



November 15, 2024

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

Re: Engineer's Report for November 19, 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 October 12, 2024 to November 15, 2024:

1) On-Going Services (10391485):

a) 8005 Anadell Street –

- On November 15, 2024, HDR reviewed and returned to the City the first As-Built Drainage Plan submittal for 8005 Anadell Street. The as-built drainage plan requires correction; therefore, it needs to be revised and resubmitted.

b) 1236 Archley Drive –

- On November 15, 2024, HDR reviewed and returned to the City the third CNP ROW Permit submittal for 1236 Archley Drive. The ROW Permit was approved with exceptions noted.

c) 1237 Archley Drive –

- On November 15, 2024, HDR reviewed and returned to the City the third CNP ROW Permit submittal for 1237 Archley Drive. The ROW Permit was approved with exceptions noted.

d) 1202 Glourie Drive –

- On November 15, 2024, HDR reviewed and returned to the City the first Drainage Plan submittal for a front porch addition at 1202 Glourie Drive. The drainage plan was approved with exceptions noted.

e) 1306 Glourie Drive –

- On November 15, 2024, HDR reviewed and returned to the City the second As-Built Drainage Plan submittal for 1306 Glourie Drive. The as-built drainage plan requires corrections; therefore, it needs to be revised and resubmitted.



f) 5 Hilshire Grove Lane –

- On November 15, 2024, HDR reviewed and returned to the City the first CNP ROW Permit submittal for 5 Hilshire Grove Lane. The ROW permit requires corrections; therefore, it needs to be revised and resubmitted.

g) 1218 Ridgely Drive

- On October 17, 2024, HDR reviewed and returned to the City the first As-Built Drainage Plan submittal for 1218 Ridgeley Drive. The as-built drainage plan requires corrections; therefore, it needs to be revised and resubmitted.

h) 1242 Ridgeley Drive –

- On October 17, 2024, HDR reviewed and returned to the City the second As-Built Drainage Plan submittal for 1242 Ridgeley Drive. The as-built drainage plan requires corrections; therefore, it needs to be revised and resubmitted.

i) 1307 Friarcreek Lane & 1209 Pine Chase Drive Drainage Easement Improvements –

- 1303 & 1307 Friarcreek Lane Drainage Easement – As previously reported, HDR was able to communicate with Mr. Tom Archer (1307 Friarcreek Lane) to discuss the additional erosion concerns he has along the City’s drainage easement traversing on the east side of his property, specifically the cracks on the drainage channel that could allow water infiltration and undermining of the retaining walls on both sides of the drainage easement. On November 7, 2024, HDR conducted a site visit with Mr. Robert Vera (Uretek) to discuss the option to inject a two-parts hydrophobic polyurethane to stabilize and fill the voids along the drainage easement. HDR recommends that City Council authorizes the emergency stabilization of this drainage easement per Uretek’s proposal dated November 7, 2024, for a not to exceed amount of \$15,000.
- 1209 Pine Chase Drive Drainage Easement – On November 7, 2024, HDR also conducted a site visit with Mr. Robert Vera (Uretek) to discuss the option to inject a two-parts hydrophobic polyurethane to repair the concrete slope paving area around the culverts. During this visit, it was determined that the area under the slope paving has been significantly undermined and could potentially fail. HDR recommends that City Council authorizes the emergency stabilization and repair of the slope paving area per Uretek’s proposal dated November 7, 2024 for a not to exceed amount of \$4,500. HDR has also been working on 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, and removal and replacement of deteriorating concrete slope paving on the upstream end of this ditch area. This work will be done by a separate contractor once the drawings are completed. HDR will then solicit three (3) quotes for this work and present a recommendation to the City to award the work to the low responsive Contractor during the December 2024 City Council Meeting.

j) Hilshire Green Paving, Drainage & Utility Improvements –

ANTICIPATED PROJECT TIMELINE:

100% Submittal:	Friday, October 25, 2024
Advertisement:	Wednesday, October 30 & Wednesday, November 6, 2024
Pre-Bid Meeting:	Thursday, November 7, 2024
Bid Opening:	Thursday November 21, 2024
Contract Award:	Tuesday, December 17, 2024
Construction NTP:	January, 2025

- The 100% Submittal package was submitted to the City on October 25, 2024.
- HDR posted the plans and specifications to CivCast, for advertisement on Wednesday, October 30, 2024. The City also advertised the project on the newspaper for two (2) consecutive weeks on Wednesday, October 30, and Wednesday, November 6, 2024.
- The pre-bid conference meeting was conducted at City Hall on Thursday, November 7, 2024 with an attendance of three (3) contractors.
- As of November 15, 2024 there have been no questions asked, and therefore, no addenda issued.
- Bid opening is scheduled for Thursday, November 21, 2024 at City Hall.

k) Wirt Road Safety Project –

ANTICIPATED PROJECT TIMELINE:

90% Submittal:	Friday, October 4, 2024 to COH
100% Submittal:	Friday, December 6, 2024
Construction NTP:	TBD with Harris County Precinct 3

- As previously reported, HDR submitted the 90% Submittal Package to the COH on October 4, 2024, and they returned comments on October 29, 2024.
- On October 18, 2024, HDR submitted the Modification of Sidewalk Application to the COH, and they returned comments on November 7, 2024.
- Coordination with COH Permitting is taking more effort than initially anticipated, therefore, HDR will be requesting City Council to re-allocate funding from the Supplemental Design Services Task to the COH Permitting Task to complete these coordination efforts with the COH on an hourly basis.
- The City of Hilshire Village and HDR are coordinating with property owners at 18 Hickory Shadows Drive, and The School of the Woods on the tree removals required to install the proposed sidewalk.
- The City of Hilshire Village and HDR are coordinating with the School of the Woods on the ROW/Easement Dedication package.

l) Pine Chase Grove Water Meters –

- At the request of Council during the October 15, 2024 City Council Meeting, HDR has added rubber mulch for the areas around the meter vaults and backflow preventers.
- HDR has prepared the schematics/exhibits and site grading plan for the proposed improvements. HDR is preparing the associated quote form for the proposed improvements and will solicit three (3) quotes for this work and bring to City Council for approval during the December 2024 City Council Meeting.

m) TCEQ MS4

- HDR has started the MS4 permit application forms for the City of Hilshire Village and will coordinate with City Staff to collect the necessary 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.

n) TCEQ LSLI Survey

- On October 15, 2024, HDR submitted the City of Hilshire Village's Lead Service Line Inventory (LSLI) Survey to TCEQ via the SWIFT SUBMITTALS on-line portal, as well as answered the Questionnaire associated with this initial submittal.
- The initial LSLI survey confirms that the City doesn't have any lead service lines; however, there are four (4) services that were identified as "Galvanized Requiring Replacement (GRR)" for 1117 Guinea Drive, 1118 Guinea Drive, 10 Pine Creek Lane, and 8389 Westview Drive.
- Per TCEQ requirements, the City mailed letters on October 28, 2024, to the four (4) addresses notifying the property owners of the service lines identified as GRR.

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.



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

cc: Files (10391485)