



January 24, 2025

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

Re: Engineer's Report for January 28, 2024 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 December 14, 2024 to January 24, 2025:

1) On-Going Services (10420677):

a) 1026 Glourie Circle –

- On December 18, 2024, HDR reviewed and returned the Garage Addition Drainage Plan submittal for 1026 Glourie Circle. The Garage Addition Drainage Plan requires corrections (e.g. missing elevations on survey, missing City standard notes, incorrect pipe slope information, etc.); therefore, it needs to be revised and resubmitted.
- On January 8, 2025, HDR reviewed and returned the 2nd Garage Addition Drainage Plan submittal for 1026 Glourie Circle. The Drainage Plan was approved with exceptions noted.

b) 1103 Glourie Drive –

- On January 17, 2024, HDR reviewed and returned to the City the 2nd Drainage Plan submittal for 1103 Glourie Drive. The Drainage Plan requires corrections (e.g. missing trees on survey, incorrect drawing scale, missing signed and sealed drawings by a Licensed Professional Engineer in the State of Texas, missing City standard notes, etc.); therefore, it needs to be revised and resubmitted.

c) 1306 Glourie Drive –

- On December 2, 2024, HDR received the 3rd As-Built Drainage Plan submittal for 1306 Glourie Drive. After a site inspection, it was determined that the ditch was not properly graded for positive flow and needed to be re-graded and re-surveyed.

- HDR received the 4th As-Built Drainage Plan submittal for 1306 Glourie Drive on January 16, 2025. The As-Built is currently under review.

d) 1118 Guinea Drive

- On December 5, 2024, HDR performed the Final Inspection for 1118 Guinea Drive. The inspection failed due to standing water on the ditch. The Contractor coordinated with the City and HDR to confirm that the drainage issue is caused by siltation blockage on the downstream property ditch (1114 Guinea Drive), therefore, it was ultimately decided to add 1114 Guinea Drive to the City-Wide Ditch Regrading project to correct this issue.
- On January 7, 2025, HDR reviewed and returned to the City the 2nd As-Built Drainage Plan submittal for 1118 Guinea Drive. The As-Built Drainage Plan requires corrections (e.g. survey updates to include elevations along property lines, flow line elevations for all inlets, elevations around structures, update the Engineer's certification letter based on the latest/revised as-built survey, etc.), therefore, the As-Built Drainage Plan needs to be revised and resubmitted.

e) 1126 Guinea Drive –

- On January 7, 2025, HDR reviewed and returned the 2nd Pool As-Built Drainage Plan submittal for 1126 Guinea Drive. The As-Built Drainage Plan was approved with exceptions noted.

f) 1226 Glourie Drive –

- On December 24, 2024, HDR performed the Final Drainage Inspection for 1226 Glourie Drive. The inspection was failed due to the inlets being covered with artificial turf and the outfall needing to be regraded.
- On January 7, 2025, HDR reviewed and returned the 2nd Pool As-Built Drainage Plan submittal and inspection form for 1226 Glourie Drive. The As-Built Drainage Plan requires corrections (e.g. missing elevations along property lines, missing storm sewer pipes between inlets, missing pipe size and slope, inlets covered with artificial turf, etc.); therefore, the As-Built Drainage Plan needs to be revised and resubmitted.
- After coordination with the Contractor (same as Property Owner), the City, City Attorney and HDR, it was agreed that the inlets could be covered with artificial turf contingent upon a signed agreement from the homeowner acknowledging that any drainage issues and damages within his property and adjacent properties arising in the future from covering the inlets with artificial turf will be the responsibility of the 1226 Glourie Drive Property Owner to address.

g) 1242 Ridgeley Drive –

- On January 8, 2025, HDR received the 4th As-Built Drainage Plan submittal for 1242 Ridgeley Drive. The As-Built Drainage Plan is currently under review but will be conditionally approved, with the stipulation that acknowledgment letters between the property owner and adjacent property owners will be executed noting that property line elevations may have been raised, when comparing as-built survey to existing conditions survey, that could adversely impact the drainage between the properties, and the 1242 Ridgeley Drive property owner will be responsible for addressing any drainage issues that may arise in the future.

h) 7907 South Villa Court –

- On January 21, 2025, HDR reviewed and returned the Drainage Plan submittal for 7907 South Villa Court. The Drainage Plan requires corrections (e.g. missing existing conditions survey, missing drainage and impervious area calculations, missing City standard notes, etc.); therefore, the Drainage Plan needs to be revised and resubmitted.

i) 8005 Anadell Street –

- On January 8, 2025, HDR reviewed and returned the 2nd As-Built Drainage Plan submittal for 8005 Anadell Street. The As-Built Drainage Plan requires corrections (e.g. missing ditch flow line elevations, missing pipe length information, correct inlet and pipe slope information showing reverse grade, etc.); therefore, the Drainage Plan needs to be revised and resubmitted.

j) 8013 Anadell Street –

- On January 20, 2025, HDR reviewed and returned the Drainage Plan submittal for 8013 Anadell Street. The Drainage Plan requires corrections (e.g. missing existing conditions survey, missing City's standard notes, incorrect drawing scale, etc.); therefore, the Drainage Plan needs to be revised and resubmitted.

k) 1234 Glourie Drive

- On January 2, 2025, HDR performed the Silt Fence Pre-Demolition Inspection for 1234 Glourie Drive. The inspection passed.
- On January 8, 2025, HDR reviewed and returned the Drainage Plan submittal for 1234 Glourie Drive. The Drainage Plan requires corrections (e.g. incorrect drawing scale; verify impervious coverage calculations, revise proposed property line elevations to match existing elevations, etc.), therefore the Drainage Plan needs to be revised and resubmitted.
- On January 17, 2025, HDR received the 2nd Drainage Plan submittal for 1234 Glourie Drive. The Drainage Plan is currently under review.

l) 1311 Pine Chase Drive –

- On December 17, 2024, HDR performed the Silt Fence Pre-Demolition Inspection for 1311 Pine Chase Drive. The inspection passed.

m) 1307 Friarcreek Ln & 1209 Pine Chase Dr Drainage Easement Improvements –

- At the November 19, 2024 Council Meeting the City Council authorized the emergency soil stabilization work at both drainage easement locations per Uretek's proposals dated November 7, 2024, for a not to exceed amount of \$15,000.00 (1307 Friarcreek Lane) and a not to exceed amount of \$4,500.00 (1209 Pine Chase Drive). HDR coordinated with the City and Uretek to schedule the work on the first week of January 2025, in order to minimize impacts to residents during the holidays.
- Uretek arrived on site at 1209 Pine Chase Drive on January 6, 2025. After the designated amount of material had been injected, the Contractor felt that additional injections at a greater depth would provide additional stabilization. After receiving approval from HDR and the City, Uretek performed the additional injections on January 7, 2025, at no extra cost to the City.
- Uretek arrived on site at Friarcreek Lane on January 7, 2025. The material was injected with no concerns; however, Uretek notified HDR and the City that there was debris towards the outfall that could possibly cause drainage issues. The City had their landscaper clear the debris on January 15, 2025.
- As requested by the City a representative from HDR was present during the soil stabilization work by Uretek at both locations.
- HDR performed a final inspection of the work with Uretek at both locations on January 16, 2025.
- Two (2) action items have been included in the January 28, 2025 City Council Meeting to authorize payment to Uretek for the soil stabilization work at these two (2) drainage easement sites.
- 1307 Friarcreek Lane Drainage Easement – HDR will set a follow up meeting with the residents (i.e. Archers and Lefebvre) to discuss next steps or additional improvements for this drainage easement.
- 1209 Pine Chase Drive Drainage Easement – As previously reported, HDR has also finalized drawings/exhibits and quote form for the installation of a concrete headwall for the 24-inch and 30-inch pipes at the outfall entrance, regrading of the existing ditch between the street and outfall entrance, and removal and replacement of deteriorating concrete slope paving on the upstream end of this ditch area. HDR will solicit three (3) quotes for this work and present a recommendation to the City to award the work at the February or March 2025 Council Meeting now that the soil stabilization work has been completed by Uretek.

n) Hilshire Green Paving, Drainage & Utility Improvements –

ANTICIPATED PROJECT TIMELINE:

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|---------------------------|----------------------------|
| Contract Award: | Tuesday, December 17, 2024 |
| Pre-Construction Meeting: | Thursday, January 16, 2025 |
| Construction NTP: | Monday, January 27, 2025 |

- The Pre-Construction Meeting was held on January 16, 2025 at City Hall. HDR is currently reviewing submittals from the Contractor. Eight (8) out of twenty-one (21) submittals received to date have been reviewed and returned to the Contractor as of the date of this report.
- Notice to Proceed to Contractor will be issued on January 27, 2025.
- The City has notified Hilshire Green residents of the upcoming construction activities associated with this project; however, the Contractor is also required to provide door hangers/notifications to the residents with emergency contacts information. The Contractor is also required to provide additional notifications when driveway, roadway, and water service disruptions will be anticipated.

o) Wirt Road Safety Project –

ANTICIPATED PROJECT TIMELINE:

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|-------------------------|-----------------------------------|
| 100% Submittal: | Friday, December 13, 2024 |
| 100% Comments from COH: | Friday, January 10, 2025 |
| Construction NTP: | TBD with Harris County Precinct 3 |

- As previously reported, HDR submitted the 100% Submittal Package to the COH on December 13, 2024, and they returned comments on January 10 and 13, 2025. The only outstanding comment is the width of the proposed sidewalk. The COH Sidewalk Planning/Sidewalk Committee is still requiring the 6-ft wide sidewalk in lieu of the 5-ft wide sidewalk approved and agreed upon the Interlocal Agreement (ILA) between the City of Hilshire Village and the COH.
- HDR requested a meeting with the COH Sidewalk Planning/Sidewalk Committee to discuss the outstanding sidewalk width comment. The MS-Teams meeting has been tentatively scheduled for Monday, January 27, 2025 at 10:00 a.m.
- The City of Hilshire Village and HDR have been coordinating with the School of the Woods on the ROW/Easement Dedication package. As previously reported, recent discussions with their representative (former Mayor Russell Herron) have uncovered the possibility that a right-of-way may have already been dedicated to the City of Hilshire Village and not the City of Houston in the past. HDR requested Landtech (HDR's Survey Subconsultant) to review this information and provide an opinion or recommendation on this issue.

- After further research and review of documents, Landtech has confirmed that no such right-of-way or easement was previously dedicated by The School of the Woods, therefore, the City of Hilshire Village has requested that The School of the Woods review and execute the easement dedication documents previously furnished to them.
- Regarding the potential impact/damage to the 26-inch Live Oak tree at 18 Hickory Shadows, HDR and C.N. Koehl Urban Forestry, Inc. will modify the Tree Protection Plan to require the Contractor to hand excavate and expose any root system under the proposed sidewalk and wheelchair ramp area. If no roots are exposed, the Contractor will be able to proceed with the sidewalk work with no impact to the tree; however, if roots are exposed, then root pruning and other tree treatments will be implemented prior to construction of the sidewalk, along with the monitoring plan in accordance with the release agreement drafted by the City Attorney for this tree.
- In order to avoid any potential delays during the construction of the sidewalk, HDR recommends that, prior to start of construction, the City communicate with the 18 Hickory Shadows property owner on the proposed approach to preserve the tree, and also have the property owner review and approve the terms of the release agreement in the event it may need to be executed if the tree root system is exposed and impacted within the sidewalk project area.

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

ANTICIPATED PROJECT TIMELINE:

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|--------------------------------------|------------------------------|
| 70% Submittal: | Thursday, April 24, 2025 |
| Public Meeting: | Thursday, May 1, 2025 |
| 100% Submittal: | Thursday, June 5, 2025 |
| City Council (Authorization to Bid): | Tuesday, June 17, 2025 |
| Advertisements (2 weeks): | Weeks of July 7 and 14, 2025 |
| Pre-Bid Meeting: | Thursday, July 17, 2025 |
| Bid Opening: | Thursday, August 7, 2025 |
| Recommendation to Award: | Thursday, August 14, 2025 |
| City Council (Contract Award): | Tuesday, August 19, 2025 |
| Construction NTP: | Monday, September 15, 2025 |

- The geotechnical borings were drilled and collected by Geotest Engineering, Inc. (HDR's Geotechnical Subconsultant) on the week of November 22, 2024. Geotest is currently drafting the geotechnical report.
- HDR coordinated and requested private utilities (e.g. AT&T, Comcast, CenterPoint Electric & Gas) record drawings on November 25, 2024, in order to reference these utilities in the drawing backgrounds.
- The topographic survey was performed and submitted by MBCO (HDR's Survey Subconsultant) to HDR on December 30, 2024. HDR processed the survey and prepared the backgrounds for the Plan & Profile Drawings to begin redline design.

- HDR conducted the survey field verification on January 7, 2025, and determined that several topographic features were not picked up by the Surveyor, therefore, HDR will send the Surveyor back to the field to pick up the missing features.
- HDR is currently working on the drainage area calculations for proposed paving and drainage design, and the water line replacement design.
- HDR anticipates 30% Drawings for Internal QC Review on February 14, 2025. HDR will utilize this 30% Drawings to coordinate the Tree Protection Plan Design by C.N. Koehl Urban Forestry (HDR's Tree Protection Plan Subconsultant).
- Please refer to above anticipated project timeline for more information.

q) Pine Chase Grove Water Meters –

- As previously reported, HDR finalized the schematics/exhibits for the proposed site and drainage improvements at the Pine Chase Grove cul-de-sac and reached out to three (3) contractors to solicit quotes for this work.
- An Action Item has been included in the January 28, 2025, Council Meeting Agenda for review and potential award of this work to the Contractor with the lowest responsive quote (Infrastructure Construction Services – ICS) for a total amount of \$23,900.00.
- Prior to issuing the Notice to Proceed (NTP) to the Contractor, HDR will coordinate with the City of Houston regarding the items of work to be performed by the COH (e.g. relocation of above ground water meter control panels, painting of water meter vault covers, and addition of safety bumpers to meter vault corners), so it is scheduled and coordinated with both parties.

r) TCEQ MS4

- HDR is working on the new MS4 permit application for the City of Hilshire Village and will coordinate as necessary with City Staff to collect information required to complete the application.
- One of the forms required for this MS4 application submittal must be completed and submitted online, therefore, HDR will request the City to register and provide temporary access to HDR in order to complete this form on behalf of the City, similarly to what was done for the TCEQ Lead Service Line Inventory (LSLI).
- As previously reported, the new MS4 general permit for the City will need to be completed and submitted to TCEQ by or before the February 11, 2025, deadline.

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.

A handwritten signature in blue ink, appearing to read 'Efrain Him', is positioned above the printed name.

Efrain Him, P.E.

City Engineer for City of Hilshire Village

cc: Files (10420677)