



June 13, 2025

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

Re: Engineer's Report for June 17, 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 May 17, 2025, to June 13, 2025:

1) On-Going Services (10420677):

a) 1201 Archley Drive –

- On June 11, 2025, HDR conducted a cover inspection for 1201 Archley Drive. The inspection failed due to the improper connections, bends without cleanouts or inlets, no filter fabric fencing, inlets set above grade, and the outfall configuration not matching the approved drainage plan.

b) 8205 Burkart Road –

- On June 11, 2025, HDR conducted a pre-demolition silt fencing inspection for 8205 Burkart. The inspection failed due to silt fencing not being installed along the high bank which drains into a ravine connected to Spring Branch Creek.

c) 1103 Glourie Drive –

- On May 27, 2025, HDR conducted a culvert inspection at 1103 Glourie Drive. The inspection failed due to the steel reinforcement not being installed per construction details, the rebar ends not being properly tied, and the reinforcement being placed too close to the proposed pipe.
- On May 29, 2025, HDR conducted a culvert re-inspection at 1103 Glourie Drive. The inspection failed due to No. 3 rebar being used (as opposed to No. 4 rebar), the required footing not installed, and rebar not being spaced correctly.
- On June 3, 2025, HDR conducted a culvert re-inspection at 1103 Glourie Drive. The inspection failed due to the required culvert footings not being installed and the rebar not being spaced correctly.
- On June 4, 2025, HDR conducted a culvert re-inspection at 1103 Glourie Drive. The inspection passed.

- d) 1119 Guinea Drive –
 - On June 4, 2025, HDR conducted a cover inspection for the pool drainage at 1119 Guinea Drive. The inspection failed due to incorrect pipe sizes, no filter fabric fencing, bends in pipe, and inlets not set to grade or missing.
- e) 2 & 3 Pine Creek –
 - On May 19, 2025, HDR received the Erosion Control/Retaining Wall Plan submittal for 2 & 3 Pine Creek. The erosion control/retaining wall plan is currently under review.
- f) 1105 Ridgeley Drive –
 - On May 27, 2025, HDR received the Retaining Wall Plan for 1105 Ridgeley Drive. The retaining wall plan is currently under review.
- g) 1214 Ridgeley Drive –
 - On June 9, 2025, HDR reviewed and returned the 1st Retaining Wall Plan submittal for 1214 Ridgeley Drive. However, the Drainage Plan requires corrections (e.g. SWPPP not shown, proposed elevations of pool and pool area not shown, missing standard City notes, impervious calculations to be revised, etc.); therefore, the plan needs to be revised and resubmitted.
- h) 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, is now scheduled to begin work on June 16, 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 is scheduled to begin June 16, 2025. HDR notified the residents of the work on June 11, 2025.
- i) 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.
- On the week of May 19, 2025, the Contractor continued paving grade and subgrade stabilization work on the North side and began pouring concrete pavement and driveways on the North side of Hilshire Green.
- On the week of May 26, 2025, the Contractor began installation of 6-inch reinforced concrete curb on both the North and South sides of the roadway, waterline repair made between 7906 and 7902 Hilshire Green Drive, and inlet adjustments made on the North and South sides. The Contractor did not work on May 26, 2025, in observation of Memorial Day Holiday.
- On the week of June 2, 2025, the Contractor poured the inlet block outs and performed surface restoration.
- On the week of June 9, 2025, the Contractor continued with surface restoration.
- 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. The substantial completion walkthrough will be scheduled once the Contractor has completed the punch list items.
- On June 11, 2025, HDR reviewed and transmitted to the City, the Contractor's Pay Estimate No. 4 for work performed from May 3, 2025, through May 31, 2025. As of May 31, 2025, the Contract Time expended is 83.33% and the Contract Progress is 86.75%, therefore, the Contractor is ahead of schedule.

j) 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, 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 is currently working with the City's Permitting Group to get these documents submitted and processed.

- 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.
- 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.

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

ANTICIPATED PROJECT TIMELINE:

70% Submittal:	<i>Tuesday, April 22, 2025 (Updated)</i>
Public Meeting:	<i>Wednesday, May 14, 2025 (Updated)</i>
100% Submittal:	<i>Thursday, June 4, 2025 (Updated)</i>
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

- HDR submitted the 100% Plans, Project Manual and Opinion of Probable Construction Cost (OPCC) to the City on June 4, 2025.
- HDR will request approval from City Council on June 17, 2025, to advertise the project for bids.

l) 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 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.

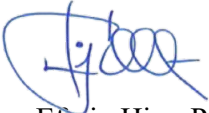
m) City-Wide Ditch Cleaning –

- 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 Experts US (Contractor) and issued the Notice to Proceed on May 30, 2025. HDR scheduled a site visit with the Contractor for June 11, 2025, to review proposed cuts and limits of regrading. However, due to weather, the site visit needed to be rescheduled for June 13, 2025.

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)