

Town of Hubbardston



REQUEST FOR PROPOSALS (RFP) APPRAISAL SERVICES AND REVIEW APPRAISAL SERVICES

DECEMBER 15, 2021

Contact Information:

David G. Nixon
Acting Town Administrator
(978) 928-1400 X200
admin@hubbardstonma.us

TABLE OF CONTENTS

- I. General Information and Bid Submission Requirements**
- II. Scope of Services**
- III. Minimum Qualifications**
- IV. Cost Evaluation**
- V. Proposal Content, Requirements and Additional Information**
- VI. Price Proposal Form (Submit with proposal in separate, marked envelope)**
- VII. Sample Contract with General Conditions**
- VIII. Non-Collusion and Tax Compliance Forms (Submit with proposal)**
- IX. Certificate of Corporate Authority Form**
- X. Professional Reference Form**
- XI. Legal Ad**
- XII. Appendix**

TOWN OF HUBBARDSTON
REQUEST FOR PROPOSALS

APPRAISAL SERVICES AND REVIEW APPRAISAL SERVICES

I. GENERAL INFORMATION AND BID SUBMISSION REQUIREMENTS

The Town of Hubbardston is seeking resumes, sample contracts and price proposals from qualified firms to provide the Town with appraisal services and review appraisal services. Two contracts may be awarded: one for appraisal services, and one for review appraisal services. Firms may bid on each appraisal service individually or both appraisal services. Firms shall indicate on the price proposal form if they have available staffing for both appraisal and review appraisal services. Due to the technical nature of the services required under the proposed contract, the Town has determined that this procurement is best served by using the RFP process under Massachusetts General Laws, Chapter 30B, Section 6. Such a process will enable the Town to evaluate the experience of the contractor, it is important that the Town have the ability to select the most advantageous proposal on the basis of both technical expertise and cost.

Proposals are due by December 30, 2021, at 2:00 pm per submittal requirements to:

David G. Nixon, Acting Town Administrator
Hubbardston Town Offices
7 Main Street, Unit: 3
Hubbardston MA 01452.

Late proposals will not be accepted. The clock used to determine the submission deadline is the Town Office clock located on the wall opposite the town seal in the Selectmen's Meeting Room. Emailed or faxed proposals will not be accepted. The Town of Hubbardston is an Equal Opportunity/Affirmative Action Employer and encourages MBE/WBE firms to submit proposals. The Town reserves the right to reject any or all proposals if deemed in the public's best interest to do so.

The RFP package is available beginning December 15, 2021. Physical copies are available from 9:00 am and 4:00 pm, Tues – Thurs from:

Select Board Office
Town Offices
7 Main Street, Unit 3
Hubbardston, MA 01452
978-928-1400 x 200 phone

The RFP package is also available for download online (<http://www.hubbardstonma.us/town-administrator/pages/procurement>) please copy and paste or type this link into the search bar do not use the hyperlink feature. If a firm plans to download the RFP package from the Web site, it's recommended they register as an official bidder by email to: admin@hubbardstonma.us This will ensure the bidder receives all addenda and updates.

II. SCOPE OF SERVICES

The Town of Hubbardston is seeking bids from qualified Certified General Real Estate Appraisers, for Appraisal and Review Appraisal Services. These services are necessary to determine the real property fair market value involving permanent and temporary easements within **(47)** properties associated with the Improvements at Main Street & Gardner Road (Route 68), MassDOT Transportation Improvement Program (TIP) Project. Some property owners have agreed to a donation and will not require an appraisal. The remaining (47) properties will need to be appraised. The properties are highlighted in the Parcel Summary Sheets in attachment A. The properties being appraised are privately owned. The purpose of the appraisals is to estimate the loss in value to properties resulting from proposed transportation related construction improvements along Main Street and Gardner Road, in the Town of Hubbardston. This project involves the construction of safety and traffic operations improvements along approximately 4,175 feet of Main Street / Gardner Road (Route 68), from the Curtis Recreational Fields to the intersection with Brigham Street and Elm Street; approximately 200 feet of Williamsville Road; approximately 125 feet of High Street; approximately 75 feet of Elm Street; and approximately 60 feet of Brigham Street. The proposed improvements include the construction of cement concrete sidewalks, shared use path, geometric improvements at the intersection of Williamsville Road and Route 68 (Main Street), rectangular rapid flashing beacons (RRFB), drainage system upgrades/modifications, and signs and pavement markings.

The proposed improvements require permanent and temporary easements for the construction. Before we can enter the bidding/construction stage of the project, the Town must acquire the necessary interests on the abutting properties.

The sites should be appraised as-is and as highest and best use. As a recipient of federal funding, the Town and the selected Appraisal Company are required to comply with: the Federal Highway Administrative 49 CFR , Part 24 Uniform Relocation Assistance and Real Property Acquisition for Federal-Assisted Programs (Uniform Act), MassDOT's Local Public Agency Appraisals (LPA) Function Job Aid Guide and the U.S. Department of Transportation Federal Highway Administration's "Acquisition-Acquiring Federal and Federal-Aid Programs and Projects" manual, published June 2005, or as amended. These services must adhere to the LPA Appraisal and Review Appraisal Checklists, which are required by the Federal Highway Administration. Each property owner must be notified by certified letter with mail-return receipt requested, of his/her right to accompany the appraiser on an inspection of the easement(s) proposed to be acquired.

This project is being undertaken through MassDOT, and its construction will be federally aided.

Some property owners have agreed to a donation and will not require an appraisal. The remaining properties (47) properties will need to be appraised. In general, these acquisitions

APPRAISAL SERVICES AND REVIEW APPRAISAL SERVICES

involve (52) temporary construction easements and (12) permanent highway/utility easements. The properties are highlighted in the Parcel Summary Sheets in attachment A.

It should be noted that easements on properties belonging to the Town of Hubbardston are not included in this proposal.

Two contracts will be issued as a one-time purchase for General Real Estate Appraisers, one contract for Appraisal and one contract for Review Appraisal Services based on the components specified in the RFP documents. The Appraiser who will be performing the appraisal Services and the Appraiser who will be performing the Review Appraisal Services must each be certified General Real Estate Appraisers and must supply documentation of each's certification with the bid submission. The same Appraiser cannot perform both services, however separate appraisers employed by the same firm may perform the services independently.

See Appendix A for copies of the following:

- LPA Appraisal and Review Appraisal Checklists
- Preliminary Right-of-Way Plans

If the construction design plans are needed, please contact our office and we will make arrangements to get the latest version to you. It should be understood that the design process is in its final stage.

All work must be in conformance with Local Public Agency (LPA) Appraisal Responsibilities, Appraisal and Review Appraisal Standards and Procedures of MassDOT and its Right of Way Bureau for a Federally Aided Project. Applicable standards/guidelines include, but are not limited to:

- FHWA – Real Estate Requirements Guide for Local Public Agencies, dated January 1993, or later editions;
- FHWA – Office of Right of Way, The Appraisal Guide, dated June 1993, or the latest editions;
- MHD – Terms, Conditions and Requirements for Expert Real Estate Appraisal Services Contracts, the Latest Edition;
- Guideline – Right of Way Bureau, Eminent Domain on Federal and State Project;
- The Acquisition of Private Property booklet published by MHD;
- The MassDOT, LPA Function Job Aid;
- The U.S. Department of Transportation Federal Highway Administration's "Acquisition-Acquiring Federal and Federal-Aid Programs and Projects" manual, published June 2005, or as amended;
- The Uniform Relocation Assistance and Real Property Acquisition Policies;
- 49 CFR part 24;

APPRAISAL SERVICES AND REVIEW APPRAISAL SERVICES

- The Uniform Act Guide;
- FTA Circular FTA C 5010.1D)
https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C_5010_1D_Finalpub.pdf

The Contractor shall provide a review check list for all of the takings appraisals being proposed in one (1) combined report. The review appraiser will prepare the federal “Just Compensation Report” and offer per the DOT guidelines. The review appraiser will provide a full review report for each property owner in accordance with updated Federal guidelines – 49 C.F.R. Part 24.

The Appraisal Report and Review Appraisal Report of the individual parcels must be prepared and delivered to the Town, as soon as possible after execution of this Agreement, but in no event later than January 31, 2022.

In addition to individual appraisal reports and review calendar reports, prepared in accordance with the guidelines with the previous paragraph applicable to LPA required standards, a figure representative of the total appraised fair market value applicable to each property owner will be provided in an acceptable table/spreadsheet format to include: legal owner(s), property address, identity of the taking(s), Book and Page of recordation, and value of the proposed takings. The Appraiser shall prepare and deliver individual appraisal and review reports as an electronic version in PDF format.

All review reports shall be reviewed and signed by a MAI (Member Appraisal Institute) or Massachusetts Certified General appraiser.

MEASUREMENT: The measurement for these item(s) will be measured by “Each”, for each property appraised or review appraised. The bidder must have availability to complete the Scope of Work within time frame required. A bidder must confirm with their bid that they can complete Appraisal and the Review Appraisal Service by January 31, 2022.

BASIS OF PAYMENT: The Contractor will be paid the contract unit price per “Each” for Appraisal Services and Review Appraisal Services, including all work necessary for final and satisfactory completion of this item as specified, including the completion of the individual Appraisal Review Reports. The bidder shall provide a single unit price, an average price per parcel property for Appraisal Services and Review Appraisal Services, which will be billed for each property to be appraised. Conditional Pricing will be rejected. The attached addresses are to be included, however there may be some variation in properties to be appraised, but the unit pricing submitted by the bidder will still be applicable to this bid and contract that originates out of this bid.

III. MINIMUM QUALIFICATIONS

Proposers must be able to meet a set of minimum requirements in order to be considered “responsive” to the RFP. The Town of Hubbardston reserves the right to reject any and all proposals if deemed in the best interest of the town.

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

The Town believes the qualified professionals providing these services must have a broad range of experience in working with municipalities for this type of specialized services. Respondents should demonstrate that key project personnel have extensive experience in providing similar services to other comparable municipalities in Massachusetts. A committee will be formed including the Town Administrator and Town’s engineering consultant, and the Procurement Officer to review the RFP submittals.

IV. COST EVALUATION

The price proposal is not to be included in the technical proposal, but shall be submitted in a separate sealed envelope. For those responsive proposals that remain in contention after the technical evaluation, cost will be evaluated for the competitiveness of the cost proposal, and appropriateness of proposed cost to the proposed level of effort. The town will not necessarily award the contract to the lowest qualified bidder, and with appropriate justification and rationale may select a proposal with a higher cost. Between or among proposals rated technically equal, the town would select the lowest cost equally rated proposal.

V. PROPOSAL CONTENT, REQUIREMENTS AND ADDITIONAL INFORMATION

The proposer must include the following:

Cover letter, signed by an individual authorized to bind the firm, partnership, joint venture, etc.

A commitment of staff to perform on the project as described in the proposal.

Signed certifications regarding tax payments, non-collusion and an additional statement that no conflict of interest exists.

Statement of company insurances coverage including property and casualty, liability, and workers compensation insurance. (Note: Prior to beginning work, the contractor must supply

APPRAISAL SERVICES AND REVIEW APPRAISAL SERVICES

the town with insurance certificates naming the Town of Hubbardston as a co-insured for all insurance except Workers Compensation.).

The proposer shall provide resumes for the proposed appraisers.

The proposer should provide as a part of his or her technical proposal three (3) references from communities for which he/she has recently served as an appraiser.

In a separately sealed envelope, the cost proposal should include the total dollar amount to perform this work with costs broken down by major task or activity using the Scope of Services section of this RFP.

Submission Proposal Due Date

Proposals are due no later than December 30, 2021 at 2:00 pm by mail or hand delivery to:

David G. Nixon, Acting Town Administrator
Town Offices
7 Main St, Unit 3
Hubbardston MA 01452

Proposals must be submitted in a sealed outer envelope or box clearly marked on the outside:

“Hubbardston Appraisal Services and Review Appraisal Services”

Inner envelopes must be clearly marked “Non-Price Technical Proposal” and “Price Proposal”. Price proposals will be securely kept by the Acting Town Administrator and not disclosed to the selection panel.

Miscellaneous

Clarification - Questions/requests for clarification will be accepted until December 27, 2021 at 4:00pm. They shall be directed to Lori Aho, P.E., ENV SP, Senior Project Manager, by email at laho@theengineeringcorp.com . Answers to all substantive questions will be put in writing and supplied to all parties who have received a copy of the RFP in person or registered by email. All parties downloading the RFP from the Web site must email admin@hubbardstonma.us to be considered a registered bidder.

Revisions – If the Town determines that it is necessary to change any part of this RFP or provide additional information or clarifications, an addendum will be issued and furnished to each prospective respondent who has received a copy of this RFP or registered via email.

Withdrawal of Proposals – Proposals may be withdrawn by written request up until the deadline for submission of proposals.

APPRAISAL SERVICES AND REVIEW APPRAISAL SERVICES

Late Proposals – Late proposals will not be accepted.

Amendments to Proposals – Proposals may be amended up until the deadline for submission of the proposals. Amendments must be submitted sealed and in writing, clearly stating the changes to the proposal.

Proposals are Firm Offers – Proposals responding to this RFP are considered firm and may not be withdrawn after 2:00 pm on **December 30, 2021**. Proposed prices must be firm for 60 days from the date the proposal is due.

Expenses – All expenses associated with preparing and submitting proposals, including any interviews shall be the responsibility of the proposer.

Laws/Regulations – The successful proposer shall comply with all federal, state and local laws and regulations pertaining to the performance of the contract.

Contract Award – The responsive proposals will be reviewed, with the intent being to award the Contract on or about January 3, 2022.

VI. PRICE PROPOSAL FORM



TOWN OF HUBBARDSTON

THIS PROPOSAL SUBMITTED BY:

COMPANY: _____

ADDRESS: _____

CITY and STATE: _____

TELEPHONE NO.: () _____

Does firm have staffing available to perform both appraisal and review appraisal services
Yes No

In response to the specification entitled "Appraisal Services and Review Appraisal Services" dated, I make the following Bid:

ITEM #	DESCRIPTION	EST. QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	Appraisal Services	47	EA		
2	Review Appraisal Services	47	EA		
				Total	

TOTAL BID PRICE WRITTEN IN WORDS:

PROPOSER MUST SIGN THE FOLLOWING IN INK:

BY: _____

PLEASE PRINT NAME AND TITLE OF SIGNER BELOW:

NAME: _____

TITLE: _____

VII. SAMPLE CONTRACT

TOWN OF HUBBARDSTON, MASSACHUSETTS AGREEMENT (SAMPLE)

THIS AGREEMENT made this day of by and between the TOWN of Hubbardston, a municipal corporation duly organized under the laws of Massachusetts and having a usual place of business at 7A Main Street, Unit 3, Hubbardston MA, hereinafter referred to as the "TOWN", and

_____ of, hereinafter referred to as the "CONTRACTOR".

WITNESSETH:

WHEREAS, the TOWN invited the submission of proposals for appraisal services and review appraisal services, hereinafter "the Project"; and

WHEREAS, the CONTRACTOR submitted a Proposal to provide appraisal services and review appraisal services, and the TOWN has decided to award the contract therefor to the CONTRACTOR.

NOW, THEREFORE, the TOWN and the CONTRACTOR agree as follows:

1. CONTRACT DOCUMENTS. The Contract Documents consist of this Agreement, the Scope of Work as found in the request for proposals, and proof of insurance documents. The Contract Documents constitute the entire Agreement between the parties concerning the work, and all are as fully a part of this Agreement as if attached hereto.
2. THE WORK. The Work consists of the scope as described within the Town of Hubbardston Request for Proposals.
3. TERM OF CONTRACT. This Agreement shall be in effect from January 3, 2022 and shall expire on June 30, 2022, unless terminated earlier pursuant to the terms hereof.
4. COMPENSATION. The TOWN shall pay, as full compensation for items and/or services furnished and delivered in carrying out this Agreement. The total contract price shall be \$. This amount is to be billed as incurred monthly starting January 3, 2022. The CONTRACTOR will be responsible for all expenses required for the performance of the contractual services.
5. PAYMENT OF COMPENSATION. The TOWN shall make payments within thirty (30) days after its receipt of each invoice.
6. LIABILITY OF THE TOWN. The TOWN's liability hereunder shall be to make all payments when they shall become due, including those due directly to the CONTRACTOR and those to subcontractors whom the CONTRACTOR may engage to complete relevant tasks. The TOWN shall be under no further obligation or liability. Nothing in this Agreement shall be construed to render the TOWN or any elected or appointed official or employee of

the TOWN, or their successors in office, personally liable for any obligation under this Agreement.

7. INDEPENDENT CONTRACTOR. The CONTRACTOR acknowledges and agrees that it is acting as an independent CONTRACTOR for all work and services rendered pursuant to this Agreement, and shall not be considered an employee or agent of the TOWN for any purpose.
8. DISPUTES. If a dispute arises, the parties will try in good faith to settle it through mediation conducted by a mediator to be mutually selected. The parties will share the cost of the mediator equally. Each party will cooperate fully and fairly with the mediator and will attempt to reach a mutually satisfactory compromise to the dispute. If the dispute is not resolved within 30 days after it is referred to the mediator, either party may take the matter to court.
9. NO PARTNERSHIP. This agreement does not create a partnership relationship. Neither party has authority to enter into contracts on the other's behalf.
10. INDEMNIFICATION. The CONTRACTOR shall indemnify, defend, and hold the TOWN harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorney's fees, arising out of the CONTRACTOR's breach of this Agreement or the negligence or misconduct of the CONTRACTOR, or the CONTRACTOR's agents or employees.
11. INSURANCE

- A. The CONTRACTOR shall obtain and maintain during the term of this Agreement the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts, and acceptable to the TOWN as listed below:

Workers' Compensation	Statutory
Employers Liability	\$500,000 each accident \$500,000 each employee – Disease \$500,000 policy limit – Disease
Commercial General Liability	\$2,000,000 general aggregate \$1,000,000 per occurrence \$2,000,000 aggregate, completed operations \$1,000,000 personal injury
Automobile Liability	\$1,000,000 combined single limit
Umbrella Liability	\$2,000,000 per occurrence \$2,000,000 general aggregate

B. All policies shall identify the TOWN as an additional insured (except Workers' Compensation) and shall provide that the TOWN shall receive written notification at least 30 days prior to the effective date of any amendment or cancellation. Certificates evidencing all such coverages shall be provided to the TOWN upon the execution of this Agreement. Each such certificate shall specifically refer to this Agreement and shall state that such insurance is as required by this Agreement. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.

12. ASSIGNMENT. The CONTRACTOR shall not assign, sublet or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the TOWN, and shall not assign any of the moneys payable under this Agreement, except by and with the written consent of the TOWN.

13. TERMINATION. A. Termination for Cause. If at any time during the term of this Agreement the TOWN determines that the CONTRACTOR has breached the terms of this Agreement by negligently or incompetently performing the work, or any part thereof, or by failing to perform the work in a timely fashion, or by failing to perform the work to the satisfaction of the TOWN, or by not complying with the direction of the TOWN or its agents, or by otherwise failing to perform this Agreement in accordance with all of its terms and provisions, the TOWN shall notify the CONTRACTOR in writing stating therein the nature of the alleged breach and directing the CONTRACTOR to cure such breach within ten (10) days. The CONTRACTOR specifically agrees that it shall indemnify and hold the TOWN harmless from any loss, damage, cost, charge, expense or claim arising out of or resulting from such breach regardless of its knowledge or authorization of the actions resulting in the breach. If the CONTRACTOR fails to cure said breach within ten (10) days, the TOWN may, at its election at any time after the expiration of said ten (10) days, terminate this Agreement by giving written notice thereof to the CONTRACTOR specifying the effective date of the termination. Upon receipt of said notice, the CONTRACTOR shall cease to incur additional expenses in connection with this Agreement. Upon the date specified in said notice, this Agreement shall terminate. Such termination shall not prejudice or waive any rights or action which the TOWN may have against the CONTRACTOR up to the date of such termination, and the CONTRACTOR shall be liable to the TOWN for any amount which it may be required to pay in excess of the compensation provided herein in order to complete the work specified herein in a timely manner. Upon such termination, the CONTRACTOR shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the TOWN.

B. Termination for Convenience. Either party may terminate this Agreement at any time for convenience by providing the other party written notice specifying therein the termination date which shall not be sooner than 90 days from the issuance of said notice. Upon receipt of said notice, the CONTRACTOR shall cease to incur additional expenses in connection with this Agreement. Upon such termination, the CONTRACTOR shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the TOWN, such payment not to exceed the fair value of the services provided hereunder.

14. INSPECTION AND REPORTS. The TOWN shall have the right at any time to inspect the work of the CONTRACTOR, including the right to enter upon the administrative offices.

Whenever requested, CONTRACTOR shall immediately furnish to the TOWN full and complete written reports of his operation under this Contract in such detail and with such information as the TOWN may request.

15. SUCCESSOR AND ASSIGNS. This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the TOWN nor the CONTRACTOR shall assign or transfer any interest in the Agreement without the written consent of the other.
16. COMPLIANCE WITH LAWS. The CONTRACTOR shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the work provided pursuant to this Agreement, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such work.
17. NOTICE. Notices, or other communications required or permitted, as outlined in Sections 11 and 12 of this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.
18. SEVERABILITY. If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
19. GOVERNING LAW. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the CONTRACTOR submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.
20. ENTIRE AGREEMENT. This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto. IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

I certify that an appropriation
is available for this contract.

TOWN OF HUBBARDSTON, MA

Town Accountant

Signature

Title

CONTRACTOR:

(Signature)

(Title)

VIII. NON-COLLUSION AND TAX COMPLIANCE FORMS

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of person submitting bid or proposal

Name of Business

Principal Place of Business

Phone/Fax

Date

**TAX COMPLIANCE
CERTIFICATION**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting bid or proposal

Name of business

Principal Place of Business

Phone/Fax

Date

IX. CERTIFICATE OF CORPORATE AUTHORITY

At a duly authorized meeting of the Board of Directors of the _____
(Name of Corporation) held
on _____ at which all the Directors were present or waived notice, it
(Date)

Was voted that _____
(Name) (Officer/Title)

of this company be and he hereby is authorized to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this company's name on its behalf of such

_____ under seal of the (Name)
(Officer/Title)
company, shall be valid and binding upon this company.

A TRUE COPY,
ATTEST: _____
(Signature/Title)

Place of Business: _____

I hereby certify that I am the _____ of the _____
(Title) (Name of Corporation)

that _____ is duly elected _____
(Officer, Name) (Title)

of said company, and the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

(Signature/Title)

(Typed Name/Title)

(Date)

Subscribed and sworn to before me:

(Corporate Seal) *If applicable, not necessary for sole proprietorships or partnerships.*

This _____ day of _____, 2019

(Notary Seal)
Notary Public

My Commission Expires: _____

X. PROFESSIONAL REFERENCE FORM

Professional Reference Form

Customer: _____

Mailing
address _____

Period of Service (MM/YYYY): _____ through _____

Is this a Municipal or other Governmental Unit? Yes No

Primary Contact: _____ Title: _____

Telephone: _____ Ext: _____

Email: _____

Customer: _____

Mailing
address _____

Period of Service (MM/YYYY): _____ through _____

Is this a Municipal or other Governmental Unit? Yes No

Primary Contact: _____ Title: _____

Telephone: _____ Ext: _____

Email: _____

**(Make as many copies as necessary, a minimum of 3 references required)
THIS FORM OR SUBSTITUTE WITH THE REQUESTED INFORMATION
MUST BE FILED WITH BID SUBMISSION**

Legal Advertisement

TOWN OF HUBBARDSTON

REQUEST FOR PROPOSALS

APPRAISAL SERVICES AND REVIEW APPRAISAL SERVICES

The Town of Hubbardston seeks proposals from qualified firms to provide the Town with appraisal services and review appraisal services for the period January 3, 2022 through June 30, 2022 associated with the acquisition of property for a federally-aided roadway construction project in accordance with the Uniform Relocation Act.

Proposals are due by December 30, 2021 at 2:00 pm. Specifications may be obtained from the Select Board's Office at the Town of Hubbardston, 7 Main Street, Hubbardston, MA 01452 Monday through Thursday 9:00 am to 4:00 pm. The RFP package is also available for download online (<https://www.hubbardstonma.us/town-administrator/pages/procurement>). If a firm plans to download the RFP package from the Web site, it's recommended they register as an official bidder by email to: admin@hubbardstonma.us This will ensure the bidder receives all addenda and updates.

Post: December 15, 2021, Town Offices

Website: December 15, 2021

Publish: December 15, 2021, Goods and Services Bulletin
December 15, 2021, COMMBUYS
December 15, 2021, Worcester Telegram

LPA Appraisal Function Job Aid

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

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

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

Appraisal Scope of Work Criteria

- D 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)

 - D 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

 - D 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
-

LPA Appraisal Function
Duties and Responsibilities - Job Aid

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

Appraiser's Responsibilities

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

LPA Appraisal Function Job Aid

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

Fee Review Appraiser's Responsibilities

Fee Review Appraiser's should

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

Your Review Appraiser's Checklist

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

Your Review Appraiser's Checklist

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

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION HIGHWAY DIVISION

HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	1	20
PROJECT FILE NO.		608793	

PRELIMINARY RIGHT OF WAY
TITLE SHEET & INDEX

PLAN AND PROFILE OF MAIN STREET & GARDNER ROAD (ROUTE 68)

IN THE TOWN OF
HUBBARDSTON
WORCESTER COUNTY

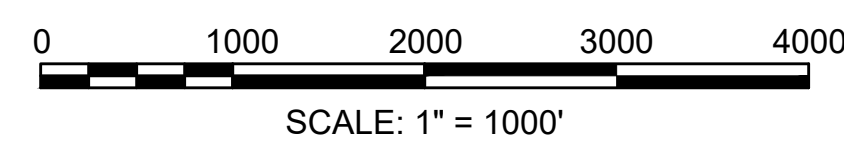
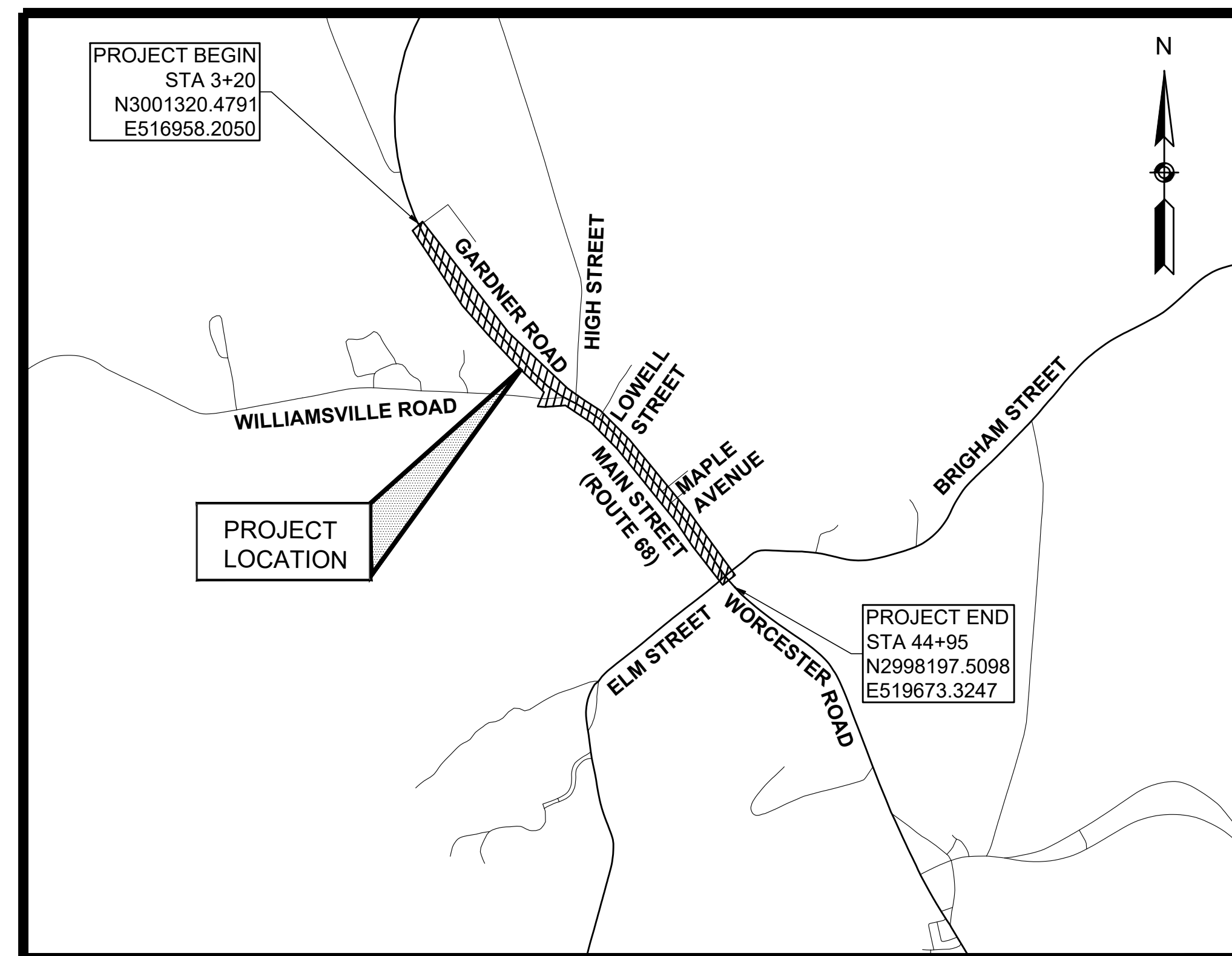
FEDERAL AID PROJECT NO.

THESE PLANS ARE SUPPLEMENTED BY THE OCTOBER 2017 CONSTRUCTION STANDARD DETAILS, THE 2015 OVERHEAD SIGNAL STRUCTURE AND FOUNDATION STANDARD DRAWINGS, MASSDOT TRAFFIC MANAGEMENT PLANS AND DETAIL DRAWINGS, 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.

PRELIMINARY RIGHT OF WAY

11/05/2021	PS&E RE-SUBMITTAL (3)	8
	ALTERED PARCELS	
	TE-29, TE-31	
	NEW PARCELS	
	PUE-15, PUE-16, TE-81	
10/19/2021	PS&E RE-SUBMITTAL (2)	7
	ALTERED PARCELS	
	PUE-5, PUE-6, TE-32, TE-33, TE-35, TE-44, TE-45, TE-65, TE-69, TE-75	
	NEW PARCELS	
	PUE-9, PUE-10, PUE-11, PUE-12, PUE-13, PUE-14, TE-80	
	DELETED PARCELS	
	TE-66, TE-71, TE-73, TE-77	
7/26/2021	PS&E RE-SUBMITTAL	6
	ALTERED PARCELS	
	TE-58, TE-61, TE-63, TE-8, TE-9	
	DELETED PARCELS	
	TE-59, TE-62, TE-64	
	NEW PARCELS	
	TE-78, TE-79, TE-77	
	PROPERTY OWNERS UPDATED	
	TE-58, TE-78, TE-79, TE-65, TE-66, TE-9, TE-13, TE-14, TE-69, TE-18, TE-20, TE-21, TE-28, TE-29, TE-32, TE-35, TE-38	
	TE-39, TE-40, TE-43, TE-44, TE-57, TE-46, TE-47, TE-51, TE-55, TE-63	
	BOOK & PAGE NUMBERS UPDATED	
	TE-20, TE-27	
4/30/2021	PS&E SUBMITTAL	5
	ALTERED PARCELS	
	TE-10, TE-17, TE-27, TE-49	
	DELETED PARCELS	
	PUE-7, TE-24, TE-52, TE-56	
3/24/2021	100% RESUBMITTAL	4
	ALTERED PARCELS	
	TE-14, TE-15, TE-16, TE-30, TE-66	
	DELETED PARCELS	
	PUE-3, TE-67	
10/08/2020	100% SUBMITTAL	3
	ALTERED PARCELS	
	E-1, PUE-4, PUE-5, PUE-6, PUE-7, TE-1, TE-5, TE-6, TE-8, TE-10, TE-11, TE-12, TE-13, TE-14, TE-15, TE-16, TE-17, TE-18	
	TE-19, TE-20, TE-21, TE-22, TE-23, TE-24, TE-25, TE-27, TE-28, TE-29, TE-30, TE-31, TE-32, TE-33, TE-35, TE-36, TE-37	
	TE-38, TE-40, TE-43, TE-44, TE-45, TE-46, TE-47, TE-48, TE-49, TE-50, TE-51, TE-52, TE-53, TE-54, TE-55, TE-56, TE-57	
	NEW PARCELS	
	TE-58, TE-59, TE-60, TE-61, TE-62, TE-63, TE-64, TE-65, TE-66, TE-67, TE-68, TE-69, TE-70, TE-71, TE-72, TE-73, TE-74	
	TE-75, TE-76, PUE-8, D-1	
	DELETED PARCELS	
	PUE-1, PUE-2, TE-3, TE-26, TE-41, TE-42	
4/10/2020	75% SUBMITTAL	2
	ALTERED PARCELS	
	TE-3, TE-5, TE-6, TE-8, PUE-2, TE-9, TE-10, TE-11, TE-12, TE-13, TE-14, TE-15, TE-16, TE-17, TE-18, TE-19, TE-20, TE-21	
	TE-22, TE-23, TE-27, TE-25, PUE-4, TE-26, PUE-5, TE-28, TE-29, TE-30, TE-32, TE-33, TE-35, TE-37, TE-38, TE-39, TE-40	
	TE-43, TE-44, TE-45, TE-47, TE-48, TE-49, TE-50, TE-51, TE-52, TE-54, TE-55	
	NEW PARCELS	
	TE-56, TE-57	
	DELETED PARCELS	
	TE-2, TE-4, TE-7, TE-34	
3/8/2019	25% RESUBMITTAL	1
9/28/2018	25% SUBMITTAL EXTENSION	-
1/3/2018	25% SUBMITTAL	-

SHEET NO.	DESCRIPTION
1	TITLE SHEET & INDEX
2	LEGEND, ABBREVIATIONS, AND PROJECT DESCRIPTION
3-5	TYPICAL SECTIONS
6-8	CRITICAL PROFILES
9-11	PARCEL SUMMARY SHEET
12	LOCATION PLAN
13-20	PROPERTY PLANS



TOTAL LENGTH OF PROJECT = 4,175 FEET = 0.791 MILES

BASE MAP NOTES

1. THE SURVEY BASE PLAN WAS PREPARED BY TEC, INC. IN JUNE, 2017 AND SUPPLEMENTED BY TEC, INC. IN APRIL, 2018.
2. THE MOST RECENT SITE VISIT WAS COMPLETED IN SEPTEMBER, 2021 TO VERIFY THAT THE EXISTING CONDITIONS SHOWN ON THE PLAN ARE THE CURRENT CONDITIONS IN THE FIELD.
3. THE LAYOUT AND PROPERTY LINES SHOWN ON THE PLAN WERE COMPILED FROM ON THE GROUND SURVEY OF FIELD LOCATED MONUMENTATION, RECORDED PROPERTY PLANS AND DEEDS OF RECORD, CERTIFIED BY BRYAN PARMENTER (STA. 1+50 TO STA. 11+00) AND KEVIN ARSENAULT (STA. 11+00 TO STA. 45+00), EACH A PLS IN DIRECT CHARGE AND SUPERVISION OF THEIR RESPECTIVE PORTION OF THE SURVEY AND BASEMAP.
4. THE OWNERS HAVE BEEN CHECKED AND UPDATED AS OF JULY, 2021.

TEC
The Engineering Corp

146 Dascomb Road
Andover, MA 01810
978-794-1792

311 Main Street
2nd Floor
Worcester, MA 01608
508-868-5104

169 Ocean Blvd, Unit 3
PO Box 249
Hampton, NH 03842
603-601-8154

www.TheEngineeringCorp.com

DATE	DESCRIPTION	REV#
3/8/2019	25% RESUBMITTAL	1
9/28/2018	25% SUBMITTAL EXTENSION	-
1/3/2018	25% SUBMITTAL	-

massDOT
Massachusetts Department of Transportation
Highway Division

APPROVED

CHIEF ENGINEER

DATE

GENERAL SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
		JERSEY BARRIER
		CATCH BASIN OR GUTTER INLET
		FLAG POLE
		GAS PUMP
		MAIL BOX
		POST SQUARE
		POST CIRCULAR
		WELL
		ELECTRIC HANDHOLE
		FENCE GATE POST
		GAS GATE
		BORING HOLE
		MONITORING WELL
		TEST PIT
		HYDRANT
		LIGHT POLE
		COUNTY BOUND
		GPS POINT
		CABLE MANHOLE
		DRAINAGE MANHOLE
		ELECTRIC MANHOLE
		GAS MANHOLE
		MISC MANHOLE
		SEWER MANHOLE
		TELEPHONE MANHOLE
		WATER MANHOLE
		MASSACHUSETTS HIGHWAY BOUND MONUMENT
		STONE BOUND
		TOWN OR CITY BOUND
		TRAVERSE OR TRIANGULATION STATION
		TREE PROTECTION
		TROLLEY POLE OR GUY POLE
		TRANSMISSION POLE
		UTILITY POLE W/ FIREBOX
		UTILITY POLE WITH DOUBLE LIGHT
		UTILITY POLE W / 1 LIGHT
		UTILITY POLE
		BUSH
		TREE
		STUMP
		SWAMP / MARSH
		WATER GATE
		WATER SHUTOFF/CURB STOP
		PARKING METER
		OVERHEAD CABLE/WIRE
		CURBING
		CONTOURS (ON-THE-GROUND SURVEY DATA)
		CONTOURS (PHOTOGRAMMETRIC DATA)
		UNDERGROUND DRAIN PIPE (DOUBLE LINE 24 INCH AND OVER)
		UNDERGROUND ELECTRIC DUCT (DOUBLE LINE 24 INCH AND OVER)
		UNDERGROUND GAS MAIN (DOUBLE LINE 24 INCH AND OVER)
		UNDERGROUND SEWER MAIN (DOUBLE LINE 24 INCH AND OVER)
		UNDERGROUND TELEPHONE DUCT (DOUBLE LINE 24 INCH AND OVER)
		UNDERGROUND WATER MAIN (DOUBLE LINE 24 INCH AND OVER)
		BALANCED STONE WALL
		GUARD RAIL - STEEL POSTS
		GUARD RAIL - WOOD POSTS
		CHAIN LINK OR METAL FENCE
		WOOD FENCE
		SEDIMENT CONTROL BARRIER
		TREE LINE
		EDGE OF PAVEMENT
		SAWCUT LINE
		TOP OR BOTTOM OF SLOPE
		LIMIT OF EDGE OF MICROMILLING AND OVERLAY
		BANK OF RIVER OR STREAM
		BORDER OF WETLAND
		100 FT WETLAND BUFFER
		200 FT RIVERFRONT BUFFER
		STATE HIGHWAY LAYOUT
		TOWN OR CITY LAYOUT
		COUNTY LAYOUT
		RAILROAD SIDELINE
		TOWN OR CITY BOUNDARY LINE
		PROPERTY LINE OR APPROXIMATE PROPERTY LINE
		EASEMENT

TRAFFIC SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
		CONTROLLER CABINET, FOUNDATION
		CONTROLLER CABINET, FOUNDATION, CONC. PAD
		MAST ARM FOUNDATION (SCALE OF BLOCK = DIAMETER IN INCHES)
		MAST ARM (LENGTH NOTED)
		EMERGENCY PREEMPTION CONFIRMATION STROBE LIGHT
		VEHICULAR SIGNAL HEAD
		PEDESTRIAN SIGNAL HEAD
		MAST ARM OR TS POLE MOUNTED SIGN
		EMERGENCY PRE-EMPTION RECEIVER
		EMERGENCY PRE-EMPTION CONFIRMATION STROBE
		PEDESTRIAN PUSH BUTTON
		YAGI ANTENNA
		BICYCLE WIRE LOOP DETECTOR (SIZE AS NOTED)
		WIRE LOOP DETECTOR (SIZE AND TYPE NOTED)
		TRAFFIC SIGN (1 POST)
		TRAFFIC SIGN (2 POST)
		PULL BOX 12"x12" (OR AS NOTED)
		ELECTRIC HANDHOLE 12"x24" (OR AS NOTED)
		TRAFFIC SIGNAL CONDUIT

PAVEMENT MARKINGS SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
		PAVEMENT ARROW - WHITE
		LEGEND "ONLY" - WHITE
		BIKE LANE LEGEND - WHITE
		STOP LINE
		CROSSWALK
		SOLID WHITE LINE
		SOLID YELLOW LINE
		BROKEN WHITE LINE
		BROKEN YELLOW LINE
		DOTTED WHITE LINE
		DOTTED YELLOW LINE
		DOTTED WHITE LINE EXTENSION
		DOTTED YELLOW LINE EXTENSION
		DOUBLE WHITE LINE
		DOUBLE YELLOW LINE

PROJECT DESCRIPTION:

THIS PROJECT CONSISTS OF SAFETY AND TRAFFIC OPERATION IMPROVEMENTS ALONG APPROXIMATELY 4.175' OF ROUTE 68 (MAIN ST / GARDNER RD), AND ALONG 200' OF WILLIAMSVILLE ROAD, HIGH STREET, ELM STREET AND BRIGHAM STREET.

THE PROPOSED IMPROVEMENTS INCLUDE THE CONSTRUCTION OF ENHANCED BICYCLE AND PEDESTRIAN ACCOMMODATIONS (E.G. CONTINUOUS 5.5'-7' CEMENT CONCRETE SIDEWALKS AND ADA WHEELCHAIR RAMPS, 10' CEMENT CONCRETE SHARED USE PATH, AND ON-ROAD BICYCLE LANES) THROUGHOUT THE PROJECT AREA, GEOMETRIC IMPROVEMENTS AT THE INTERSECTION OF WILLIAMSVILLE ROAD AND ROUTE 68 (MAIN STREET), RECTANGULAR RAPID FLASHING BEACONS (RRFB), DRAINAGE SYSTEM UPGRADES/MODIFICATIONS, AND MUTCD-COMPLIANT SIGNS AND PAVEMENT MARKINGS.

THE WORK INCLUDES EARTH EXCAVATION, PAVEMENT MILLING, SUPERPAVE ASPHALT PAVEMENT, RETAINING WALL CONSTRUCTION, CEMENT CONCRETE SIDEWALK, GRANITE CURB, DRAINAGE SYSTEM AND UTILITY MODIFICATIONS, RRFBs, LANDSCAPING, TREE PROTECTION, TREE REMOVAL/PRUNING/TRIMMING, MASSACHUSETTS CERTIFIED ARBORIST SERVICES, AND OTHER INCIDENTAL WORK.

ABBREVIATIONS

GENERAL	
AADT	ANNUAL AVERAGE DAILY TRAFFIC
ABAN	ABANDON
ADJ	ADJUST
APPROX.	APPROXIMATE
A.C.	ASPHALT CONCRETE
ACCM PIPE	ASPHALT COATED CORRUGATED METAL PIPE
BIT.	BITUMINOUS
BC	BOTTOM OF CURB
BD.	BOUND
BL	BASELINE
BLDG	BUILDING
BM	BENCHMARK
BO	BY OTHERS
BOS	BOTTOM OF SLOPE
BR.	BRIDGE
CB	CATCH BASIN
CBCI	CATCH BASIN WITH CURB INLET
CC	CEMENT CONCRETE
CCM	CEMENT CONCRETE MASONRY
CEM	CEMENT
CI	CURB INLET
CIP	CAST IRON PIPE
CLF	CHAIN LINK FENCE
CL	CENTERLINE
CMP	CORRUGATED METAL PIPE
CSP	CORRUGATED STEEL PIPE
CO.	COUNTY
CONC	CONCRETE
CONT	CONTINUOUS
CONST	CONSTRUCTION
CR GR	CROWN GRADE
DHV	DESIGN HOURLY VOLUME
DI	DROP INLET
DIA	DIAMETER
DIP	DUCTILE IRON PIPE
DW	STEADY DON'T WALK - PORTLAND ORANGE
DWP	DETECTABLE WARNING PANEL
DWY	DRIVEWAY
ELEV (or EL.)	ELEVATION
EMB	EMBANKMENT
EOP	EDGE OF PAVEMENT
EXIST (or EX)	EXISTING
EXC	EXCAVATION
F&C	FRAME AND COVER
F&G	FRAME AND GRATE
FDN	FOUNDATION
FLDSTN	FIELDSTONE
FDP	FULL DEPTH PAVEMENT
GAR	GARAGE
GC	GRANITE CURB
GCC	GRANITE CURB CORNER
GD	GROUND
GG	GAS GATE
GI	GUTTER INLET
GIP	GALVANIZED IRON PIPE
GRAN	GRANITE
GRAV	GRAVEL
GRD	GUARD
HDW	HEADWALL
HMA	HOT MIX ASPHALT
HOR	HORIZONTAL
HYD	HYDRANT
INV	INVERT
JCT	JUNCTION
L	LENGTH OF CURVE
LB	LEACH BASIN
LOG	LIMIT OF GRADING
LP	LIGHT POLE
L&S	LOAM AND SEED
LT	LEFT
MAX	MAXIMUM
MB	MAILBOX
MH	MANHOLE
MHB	MASSACHUSETTS HIGHWAY BOUND
MIN	MINIMUM
NIC	NOT IN CONTRACT
NO.	NUMBER
PC	POINT OF CURVATURE
PCC	POINT OF COMPOUND CURVATURE
P.G.L.	PROFILE GRADE LINE
PI	POINT OF INTERSECTION
POC	POINT ON CURVE
POT	POINT ON TANGENT
PRC	POINT OF REVERSE CURVATURE
PROJ	PROJECT
PROP	PROPOSED
PSB	PLANTABLE SOIL BORROW

HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	2	20
PROJECT FILE NO.		608793	

PRELIMINARY RIGHT OF WAY
LEGEND, ABBREVIATIONS, AND
PROJECT DESCRIPTION

ABBREVIATIONS (cont.)

GENERAL	
PT	POINT OF TANGENCY
PUE	PERMANENT UTILITY EASEMENT
PVC	POINT OF VERTICAL CURVATURE
PVI	POINT OF VERTICAL INTERSECTION
PVT	POINT OF VERTICAL TANGENCY
PVMT	PAVEMENT
PWW	PAVED WATERWAY
R	RADIUS OF CURVATURE
R&D	REMOVE AND DISPOSE
RCP	REINFORCED CONCRETE PIPE
RD	ROAD
RDWY	ROADWAY
REM	REMOVE
RET	RETAIN
RET WALL	RETAINING WALL
ROW	RIGHT OF WAY
RR	RAILROAD
RRFB	RECTANGULAR RAPID FLASHING BEACON
R&R	REMOVE AND RESET
R&S	REMOVE AND STACK
RT	RIGHT
SB	STONE BOUND
SGE	SLOPED GRANITE EDGING
SHLD	SHOULDER
SHLO	STATE HIGHWAY LAYOUT LINE
SMH	SEWER MANHOLE
ST	STREET
STA	STATION
SSD	STOPPING SIGHT DISTANCE
SUP	SHARED USE PATH
SW	SIDEWALK
T	TANGENT DISTANCE OF CURVE/TRUCK %
TAN	TANGENT
TEMP	TEMPORARY
TC	TOP OF CURB
TOS	TOP OF SLOPE
TYP	TYPICAL
UPL	UTILITY POLE
VAR	VARIES
VERT	VERTICAL
VC	VERTICAL CURVE
WCR	WHEEL CHAIR RAMP
WG	WATER GATE
WIP	WROUGHT IRON PIPE
WM	WATER METER/WATER MAIN
X-SECT	CROSS SECTION

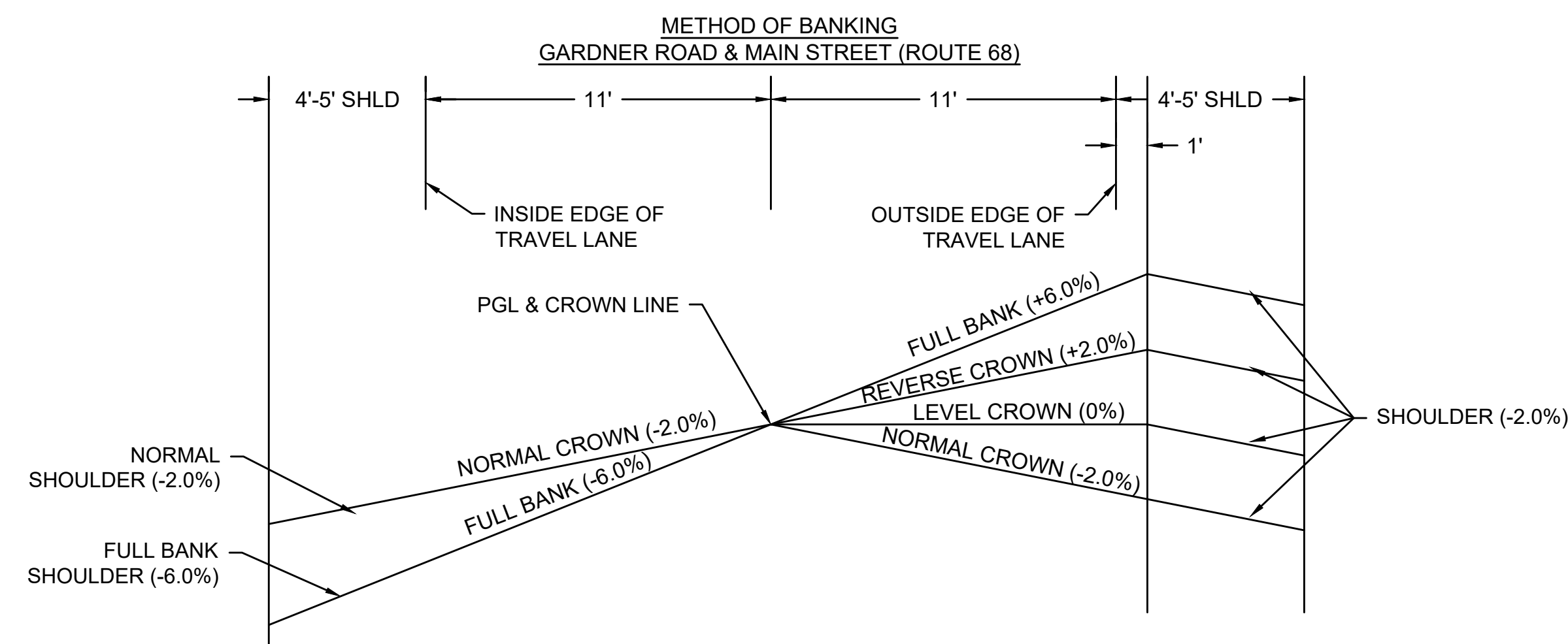
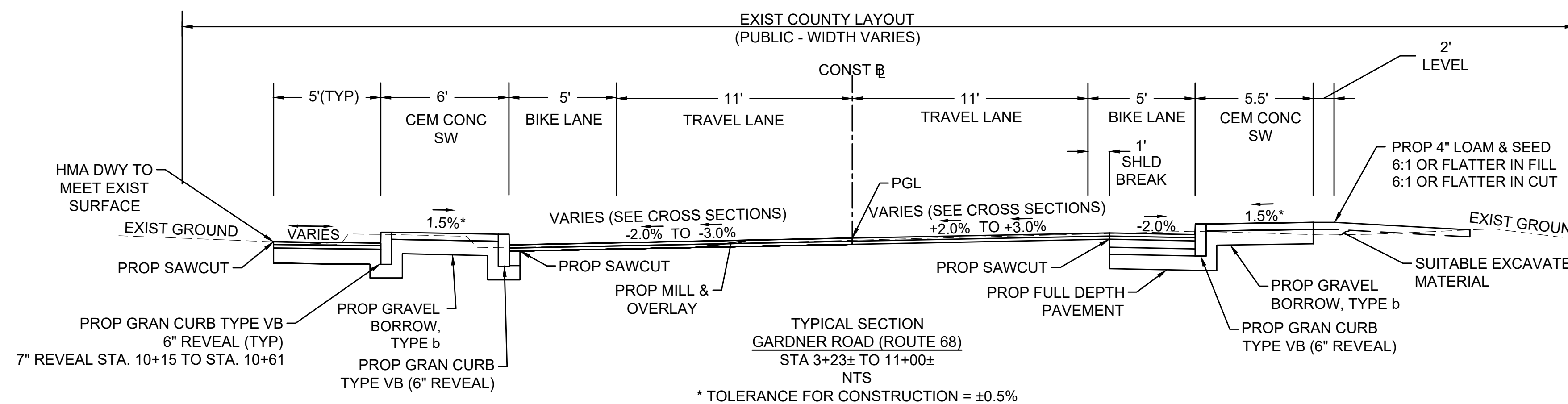
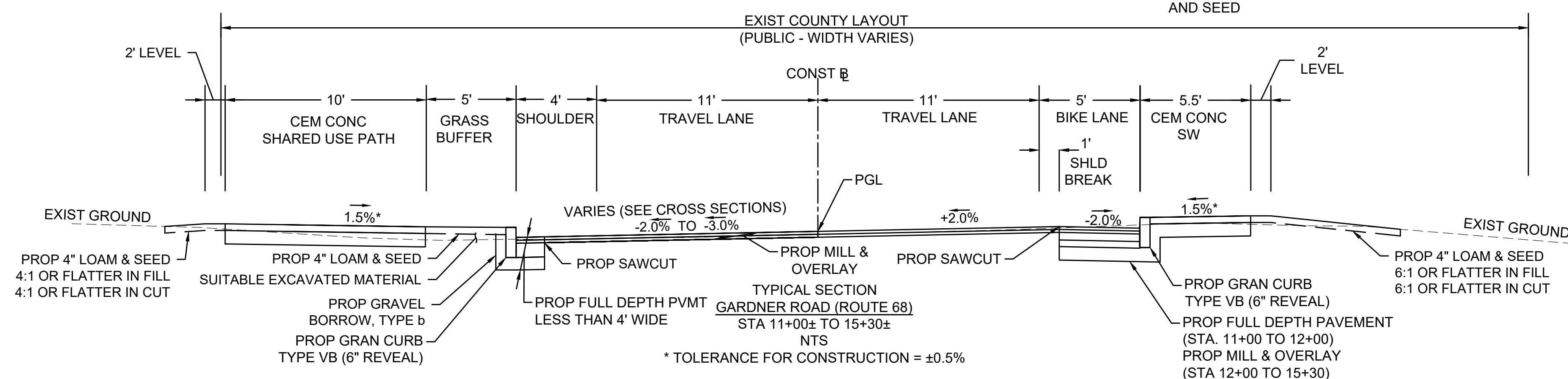
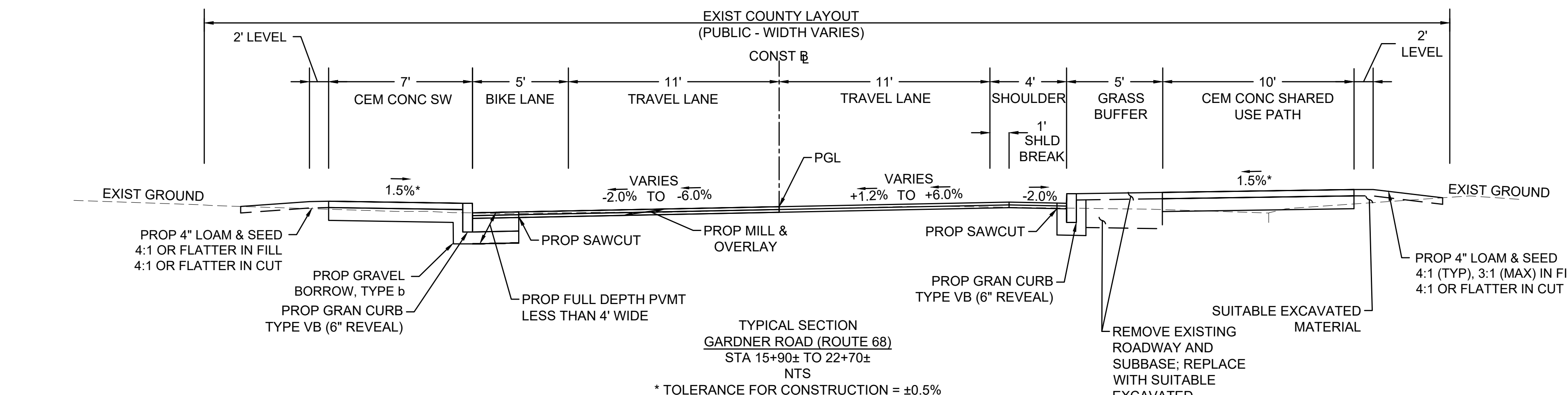
TRAFFIC SIGNAL ABBREVIATIONS

CAB	CABINET
CCVE	CLOSED CIRCUIT VIDEO EQUIPMENT
DW	STEADY UPRAISED HAND
FDW	FLASHING UPRAISED HAND
FR	FLASHING CIRCULAR RED
FRL	FLASHING RED LEFT ARROW
FRR	FLASHING RED RIGHT ARROW
FY	FLASHING CIRCULAR YELLOW
FYL	FLASHING YELLOW LEFT ARROW
FYR	FLASHING YELLOW RIGHT ARROW
G	STEADY CIRCULAR GREEN
GL	STEADY GREEN LEFT ARROW
GR	STEADY GREEN RIGHT ARROW
GSL	STEADY GREEN SLASH LEFT ARROW
GSR	STEADY GREEN SLASH RIGHT ARROW
GV	STEADY GREEN VERTICAL ARROW
OL	OVERLAP
PED	PEDESTRIAN
PTZ	PAN, TILT, ZOOM
R	STEADY CIRCULAR RED
RL	STEADY RED LEFT ARROW
RR	STEADY RED RIGHT ARROW
TR SIG	TRAFFIC SIGNAL
TSC	TRAFFIC SIGNAL CONDUIT
W	STEADY WALKING PERSON
Y	STEADY CIRCULAR YELLOW
YL	STEADY YELLOW LEFT ARROW

HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	3	20
PROJECT FILE NO.		608793	

PRELIMINARY RIGHT OF WAY
TYPICAL SECTIONS - SHEET 1 OF 3



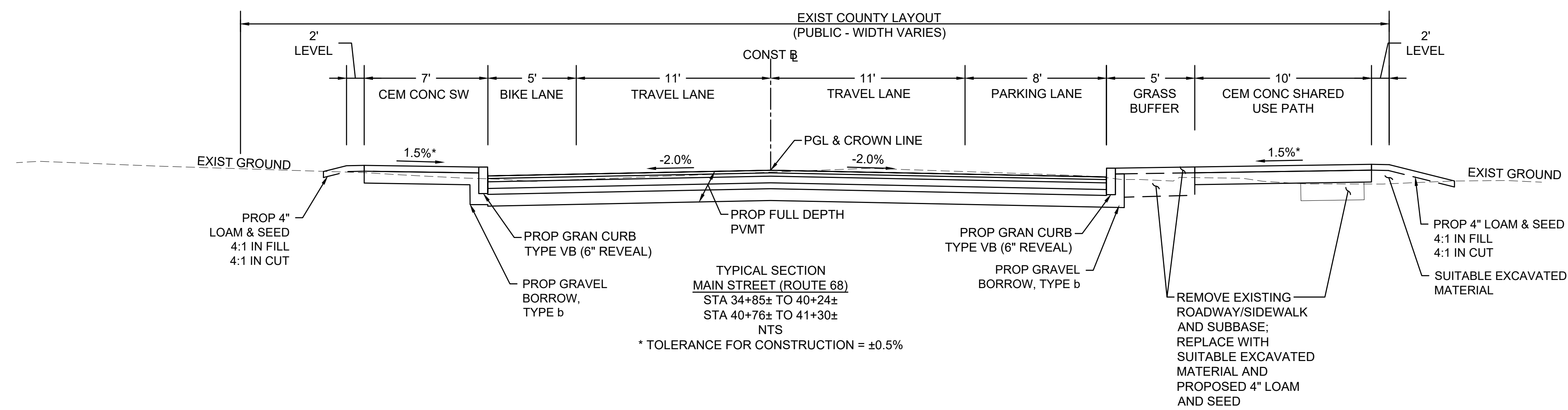
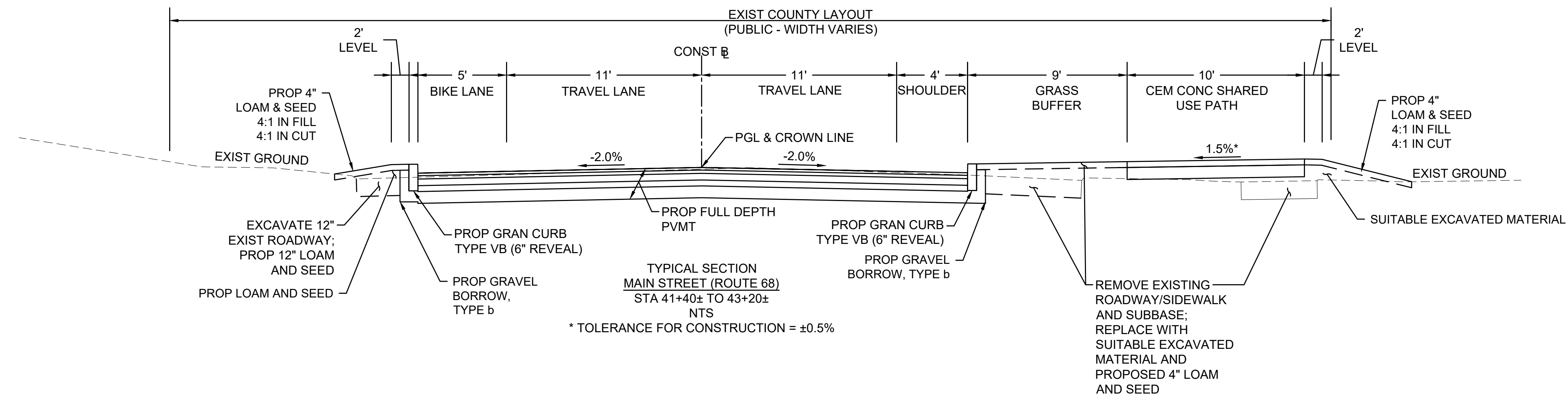
GENERAL PAVEMENT NOTES:

1. ASPHALT EMULSION FOR TACK COAT SHALL BE APPLIED BETWEEN ALL ASPHALT SURFACES AND SAWCUT JOINTS BEFORE PAVING. HMA JOINT SEALANT SHALL BE APPLIED TO ALL COLD JOINTS (LONGITUDINAL AND TRANSVERSE) BEFORE PAVING SURFACE COURSE. ASPHALT EMULSION FOR TACK COAT SHALL BE APPLIED AT A RATE CONSISTENT WITH STANDARD SPECIFICATION 450.43G2. ALL SURFACES SHALL BE CLEAN OF ALL ORGANICS, DEBRIS, AND SAND PRIOR TO PAVING.
2. ALL HMA SHALL BE IN ACCORDANCE WITH SECTION 450.
3. ASPHALT EMULSION FOR TACK COAT SHALL BE RS-1H TO RESIST TRACKING OF TACK BY HAUL VEHICLES.
4. HMA FOR WALKS AND DRIVEWAYS SHALL BE IN ACCORDANCE WITH SECTION 700.
5. ALL GRAVEL BORROW MEETING SPECIFICATION SHALL BE RETAINED IN PLACE, COMPACTED, AND LEVELED AS REQUIRED.
6. VARIABLE DEPTH STANDARD MILLING AS REQUIRED TO MEET PROPOSED LINES AND GRADES WITH RESURFACING OVERLAY.

HUBBARDSTON
 MAIN STREET & GARDNER ROAD (ROUTE 68)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	4	20
PROJECT FILE NO. 608793			

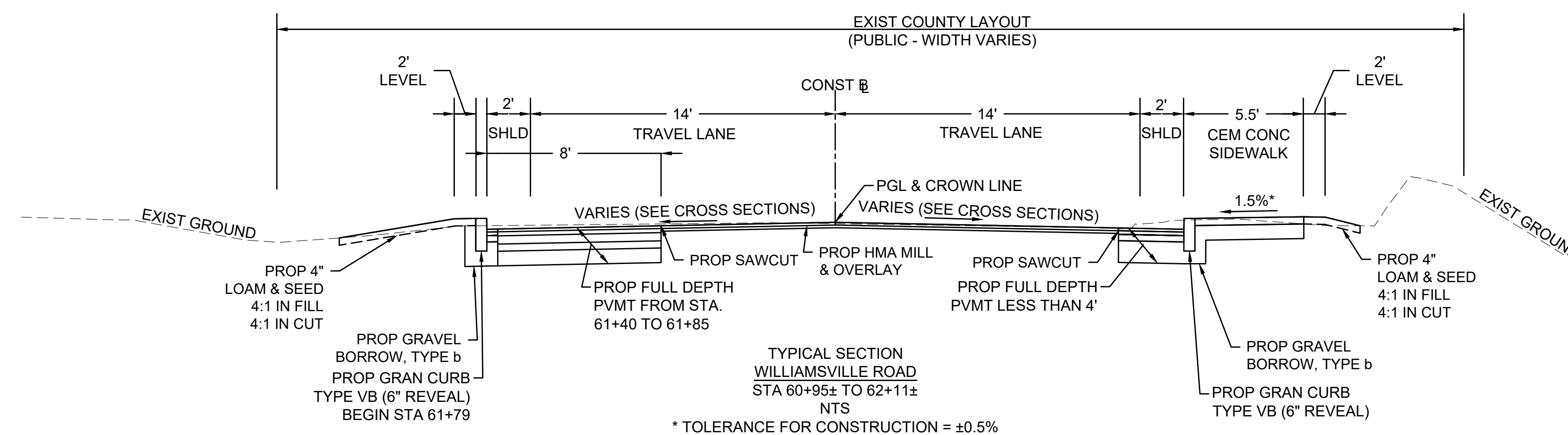
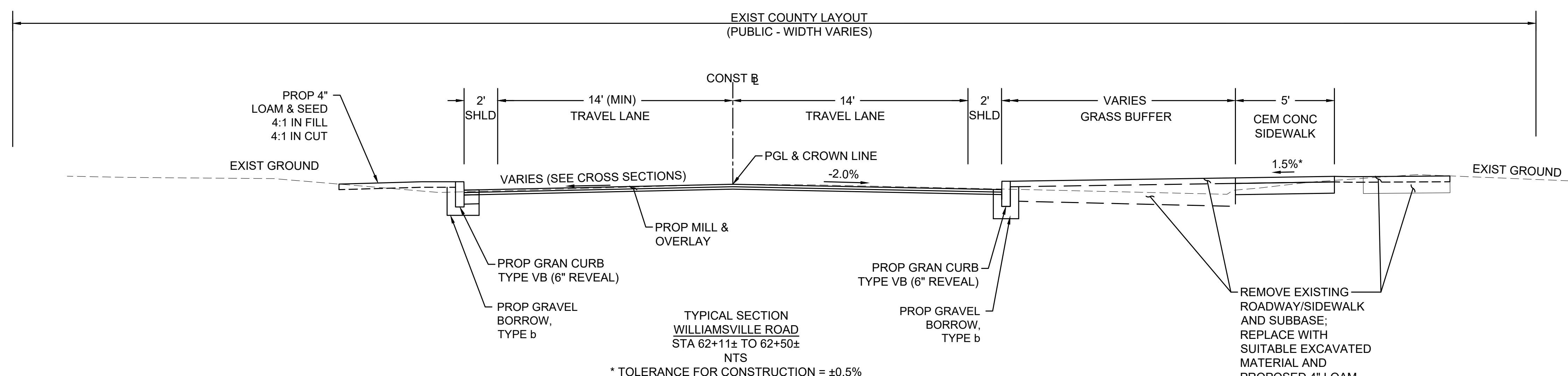
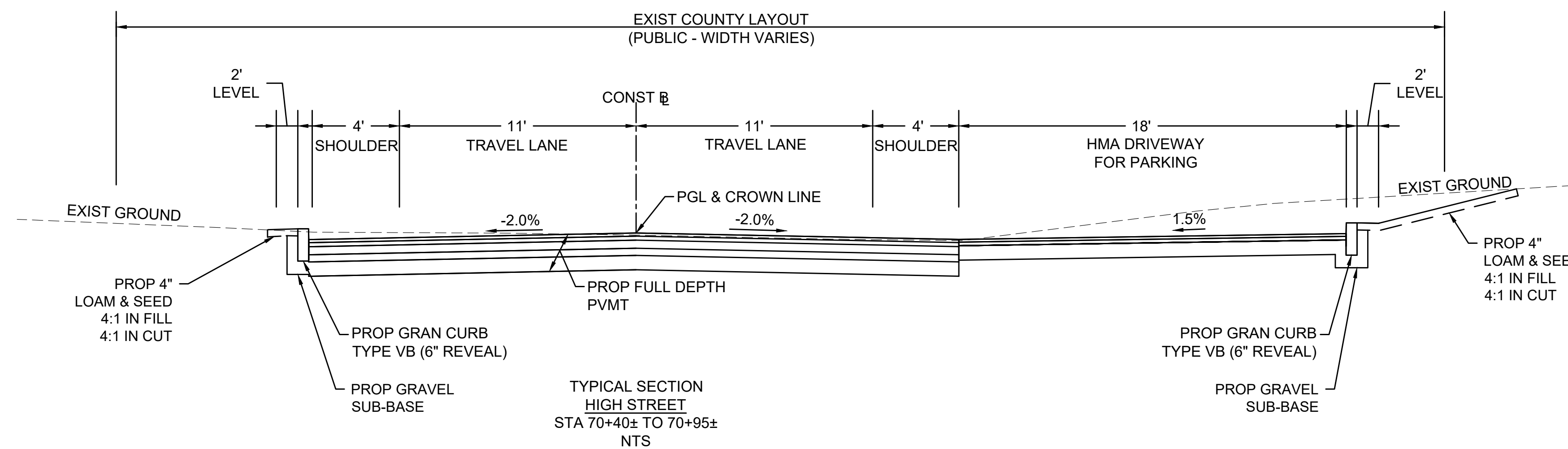
PRELIMINARY RIGHT OF WAY
 TYPICAL SECTIONS - SHEET 2 OF 3



HUBBARDSTON
 MAIN STREET & GARDNER ROAD (ROUTE 68)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	5	20
PROJECT FILE NO.		608793	

PRELIMINARY RIGHT OF WAY
 TYPICAL SECTIONS - SHEET 3 OF 3



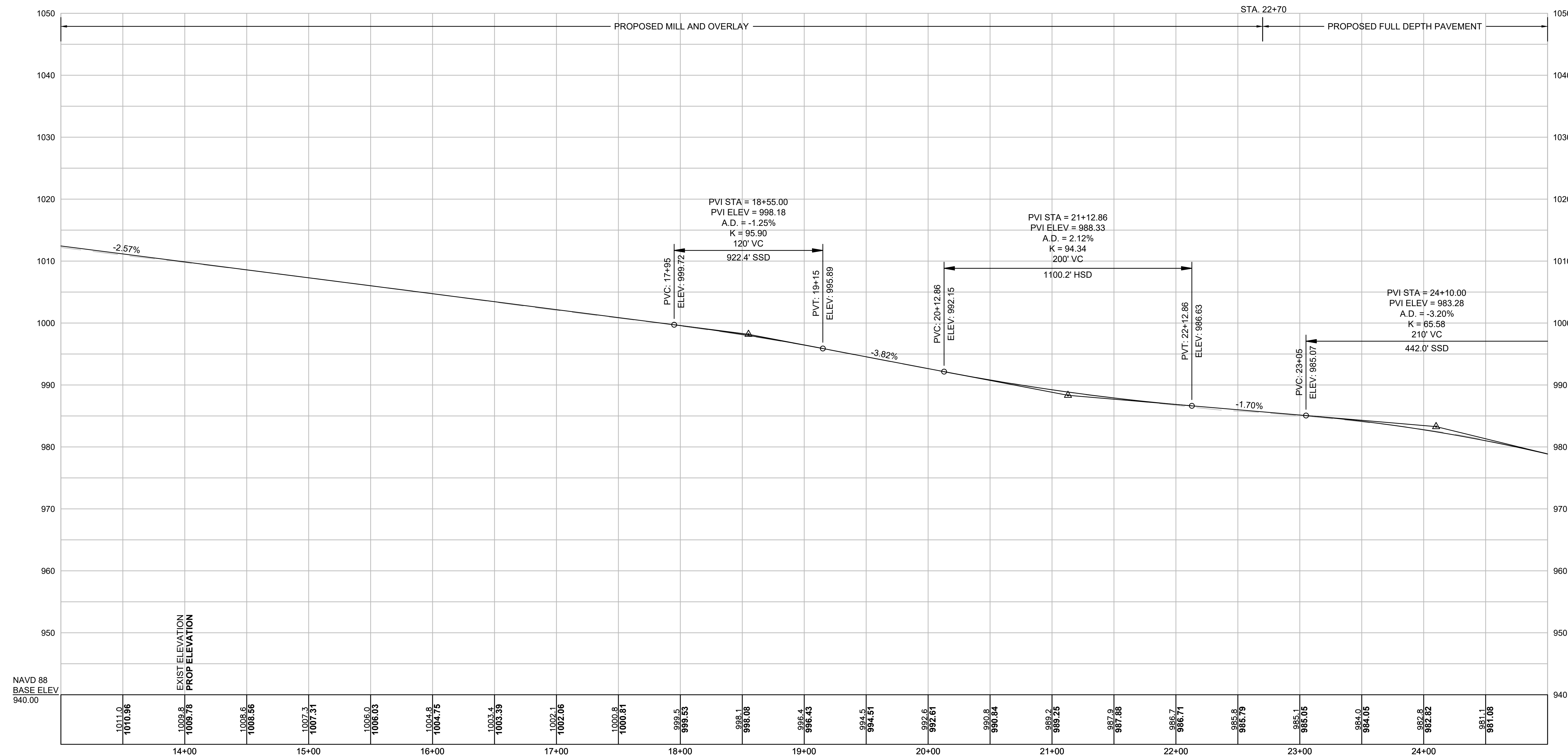
HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	6	20

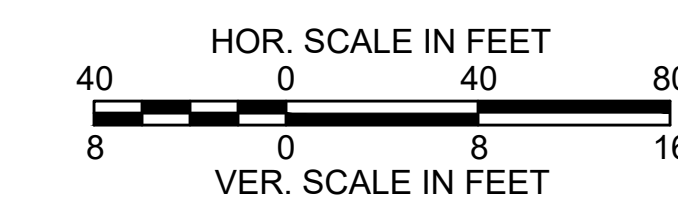
PROJECT FILE NO. 608793

PRELIMINARY RIGHT OF WAY
CRITICAL PROFILES - 1 OF 3

GARDNER ROAD



NAVD 88
BASE ELEV
940.00

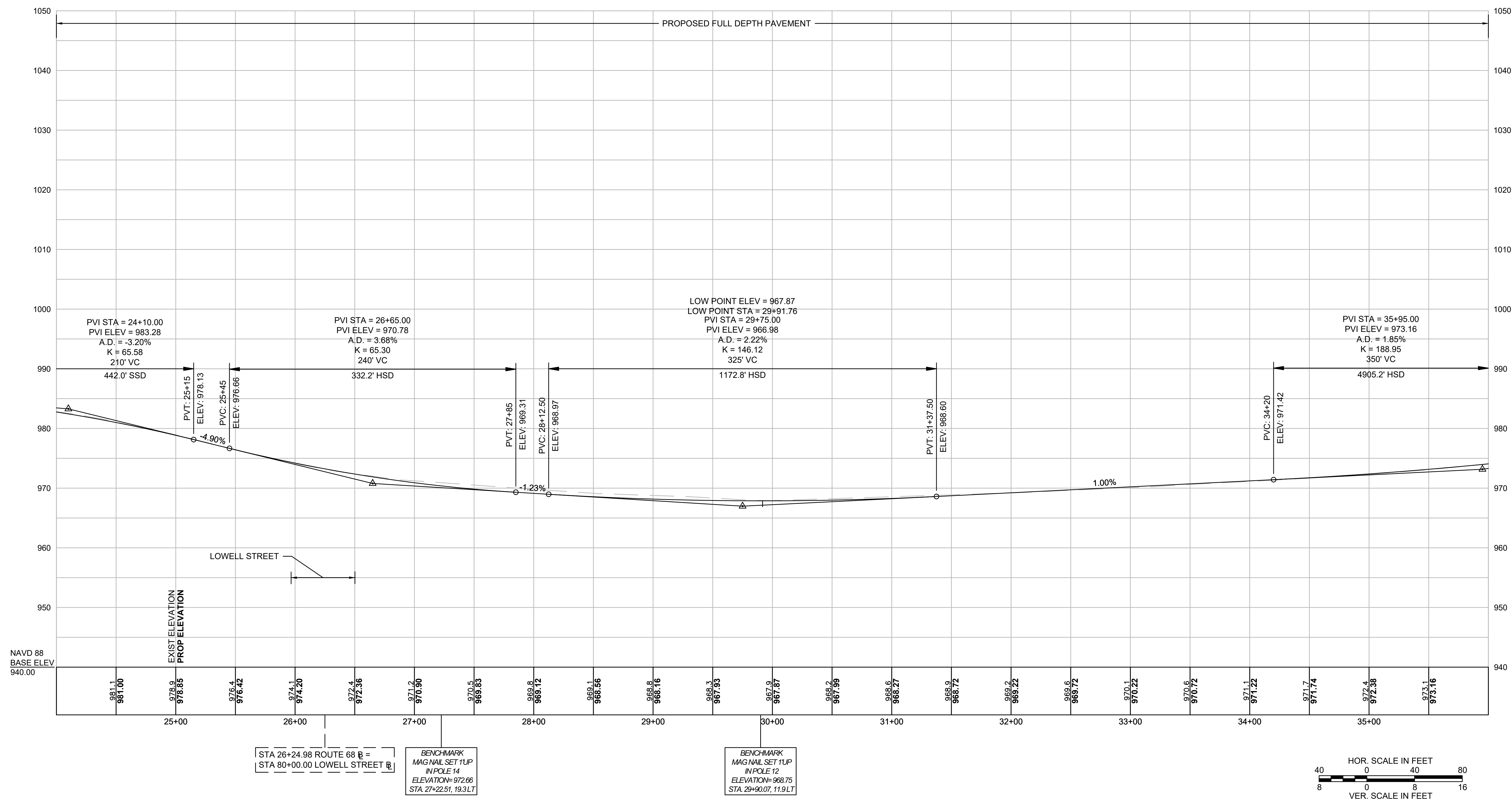


HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	7	20
PROJECT FILE NO.		608793	

PRELIMINARY RIGHT OF WAY
CRITICAL PROFILES - 2 OF 3

MAIN STREET

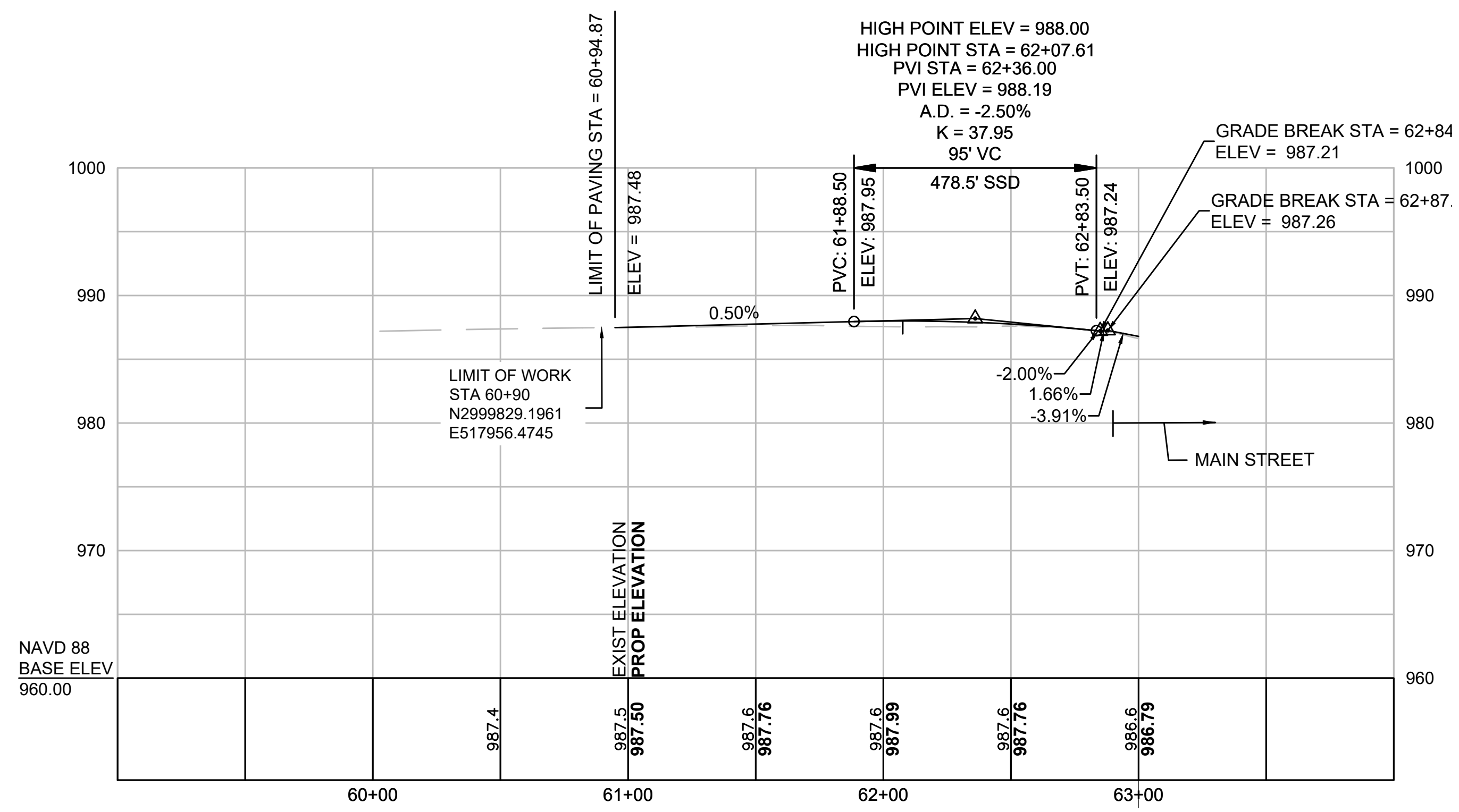


HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)

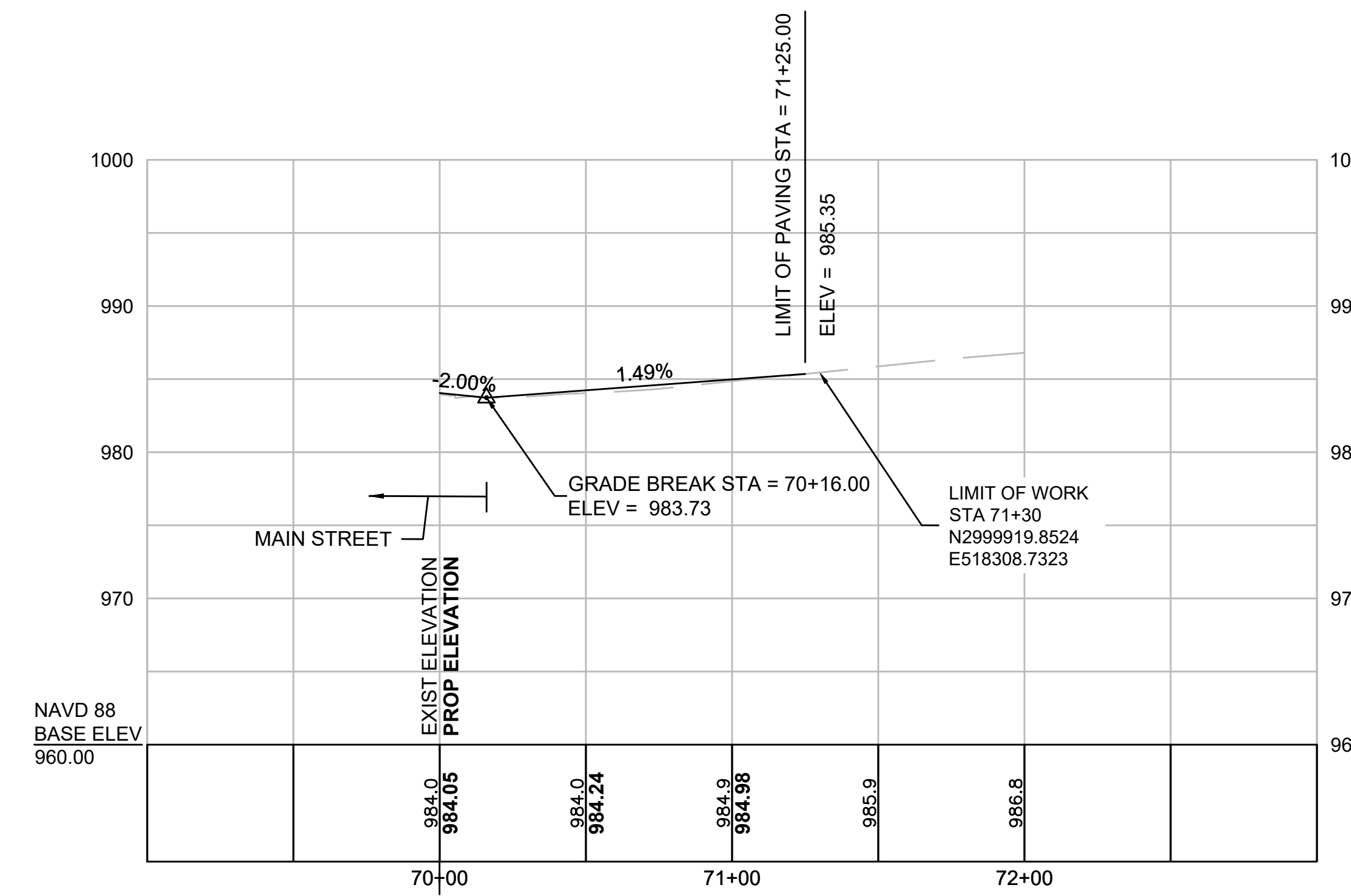
STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	8	20
PROJECT FILE NO.		608793	

PRELIMINARY RIGHT OF WAY
CRITICAL PROFILES - 3 OF 3

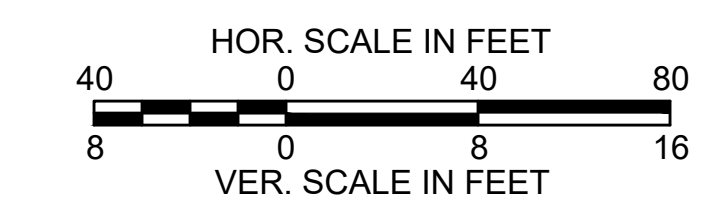
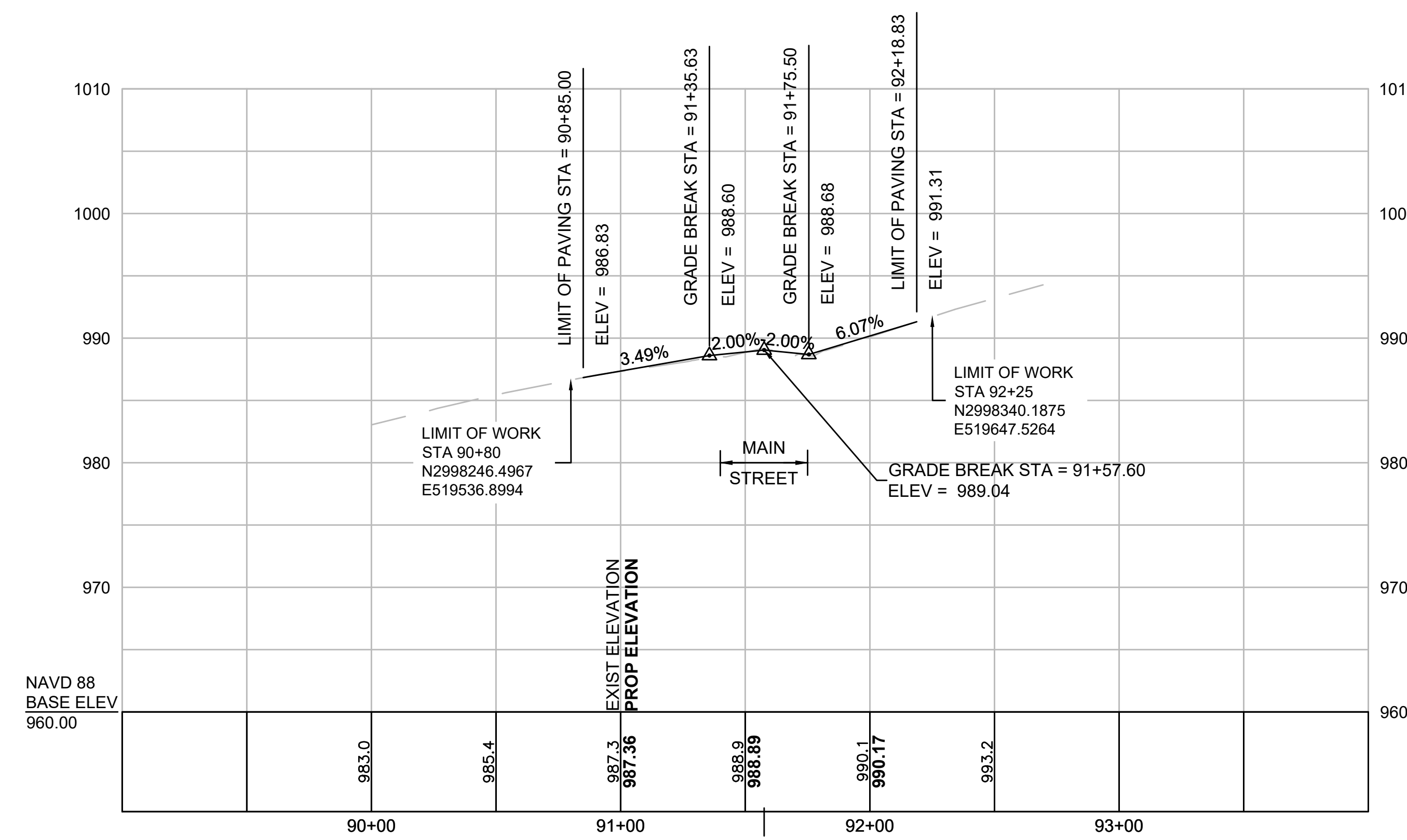
WILLIAMSVILLE ROAD



HIGH STREET



BRIGHAM STREET / ELM STREET



PARCEL NO.	PLAN SHEET NO.	TITLEHOLDER	TITLE REFERENCE				AREA (S.F. +/-)				TOTAL PROPERTY AREA (S.F.)	FRONTAGE ON ROW PLAN (FT.)	PROPERTY ADDRESS	REMARKS	LAND RESTRICTION FROM THE DEED		
			DEED BOOK	PAGE NO.	LCC NO.	CERT NO.	TAKEN		EASEMENT							TOTAL TAKEN	REMAINING
							TOWN	STATE	TYPE	AREA							
TE-1	13	TOWN OF HUBBARDSTON, C/O PARKS COMMISSION	9261	388								457	20 GARDNER ROAD	FOR SITE GRADING (MAX 10:1), DRIVEWAY RECONSTRUCTION			
TE-58	13	CARLA J PERREAULT & BRIAN SENA	38764	229								214	19 GARDNER ROAD	FOR PROP TREE PROTECTION			
D-1	13,14	LYN L & ELAINE M GAUTHIER	8846	229								258	17 GARDNER ROAD	FOR REMOVAL OF EXISTING HEADWALL, PROP HEADWALL CONSTRUCTION, PROP STONE FOR PIPE ENDS			
TE-60	13,14	LYN L & ELAINE M GAUTHIER	8846	229								258	17 GARDNER ROAD	FOR PROP TREE PROTECTION, DRIVEWAY RECONSTRUCTION			
TE-61	13,14	LYN L & ELAINE M GAUTHIER	8846	229								258	17 GARDNER ROAD	FOR PROP TREE PROTECTION			
TE-78	14	PIERRE A. VINCENT TRUSTEE C/O VINCENT FAMILY 2008 IRREVOCABLE TRUST	42669	1								41	GARDNER ROAD	FOR PROP TREE PROTECTION			
TE-63	14	DONALD A & CAROL A ZAMBESI	26166	392								209	15 GARDNER ROAD	FOR PROP TREE PROTECTION			
TE-79	14	DONALD A & CAROL A ZAMBESI	26166	392								209	15 GARDNER ROAD	FOR PROP TREE PROTECTION			
TE-65	14,15	LISA M FIELDING & HAROLD W BAPTISTE	64017	167								335	11 GARDNER ROAD	FOR PROP TREE PROTECTION, TREE REMOVAL, DRIVEWAY RECONSTRUCTION, SITE GRADING (MAX 7:1)			
TE-5	15	TOWN OF HUBBARDSTON, C/O PARKS COMMISSION	9261	388								357	20 GARDNER ROAD	FOR SITE GRADING (MAX 10:1), PROP CLEARING & GRUBBING, PROP SHARED USE PATH, DRIVEWAY RECONSTRUCTION			
PUE-8	15	BRIAN & THERESA AVEDISIAN	36085	137								170	14 GARDNER ROAD	FOR RELOCATED GUY WIRE			
TE-6	15	BRIAN & THERESA AVEDISIAN	36085	137								170	14 GARDNER ROAD	FOR PROP CLEARING & GRUBBING, DRIVEWAY RECONSTRUCTION, SITE GRADING (MAX 3:1)			
TE-8	15	COLLEEN M HIGGINS	58696	344								105	9 GARDNER ROAD	FOR SITE GRADING (MAX 7:1), DRIVEWAY RECONSTRUCTION			
TE-10	15,16	LEADING EDGE ATTACHMENTS INC	44667	40								349	10 GARDNER ROAD	FOR SITE GRADING (MAX 3:1), DRIVEWAY RECONSTRUCTION			
TE-9	15,16	JUDITH N BRYANT & JEAN-MARIE NIEMI	63780	336								249	7 GARDNER ROAD	FOR SITE GRADING (MAX 4:1), DRIVEWAY RECONSTRUCTION, FENCE REMOVAL, PROP CLEARING & GRUBBING			
TE-11	16	KRISTINA M WOOD	52352	392								128	5 GARDNER ROAD	FOR SITE GRADING (MAX 4:1), DRIVEWAY RECONSTRUCTION, WALKWAY RECONSTRUCTION, PROP CLEARING & GRUBBING, PROP TREE PROTECTION, GRANITE CURB INSTALLATION			
TE-12	16	RICHARD J & LILLIAN A IKONEN	4996	203								118	8 GARDNER ROAD	FOR SITE GRADING (MAX 4:1), TREE REMOVAL			
TE-13	16	EDWARD J & TAMMY J CASEY	17983	44								95	6 GARDNER ROAD	FOR SITE GRADING (MAX 4:1), PROP TREE REMOVAL, PROP TREE PROTECTION, PROP CLEARING & GRUBBING			
TE-14	16	MATTHEW H HOPKINSON & NANCY J HUBBARD	62266	119								166	4 WILLIAMSVILLE ROAD	FOR SITE GRADING (MAX 4:1), FENCE REMOVAL, PROP TREE PROTECTION, PROP CLEARING & GRUBBING, STONE PILLAR REMOVE & REBUILD			
TE-15	16	DANIEL KELLEHER	59380	211								205	4 GARDNER ROAD	FOR SITE GRADING (MAX 3:1), PROP CLEARING & GRUBBING, PROP TREE REMOVAL, PROP TREE PROTECTION, DRIVEWAY RECONSTRUCTION			
TE-16	16	EVANGELICAL CONGREGATIONAL CHURCH OF HUBBARDSTON	2841	364								348	2 WILLIAMSVILLE ROAD	FOR SITE GRADING (MAX 3:1), DRIVEWAY RECONSTRUCTION, PROP CLEARING & GRUBBING, TREE REMOVAL, PROP TREE PROTECTION			
TE-68	17	COMMONWEALTH OF MASSACHUSETTS (DIVISION OF FISHERIES & WILDLIFE)	19455	388								120	PARSONS ROAD	FOR SITE GRADING (MAX 4:1), FOR DIGGING AND CLEANING OUT HEADWALL AND OUTLET			
TE-69	16,17	GARDNER FRANCO-AMERICAN FEDERAL CREDIT UNION	11441	168								348	2 GARDNER ROAD	FOR SITE GRADING (MAX 6:1), CONCRETE POST REMOVAL, PROP TREE PLANTING			
TE-17	17	LARRY & JEAN NELSON TRUSTEES	50769	85								180	1 WILLIAMSVILLE ROAD	FOR DRIVEWAY RECONSTRUCTION, SITE GRADING (MAX 2:1)			

HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	9	20
PROJECT FILE NO.		608793	

PRELIMINARY RIGHT OF WAY
PARCEL SUMMARY SHEETS - SHEET 1 OF 3

PARCEL NO.	PLAN SHEET NO.	TITLEHOLDER	TITLE REFERENCE				AREA (S.F. +/-)				TOTAL PROPERTY AREA (S.F.)	FRONTAGE ON ROW PLAN (FT.)	PROPERTY ADDRESS	REMARKS	LAND RESTRICTION FROM THE DEED		
			DEED BOOK	PAGE NO.	LCC NO.	CERT NO.	TAKEN		EASEMENT							TOTAL TAKEN	REMAINING
							TOWN	STATE	TYPE	AREA							
TE-18	17	JULIUS J JR & ADA M & GARY E TREMBLAY	9913	255								67	4 HIGH STREET	FOR DRIVEWAY RECONSTRUCTION, SITE GRADING (MAX 4:1)			
E-1	17	TOWN OF HUBBARDSTON, C/O BOARD OF SELECTMEN	2494	233								124	MAIN STREET	FOR PROP PARKING AREA, PROP SIDEWALK			
TE-19	17	TOWN OF HUBBARDSTON, C/O BOARD OF SELECTMEN	2494	233								124	MAIN STREET	FOR SIDEWALK CONSTRUCTION, SITE GRADING (MAX 3:1)			
TE-20	17	DONNA THIBAUT & TERRI I ADCOCK	13719	229								248	41 MAIN STREET	FOR WALK RECONSTRUCTION, DRIVEWAY RECONSTRUCTION, SITE GRADING (MAX 10:1), PROP TREE PROTECTION			
PUE-14	17	TOWN OF HUBBARDSTON, C/O BOARD OF SELECTMEN	-	-								31	40 MAIN STREET	FOR OVERHEAD WIRES			
TE-21	17	LANCE A HATSTAT & MICHELLE A LEBLANC	41535	376								91	37 MAIN STREET	FOR DRIVEWAY RECONSTRUCTION, SITE GRADING (MAX 6:1), PROP TREE PROTECTION			
TE-70	17	TOWN OF HUBBARDSTON, C/O BOARD OF SELECTMEN	-	-								341	38 MAIN STREET	FOR DRIVEWAY RECONSTRUCTION, SITE GRADING (MAX 10:1)			
TE-22	17	OREGON STREET (OWNER UNKOWN)	-	-								33	OREGON STREET	FOR DRIVEWAY RECONSTRUCTION			
TE-23	17,18	BRYAN L & DENISE S BORTLE	51421	358								51	36 MAIN STREET	FOR SITE GRADING (MAX 10:1), DRIVEWAY RECONSTRUCTION			
TE-27	18	VANDE MATARAM LLC	59880	251								58	33 MAIN STREET	FOR WALK REMOVAL, ACCESSIBLE PARKING SPACE DELINEATION, SITE GRADING (MAX 10:1), DRIVEWAY RECONSTRUCTION			
PUE-4	18	TADROUS, INC.	57618	347								186	32 MAIN STREET	FOR RELOCATED GUY ANCHOR			
PUE-5	18	TADROUS, INC.	57618	347								186	32 MAIN STREET	FOR PROP GUY ANCHOR, OVERHEAD WIRES			
TE-25	18	TADROUS, INC.	57618	347								186	32 MAIN STREET	FOR SITE GRADING (MAX 3:1), DRIVEWAY RECONSTRUCTION, WALK RECONSTRUCTION, PROP STEPS, PROP TREE PLANTING			
TE-28	18	WAYNE B & CYNTHIA J CLARK	8586	193								115	31 MAIN STREET	FOR SITE GRADING (MAX 7:1), PROP MULCH, WALK RECONSTRUCTION, DRIVEWAY RECONSTRUCTION			
PUE-15	18	PAUL GABRIEL GOMES	62041	390								70	30 MAIN STREET	FOR OVERHEAD WIRES			
TE-29	18	PAUL GABRIEL GOMES	62041	390								70	30 MAIN STREET	FOR SITE GRADING (MAX 7:1), WALK RECONSTRUCTION			
TE-30	18	NEW ENGLAND TEL & TEL CO	3044	16								100	29 MAIN STREET	FOR SITE GRADING (MAX 4:1), DRIVEWAY RECONSTRUCTION, WALK RECONSTRUCTION, PROP TREE PROTECTION			
PUE-16	18	JAMES M RICHARDSON	34277	133								83	28 MAIN STREET	FOR OVERHEAD WIRES			
TE-31	18	JAMES M RICHARDSON	34277	133								83	28 MAIN STREET	FOR SITE GRADING (MAX 4:1), PROP TREE PROTECTION			
TE-32	18	PHILIP J & LORI M CHURCHILL	36976	232								190	26 MAIN STREET	FOR SITE GRADING (MAX 4:1), DRIVEWAY RECONSTRUCTION, PROP TREE PLANTING, PROP TREE TRIMMING, PROP TREE PROTECTION			
PUE-9	18	IBRAHIM AYSU	55985	21								128	MECHANIC STREET	FOR OVERHEAD WIRES			
TE-33	18	IBRAHIM AYSU	55985	21								128	27 MAIN STREET	FOR SITE GRADING (MAX 4:1), DRIVEWAY RECONSTRUCTION, WALK RECONSTRUCTION, PROP GRANITE CURB, TREE REMOVAL, SHRUB REMOVAL, PROP TREE PROTECTION			
PUE-10	18	KENNETH G & PAMELA A KOZMINSKI	8616	337								40	25 MAIN STREET	FOR OVERHEAD WIRES			
TE-35	18	KENNETH G & PAMELA A KOZMINSKI	8616	337								40	25 MAIN STREET	FOR SITE GRADING (MAX 10:1), PROP STEPS, WALK RECONSTRUCTION			
TE-36	18,19	ALAN M CRANE	56958	170								66	23 MAIN STREET	FOR SITE GRADING (MAX 6:1), DRIVEWAY RECONSTRUCTION, WALK RECONSTRUCTION, PROP STEPS			
TE-37	18,19	ROGER S MARTIN	6965	15								88	24 MAIN STREET	FOR SITE GRADING (MAX 10:1), DRIVEWAY RECONSTRUCTION, PROP TREE TRIMMING, PROP TREE PROTECTION, TREE REMOVAL			
TE-38	19	LEONARD J DOANE & ALICE L LAZURE	37253	249								107	21 MAIN STREET	FOR SITE GRADING (MAX 4:1), HEDGE REMOVAL, DRIVEWAY RECONSTRUCTION, WALK RECONSTRUCTION, PROP STEPS			

**HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	10	20
PROJECT FILE NO.		608793	

**PRELIMINARY RIGHT OF WAY
PARCEL SUMMARY SHEETS - SHEET 2 OF 3**

PARCEL NO.	PLAN SHEET NO.	TITLEHOLDER	TITLE REFERENCE				AREA (S.F. +/-)						TOTAL PROPERTY AREA (S.F.)	FRONTAGE ON ROW PLAN (FT.)	PROPERTY ADDRESS	REMARKS	LAND RESTRICTION FROM THE DEED
			DEED BOOK	PAGE NO.	LCC NO.	CERT NO.	TAKEN		EASEMENT		TOTAL TAKEN	REMAINING					
							TOWN	STATE	TYPE	AREA							
TE-39	19	DANIEL S & LORI A PRENTISS	34660	46									94	22 MAIN STREET	FOR SITE GRADING (MAX 4:1), DRIVEWAY RECONSTRUCTION, COBBLESTONES REMOVED AND STACKED		
TE-40	19	MARION R LYON & KENNETH RHODES EVERETT	43566	18									82	19 MAIN STREET	FOR SITE GRADING (MAX 4:1), DRIVEWAY RECONSTRUCTION, WALK RECONSTRUCTION, PROP TREE PROTECTION, PROP STEPS		
PUE-11	19	GAEL MONCOEUR	52754	65									75	20 MAIN STREET	FOR OVERHEAD WIRES		
TE-72	19	GAEL MONCOEUR	52754	65									75	20 MAIN STREET	FOR PROP TREE PROTECTION		
TE-74	19	HUGO A. & KATHLEEN S. BOGAARD	53066	237									66	2 MAPLE AVENUE	FOR SITE GRADING (MAX 10:1), DRIVEWAY RECONSTRUCTION		
TE-80	19	HUGO A. & KATHLEEN S. BOGAARD	53066	237									66	2 MAPLE AVENUE	FOR TREE PLANTING		
TE-43	19	NIR & BARBARA COHEN	38998	8									96	17 MAIN STREET	FOR SITE GRADING (MAX 6:1), WALK RECONSTRUCTION, DRIVEWAY RECONSTRUCTION, PROP STEPS, PROP TREE PROTECTION		
PUE-12	19	STGF-1 LLC	50461	273									65	15 MAIN STREET	FOR OVERHEAD WIRES		
TE-44	19	STGF-1 LLC	50461	273									65	15 MAIN STREET	FOR SITE GRADING (MAX 6:1), WALK RECONSTRUCTION, DRIVEWAY RECONSTRUCTION, PROP STEPS, PROP TREE PROTECTION		
TE-57	20	WAYNE F & MARY J TAYLOR	44747	395									101	14 MAIN STREET	FOR SITE GRADING (MAX 10:1), WALK CONSTRUCTION, PROP TREE TRIMMING, PROP TREE PROTECTION		
PUE-13	19	PETER JEFTS	46898	349									150	11 MAIN STREET	FOR OVERHEAD WIRES		
TE-45	19	PETER JEFTS	46898	349									150	11 MAIN STREET	FOR SITE GRADING (MAX 4:1), WALK RECONSTRUCTION, DRIVEWAY RECONSTRUCTION, PROP GRANITE CURB, PROP TREE PROTECTION, TREE REMOVAL		
TE-46	19	CAROLINE M & KYLE S TEVES	60352	133									96	12 MAIN STREET	FOR SITE GRADING (MAX 4:1), DRIVEWAY RECONSTRUCTION, STUMP REMOVAL, PROP TREE PLANTING, PROP TREE TRIMMING, PROP TREE PROTECTION		
TE-47	19	NIKOLAOS OURDAS & ZAHARENIA OURDAS, & ATHANASIOS KIORPES & DEMETRA T. OURDAS	59915	200									74	10 MAIN STREET	FOR SITE GRADING (MAX 10:1), DRIVEWAY RECONSTRUCTION, ADJUSTING MONITORING WELL		
TE-48	19	PAUL & FLORENCE E PERVIER	16483	388									66	9 MAIN STREET	FOR SITE GRADING (MAX 6:1), WALK RECONSTRUCTION, DRIVEWAY RECONSTRUCTION, PROP TREE PROTECTION		
PUE-6	20	PAMELA D DOBECK TRUSTEE	35508	198									86	MAIN STREET	FOR RELOCATED GUY ANCHOR AND OVERHEAD WIRES		
TE-75	20	PAMELA D DOBECK TRUSTEE	35508	198									86	MAIN STREET	FOR SITE GRADING (MAX 6:1), PROP TREE PROTECTION		
TE-76	20	PAMELA D DOBECK TRUSTEE	35508	198									86	MAIN STREET	FOR SITE GRADING (MAX 6:1), PROP TREE PROTECTION		
TE-49	20	TOWN OF HUBBARDSTON, C/O BOARD OF SELECTMEN	1185 1793	525 347									377	8 ELM STREET	FOR SITE GRADING (MAX 3:1), WALK RECONSTRUCTION, DRIVEWAY RECONSTRUCTION, TREE REMOVAL, HEDGE REMOVAL, PROP TREE PROTECTION, TEMP PROTECTION FENCING		
TE-50	20	PAMELA D DOBECK TRUSTEE	22233	31									71	6 MAIN STREET	FOR SITE GRADING (MAX 10:1), DRIVEWAY RECONSTRUCTION, WALK RECONSTRUCTION, PLANTING REMOVAL, PROP TREE PROTECTION		
TE-51	20	WILLIAM J & KIMBERLY ANN HOMANS & KATHLEEN D LESTARE	50189	272									112	4 MAIN STREET	FOR SITE GRADING (MAX 10:1), DRIVEWAY RECONSTRUCTION, WALK RECONSTRUCTION, PROP TREE PROTECTION, TREE REMOVAL		
TE-53	20	FIRST PARISH UNITARIAN CHURCH OF HUBBARDSTON	52164	87									447	2 MAIN STREET	FOR SITE GRADING (MAX 6:1), WALK CONSTRUCTION, DRIVEWAY RECONSTRUCTION, PROP TREE PROTECTION		
TE-81	20	FIRST PARISH UNITARIAN CHURCH OF HUBBARDSTON	52164	87									447	2 MAIN STREET	FOR TEMP PROTECTION FENCING		
TE-54	20	1 MAIN PARTNERSHIP LLC	46736	338									232	1 MAIN STREET	FOR SITE GRADING (MAX 6:1), WALK RECONSTRUCTION, DRIVEWAY RECONSTRUCTION		
TE-55	20	LOUIS N IV & ABIGAIL C GAGNE	57630	136									477	1 WORCESTER ROAD	FOR SITE GRADING (MAX 6:1), PROP RETAINING WALL CONSTRUCTION, PROP FENCE, TREE REMOVAL, REMOVE AND STACK COBBLES, PROP TREE PROTECTION		

**HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	11	20

PROJECT FILE NO. 608793

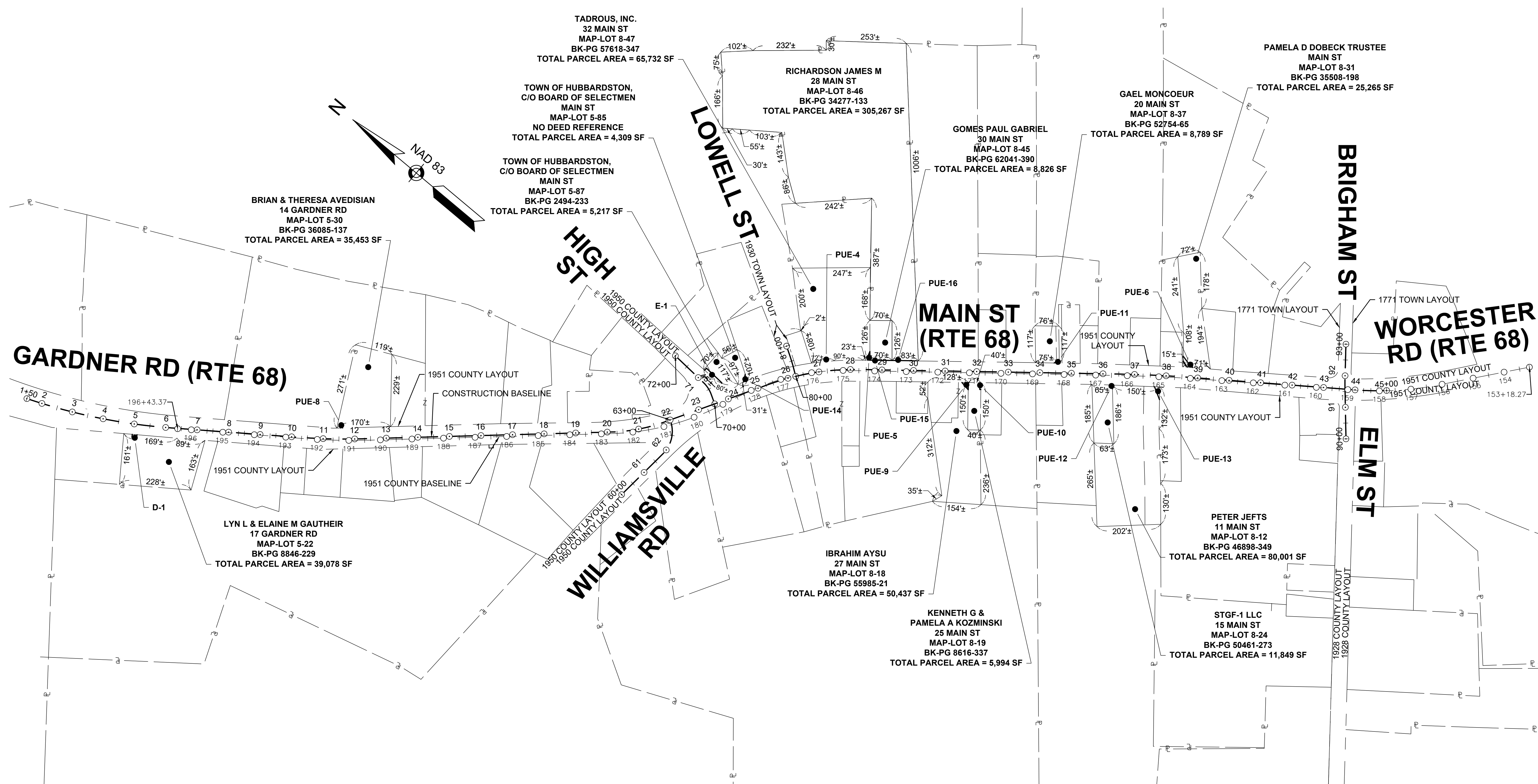
**PRELIMINARY RIGHT OF WAY
PARCEL SUMMARY SHEETS - SHEET 3 OF 3**

PROJECT TOTALS			
AFFECTED PROPERTIES	FEE TAKINGS	PERMANENT EASEMENTS	TEMPORARY EASEMENTS
58	0	14	62

HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	12	20

PROJECT FILE NO. 608793
PRELIMINARY RIGHT OF WAY
LOCATION PLAN



TADROUS, INC.
32 MAIN ST
MAP-LOT 8-47
BK-PG 67618-347
TOTAL PARCEL AREA = 65,732 SF

TOWN OF HUBBARDSTON,
C/O BOARD OF SELECTMEN
MAIN ST
MAP-LOT 5-85
NO DEED REFERENCE
TOTAL PARCEL AREA = 4,309 SF

TOWN OF HUBBARDSTON,
C/O BOARD OF SELECTMEN
MAIN ST
MAP-LOT 5-87
BK-PG 2494-233
TOTAL PARCEL AREA = 5,217 SF

BRIAN & THERESA AVEDIAN
14 GARDNER RD
MAP-LOT 5-30
BK-PG 36085-137
TOTAL PARCEL AREA = 35,453 SF

RICHARDSON JAMES M
28 MAIN ST
MAP-LOT 8-46
BK-PG 34277-133
TOTAL PARCEL AREA = 305,267 SF

GOMES PAUL GABRIEL
30 MAIN ST
MAP-LOT 8-45
BK-PG 62041-390
TOTAL PARCEL AREA = 8,826 SF

GAEL MONCOEUR
20 MAIN ST
MAP-LOT 8-37
BK-PG 52754-65
TOTAL PARCEL AREA = 8,789 SF

PAMELA D DOBECK TRUSTEE
MAIN ST
MAP-LOT 8-31
BK-PG 35508-198
TOTAL PARCEL AREA = 25,265 SF

LYN L & ELAINE M GAUTHEIR
17 GARDNER RD
MAP-LOT 5-22
BK-PG 8846-229
TOTAL PARCEL AREA = 39,078 SF

IBRAHIM AYSU
27 MAIN ST
MAP-LOT 8-18
BK-PG 55985-21
TOTAL PARCEL AREA = 50,437 SF

KENNETH G &
PAMELA A KOZMINSKI
25 MAIN ST
MAP-LOT 8-19
BK-PG 8616-337
TOTAL PARCEL AREA = 5,994 SF

PETER JEFTS
11 MAIN ST
MAP-LOT 8-12
BK-PG 46898-349
TOTAL PARCEL AREA = 80,001 SF

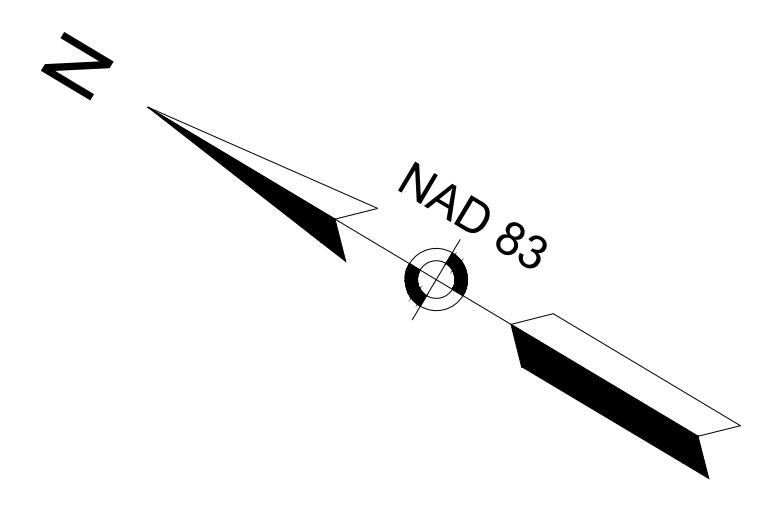
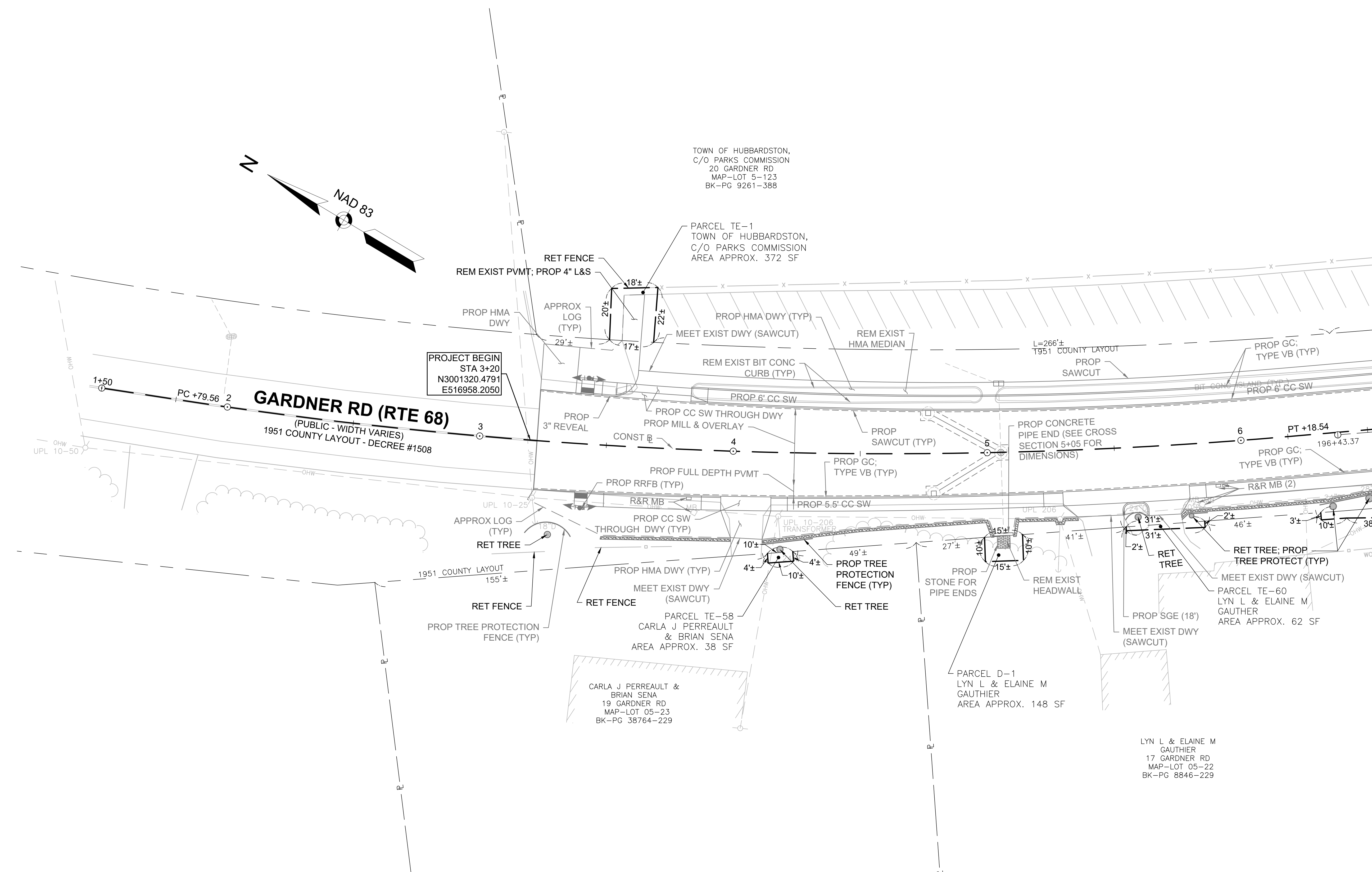
STGF-1 LLC
15 MAIN ST
MAP-LOT 8-24
BK-PG 50461-273
TOTAL PARCEL AREA = 11,849 SF



HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	13	20
PROJECT FILE NO.		608793	

PROPERTY PLANS - 1 OF 8



TOWN OF HUBBARDSTON,
C/O PARKS COMMISSION
20 GARDNER RD
MAP-LOT 5-123
BK-PG 9261-388

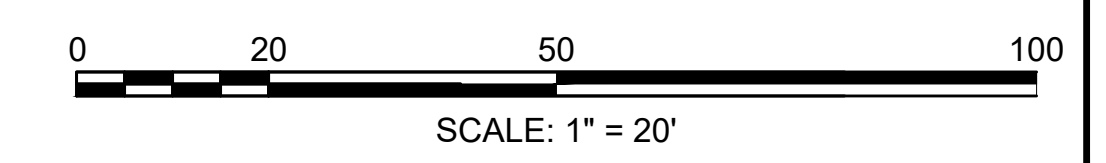
PROJECT BEGIN
STA 3+20
N3001320.4791
E516958.2050

PARCEL TE-58
CARLA J PERREAULT
& BRIAN SENA
AREA APPROX. 38 SF

CARLA J PERREAULT &
BRIAN SENA
19 GARDNER RD
MAP-LOT 05-23
BK-PG 38764-229

PARCEL D-1
LYN L & ELAINE M
GAUTHIER
AREA APPROX. 148 SF

LYN L & ELAINE M
GAUTHIER
17 GARDNER RD
MAP-LOT 05-22
BK-PG 8846-229



CONTINUED ON
SHEET NO. 14

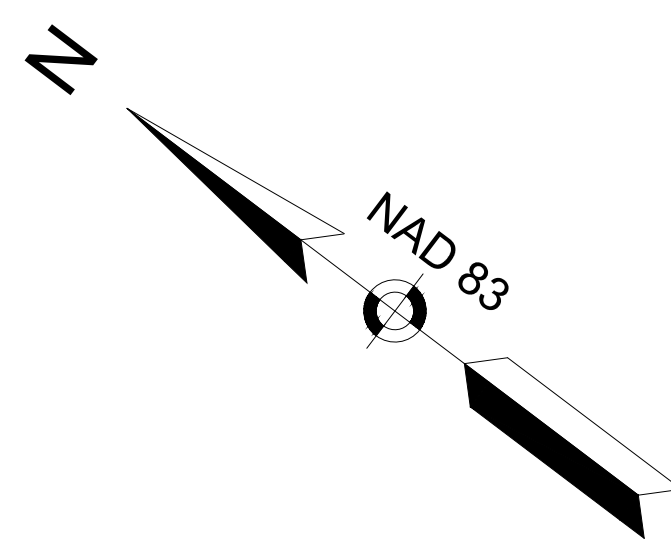
608793R17(PROPERTY PLANS)DWG Plotted on: 22-Nov-2021 11:03 AM

HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)

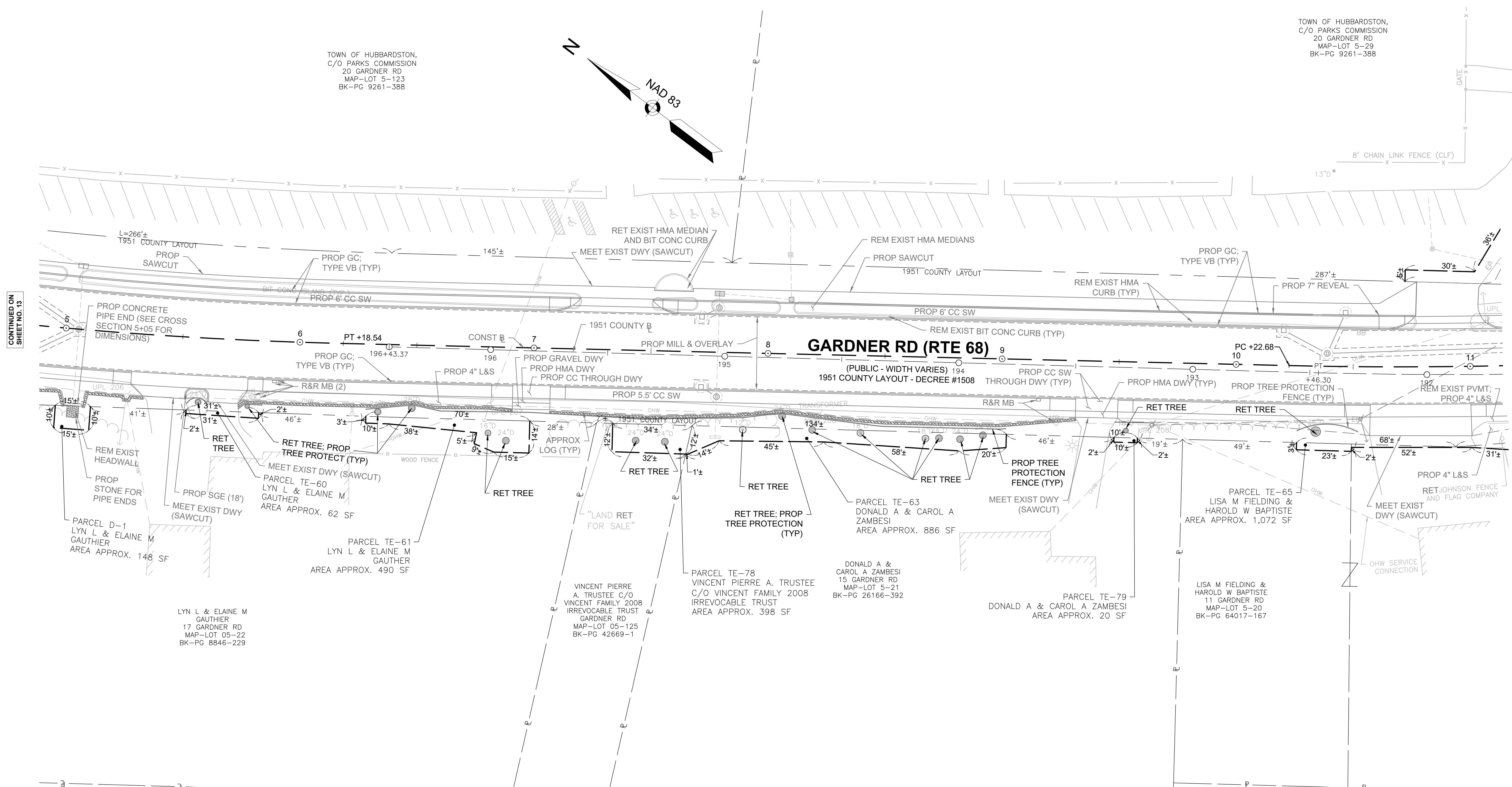
STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	14	20
PROJECT FILE NO. 608793			

PROPERTY PLANS - 2 OF 8

TOWN OF HUBBARDSTON,
C/O PARKS COMMISSION
20 GARDNER RD
MAP-LOT 5-29
BK-PG 9261-388

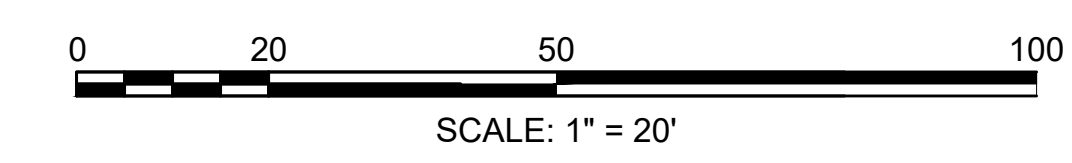


TOWN OF HUBBARDSTON,
C/O PARKS COMMISSION
20 GARDNER RD
MAP-LOT 5-123
BK-PG 9261-388



CONTINUED ON
SHEET NO. 13

CONTINUED ON
SHEET NO. 15



608793R07(PROPERTY PLANS).DWG Picked on: 22-Nov-2021 11:03 AM

HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	15	20
PROJECT FILE NO.		608793	

PROPERTY PLANS - 3 OF 8

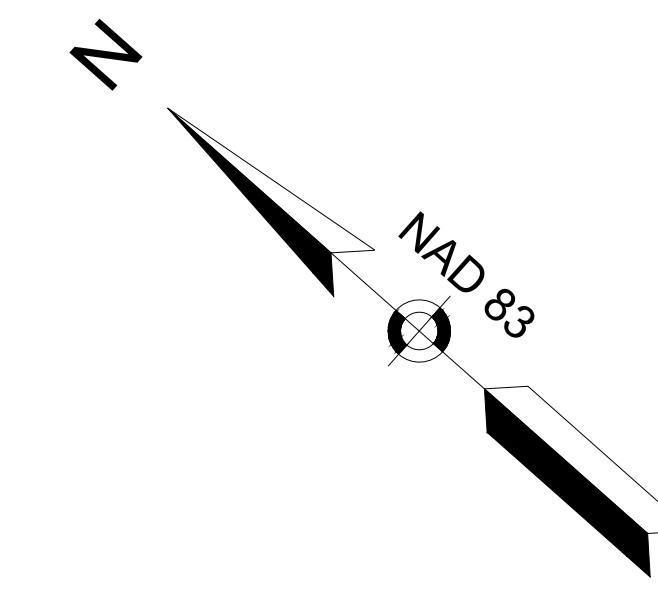
TOWN OF HUBBARDSTON,
C/O PARKS COMMISSION
20 GARDNER RD
MAP-LOT 5-29
BK-PG 9261-388

BRIAN & THERESA AVEDISIAN
14 GARDNER RD
MAP-LOT 5-30
BK-PG 36085-137

LEADING EDGE ATTACHMENTS INC
GARDNER RD
MAP-LOT 5-31
BK-PG 44667-40

LEADING EDGE ATTACHMENTS INC
10 GARDNER RD
MAP-LOT 5-32
BK-PG 44667-40

LEADING EDGE ATTACHMENTS INC
10 GARDNER RD
MAP-LOT 5-32
BK-PG 44667-40

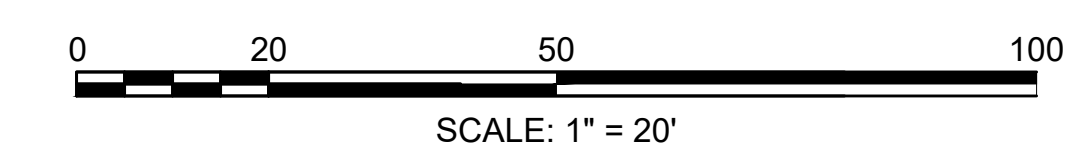


CONTINUED ON
SHEET NO. 14

CONTINUED ON
SHEET NO. 16

GARDNER RD (RTE 68)
(PUBLIC - WIDTH VARIES)

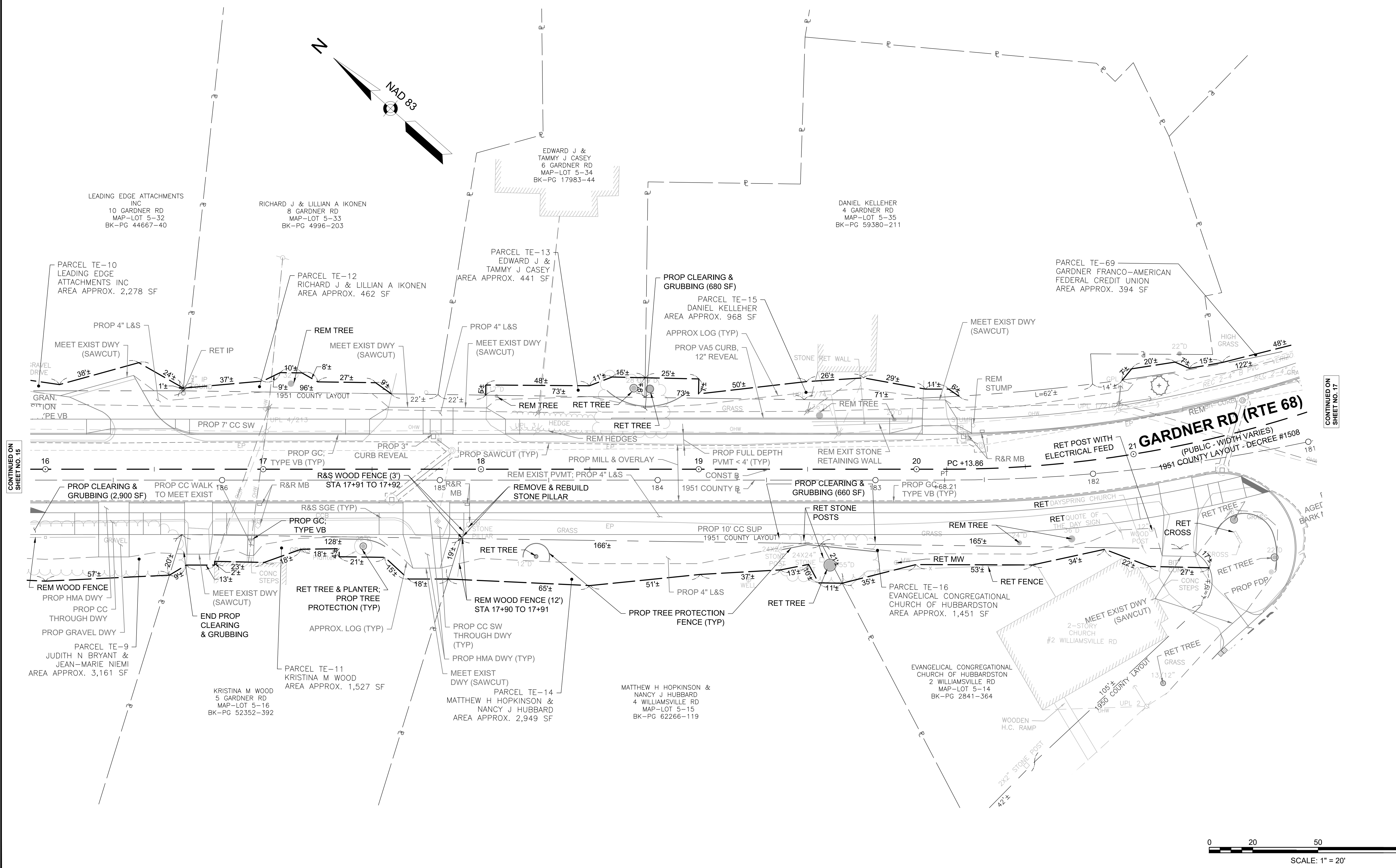
1951 COUNTY LAYOUT - DECREE #1508169



HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)

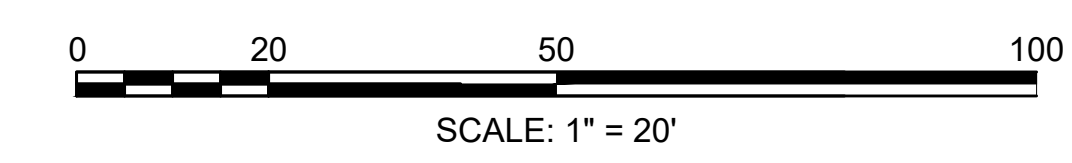
STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	16	20
PROJECT FILE NO.		608793	

PROPERTY PLANS - 4 OF 8



CONTINUED ON
SHEET NO. 15

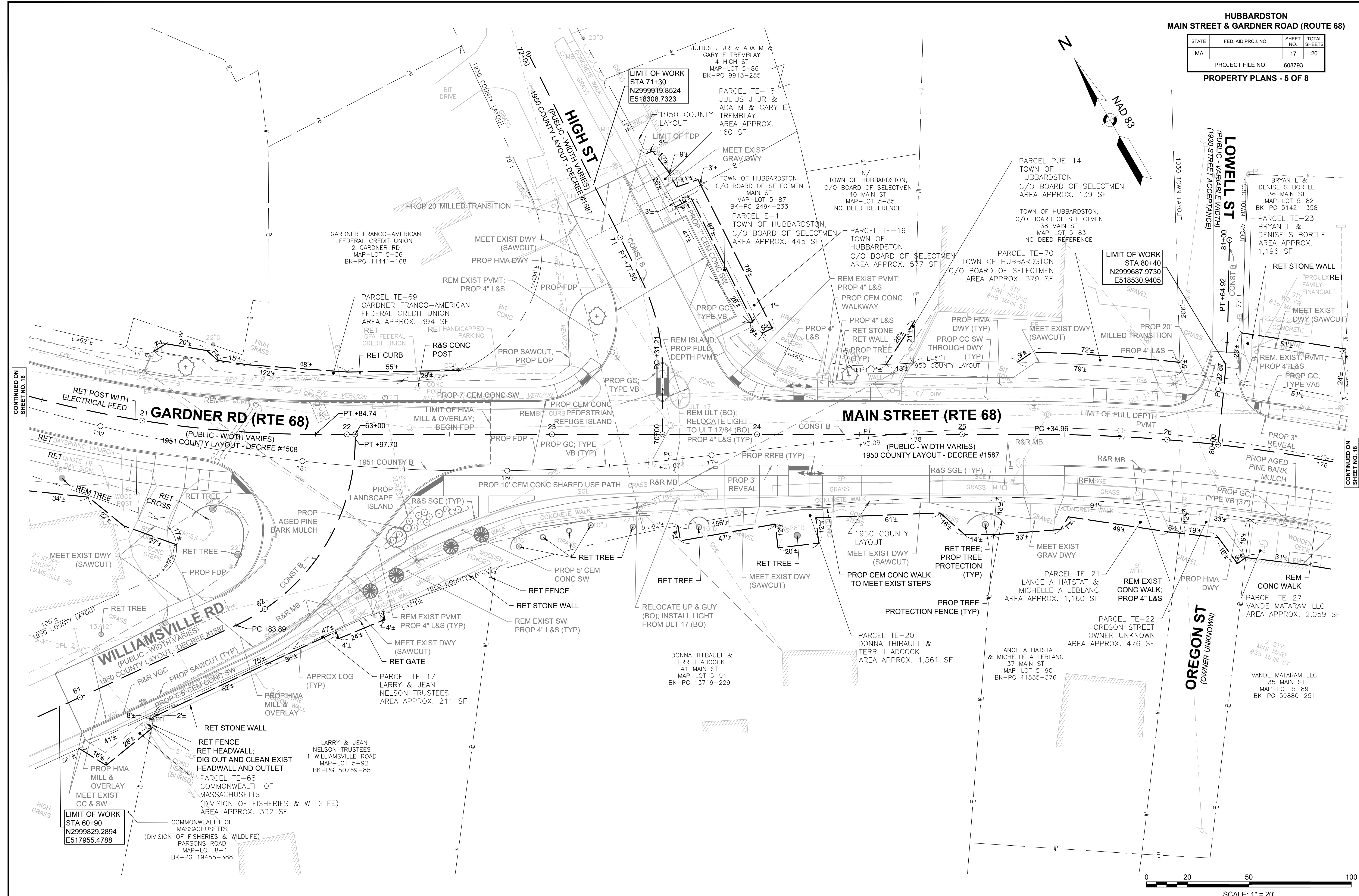
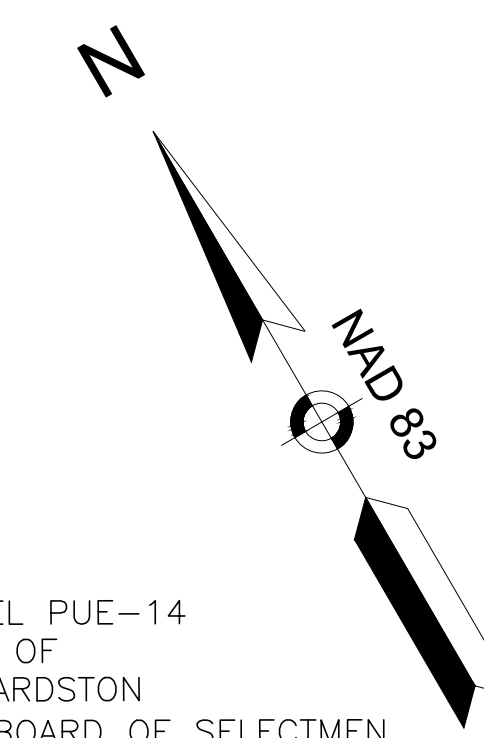
CONTINUED ON
SHEET NO. 17



HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)

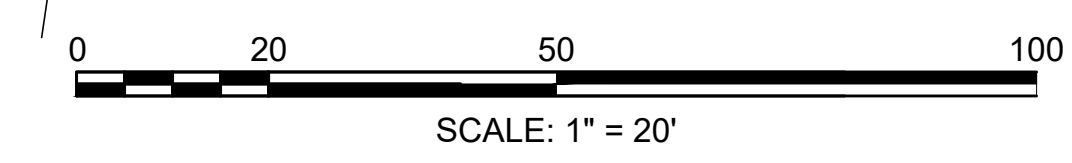
STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	17	20
PROJECT FILE NO.		608793	

PROPERTY PLANS - 5 OF 8



CONTINUED ON SHEET NO. 16

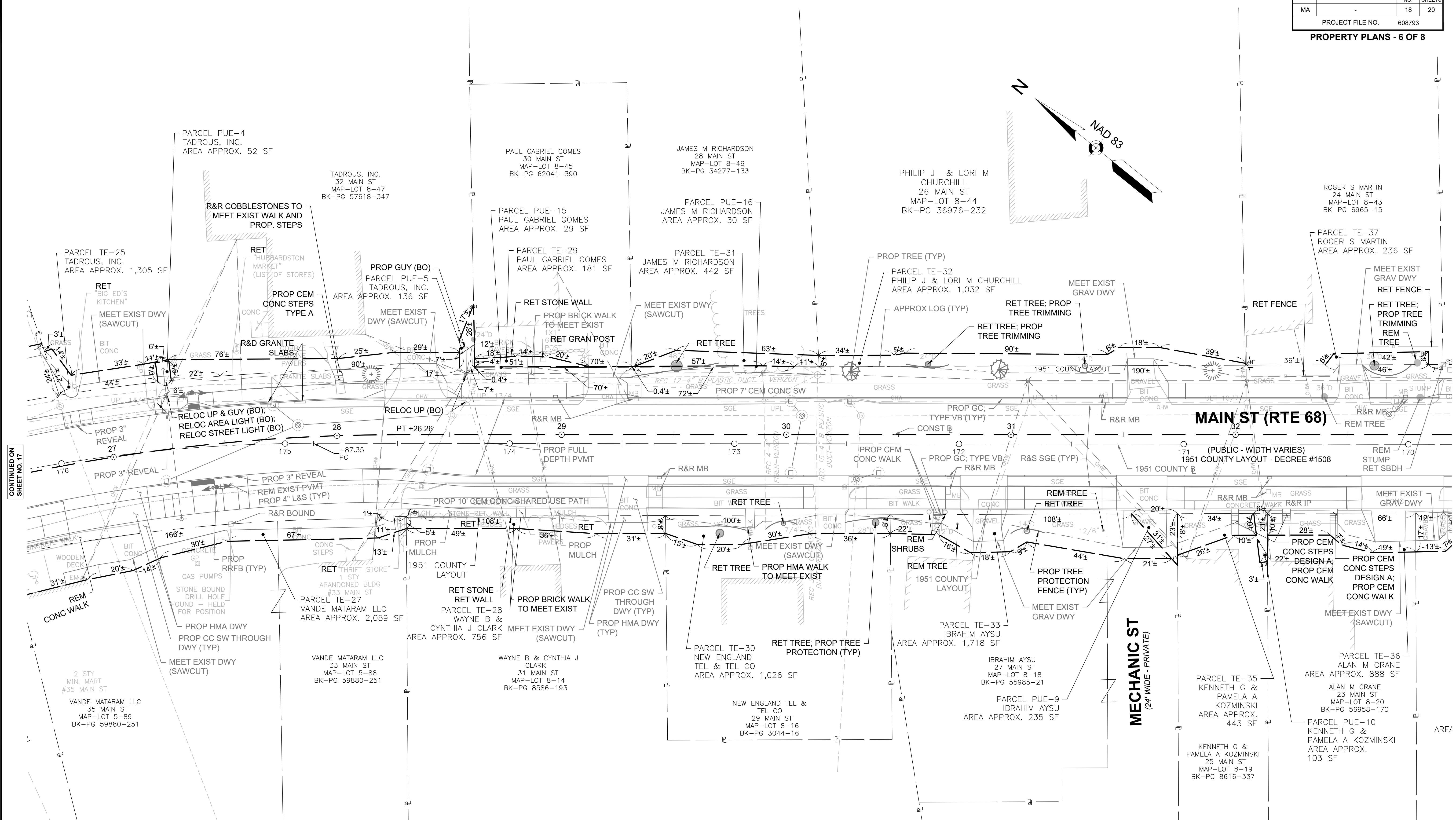
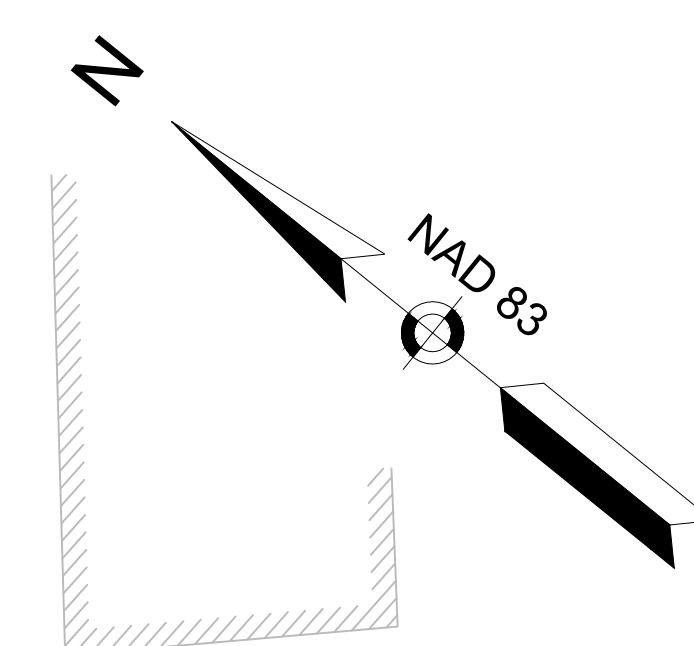
CONTINUED ON SHEET NO. 18



**HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)**

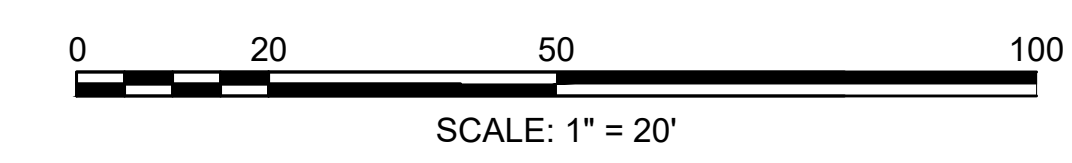
STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	18	20
PROJECT FILE NO. 608793			

PROPERTY PLANS - 6 OF 8



CONTINUED ON SHEET NO. 17

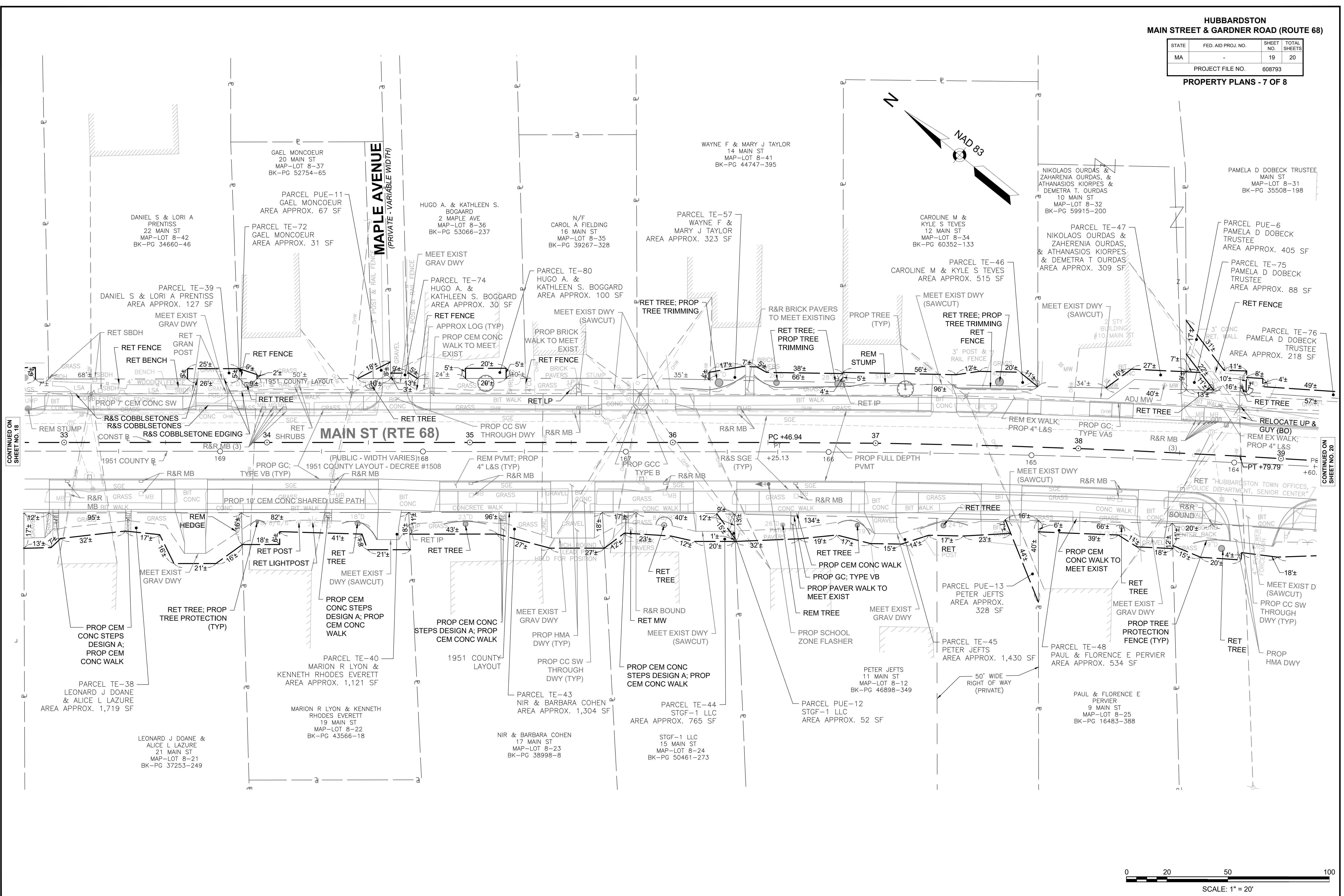
CONTINUED ON SHEET NO. 19



HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)

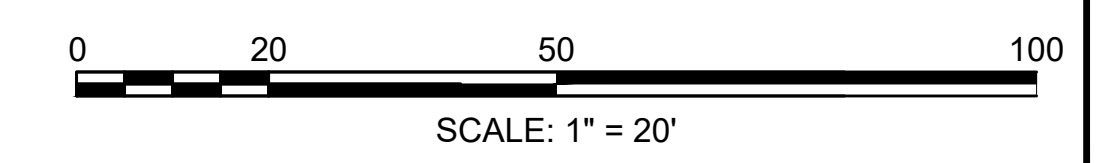
STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	19	20
PROJECT FILE NO.		608793	

PROPERTY PLANS - 7 OF 8



CONTINUED ON SHEET NO. 18

CONTINUED ON SHEET NO. 20

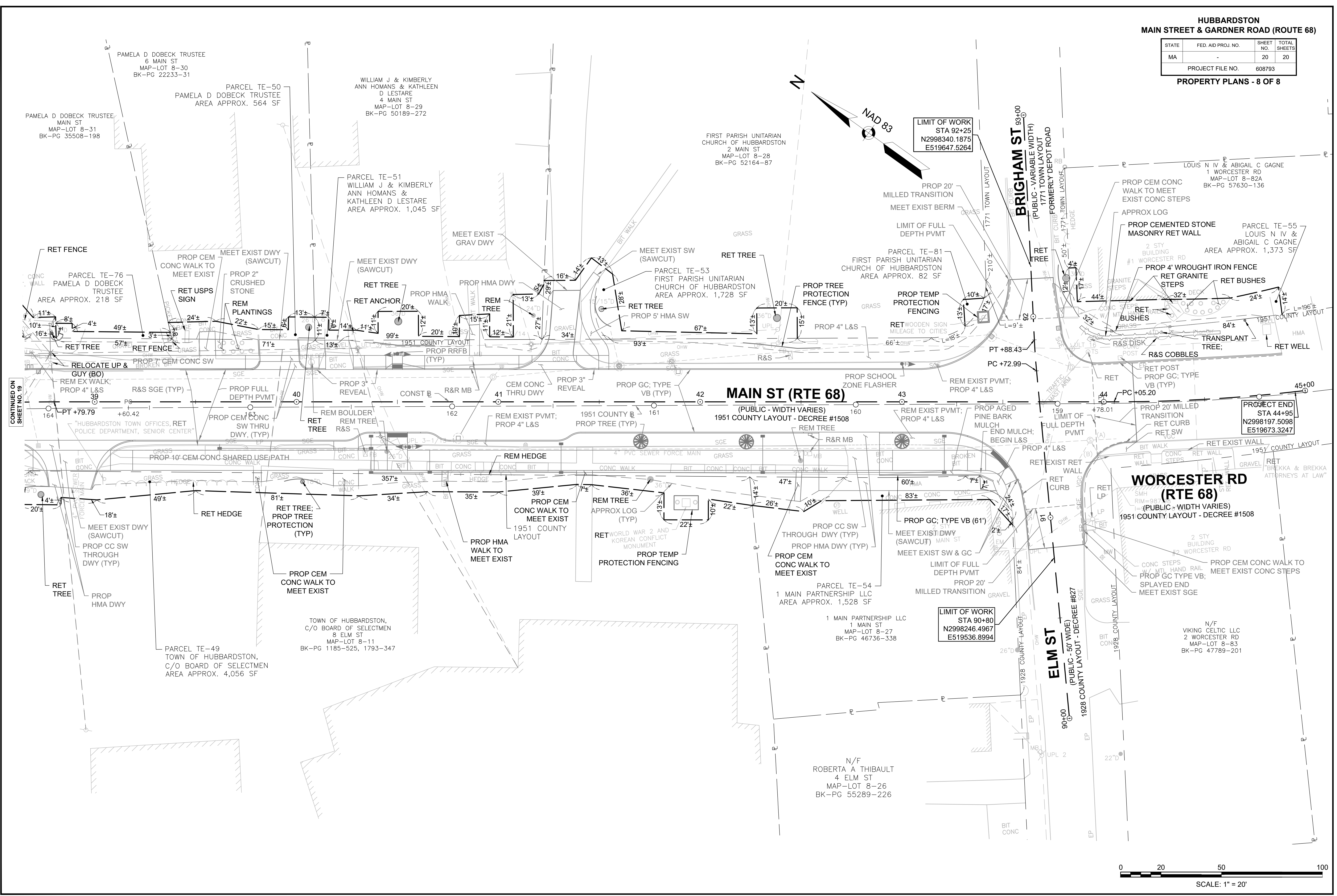


608793R17(PROPERTY PLANS).DWG Plotted on: 22-Nov-2021 11:04:AM

**HUBBARDSTON
MAIN STREET & GARDNER ROAD (ROUTE 68)**

STATE	FED. AID PROJ. NO.	SHEET NO.	TOTAL SHEETS
MA	-	20	20
PROJECT FILE NO.		608793	

PROPERTY PLANS - 8 OF 8



CONTINUED ON
SHEET NO. 19

PROJECT END
STA 44+95
N2998197.5098
E519673.3247

