



September 13, 2024

Mayor and City Council
City of Hilshire Village
8301 Westview Drive
Houston, Texas 77055

Re: Engineer's Report for September 17, 2024 Council Meeting
HDR Job No. 10391485

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from August 17, 2024 to September 13, 2024:

1) On-Going Services (10391485):

a) 8001 Anadell Street –

- On August 27, 2024, HDR reviewed and returned to the City a right-of-way permit for a CenterPoint Energy gas service installation at 8001 Anadell Street. The right-of-way permit was approved with exceptions noted.

b) 1236 Archley Drive –

- On August 30, 2024, HDR received a right-of-way permit for a CenterPoint Energy gas service installation at 1236 Archley Drive. The right-of-way permit is currently under review.

c) 1331 & 1335 Friarcreek Lane –

- As previously reported, back on June 28, 2024, HDR visited the properties at 1331 Friarcreek Lane (Manley's Family) and 1335 Friarcreek Lane (McDuffie's Family) to review a complaint made regarding residential drainage issues between the properties and associated with landscaping improvements taking place at the Manley's property.
- Based on this June 28th site visit it appears that the 1331 Friarcreek Lane homeowner had recently installed a wooden bridge to cross over the existing channel that runs through their property. Underneath the bridge area adjacent to 1335 Friarcreek Lane is where they had recently laid some bull rock. It did not appear that this extended beyond this area; or if there was intent to place additional rock on the other side of the pool.



- The area along the northwest corner of the property looked like it was being cleared for a project; however, it was unclear as to what was being planned. This is something HDR will need to confirm with the homeowner at 1331 Friarcreek Lane.
- There was a contractor present working along previously said area and also work appeared present in the front yard area along the perimeter between the two properties in question. The contractor had laid a course of crushed granite along this area and appears that additional granite will be placed with walking stones reset. This item will need to be discussed and further action taken as they are changing the grade along the perimeter. This was Mrs. McDuffie's primary concern as she mentioned that this and other activities have impacted her drainage which now diverts into her backyard and into her pool area.
- In summary, after the June 28th site visit, and after review and discussion of Mrs. McDuffie's property and concerns with the activities taking place, the primary concern was the front lot drainage which has now been affected by the activities at 1331 Friarcreek Lane. The second concern was the placement of the bull rock within the channel in front of 1335 Friarcreek Lane. From observing the drainage between the two lots from the backyard of 1335 Friarcreek Lane, it is evident that some water is holding in areas on both properties. There is an existing 10-inch pipe on 1331 Friarcreek Lane that was previously approved and installed; however, water remaining from tailwater flow is not draining properly through the channel. It appears the bull rock and silting of the channel overtime has created issues along this area. Mrs. McDuffie stated that she is not opposed to the bull rock in the channel, but that the immediate area of the channel should be kept free of the bull rock so it is not disrupting flow of the drainage.
- A meeting was scheduled to review the proposed improvements and findings with both property owners; however, due to the tropical storm events impacting the area, the meeting was postponed and to be re-scheduled.
- On July 1, 2024, the City informed the Manley's (1331 Friarcreek) to submit a site plan of the proposed improvements for the City's review and approval.
- On August 12, 2024, HDR received a landscape permit for 1331 Friarcreek Lane. The landscape permit is currently under review and pending approval based on findings from meeting with both property owners.
- On September 9, 2024, HDR attempted to meet with both homeowners; however, HDR only visited with Mrs. McDuffie since the Manley's were not available. HDR will coordinate with both property owners to schedule a site meeting to discuss the recent site improvements, adverse impact to drainage in the area, and necessary corrective measures.

d) 1102 Guinea Drive –

- On July 5, 2024, HDR received a Parking Pad Permit for 1102 Guinea Drive.
- This address is retroactively permitting as they have already installed the parking pad. HDR is coordinating with the City to schedule a meeting with the resident's contractor to discuss corrective measures on the parking pad installation.

- e) 1123 Guinea Drive –
- On August 23, 2024, HDR reviewed and returned to the City the Pool Drainage Plan Resubmittal for 1123 Guinea Drive. The pool drainage plan resubmittal was incomplete (e.g. differentiate between existing and proposed improvements, missing information on pipe size, flowline, material, etc.) and must be revised and resubmitted.
- f) 1126 Guinea Drive –
- On August 20, 2024, HDR reviewed and returned to the City the Pool As-Built Drainage Plan Resubmittal for 1126 Guinea Drive. The pool as-built drainage plan resubmittal was incomplete (e.g. missing impervious coverage calculations, verification of drain inlets information, etc.) and must be revised and resubmitted.
 - On August 14, 2024, HDR provided a cover inspection for 1126 Guinea Drive. The inspection passed with exceptions noted.
- g) 1214 Ridgeley Drive –
- On August 29, 2024, HDR received the Drainage Plan Resubmittal for 1214 Ridgeley Drive. The drainage plan resubmittal is currently under review and HDR anticipates completion of this review by next week.
- h) 1330 Glourie Drive –
- On September 5, 2024 HDR conducted a virtual/video cover drainage inspection for 1330 Glourie Drive. The inspection passed with exceptions noted and the inspection form was submitted to the City on September 6, 2024.
- i) 1242 Ridgeley Dr –
- On September 3, 2024, HDR reviewed and returned to the City the As-Built Drainage Plans for 1242 Ridgeley Drive. The As-Built submittal was incomplete (e.g. perimeter elevations have been changed, missing impervious coverage calculations, missing information on pipe elevations, slopes, material, etc.) and must be revised and resubmitted.
- j) City-Wide Ditch Regrading/Cleaning Program –
- On September 9, 2024, the City and HDR met with Gordian (Job Order Contracting Program Procurement Company) and Jamail & Smith Construction (Contractor) to discuss the City-wide ditch regrading/cleaning proposal previously requested by the City. HDR requested that several items be revised and/or deleted from the proposal and resubmitted to the City for final review.
 - The City and HDR also asked Gordian to request at least two (2) additional proposals from other contractors, including MWDBE/HUB firms, for the City's review.

- HDR has also met with other contractors (e.g. Experts Underground Solutions, LLC and On Par Civil Services, LLC), to discuss the City-wide regrading/cleaning program. HDR will coordinate with these contractors to request proposals for the same scope and level of effort as the ones being secured by Gordian.
- Once all these proposals are received, HDR will review and present a recommendation to the City to award the work to the low responsive Contractor.

k) Drainage Easement Improvements –

- 1303 & 1307 Friarcreek Lane Drainage Easement – As previously reported, HDR had a virtual meeting with HCFCD on August 6, 2024 to discuss requirements and/or restrictions for improvements inside HCFCD ROW (if any). HDR is also coordinating a site visit to meet with Mr. Tom Archer (1307 Friarcreek Lane) to discuss other additional erosion concerns along this drainage easement. HDR attempted to meet with Mr. Archer on September 9, 2024; however, he was not available. Once HDR meets with Mr. Archer, HDR will prepare the necessary drawings/exhibits and quote form for the erosion control improvements, solicit three (3) quotes for this work and present a recommendation to the City to award the work to the low responsive Contractor.
- 1209 Pine Chase Drainage Easement – HDR is currently finalizing the drawings/exhibits and quote form for the installation of a concrete headwall for the 24-inch and 30-inch pipes at the outfall entrance, regrade the existing ditch between the street and outfall, and removal and replacement of deteriorating concrete slope paving on the upstream end of this ditch area. Once these drawings are completed, HDR will present it to City Council for review and approval, then solicit three (3) quotes for this work and present a recommendation to the City to award the work to the low responsive Contractor.

l) Hilshire Green Paving, Drainage & Utility Improvements –

ANTICIPATED PROJECT TIMELINE:

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|-------------------|---|
| 100% Submittal: | Friday, October 25, 2024 |
| Advertisement: | Monday, October 28 – Friday, November 8, 2024 |
| Pre-Bid Meeting: | Tuesday, November 5, 2024 |
| Bid Opening: | Thursday November 21, 2024 |
| Contract Award: | Tuesday, December 17, 2024 |
| Construction NTP: | Monday, January 6, 2025 |

- As previously reported, the 70% Submittal Package was transmitted to the City on August 15, 2024.
- On August 29, 2024, HDR conducted a Townhall Meeting for the residents/stakeholders to provide comments/input on the project based on the 70% Submittal Design.
- HDR is currently incorporation all feedback received during the Townhall Meeting and making the necessary revisions to the 100% Submittal Drawings and Specifications.

- HDR is also coordinating with C.N. Koehl Urban Forestry (HDR's Tree Protection Subconsultant) on the preparation and review of tree protection plans and required mitigation measures to protect trees within the project area.
- Next anticipated milestone is the 100% Submittal package on October 25, 2024.

m) Lead Service Line Inventory (LSLI Survey)

- On August 27, 2024, RJN completed the field work associated with the LSLI Survey. The three (3) outstanding water meters were located with the assistance of the City and InfraMark (City's Operation & Maintenance Company).
- HDR has processed and compiled this information in GIS and a summary table of the findings will be prepared for submission to the Texas Commission on Environmental Quality (TCEQ).
- On September 5, 2024, HDR learned that TCEQ will require the submission of the Initial Service Line Inventory via their SWIFT Submittals on-line portal, which will require City Staff to register in order to submit this information. HDR will work with City Staff to register and submit all the necessary documentation to TCEQ by or before the October 16, 2024 deadline.

n) Pine Chase Grove Water Meters –

- As previously reported, the City of Houston (COH) has agreed to relocate control panel for the two-meter vaults, install safety bumper on corners of vaults, install locks for access hatches to vaults, and paint meter vault covers. COH requested that Hilshire Village cut the open trench for them to install conduit and wiring at the new location.
- The backflow preventer that was leaking and causing erosion issues has been replaced by Hilshire Village, therefore, the previously discussed dissipator plate for the backflow water discharge is no longer required. However, since the backflow preventer discharge is now at the bottom of the assembly, a concrete splash pad similar to the ones used for downspouts will be used to mitigate any potential erosion issues.
- On August 29, 2024, HDR conducted a Townhall Meeting for the residents/stakeholders to provide feedback on the project based on HDR's latest assessment and recommendations. The residents provided their preferences on the design of the project, specifically around the two-meter vaults.
- HDR has updated the schematics/exhibits with proposed improvements (attached at the end of this report) and will prepare the associated quote form upon approval by City Council of the proposed improvements, then will solicit three (3) quotes for this work and bring to City Council for approval.

o) Street Pavement Point Repairs –

- As previously reported, the Contractor completed the approved point repair locations as of August 9, 2024. However, HDR recently inspected the area and found that the asphalt was beginning to unravel at the Burkhart Road and Guinea Drive intersection.
- HDR has coordinated with AAA Asphalt Paving, Inc. (Contractor) to correct this issue. The Contractor plans to resurface and apply an asphalt seal coat to address this issue. This corrective work is scheduled for the week of September 23, 2024.
- These point repairs are under a 1-year warranty, therefore, HDR will re-inspect these repairs in nine (9) months to verify conditions and determine if additional corrective actions (e.g. remove and replace) will be required before the 1-year warranty ends.

p) TCEQ MS4

- The new MS4 general permit for the City will need to be prepared and submitted to TCEQ by or before the February 11, 2025 deadline.
- HDR will begin coordination with City Staff to collect the necessary information required to complete the application.

q) Water Meter Vault at Hickory Shadows

- As previously reported, the COH replaced the existing compound water meter with an electromagnetic flow meter at this location, therefore, the meter vault replacement will not be necessary. HDR performed another site visit and confirmed the meter vault was found in good condition with the exception of the access hatch.
- HDR will coordinate and send a letter to the COH Customer Account Services (CAS) group to address this safety issue.
- HDR also recommends Hilshire Village to abandon the small meter vault that used to service the old City Hall Building; however, this abandonment can be done under the future Hickory Shadows Paving, Drainage and Water Line Improvements Project.

r) Wirt Road Safety Project/ Interlocal Agreements –

ANTICIPATED PROJECT TIMELINE:

90% Submittal: Friday, October 4, 2024 to COH
100% Submittal: Friday, October 25, 2024
Construction NTP: TBD with Harris County Precinct 3

- As previously reported, the 70% Submittal Package was transmitted to the COH for review on August 20, 2024.

- HDR received COH comments on September 12, 2024 and we are currently reviewing and addressing them. HDR plans to submit 90% Submittal Package to COH on October 4, 2024 for final review and approval.
- On August 16, 2024, HDR submitted to the City the ROW/Easement Dedication information to be completed and executed by the School of the Woods. The information package included the Metes & Bounds and Survey Exhibit required by the COH. The City and HDR are currently assisting the School of the Woods in the completion of the ROW/Easement Dedication documentation. This information will be completed and submitted to the COH as part of the 90% Submittal Package.
- HDR is also coordinating with C.N. Koehl Urban Forestry (HDR's Tree Protection Subconsultant) on the preparation and review of tree protection plans and required mitigation measures to protect trees within the project area. There are a significant number of trees being impacted by the sidewalk installation, therefore, another Townhall Meeting may be required to address this issue.
- Next anticipated milestone is the 90% Submittal package to the COH on October 4, 2024.

If there are any questions concerning the information contained in this report, we will be glad to discuss them with you.

Sincerely,

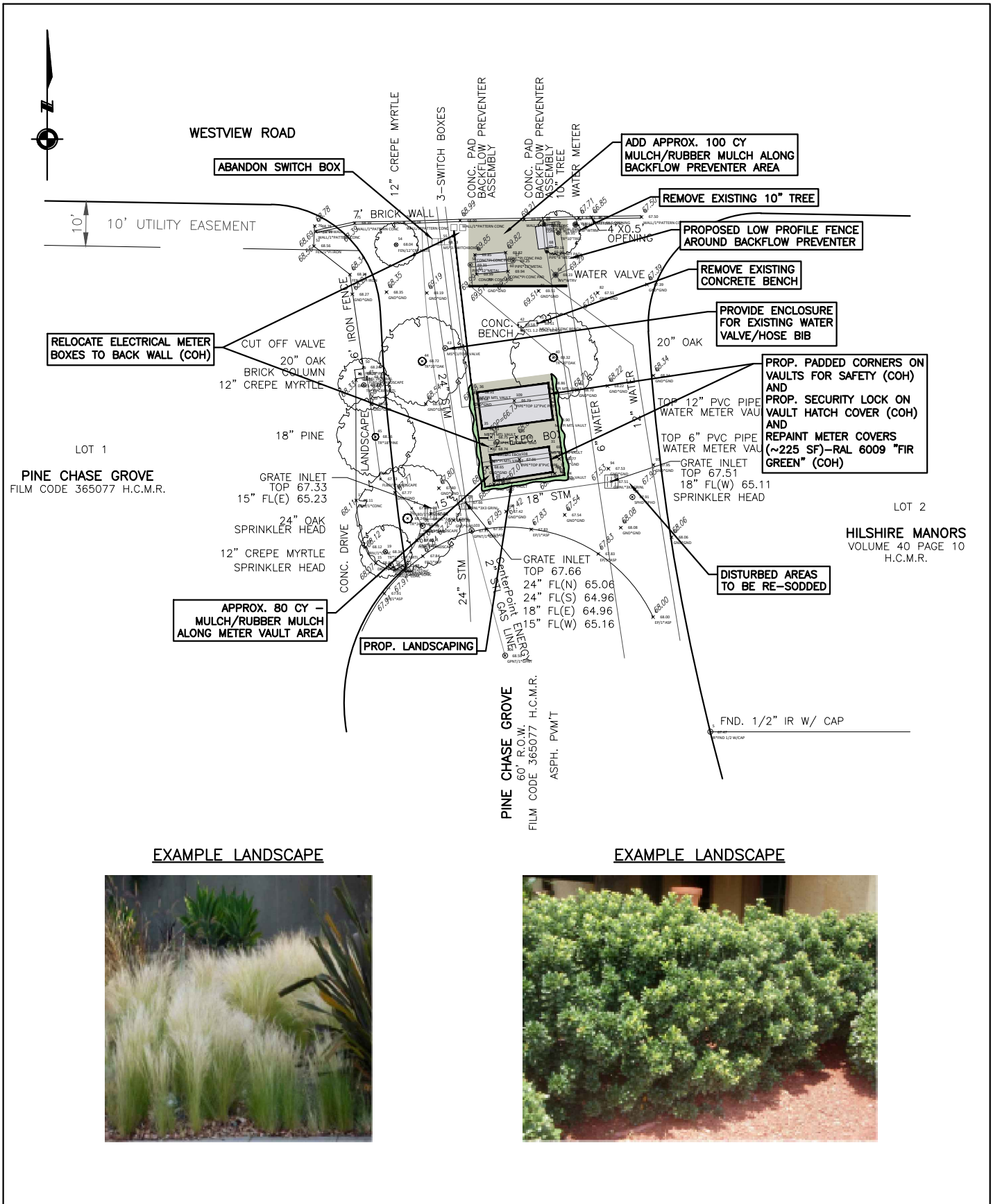
HDR Engineering, Inc.



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City Engineer for City of Hilshire Village

cc: Files (10391485)



EXAMPLE LANDSCAPE



EXAMPLE LANDSCAPE



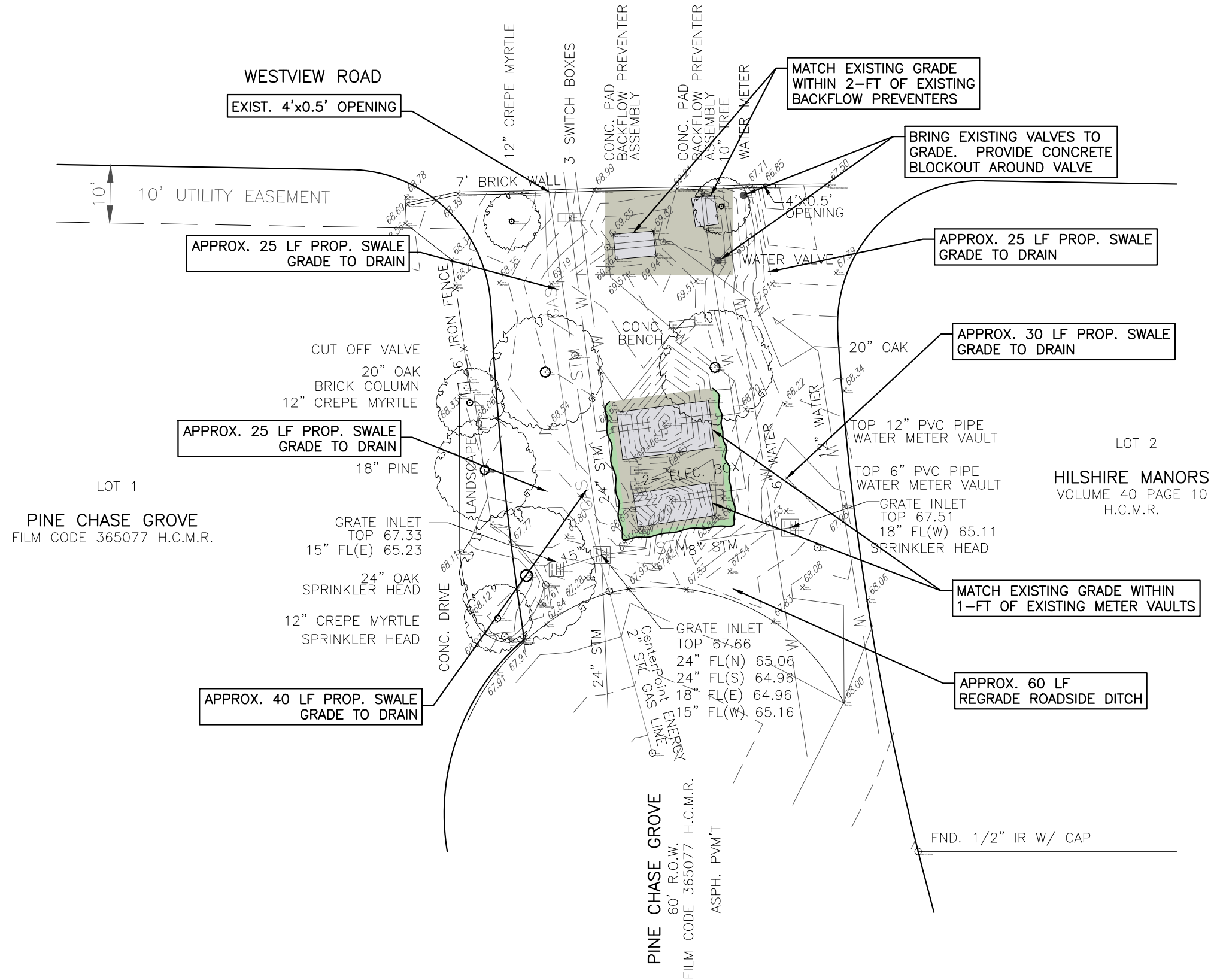

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City of Hilshire Village, Texas

Pine Chase Grove Project

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| DATE | Sept. 2024 |
| NAME | Exhibit 1 |



City of Hilshire Village, Texas
Pine Chase Grove Project

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| DATE | Sept. 2024 |
| NAME | Exhibit 2 |