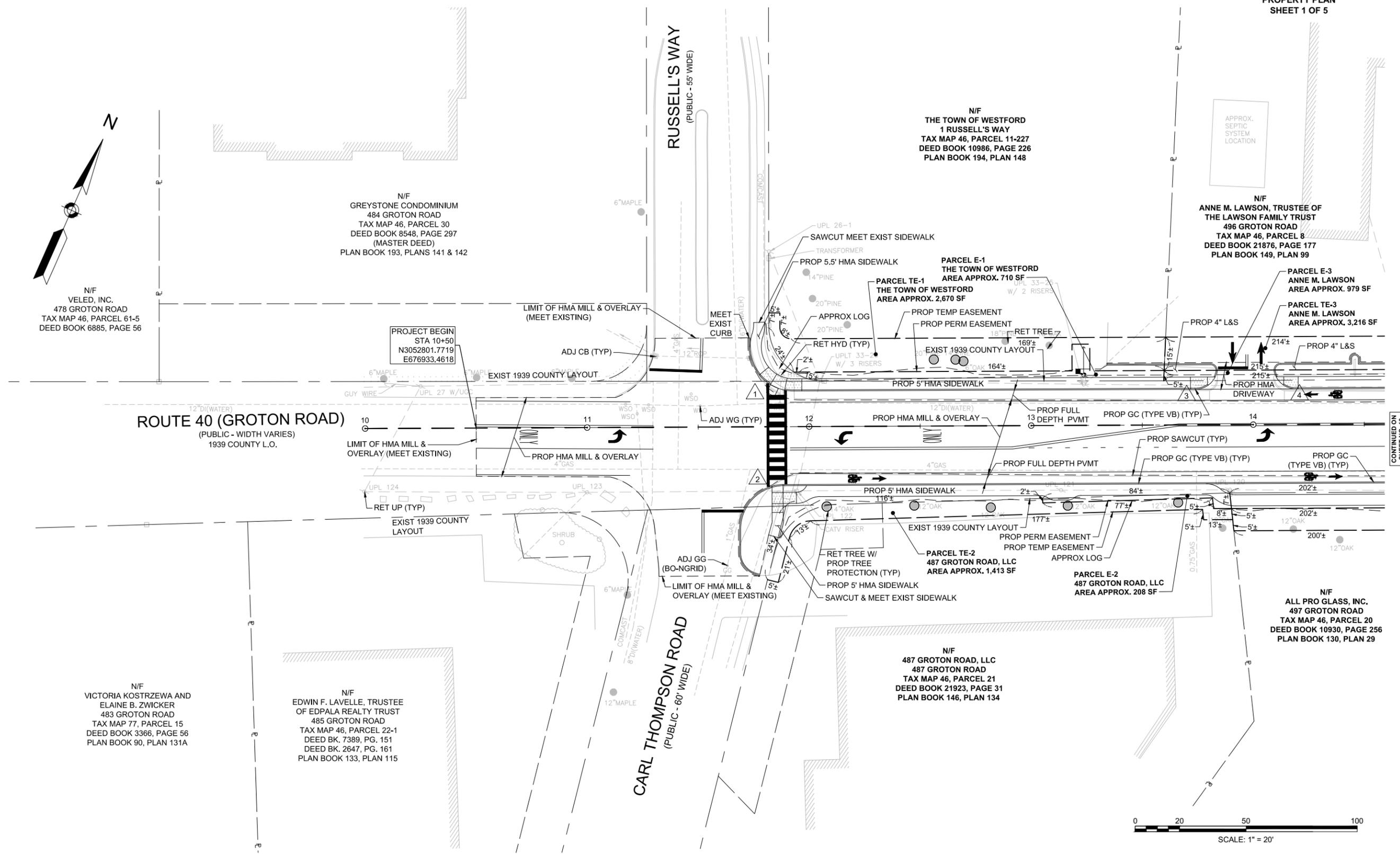
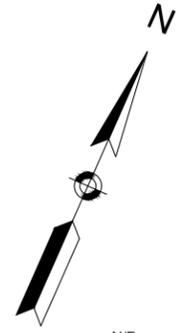


WESTFORD  
ROUTE 40 (GROTON ROAD) & OAK HILL ROAD

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	12	16
PROJECT FILE NO.		608036	

PRELIMINARY RIGHT-OF-WAY  
PROPERTY PLAN  
SHEET 1 OF 5

= WHEELCHAIR RAMP



N/F  
VELED, INC.  
478 GROTON ROAD  
TAX MAP 46, PARCEL 61-5  
DEED BOOK 6885, PAGE 56

N/F  
GREYSTONE CONDOMINIUM  
484 GROTON ROAD  
TAX MAP 46, PARCEL 30  
DEED BOOK 8548, PAGE 297  
(MASTER DEED)  
PLAN BOOK 193, PLANS 141 & 142

PROJECT BEGIN  
STA 10+50  
N3052801.7719  
E676933.4618

ROUTE 40 (GROTON ROAD)  
(PUBLIC - WIDTH VARIES)  
1939 COUNTY L.O.

N/F  
VICTORIA KOSTRZEWA AND  
ELAINE B. ZWICKER  
483 GROTON ROAD  
TAX MAP 77, PARCEL 15  
DEED BOOK 3366, PAGE 56  
PLAN BOOK 90, PLAN 131A

N/F  
EDWIN F. LAVELLE, TRUSTEE  
OF EDPALA REALTY TRUST  
485 GROTON ROAD  
TAX MAP 46, PARCEL 22-1  
DEED BK. 7389, PG. 151  
DEED BK. 2647, PG. 161  
PLAN BOOK 133, PLAN 115

CARL THOMPSON ROAD  
(PUBLIC - 60' WIDE)

RUSSELL'S WAY  
(PUBLIC - 55' WIDE)

N/F  
THE TOWN OF WESTFORD  
1 RUSSELL'S WAY  
TAX MAP 46, PARCEL 11-227  
DEED BOOK 10986, PAGE 226  
PLAN BOOK 194, PLAN 148

PARCEL E-1  
THE TOWN OF WESTFORD  
AREA APPROX. 710 SF

N/F  
ANNE M. LAWSON, TRUSTEE OF  
THE LAWSON FAMILY TRUST  
496 GROTON ROAD  
TAX MAP 46, PARCEL 8  
DEED BOOK 21876, PAGE 177  
PLAN BOOK 149, PLAN 99

PARCEL E-3  
ANNE M. LAWSON  
AREA APPROX. 979 SF

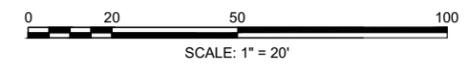
PARCEL TE-3  
ANNE M. LAWSON  
AREA APPROX. 3,216 SF

PARCEL TE-2  
487 GROTON ROAD, LLC  
AREA APPROX. 1,413 SF

PARCEL E-2  
487 GROTON ROAD, LLC  
AREA APPROX. 208 SF

N/F  
ALL PRO GLASS, INC.  
497 GROTON ROAD  
TAX MAP 46, PARCEL 20  
DEED BOOK 10930, PAGE 256  
PLAN BOOK 130, PLAN 29

N/F  
487 GROTON ROAD, LLC  
487 GROTON ROAD  
TAX MAP 46, PARCEL 21  
DEED BOOK 21923, PAGE 31  
PLAN BOOK 146, PLAN 134

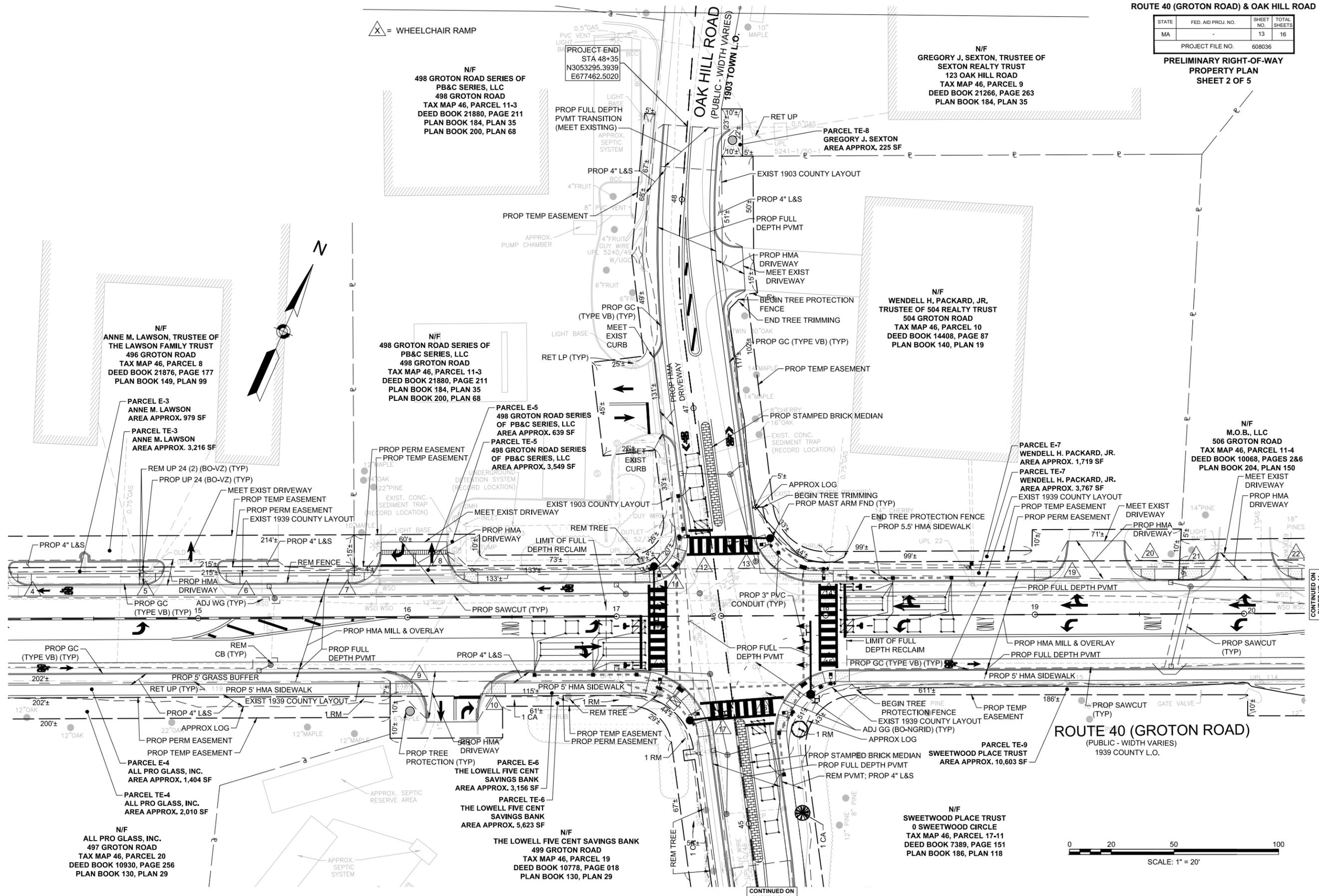


CONTINUED ON  
SHEET NO. 13

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA		13	16
PROJECT FILE NO.		608036	

PRELIMINARY RIGHT-OF-WAY  
PROPERTY PLAN  
SHEET 2 OF 5

= WHEELCHAIR RAMP



N/F  
ANNE M. LAWSON, TRUSTEE OF  
THE LAWSON FAMILY TRUST  
496 GROTON ROAD  
TAX MAP 46, PARCEL 8  
DEED BOOK 21876, PAGE 177  
PLAN BOOK 149, PLAN 99

N/F  
498 GROTON ROAD SERIES OF  
PB&C SERIES, LLC  
498 GROTON ROAD  
TAX MAP 46, PARCEL 11-3  
DEED BOOK 21880, PAGE 211  
PLAN BOOK 184, PLAN 35  
PLAN BOOK 200, PLAN 68

PARCEL E-3  
ANNE M. LAWSON  
AREA APPROX. 979 SF

PARCEL TE-3  
ANNE M. LAWSON  
AREA APPROX. 3,216 SF

N/F  
ALL PRO GLASS, INC.  
497 GROTON ROAD  
TAX MAP 46, PARCEL 20  
DEED BOOK 10930, PAGE 256  
PLAN BOOK 130, PLAN 29

PARCEL E-4  
ALL PRO GLASS, INC.  
AREA APPROX. 1,404 SF

PARCEL TE-4  
ALL PRO GLASS, INC.  
AREA APPROX. 2,010 SF

N/F  
THE LOWELL FIVE CENT SAVINGS BANK  
499 GROTON ROAD  
TAX MAP 46, PARCEL 19  
DEED BOOK 10778, PAGE 018  
PLAN BOOK 130, PLAN 29

N/F  
GREGORY J. SEXTON, TRUSTEE OF  
SEXTON REALTY TRUST  
123 OAK HILL ROAD  
TAX MAP 46, PARCEL 9  
DEED BOOK 21266, PAGE 263  
PLAN BOOK 184, PLAN 35

PARCEL TE-8  
GREGORY J. SEXTON  
AREA APPROX. 225 SF

N/F  
WENDELL H. PACKARD, JR.  
TRUSTEE OF 504 REALTY TRUST  
504 GROTON ROAD  
TAX MAP 46, PARCEL 10  
DEED BOOK 14408, PAGE 87  
PLAN BOOK 140, PLAN 19

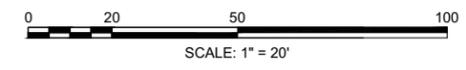
PARCEL E-7  
WENDELL H. PACKARD, JR.  
AREA APPROX. 1,719 SF

PARCEL TE-7  
WENDELL H. PACKARD, JR.  
AREA APPROX. 3,767 SF

N/F  
M.O.B., LLC  
506 GROTON ROAD  
TAX MAP 46, PARCEL 11-4  
DEED BOOK 10068, PAGES 2&6  
PLAN BOOK 204, PLAN 150

N/F  
SWEETWOOD PLACE TRUST  
0 SWEETWOOD CIRCLE  
TAX MAP 46, PARCEL 17-11  
DEED BOOK 7389, PAGE 151  
PLAN BOOK 186, PLAN 118

ROUTE 40 (GROTON ROAD)  
(PUBLIC - WIDTH VARIES)  
1939 COUNTY L.O.



CONTINUED ON  
SHEET NO. 12

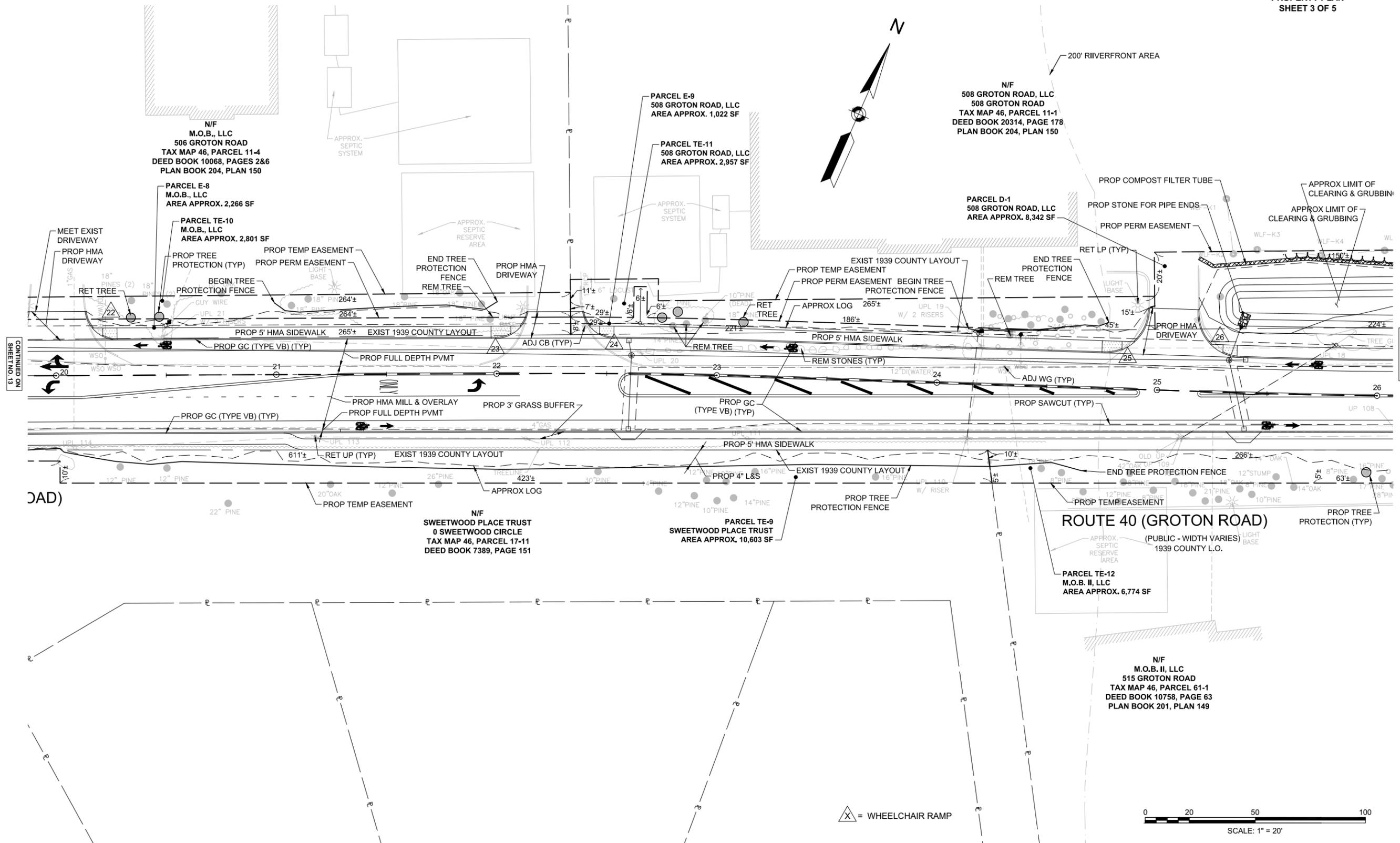
CONTINUED ON  
SHEET NO. 14

CONTINUED ON  
SHEET NO. 16

WESTFORD  
ROUTE 40 (GROTON ROAD) & OAK HILL ROAD

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	14	16
PROJECT FILE NO.		608036	

PRELIMINARY RIGHT-OF-WAY  
PROPERTY PLAN  
SHEET 3 OF 5



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608036(25%)(R)(PROPERTY PLANS).DWG

WESTFORD  
ROUTE 40 (GROTON ROAD) & OAK HILL ROAD

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA		15	16
PROJECT FILE NO.		608036	

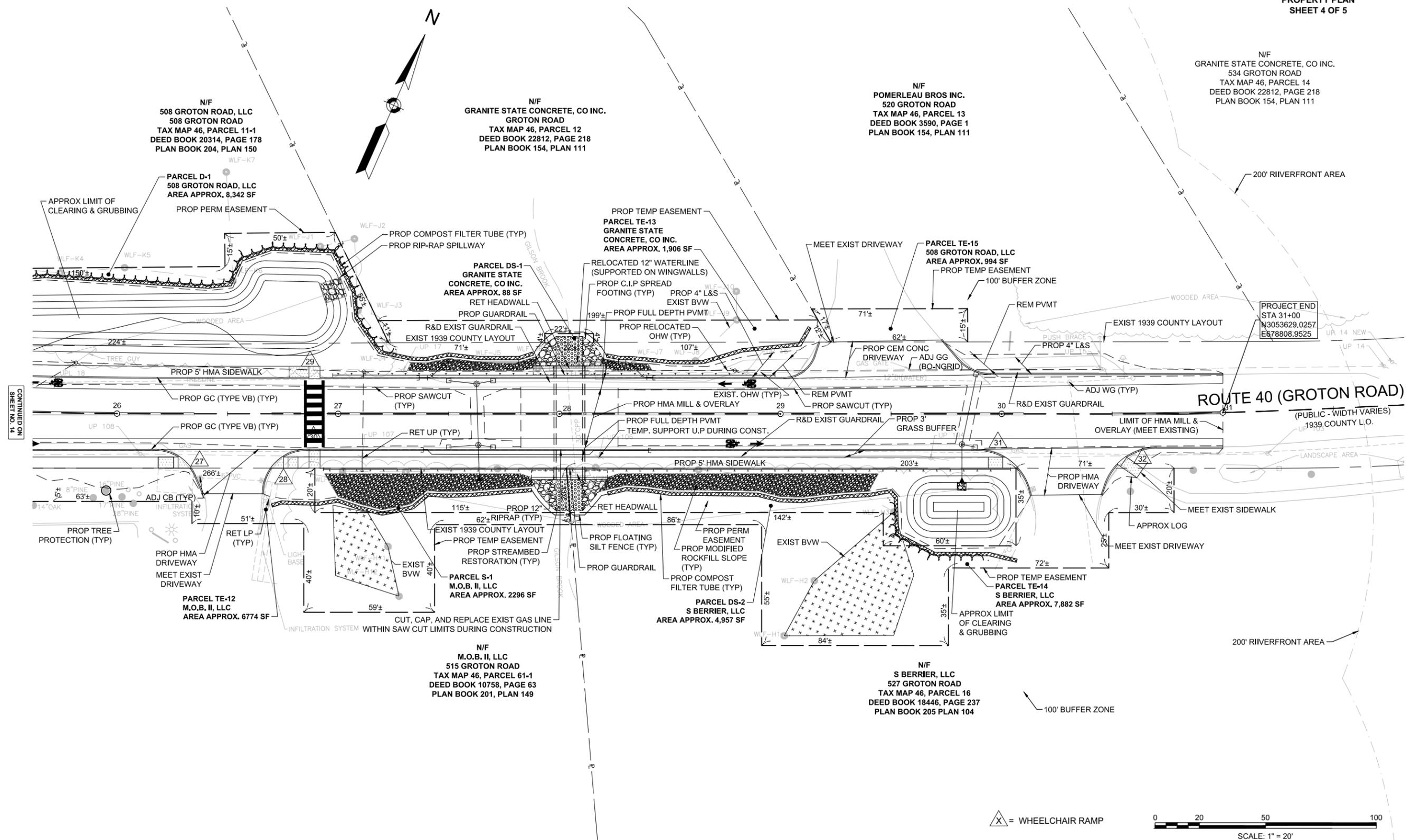
PRELIMINARY RIGHT-OF-WAY  
PROPERTY PLAN  
SHEET 4 OF 5

N/F  
GRANITE STATE CONCRETE, CO INC.  
534 GROTON ROAD  
TAX MAP 46, PARCEL 14  
DEED BOOK 22812, PAGE 218  
PLAN BOOK 154, PLAN 111

N/F  
POMERLEAU BROS INC.  
520 GROTON ROAD  
TAX MAP 46, PARCEL 13  
DEED BOOK 3590, PAGE 1  
PLAN BOOK 154, PLAN 111

N/F  
508 GROTON ROAD, LLC  
508 GROTON ROAD  
TAX MAP 46, PARCEL 11-1  
DEED BOOK 20314, PAGE 178  
PLAN BOOK 204, PLAN 150

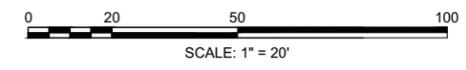
N/F  
GRANITE STATE CONCRETE, CO INC.  
GROTON ROAD  
TAX MAP 46, PARCEL 12  
DEED BOOK 22812, PAGE 218  
PLAN BOOK 154, PLAN 111



CONTINUED ON SHEET NO. 14

PROJECT END  
STA 31+00  
N3053629.0257  
E678808.9525

X = WHEELCHAIR RAMP



WESTFORD  
ROUTE 40 (GROTON ROAD) & OAK HILL ROAD

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA		16	16
PROJECT FILE NO.		608036	

PRELIMINARY RIGHT-OF-WAY  
PROPERTY PLAN  
SHEET 5 OF 5

X = WHEELCHAIR RAMP

N/F  
WALTER J. LISIEN AND  
KATHERINE J. LISIEN  
100 OAK HILL ROAD  
TAX MAP 78, PARCEL 07  
DEED BOOK 2400, PAGE 210  
PLAN BOOK 124 PLAN 170A

N/F  
JOHN F. COYNE AND  
LORRIANE K. COYNE  
104 OAK HILL ROAD  
TAX MAP 46, PARCEL 18  
DEED BOOK 2288, PAGE 248  
PLAN BOOK 124 PLAN 170A  
PLAN BOOK 126, PLAN 87

N/F  
THE LOWELL FIVE CENT SAVINGS BANK  
499 GROTON ROAD  
TAX MAP 46, PARCEL 19  
DEED BOOK 10778, PAGE 018  
PLAN BOOK 130, PLAN 29

PARCEL TE-16  
JOHN F. COYNE AND  
LORRIANE K. COYNE  
AREA APPROX. 2,109 SF

PARCEL E-10  
JOHN F. COYNE AND  
LORRIANE K. COYNE  
AREA APPROX. 96 SF

PARCEL TE-6  
THE LOWELL FIVE CENT  
SAVINGS BANK  
AREA APPROX. 5,623 SF

PARCEL E-6  
THE LOWELL FIVE CENT  
SAVINGS BANK  
AREA APPROX. 3,156 SF

PROJECT BEGIN  
STA 40+65  
N3052619.0377  
E677821.3744

OAK HILL ROAD  
(PUBLIC) (WIDTH VARIES)  
1903 TOWN L.O.

LIMIT OF HMA MILL &  
OVERLAY (MEET EXISTING)

EXIST 1903 COUNTY LAYOUT

LIMIT OF HMA MILL &  
OVERLAY (MEET EXISTING)

N/F  
MRUTHYUNJAYA NAVALI AND  
SHANTHALA NAVALI  
1 SWEETWOOD CIRCLE  
TAX MAP 46, PARCEL 17-01  
DEED BOOK 12538, PAGE 042

N/F  
SANDEEPPRAJ S. PUSALKAR  
AND SEEMA P. PUSALKAR  
2 SWEETWOOD CIRCLE  
TAX MAP 46, PARCEL 17-10  
DEED BOOK 24119, PAGE 44  
PLAN BOOK 186, PLAN 118

N/F  
SWEETWOOD PLACE TRUST  
0 SWEETWOOD CIRCLE  
TAX MAP 46, PARCEL 17-11  
DEED BOOK 7389, PAGE 151  
PLAN BOOK 186, PLAN 118

PARCEL TE-9  
SWEETWOOD PLACE TRUST  
AREA APPROX. 10,603 SF



SCALE: 1" = 20'

CONTINUED ON  
SHEET NO. 13

608036(25%)(RWB)(PROPERTY PLANS).DWG Printed on 23-Jun-2016 3:59 PM