



November 14, 2025

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

Re: Engineer's Report for November 18, 2025 Council Meeting
HDR Job No. 10420677

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from October 18, 2025 to November 14, 2025:

1) On-Going Services (10420677):

a) 8013 Anadell Street –

- On November 10, 2025, HDR reviewed and returned the 1st Drainage Plan submittal for 8013 Anadell Street. However, the Drainage Plan requires corrections (e.g. elevations at more than 25-ft spacing, topographic features not shown on the survey or plan, positive drainage not shown, missing City notes, etc.); therefore, the plan needs to be revised and resubmitted.

b) 1306 Glourie Drive –

- On October 27, 2025, HDR reviewed and returned the 2nd Pool Drainage Plan submittal for 1306 Glourie Drive. The Drainage Plan was approved with exceptions as noted.

c) 1117 Guinea Drive –

- On October 28, 2025, HDR received the 1st As-Built Drainage Plan submittal for 1117 Guinea Drive. HDR is currently coordinating with the City and the residents to schedule an as-built inspection prior to beginning the review.

d) 6 Hilshire Oaks Court –

- On October 30, 2025, HDR reviewed and returned the 1st Garage Addition Drainage Plan submittal for 6 Hilshire Oaks Court. The Drainage Plan was approved with exceptions as noted.

e) 1307 Pine Chase Drive –

- On October 10, 2025, HDR reviewed and returned the 1st As-Built Drainage Plan submittal for 1307 Pine Chase Drive. However, the As-Built Drainage Plan requires corrections (e.g. elevations at greater than 25-ft spacing, existing trees not shown, missing City notes, positive drainage not shown, ditch elevations not shown, etc.); therefore, the plan needs to be revised and resubmitted.

f) 1105 Ridgeley Drive –

- On November 11, 2025, HDR had a phone call with the Engineer of Record (Mr. Taylor Gray, P.E. – Cobb Fendley & Associates) on the 3rd Retaining Wall Plan submittal for 1105 Ridgeley Drive. HDR explained that the Retaining Wall Plan needs updated approval from Harris County Flood Control District (HCFCD) and needs to be signed and sealed. Mr. Gray will be resubmitting upon receiving HCFCD approval.

g) 1214 Ridgeley Drive –

- On October 23, 2025, HDR conducted the final drainage inspection for 1214 Ridgeley Drive. The inspection failed due to the ravine being disturbed, SWPPP controls removed prior to sodding, sodding not being installed, and trash/construction debris being present on site.
- On October 30, 2025, HDR reviewed and returned the 1st As-Built Drainage Plan submittal for 1214 Ridgeley Drive. However, the As-Built Drainage Plan requires corrections (e.g. As-Built survey not signed and sealed, sodding was not complete at the time of the survey, ravine disturbed, elevation changes across the perimeter, missing gravel walkway on survey, outfall not shown correctly, retaining wall top and bottom elevations missing, no elevations around pool deck, missing elevations along ditch, etc.); therefore, the plan needs to be revised and resubmitted.

h) 1209 Pine Chase & 1303/1307 Friarcreek Drainage Easement Improvements –

- 1209 Pine Chase Drive Drainage Easement – As previously reported, on October 2, 2025, the Contractor (ICS) mobilized to the site to begin the construction of the proposed site and drainage improvements; however, the Contractor was approached by Mr. Kevin Madden (1209 Pine Chase Drive Resident) who informed him that he was unaware of the proposed construction work and voiced disapproval of the concrete structure on his yard. As directed at the last Council meeting, after Mr. Madden did not respond to the messages from both the City and HDR, ICS remobilized on November 4, 2025. Construction was completed on November 7, 2025, and HDR will schedule a final walk through to inspect the work and closeout the project.

- 1303/1307 Friarcreek Lane Drainage Easement – HDR has gathered hydraulic modeling data on Spring Branch Creek to confirm flow velocities and 100-year water surface elevation within this area. In general, HDR will be recommending a U-Channel construction along the improved segment of the drainage easement to mitigate adverse impacts to the residents’ existing retaining walls and safely convey the drainage flows into Spring Branch Creek. HDR will provide 2 or 3 alternatives/options (e.g. gabion baskets, concrete rip rap, or concrete channel lining) to mitigate erosion on the outfall/unimproved segment of the drainage easement, while taking into consideration flow velocities and 100-year water surface elevation within the area to mitigate adverse impact to Spring Branch Creek and the adjacent property owners.

i) Wirt Road Safety Project –

ANTICIPATED PROJECT TIMELINE:

Approval from COH:

March 18, 2025 (Updated)

Construction NTP:

TBD with Harris County Precinct 3

- As previously reported, on September 19, 2025, HDR resubmitted the School Of The Woods Sidewalk Easement documents to the Houston Permitting Center (HPC) for review and approval; however, on September 22, 2025, HPC requested that the Form 584 be re-executed since the signatures are only valid for 6 months, and the initial Form 584 was executed on March 19, 2025. The City coordinated with The School Of The Woods to re-execute Form 584 on October 27, 2025, and HDR e-mailed all the documentation to the HPC on November 3, 2025. On November 4, 2025, HDR received e-mail confirmation from HPC that all the documents were in order and to proceed to submit the original documentation for final processing to HPC. HDR couriered the original documents to HPC and on November 13, 2025, received e-mail confirmation from HPC that the package was received and assigned Tracking No. 30855.
- As previously reported, Mr. Leon Zhu (COH ROW Permit) confirmed that a separate right-of-way encroachment will not be required. Once Harris County Precinct 3 assigns a Contractor to this project, the Contractor will need to apply and obtain a Sidewalk/Driveway Permit from HPC to perform the sidewalk improvements work.
- On October 22, 2025, HDR had a meeting with Mr. Jason Hains (Project Manager at Harris County Precinct 3) to discuss the project and address any questions he had. During the meeting, HDR walked Mr. Hains through the project alignment and explained design decisions (e.g. cutouts in the sidewalk for utility poles, tree removals, etc.) and utility coordination that had been done. Mr. Hains stated that Harris County is currently coordinating with utilities, and that they expect the project to begin in December 2025 or January 2026. HDR has not received any updates since.

- On October 27, 2025, Mr. Shapoor Golsham (COH TDO Interagency) requested an update on the status of the project and requested HDR to complete a COH Project Intake Form and provide a kmz file with the project location and alignment. HDR replied to Mr. Golsham on the same date to provide a summary status of the project and on November 6, 2025, HDR completed and submitted the COH Project Intake Form and kmz file to him.

j) Hickory Shadows Paving, Drainage & Water Line Improvements Project –

ANTICIPATED PROJECT TIMELINE:

70% Submittal:	<i>Tuesday, April 22, 2025 (Completed)</i>
Public Meeting:	<i>Wednesday, May 14, 2025 (Completed)</i>
100% Submittal:	<i>Thursday, June 4, 2025 (Completed)</i>
City Council (Authorization to Bid):	<i>Tuesday, June 17, 2025 (Completed)</i>
Advertisements (2 weeks):	<i>Weeks of July 9/16, 2025 (Completed)</i>
Pre-Bid Meeting:	<i>Thursday, July 17, 2025 (Completed)</i>
Bid Opening:	<i>Thursday, August 7, 2025 (Completed)</i>
Recommendation to Award:	<i>Friday, October 3, 2025 (Completed)</i>
City Council (Contract Award):	<i>Tuesday, October 21, 2025 (Completed)</i>
Construction NTP:	<i>Monday, January 5, 2026 (Updated)</i>

- As previously reported, on October 3, 2025, HDR prepared and submitted the Letter of Recommendation to Award the Construction Project to Arnold & Co., LLC. (Contractor). HDR presented this recommendation to the City at the October 21, 2025 City Council Meeting, and the Project was awarded to Arnold & Co., LLC.
- The Contractor submitted their insurance and statutory bonds on November 10, 2025. HDR has assembled and delivered the Construction Contract Documents to the City on November 13, 2025 for final execution.
- HDR held the pre-construction meeting on November 13, 2025 at City Hall, with the Contractor and the City to further discuss the scope of the project, City expectations and address any questions or concerns that they may have.
- HDR also coordinated with the City and Contractor to discuss the tentative project schedule and issuance of Notice to Proceed (NTP) to the Contractor. Due to the upcoming end of year holidays and in order to avoid disruption to residents during these holidays, the plan is to issue the Contractor's NTP effective January 5, 2025.
- The goal is to perform the submittal review and approval process by HDR in the next two (2) months, have the Contractor procure/secure the materials and start construction at the beginning of the year, when the NTP is issued to the Contractor.

k) Pine Chase Grove Water Meter Vaults –

- As previously reported, as of September 30, 2025, the City of Houston (COH) has completed their portion of the work within the Pine Chase Grove Water Meter Vaults area (e.g. relocation of water meter vault control panels, painting of water meter vault covers, and installation of hatch locks and corner safety bumpers at each water meter vault).
- The Contractor (ICS) has completed the regrading and resodding of the areas around the water meter vaults, including installation of rubber mulch, hose bibb enclosure, and electrical conduit required by the COH to relocate the water meter vault control panels.
- The Contractor has received the low-profile fence materials to screen the backflow preventer assemblies; however, the fence manufacturer did not deliver the corner brackets required for the installation of the fence when it makes a right-angle turn. Once the corner brackets arrive, the Contractor will proceed to install the low-profile fence, and plant new shrubs around the water meter vaults in order to complete the project. As of November 11, 2025, the Contractor has not received the corner brackets required. HDR will continue to follow up and coordinate.
- Once ICS completes the project, the City will coordinate with their landscape contractor to install the sprinkler system for this area. In the meantime, the City has a temporary hose and sprinkler head connected to the hose bibb with a timer to irrigate this area.

l) City-Wide Ditch Regrading & Cleaning –

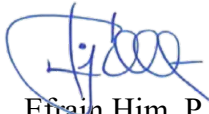
- As previously reported, based on the survey information, in some areas like Guinea Drive, Ridgeley Drive and Friarcreek Lane, several driveway and walkway culverts have reverse grades due to possible ground settlement and/or incorrect installation, causing the water ponding experienced in these areas. In order to properly address this issue, the work will require filling instead of cutting the ditch, and grout filling the invert of these reverse grade culverts to provide positive drainage towards the outfall on the downstream end.
- Since the initial quote from the Contractor was based on only cutting the ditches and cleaning culverts, HDR has requested the Contractor to submit a supplemental proposal with unit prices for ditch filling and culvert grout filling, as well as installation of zoysia grass in lieu of St. Augustine grass to match existing conditions, and in order to properly compensate the Contractor for this additional work. The Contractor submitted the supplemental proposal for this additional work and is included as an Action Item in the November 18, 2025 City Council Meeting for review and approval.

- The City also requested that the Glourie Drive east ditch segment between Bromley and Pine Chase Drive be added to the project, therefore, HDR has also requested the Contractor to provide a quote for this additional area.

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.



Efrain Him, P.E.

City Engineer for City of Hilshire Village

cc: Files (10420677)