



October 17, 2025

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

Re: Engineer's Report for October 21, 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 September 13, 2025, to October 17, 2025:

1) On-Going Services (10420677):

a) 8205 Burkart Road –

- On September 23, 2025, HDR reviewed and returned the 3rd submittal for 8205 Burkart Road. The Drainage Plan was approved with exceptions as noted.

b) 1306 Glourie Drive –

- On October 2, 2025, HDR reviewed and returned the 2nd Pool Drainage Plan submittal for 1306 Glourie Drive. However, the Drainage Plan requires corrections (e.g. incorrect slopes, illegible perimeter elevations, incorrect storm sewer calculations, filter fabric fence not properly delineated, etc.); therefore, the plans need to be revised and resubmitted.
- On October 16, 2025, HDR reviewed and returned the 3rd Submittal for the Pool Drainage Plan for 1306 Glourie Drive. However, the Drainage Plan requires corrections (e.g. missing perimeter elevations, incorrect material shown, etc.); therefore, the plans need to be revised and resubmitted.

c) 16 Pine Creek Lane –

- On October 7, 2025, HDR reviewed and returned the 3rd Drainage Plan submittal for 16 Pine Creek Lane. The Drainage Plan was approved with exceptions as noted.

d) 1127 Glourie Drive -

- On October 7, 2025, HDR conducted a driveway inspection for 1127 Glourie Drive. The inspection passed.

e) 1105 Ridgeley -

- On October 7, 2025, HDR reviewed and returned the 1st Submittal for the Drainage Plan for 1105 Ridgeley Drive. However, the Drainage Plan requires corrections (e.g. drainage plans to scale, missing elevations, unclear delineation of swales, missing outfall flow lines, downspouts connected to main drainage line, missing culvert and ditch flow lines, missing City notes, etc.); therefore, the plan needs to be revised and resubmitted.
- On October 9, 2025, HDR reviewed and returned the Retaining Wall Plan for 1105 Ridgeley Drive. However, the Drainage Plan requires corrections (e.g. issues regarding cross sections, lack of approval from HCFCD, missing details, etc.); therefore, the plan needs to be revised and resubmitted.
- On October 15, 2025, HDR received the 2nd Submittal for the Retaining Wall Plans for 1105 Ridgeley Drive. The plans are currently under review.

f) 16 Pine Creek Lane –

- On October 9, 2025, HDR conducted a silt fencing inspection on 16 Pine Creek Lane. The inspection passed.

g) 1311 Friarcreek -

- On October 9, 2025, HDR reviewed and returned the 1st Drainage Plan submittal for 1311 Friarcreek Lane. However, the Drainage Plan requires corrections (e.g. difference in the delineation of the retaining wall, floodplains and floodway need to be delineated, need to clarify whether a storm sewer or swale is proposed, unlabeled linework, need to show the existing linework, missing pool drains, issues in drainage notes, missing SWPPP plans, encroachment in the Spring Branch Creek Floodplains, etc); therefore, the plan needs to be revised and resubmitted.

h) 1307 Pine Chase -

- On October 10, 2025, HDR received the 1st Submittal for the Drainage Review Plan. The drainage plan is currently under review.

i) 2 & 3 Pine Creek -

- On October 16, 2025, HDR reviewed and returned the 2nd Submittal for the Drainage Plan for 2 & 3 Pine Creek. However, the Drainage Plan requires corrections (e.g. missing notes, needs clarification on materials, HCFCD approval needed, line types not labeled, measurements not aligning with

profile elements, clarification on elements, etc.); therefore, the plans need to be revised and resubmitted.

j) 1214 Ridgeley Drive

- On October 16, 2025, HDR received the 1st Submittal for the As Built for 1214 Ridgeley. The As Built is currently under review.

k) 1209 Pine Chase & 1303/307 Friarcreek Drainage Easement Improvements –

- 1209 Pine Chase Drive Drainage Easement – 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. Mr. Madden noted that the outfall has looked the same for the last 12 years and has never had an issue. Mr. Madden suggested something less intrusive or natural like limestone. Mr. Madden also inferred taking legal action against this work. HDR contacted the City and Olson & Olson (City's Legal Counsel) to appraise them of the current situation with Mr. Madden, including e-mail documentation from April 25, 2025, where HDR communicated with Mr. Madden on the proposed site and drainage improvements at the 1209 Pine Chase Drive Drainage Easement, and Mr. Madden offered no objection. The City and HDR are currently scheduling a field meeting with Mr. Madden to discuss and address his concerns so the Contractor can move forward with the project. If significant material changes are required to the project, HDR will bring this matter to City Council's attention for review and resolution.
- 1303/1307 Friarcreek Lane Drainage Easement – On September 24, 2025, HDR performed a second site visit with Jeff Mitchell, P.E. (HDR's Structural Engineer) to assess the current conditions within the Friarcreek Drainage Easement, as well as the segment of Spring Branch Creek where the drainage easement outfalls into. HDR also met with Mr. Tom Archer (1307 Friarcreek Lane) and briefly with Mr. Jorge Lefebvre (1303 Friarcreek Lane) to discuss project progress/update, and constraints related to their existing retaining walls along the drainage easement. HDR has been gathering 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 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.

l) 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, HDR formally submitted the relevant information for the sidewalk easement dedication by The School of The Woods to the City of Houston (COH) Permitting Center (e.g. Form 584, Metes and Bounds, Survey, and Deed) on July 10, 2025.
- As previously reported, on August 13, 2025, HDR received notice that the Easement Dedication would be approved; however, on August 14, 2025, the COH informed us that the project would require a ROW encroachment permit. HDR coordinated with Mr. Richard Cheri, P.E. (Houston Permitting Center), Mr. Shapoor Golshan (COH TDO Interagency), and Mr. Leon Zhu (COH ROW Permit) to address these matters. There was a misunderstanding with the Houston Permitting Center (HPC), they thought that we were requesting a sidewalk easement within an existing right-of-way; however, after explaining the right-of-way situation, or lack of right-way within The School of The Woods, they understood and requested that we resubmit the sidewalk easement dedication again for review and approval. Mr. Zhu also 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 September 19, 2025, HDR resubmitted the documents to the 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 is coordinating with The School of The Woods to re-execute Form 584, and HDR will resubmit it to the HPC once it is received.
- As previously reported, HDR followed up again with Mr. Jason Hains (Project Manager at Harris County Precinct 3) on August 5, 2025, September 12, 2025, and October 15, 2025, to request an update from the County; however, no response has been received to date.

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

ANTICIPATED PROJECT TIMELINE:

70% Submittal: *Tuesday, April 22, 2025 (Completed)*
Public Meeting: *Wednesday, May 14, 2025 (Completed)*
100% Submittal: *Thursday, June 4, 2025 (Completed)*
City Council (Authorization to Bid): *Tuesday, June 17, 2025 (Completed)*
Advertisements (2 weeks): *Weeks of July 9/16, 2025 (Completed)*

Pre-Bid Meeting:	Thursday, July 17, 2025 <i>(Completed)</i>
Bid Opening:	Thursday, August 7, 2025 <i>(Completed)</i>
Recommendation to Award:	Friday, October 3, 2025
City Council (Contract Award):	Tuesday, October 21, 2025
Construction NTP:	Monday, January 5, 2026

- As previously discussed, the City rejected the bid from CAAN Construction (apparent low bidder) due to their lack of significant and relevant experience on similar residential projects within the past ten years, and negative feedback received from their Subcontractor's (Match & Mix Construction) references.
- On September 25, 2025, HDR met with and began coordination with the lowest responsive bidder, Arnold & Co., LLC (Contractor) to discuss their qualifications, experience and performance in other projects relevant and similar to this project. Arnold & Co., LLC provided information on their qualifications, experience and references. HDR contacted their references, and positive feedback was received on Arnold & Co. LLC's performance and responsiveness in past projects.
- On October 3, 2025, HDR prepared and submitted the Letter of Recommendation to Award the Construction Project to Arnold & Co., LLC. HDR will present this recommendation to the City at the October 21, 2025, City Council Meeting.
- 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 award the Construction Project to Arnold & Co., LLC during the October 21, 2025, City Council Meeting and 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.

n) Pine Chase Grove Water Meter Vaults –

- 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. The Contractor is expecting to receive these corner brackets within the next few days. 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.
- 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.

o) City-Wide Ditch Regrading & Cleaning –

- On September 18, 2025, HDR had a field meeting with the Contractor (Experts Underground Solutions – EUS) to discuss the preliminary survey findings, project expectations and goals.
- 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
- On October 1, 2025, HDR completed the review of the survey information and made changes to the initial ditch regrading recommendations made by the Contractor to fill instead of cut certain ditch segments and grout fill the invert of culverts with reverse grades in order to restore positive drainage to these areas. HDR also coordinated with the City to prioritize the order in which the ditch regrading, filling and cleaning work should be performed by the Contractor. HDR requested the Contractor to submit a project schedule based on this priority list so the City can send notifications to residents about this upcoming ditch work.
- Since the initial quote from the Contractor was based on only cutting the ditches and cleaning culverts, HDR has requested the Contractor to submit supplemental unit prices for ditch filling and culvert grout filling in order to properly compensate the Contractor for this additional work. Also, the Contractor's quote for the 2025 City-Wide Ditch Regrading & Cleaning Project included approximately 3,965 LF of ditch regrading and cleaning; however, upon review of the survey data, HDR confirmed that only 3,367

LF of ditch regrading, cleaning and filling will be required at this time. Therefore, we have asked the Contractor to provide a supplemental unit price for ditch surveying by LF so they can be compensated for segments of ditches surveyed but not requiring regrading.

- 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.
- HDR will work with the City to address any changes to the project cost and determine if supplemental funding authorization will be required to complete this work.
- On October 8, 2025, the Contractor submitted the project schedule to HDR for review. HDR had minor comments on the Contractor's project schedule, including the request to not perform any ditch work during the week of Thanksgiving to minimize inconvenience to the residents during this holiday. Based on this schedule, the Contractor will start the ditch regrading, filling and cleaning work on the week of October 20, 2025, and begin with the Guinea Drive west ditch.

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 A. Him, P.E.

City Engineer for City of Hilshire Village

cc: Files (10420677)