



February 14, 2025

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

Re: Engineer's Report for February 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 January 25, 2025 to February 14, 2025:

1) On-Going Services (10420677):

a) 1201 Archley –

- On February 3, 2025, HDR received the 1<sup>st</sup> Drainage Plan submittal for 1201 Archley Drive. The Drainage Plan is currently under review.

b) 8013 Anadell Street –

- On February 7, 2025, HDR reviewed and returned the Drainage Plan submittal for 8013 Anadell Street. The Drainage Plan requires corrections (e.g. incorrect impervious calculations, culvert not demonstrating positive drainage, etc.); therefore, the Drainage Plan needs to be revised and resubmitted.

c) 1226 Glourie Drive –

- On January 30, 2025, HDR received the 3<sup>rd</sup> Pool As-Built Drainage Plan submittal 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 impervious calculations, missing professional seal, etc.); therefore, the As-Built Drainage Plan needs to be revised and resubmitted. HDR will be returning this submittal to the City next week.

d) 1234 Glourie Drive –

- On February 3, 2025, HDR reviewed and returned the 2<sup>nd</sup> Drainage Plan submittal for 1234 Glourie Drive. The Drainage Plan requires corrections (e.g. not demonstrating positive drainage, missing culvert elevations, elevation changes along the perimeter, etc.); therefore, the Drainage Plan needs to be revised and resubmitted.
- On February 7, 2025, HDR received the 3<sup>rd</sup> Drainage Plan submittal for 1234 Glourie Drive. The Drainage Plan is currently under review.

e) 1306 Glourie Drive –

- On January 16, 2025, HDR received the 4<sup>th</sup> As-Built Drainage Plan submittal for 1306 Glourie Drive. The plan is currently missing some required information that was included in previous submittals, therefore, HDR is working with the Surveyor to update this information on the As-Built Drainage Plan for final approval.

f) 1118 Guinea Drive –

- On February 6, 2025, HDR received the 3<sup>rd</sup> As-Built Drainage Plan submittal for 1118 Guinea Drive. The As-Built Drainage Plan is currently under review.

g) 1307 Pine Chase Drive –

- On February 11, 2025, HDR performed the Silt Fence Pre-Demolition Inspection for 1307 Pine Chase Drive. The inspection passed.

h) 1035 Ridgeley Drive –

- On February 4, 2025, HDR received the 3<sup>rd</sup> Erosion Control Plan submittal for 1035 Ridgley Drive. The Erosion Control Plan is currently under review.

i) 7907 South Villa Court –

- On February 6, 2025, HDR received the 2<sup>nd</sup> Drainage Plan submittal for 7907 South Villa Court. The Drainage Plan is currently under review.

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

- 1307 Friarcreek Lane Drainage Easement – HDR set a meeting with the residents (Archers and Lefebvres) on February 11, 2025 to discuss next steps or additional improvements for this drainage easement. The two (2) options discussed were the installation of a storm sewer pipe in the easement with or without a drop manhole structure; or the installation of a concrete channel

lining. It was generally agreed that the storm sewer pipe was the better option, and HDR is currently conducting drainage area calculations in order to estimate flows and evaluate pipe options and sizes. HDR will evaluate the different options and present them at the March 2025 Council Meeting for discussion and consideration. Once an option is selected, HDR will prepare a proposal to perform the design and construction services associated with these drainage improvements.

- 1307 Friarcreek Lane Water Meter – The City and HDR additionally met with Mr. and Mrs. Archer on February 11, 2025 to discuss the relocation of their water meter due to the private service line break/leak, as previously reported by Mrs. Archer during the January 28, 2025 Council Meeting. The City and HDR explained that the Archers would need to work with their plumber to identify the location of their current water service line (e.g. private side) before relocating the water meter, which would be done by the City.
- 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 is soliciting three (3) quotes for this work and will present a recommendation to the City to award the work at the March 2025 Council Meeting.

k) 1323 Fraircreek Lane –

- The City requested that HDR conduct a site visit to 1323 Friarcreek Lane due to a resident's concern regarding debris. HDR conducted the site visit on February 11, 2025. The resident (Mr. Randy Thummel) showed us a large tree stump directly behind the southwest corner of his house. Mr. Thummel claimed somebody dumped it on his property, however, the likelihood is low due to the large size of the stump. HDR suggested that he contact the City's landscaper to get a quote for the stump removal.
- Mr. Thummel additionally showed us an old fence panel with a fence pole attached laying in his backyard. A segment of the fence at 1319 Friarcreek Lane (The Matthews) had been recently replaced and, it appears, they did not dispose of some of the old fence panels and poles. It was suggested that Mr. Thummel and the City contact the Matthews to address this issue.
- Mr. Thummel also showed us a three (3) sided fence that he erected to store compost material. The fence belongs and is within Mr. Thummel's property and is his responsibility to dispose of.
- All these items were within Mr. Thummel's property.

l) Hilshire Green Paving, Drainage & Utility Improvements –

**ANTICIPATED PROJECT TIMELINE:**

Contract Award:	Tuesday, December 17, 2024
Pre-Construction Meeting:	Thursday, January 16, 2025
Construction NTP:	Monday, January 27, 2025
Construction Completion:	Thursday, June 26, 2025

- Notice to Proceed to Contractor was issued on January 27, 2025.
- Twenty-five (25) out of twenty-six (26) Submittals received to date have been reviewed and returned to the Contractor as of the date of this report.
- Two (2) out of two (2) RFIs (Request for Information) received to date have been reviewed and returned to the Contractor as of the date of this report.
- On the week of January 27, 2025, the Contractor mobilized, handed out notifications to residents, installed tree protection and storm water pollution prevention measures, began site preparation, secured staging/storage area within the Terrace United Methodist Church parking lot, and performed Cleaning and Pre-CCTV Inspection of existing 8-inch sanitary sewer.
- On the week of February 3, 2025, the Contractor mobilized equipment and received HDPE sanitary sewer pipe material, prepared site and existing sanitary sewer manholes, and performed the rehabilitation of the existing 8-inch sanitary sewer by pipe bursting, reconnection of sanitary sewer services, and general site restoration and clean-up. Sanitary sewer manhole rehabilitation is still pending.
- On the week of February 10, 2025, the Contractor mobilized equipment and received PVC water line pipe material, valves and fire hydrants, installed new 8-inch PVC water line by trenchless construction, valves and fire hydrants.
- The first Monthly Construction Progress Meeting was held on Thursday, February 13, 2025 at City Hall.
- Next week, the Contractor anticipates working on the water service lines, pressure testing of water line and fire hydrants, and subsequent chlorination/disinfection and testing of water lines. Once test results are released confirming the new water line is properly disinfected, the Contractor will connect the new water line to the existing water line and begin transferring water services to the new water line.
- While waiting for the water line disinfection test results, the Contractor will be working on the rehabilitation of the existing sanitary sewer manholes and installation of clean-outs.

- Upon the completion of the water line and sanitary sewer work, the Contractor will begin the installation of the new storm sewer pipe on the Hilshire Green eastbound lane (south side), as well as the drainage inlets, and then begin the paving reconstruction work.

m) Wirt Road Safety Project –

**ANTICIPATED PROJECT TIMELINE:**

Approval from COH:	Friday, February 28, 2025 (Estimated)
Construction NTP:	TBD with Harris County Precinct 3

- As of February 4, 2025, all COH Reviewers have accepted HDR responses to their 100% review comments. On the same date, the COH Interagency Coordinator, Mr. Shapoor Golshan, requested that the Drawings be resubmitted with an updated COH Cover Sheet in order to process and finalize the COH's approval. HDR submitted the Final Drawings with the updated COH Cover Sheet on February 7, 2025.
- HDR anticipates COH approval by or before February 28, 2025.
- HDR has also been coordinating with Ms. Tina Liu and Mr. Jason Hains at Harris County Precinct 3 to provide project status updates.
- The City of Hilshire Village and HDR have been coordinating with the School of the Woods on the execution of the ROW/Easement Dedication package.
- The City of Hilshire Village, Olson & Olson (City Legal Counsel) and HDR have also been coordinating regarding the notification to residents on potential impact/damage to existing trees due to the construction of the proposed sidewalk. Property owners will be meeting with the City and HDR at City Hall, immediately before the February 18, 2025 Regular City Council Meeting to discuss this matter.

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

**ANTICIPATED PROJECT TIMELINE:**

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

- As previously reported, HDR conducted the survey field verification on January 7, 2025, and determined that several topographic features were not picked up by the Surveyor. HDR also identified some elevation discrepancies, therefore, HDR sent the Surveyor back to the field to pick up the missing features and verify the elevation discrepancies. The Surveyor has addressed these issues and HDR has updated the drawing backgrounds accordingly.
- HDR has completed the drainage area calculations and is currently working on the proposed paving and drainage redline design, as well as, the water line replacement redline design.
- Due to the survey issues, HDR anticipates 30% Drawings for Internal QC Review on February 28, 2025 instead of February 14, 2025; however, this 2-week delay will not have any impact on the overall design project schedule. As previously reported, HDR will utilize the 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.

o) Pine Chase Grove Water Meters –

- Infrastructure Construction Services – ICS was awarded the contract for the Pine Chase Grove Water Meters for a total amount of \$23,900.00 at the January 28, 2025, Council Meeting.
- HDR is coordinating with Mr. Telley Dennis (COH Customer Account Services) 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 ICS (Contractor). Once the schedule is confirmed, HDR will issue the Notice to Proceed (NTP) to the Contractor.

p) City-Wide Ditch Cleaning –

- On February 11, 2025, HDR updated and submitted to the City the exhibit and photographs of the proposed ditches to be cleaned for the City's final review and approval before HDR requests proposals/quotes from Contractors to perform this work. City Staff is currently reviewing this information.

q) TCEQ MS4 –

- HDR completed the new MS4 permit application for the City of Hilshire Village and coordinated with City Staff for the on-line payment of the permit application fee, as well as the certified submittal of the application.

- The City submitted the application on February 10, 2025. The MS4 permits are renewed every five (5) years, therefore, next renewal will be in year 2030.
- Even though the new MS4 permit application just got submitted, TCEQ still requires an annual update for year 2025, as it has been done for the past five (5) years since the MS4 permit requirements were enforced. The annual update reports are now prepared and submitted on-line. HDR will work on the annual update report required by TCEQ and coordinate with City Staff accordingly.

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)