



July 11, 2025

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

Re: Engineer's Report for July 15, 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 June 14, 2025, to July 11, 2025:

1) On-Going Services (10420677):

a) 1201 Archley Drive –

- On June 16, 2025, HDR conducted a cover inspection for 1201 Archley Drive. The inspection failed due to no filter fabric fencing, appropriate stabilization methods not being used at the outfall, and the outfall configuration not matching the approved drainage plan. Additionally, the gap between the retaining wall and Summer Kitchen foundation needed to be acknowledged by the Engineer of Record.
- On June 23, 2025, HDR conducted a cover inspection for 1201 Archley Drive. A partial pass was issued due to the work on site not being entirely completed.
- On June 26, 2025, HDR conducted a cover inspection for 1201 Archley Drive. The inspection passed.

b) 1119 Guinea Drive –

- On June 11, 2025, HDR conducted a cover inspection for 1119 Guinea Drive. The inspection failed due to filter fabric fencing not being installed.

c) 1323 Ridgeley –

- On June 20, 2025, HDR conducted a cover inspection for 1323 Ridgeley. The inspection failed due to the front ditch not being constructed as per the plans, inlet protection barriers missing, filter fabric fencing damaged, and inlets at the incorrect grade.

- On July 9, 2025, HDR conducted a cover inspection for 1323 Ridgeley. The inspection failed due to the front ditch not being constructed as per the plans, inlet protection barriers missing, and filter fabric fencing damaged. The only comment addressed from the previous inspection was that the inlets are now at the correct grade.

d) 16 Pine Creek –

- On July 2, 2025, HDR reviewed and returned the 1st Drainage Plan submittal for 16 Pine Creek. However, the Drainage Plan requires corrections (e.g. proposed and existing elevations missing, rear property line not delineated, all development not shown, changes to perimeter, missing City standard notes, SWPP not shown, North arrow oriented wrong, existing trees not shown); therefore, the plan needs to be revised and resubmitted.

e) 1311 Friarcreek –

- On June 25, 2025, HDR received the 1st Pool Drainage Plan submittal for 1311 Friarcreek. However, the topographic survey was missing from the submittal, therefore, unable to be reviewed. The survey was received on July 7, 2025, and is currently under review.

f) 8 Hilshire Oaks –

- On July 9, 2025, HDR received the 1st Addition Drainage Plan submittal for 8 Hilshire Oaks. The drainage plan is currently under review.

g) 1319 Pine Chase –

- On July 7, 2025, HDR received the 2nd As-Built Plan submittal for 1319 Pine Chase Drive. The As-Built plan is currently under review.

h) 1214 Ridgeley –

- On July 9, 2025, HDR received the 2nd Retaining Wall Plan submittal for 1214 Ridgeley. The retaining wall plan is currently under review.

i) 1226 Glourie –

- On July 9, 2025, HDR received the 5th Pool As-Built Plan submittal for 1226 Glourie. The Pool As-Built plan is currently under review.

j) 1241 Ridgeley –

- On July 9, 2025, HDR received the 1st As-Built Plan submittal for 1241 Ridgeley. The as-built plan is currently under review.

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

- 1209 Pine Chase Drive Drainage Easement – As previously reported, in the April 15, 2025 City Council Meeting, the City awarded the 1209 Pine Chase Drainage Easement improvements work (e.g. installation of a concrete headwall for the 24-inch and 30-inch pipes at the outfall entrance, regrading of the existing ditch, removal and replacement of deteriorating concrete slope paving in the upstream area, and installation of uniform mortar coating of the recently stabilized slope paving in the area) to Infrastructure Construction Services (ICS) for a total cost of \$13,350.00. HDR coordinated with ICS (Contractor) and issued the Notice to Proceed on April 30, 2025. ICS was scheduled to begin work on June 11, 2025 but, due to weather delays and delays with material delivery for the Pine Chase Grove Project, is now scheduled to begin work on the week of July 14, 2025.
- 1307 Friarcreek Lane Drainage Easement – As previously reported, in order to better assess the existing conditions and constraints within the site, HDR presented a topographic survey proposal from Landtech, Inc. during the May 20, 2025, City Council Meeting. The City authorized the survey work and the Notice to Proceed was issued on June 5, 2025, and work began on June 16, 2025. HDR is currently corresponding with Landtech Inc. as they prepare the survey and will update Council accordingly.

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

- Thirty (30) out of thirty (30) Submittals received to date have been reviewed and returned to the Contractor as of the date of this report.
- Four (4) out of four (4) RFIs (Request for Information) received to date have been reviewed and returned to the Contractor as of the date of this report.
- As previously reported, a preliminary walkthrough was conducted on June 11, 2025 with HDR and the Contractor. A preliminary punch list was created and sent to the Contractor on June 12, 2025. Once the preliminary punch list was completed, a final completion walkthrough was scheduled for July 9, 2025.
- The Final Completion walkthrough occurred on July 9, 2025. Punchlist items included cleaning joint sealant, monitoring minor cracks in driveway, adding risers to water valve boxes and painting them blue, cleaning inlet block outs and sealing joints, and smoothing the top of the storm sewer at one of the manhole locations.

- During the preliminary walkthrough it was discovered that the Contractor did not replace the 24-inch diameter sanitary sewer manholes rings and covers with 36-inch rings and covers. This is a TCEQ requirement when sanitary sewer manholes are replaced; however, since we only rehabilitated the sewer lines and manholes, the rings and covers replacement are not needed at this time.
- Once all Final Completion walkthrough Punchlist items are addressed, Contractor will submit the closeout documentations, including Final Pay Estimate, for review and approval. Contractor is also waiting on the final invoice from Geotest Engineering (Materials Testing Laboratory) for this project. At this time, HDR anticipates that the closeout package will be presented at the August 19, 2025 City Council Meeting for final review and acceptance of the project.

m) Wirt Road Safety Project –

ANTICIPATED PROJECT TIMELINE:

Approval from COH:	<i>March 18, 2025 (Updated)</i>
Construction NTP:	TBD with Harris County Precinct 3

- As previously reported, on April 10, 2025, the City transmitted to HDR the executed Sidewalk Easement Dedication documents from The School of The Woods to the City of Houston (COH). HDR coordinated with Mr. Jordan Fairchild (COH Real Estate Group) on the preliminary review of these documents and the required procedures to submit these documents for final review and approval by the COH. Mr. Fairchild noted that electronic copies of the documents will need to be submitted through the City's Permitting Group and upon request, the original documents will need to be submitted as well. HDR formally submitted the relevant information to the City of Houston (i.e. Form 548, Metes and Bounds, Survey, and Deed) on July 10th, 2025.
- As previously reported, on March 10, 2025, HDR contacted Mr. Jason Hains (Project Manager at Harris County Precinct 3). Mr. Hains will be the main HC point of contact moving forward instead of Ms. Tina Liu. HDR followed up again with Mr. Hains on May 19 and 21, 2025 and provided a copy of the COH Approved Plans for the Project for the County's final review and approval; however, Mr. Hains has not provided any update to date.
- As previously reported, Ms. Cassie Stephens informed HDR that Council Member Gordy spoke with Harris County Director of Engineering (Mr. Eric Heppen), and that there is potential that the Wirt Road Sidewalk project could be deferred from this year's fiscal year due to issues with the Contractor selection.

n) 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 and 16, 2025</i>
Pre-Bid Meeting:	<i>Thursday, July 17, 2025</i>
Bid Opening:	<i>Thursday, August 7, 2025</i>
Recommendation to Award:	<i>Thursday, August 14, 2025</i>
City Council (Contract Award):	<i>Tuesday, August 19, 2025</i>
Construction NTP:	<i>Monday, September 15, 2025</i>

- As previously reported, HDR submitted the 100% Plans, Project Manual and Opinion of Probable Construction Cost (OPCC) to the City on June 4, 2025.
- The 100% Plans and Project Manual was advertised in the local paper on July 9th, 2025, and was simultaneously uploaded to CivCast for Contractors to access. Additionally, on July 9th, 2025, HDR informed previously used Contractors of the upcoming project (e.g. Experts Underground Solutions, Tandem Services, OnPar Civil Services, etc.)

o) Pine Chase Grove Water Meters –

- As previously reported, 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 coordinated with ICS (Contractor) and issued the Notice to Proceed on April 30, 2025.
- The Contractor began work on June 6, 2025. The Contractor has installed the conduit, backfilled the trench, re-graded the area, and installed the enclosure over the existing water valve and hose bib. Low profile fencing options have been sent to residents for review and selection and will be installed once a decision is made. The Contractor has reported multiple delays in delivery of rubber mulch. HDR has asked that they move on to the 1209 Pine Chase Drive Easement improvements while they wait for delivery.
- The COH has received the special cable for the meter vaults control boxes relocations and has ordered the safety corner bumpers. They will perform their work once all the materials are received. On July 1, 2025, the COH inquired on whether a different color green could be used. HDR responded on July 1, 2025, and informed them that the originally agreed upon color is to be used.

p) City-Wide Ditch Cleaning –

- As previously reported, Experts Underground Solutions was awarded the contract for the City-Wide Ditch Cleaning for a total amount of \$52,135.00 at the May 20, 2025, Council Meeting. HDR coordinated with EUS (Contractor) and issued the Notice to Proceed on May 30, 2025. HDR is currently working with EUS on proposed cuts to the ditches, prior to beginning construction.

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)