



December 13, 2024

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

Re: Engineer's Report for December 17, 2024 Council Meeting
HDR Job No. 10391485

Dear Mayor and Council Members:

HDR Engineering, Inc. (HDR) is pleased to submit this report on engineering related issues from November 16, 2024 to December 13, 2024:

1) On-Going Services (10391485):

a) 1249 Archley Drive –

- On December 9, 2024, the City informed HDR of potential non-permitted construction activities taking place on the Spring Branch Creek tributary directly behind 1249 Archley Drive and requested assistance from HDR to investigate this issue.
- HDR performed the site visit on December 9, 2024 and discussed the non-permitted work with Mr. Hal Green (1249 Archley Drive property owner). Ms. Green noted that he was cleaning the creek of trash, logs and debris that washed-in from recent storms and adding bull rock in a large hole that formed at the base of the creek bank near his house. Mr. Green claims that the large retaining wall project built at 1303 Friarcreek Lane back in 2022 and on the opposite side of the creek has redirected the water flow to directly impact his side of the bank.
- HDR informed Mr. Green that as a property owner, he has the right to protect his property; however, he still needs to follow the proper procedures and submit plans of proposed work for review and approval by the City, as well as Harris County Flood Control District (HCFCD), since they have jurisdiction over the water way. Furthermore, HDR noted that if HCFCD determines that the non-permitted work is impacting the floodplain, they will require the removal of the bull rock from the creek.
- Mr. Green noted that if instructed to remove the bull rock, he would consider legal action against the City of Hilshire Village, HCFCD and HDR for approving the installation of the 1303 Friarcreek Lane retaining wall.

- HDR reported its findings and also provided the HCFCD contact information to the City in order to notify HCFCD of this non-permitted work, have them review/inspect and take the necessary actions to address this issue accordingly. The City notified HCFCD on December 11, 2024 and HCFCD acknowledged receipt of notification on the same date.
- b) 1306 Glourie Drive –
- On December 2, 2024, HDR received the 3rd As-Built Drainage Plan submittal for 1306 Glourie Drive. The As-Built Drainage Plan is currently under review.
- c) 1022 Glourie Drive –
- On November 27, 2024, HDR attended the MS-Teams Pre-Development Meeting for 1022 Glourie Drive.
- d) 1026 Glourie Drive –
- On December 6, 2024, HDR received the Garage Addition Drainage Plan submittal for 1026 Glourie Drive. The Drainage Plan is currently under review.
- e) 1103 Glourie Drive –
- On December 10, 2024, HDR reviewed and returned to the City the Drainage Plan submittal for 1103 Glourie Drive. The Drainage Plan requires corrections (e.g. furnish topographic survey instead of boundary survey, need drainage plan and construction/structural details on proposed culvert headwalls and walkway signed and sealed by a Licensed Professional Engineer in the State of Texas, impervious coverage calculations, etc.), therefore, it needs to be revised and resubmitted.
- f) 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 will need to re-grade the ditch to provide positive drainage.
 - On December 6, 2024, HDR reviewed and returned to the City the As-Built Drainage Plan submittal, as well as the Final Inspection Form for 1118 Guinea Drive. The As-Built Drainage Plan requires corrections (e.g. ditch re-grading, survey updates to include elevations along the ditch flow line, and update the Engineer's certification letter based on the latest/revised as-built survey), therefore, the As-Built Drainage Plan needs to be revised and resubmitted.
- g) 1126 Guinea Drive –
- On December 5, 2024, HDR received the 2nd Pool As-Built Drainage Plan submittal for 1126 Guinea Drive. The As-Built Drainage Plan is currently under review.

- h) 1311 Pine Chase Drive –
 - On December 10, 2024, HDR performed the Silt Fence Pre-Demolition Inspection for 1311 Pine Chase Drive. The inspection failed since the silt fence was only installed in the front of the property and not the entire perimeter of the property.
- i) 1218 Ridgeley Drive –
 - On December 6, 2024, HDR reviewed and returned to the City the 3rd As-Built Drainage Plan submittal for 1218 Ridgeley Drive. The As-Built Drainage Plan was approved with exceptions noted.
- j) 1242 Ridgeley Drive –
 - On December 12, 2024, HDR reviewed and returned to the City the 3rd As-Built Drainage Plan submittal for 1242 Ridgeley Drive. The as-built drainage plan requires corrections (e.g. elevation changes along the perimeter of the property, update the Engineer’s certification letter based on the latest/revised as-built survey), therefore, it needs to be revised and resubmitted.
- k) 1307 Friarcreek Lane & 1209 Pine Chase Drive Drainage Easement Improvements –
 - At the November 15, 2024 Council Meeting the City Council authorized the emergency soil stabilization work at both drainage easement locations per Uretex’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 has coordinated with the City and Uretex and the work is scheduled to begin on the first week of January 2025, in order to minimize impacts to residents during the holidays.
 - 1209 Pine Chase Drive Drainage Easement – 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 once the soil stabilization work by Uretex is completed.
- 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

- Bid opening was conducted at City Hall on Thursday, November 21, 2024. Six (6) contractors submitted bids for the project.
- HDR prepared the Bid Tabulation to check for mathematical errors and reviewed it for bid irregularities. No errors or irregularities were identified.

- HDR prepared the Letter of Recommendation to award construction contract to Experts Underground Solutions, LLC (Contractor), the lowest responsive bidder for a total bid amount of \$638,782.00. The Letter of Recommendation was transmitted to the City on December 9, 2024 and it includes the Bid Tabulation, Contractor's Qualifications and References.
- HDR will present the recommendation to award to City Council during the regular Council Meeting on December 17, 2024. Once City Council awards the project to Experts Underground Solutions, LLC, HDR will coordinate with the Contractor to request all the forms, insurance and statutory bonds required to assemble and execute the contract.
- The Pre-Construction Meeting is scheduled for January 16, 2025.
- Notice to Proceed to Contractor will be issued on January 27, 2025.

m) Wirt Road Safety Project –

ANTICIPATED PROJECT TIMELINE:

100% Submittal:	Friday, December 13, 2024
100% Comments/Approval from COH:	Friday, January 10, 2025 (Estimated)
Construction NTP:	TBD with Harris County Precinct 3

- As discussed during the November 19, 2024 City Council Meeting, coordination with COH Permitting is taking more effort than initially anticipated. As requested by HDR during this meeting, City Council authorized the re-allocation of funding (\$5,000.00) from the Supplemental Design Services Task to the COH Permitting Task to complete these coordination efforts with the COH on an hourly basis.
- As previously reported, HDR submitted the 90% Submittal Package to the COH on October 4, 2024, and they returned comments on October 29, 2024. HDR has reviewed and addressed these comments, and the 100% Submittal Package is scheduled to be submitted to the COH on December 13, 2024. A variance for storm water detention requirements due to the proposed sidewalk impervious coverage is also being requested.
- Also, as previously reported, on October 18, 2024, HDR submitted the Modification of Sidewalk Application to the COH, and they returned comments on November 7, 2024. HDR has reviewed and addressed these comments, and comment resolution responses will be included in the 100% Submittal Package to the COH.
- The City of Hilshire Village and HDR have been coordinating with the School of the Woods on the ROW/Easement Dedication package. 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 has requested Landtech (HDR Survey Subconsultant) to review this information and provide an opinion or recommendation on this issue.

- HDR and C.N. Koehl Urban Forestry, Inc. (HDR's Urban Forester Subconsultant) have reviewed the draft release agreement for impact to the existing 26-inch Live Oak tree at 18 Hickory Shadows and provided feedback to the City and City Attorney on December 13, 2024.

n) Pine Chase Grove Water Meters –

- 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 December 17, 2024 Council Meeting Agenda for review and potential award of this work to the contractor with the lowest responsive quote.
- As of today, HDR has received two (2) quotes and waiting on the third quote. Once the third quote is received, HDR will transmit to the City and bring hard copies of these quotes to the December 17, 2024 Council Meeting for review and potential award.

o) 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.
- 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.



Efrain Him, P.E.
City Engineer for City of Hilshire Village

cc: Files (10391485)