



MassDOT's Right-of-Way Bureau Plan Preparation Guidelines - Updated 2020

The 42 questions below are the same questions as in our survey. We would like only one response from each company, please use this for collaboration efforts before submitting your survey response. If you have any questions please contact: Jessica.Leone@dot.state.ma.us in the Right-of-Way Bureau or Margo.J.Souza@dot.state.ma.us in the Chief Engineer's Office. Thank you!

- 1) The acquisition of Right of Way is vital to the development of many projects and can often be the critical path to getting a project advertised on time.
 - a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree

- 2) The development of right of way plans requires a significant amount of knowledge in the right of way field.
 - a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree

- 3) The development of right of way plans requires a significant amount of knowledge in the profession of land surveying.
 - a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree

- 4) MassDOT Prequalified surveyors should be performing the baseplan survey services for all MassDOT Highway Division projects.
 - a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree

- 5) MassDOT Prequalified surveyors should be a participant in the development of Right of Way plans for all MassDOT Highway Division projects.
 - a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree

- 6) It is important that consultants preparing Right of Way plans produce documents in a uniform manner.
 - a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree

- 7) Within the last 5 years, how many Right of Way plans has your office prepared through the Department?
 - a) Less than 10
 - b) Between 10 and 30
 - c) More than 30

- 8) Within the last 5 years, what is your office's average amount of Revisions to Right of Way plans before plans are accepted?
 - a) Less than 3
 - b) Between 3 and 8
 - c) More than 8

- 9) Within the last 5 years, what is your office's average amount of re-accepted and re-approved Right of Way plans?
 - a) Less than 5
 - b) Between 5 and 10
 - c) More than 10

- 10) Within the last 2 years, what is your office's top reason for needing re-accepted and re-approved Right of Way plans?
 - a) Survey base plan errors
 - b) Design changes (that affect the Right of Way)
 - c) Accommodating a property owners' request
 - d) Other (please specify)

- 11) A proposed fee taking, or easement parcel configuration cannot be excessive in size or nature.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 12) Correctly showing and communicating the disposition for all personal property is one of the most important components of the Right of Way plans.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 13) It is important that consultants utilize the latest MassDOT approved CAD Standard to ensure uniform and standardized drawing content.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 14) It is important that consultants preparing Right of Way plans ensure that abutters property frontages calculated on Right of Way plans should match or be within an acceptable tolerance of the frontage reported in the record deed description.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 15) When a project has both state and municipal takings, it is important to provide separate Parcel Summary tables for parcels to be acquired by the State and for parcels to be acquired by the municipality/Local Public Agency.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree

- 16) The survey base plan is the foundation of the entire set of roadway plans.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 17) Correctly showing the existing conditions, layout lines, property lines, frontages, property owner information, and existing easements is imperative to successfully completing the necessary acquisitions for the entire project.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 18) Before a consultant begins the proposed design, they must confirm the survey baseplan is complete and accurate.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 19) It is critically important that prior to submitting Right of Way plans to the Department for review, consultants should perform a site visit to confirm that the survey baseplan accurately depicts the actual in-the -field conditions.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 20) It is critically important that the surveyor confirms that the abutters property owner information is current throughout the review process to ensure that the property owner shown on the Right of Way plans is accurate.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree

- 21) The surveyor should not make any updates to the property owner information throughout the entire review period, prior to receiving the title examination package.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 22) It is the responsibility of a Professional Land Surveyor (only) to accurately establish the existing layout location lines on the Right of Way plans based on a field survey in which an adequate amount of highway bounds were recovered.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 23) It is acceptable to utilize GIS Property line data to establish abutters property lines on Right of Way plans.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 24) The consultant should make every effort possible to avoid proposed work on property with land restrictions and government-owned land.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 25) The highway design should be evaluated for impacts to property owners at every step of the design development process and impacts to private property should be minimized to the greatest extent feasible.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree

- 26) It is necessary to prepare a recordable plan for an advance acquisition.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 27) Easement grants are not required to be shown on Right of Way plans.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 28) The proposed design and dispositions shown on private property in the accepted Right of Way plans must coincide with the proposed design and disposition on the Construction plans.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 29) Utility relocations should be coordinated early in the process between the District Utility Constructability Engineer (DUCE) and the design consultant.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 30) Design changes that result in re-accepting and re-approving Right of Way plans has little or no affect in causing a delay in the project's advertising schedule.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree

- 31) An easement area and design change form must be submitted every time the Right of Way plans need to be reaccepted and re-approved.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 32) It is critical for Right of Way Bureau plan reviewers to be able to review Right of Way CAD files to spot check parcel areas and dimensions, property frontages, and ensure all private property items have a disposition.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 33) The revision box on the Title Sheet of the Right of Way plans must list new parcels, altered parcels and deleted parcels with each submission.
- a) Strongly Agree
 - b) Agree
 - c) Neither agree nor disagree
 - d) Disagree
 - e) Strongly Disagree
- 34) Please provide your opinion regarding the new Right of Way Plan Preparation Guidelines.
- a) Excellent idea – guidelines will be a big help
 - b) Not needed – previous process served the purpose
 - c) Guidelines are needed but this version is too extreme
 - d) Guidelines are good but need some minor improvements
- 35) Please provide your company's ability to produce Right of Way plans per current documented requirements.
- a) Excellent
 - b) Above Average
 - c) Average
 - d) Below Average
 - e) Poor

36) Please provide your company's ability to utilize the MassDOT CAD Standard for preparing Right of Way plans.

- a) Excellent
- b) Above Average
- c) Average
- d) Below Average
- e) Poor

37) Please provide your company's ability to perform the adequate QA/QC before submitting documents for review to MassDOT.

- a) Excellent
- b) Above Average
- c) Average
- d) Below Average
- e) Poor

38) Please provide your company's ability to understand review comments and apply to revised documents.

- a) Excellent
- b) Above Average
- c) Average
- d) Below Average
- e) Poor

39) Please provide your company's overall ability to prepare Right of Way plans efficiently and on schedule.

- a) Excellent
- b) Above Average
- c) Average
- d) Below Average
- e) Poor

40) Please list any additional content (if any) you would like to see added to the next issued version of the Right of Way Plan Preparation Guidelines:

41) Please list your firm's top 5 most helpful pieces of information (if any) received from the Plan Preparation Guidelines for Consultants Preparing Right of Way Plans:

1.

2.

3.

4.

5.

42) Please list your firm's top 5 concerns (if any) with the Plan Preparation Guidelines for Consultants Preparing Right of Way Plans:

1.

2.

3.

4.

5.

43) Please provide any additional questions or concerns: