



December 12, 2025

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

Re: Engineer's Report for December 16, 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 November 15, 2025 to December 12, 2025:

1) On-Going Services (10420677):

a) 8013 Anadell Street –

- On December 11, 2025, HDR reviewed and returned the 2nd Drainage Plan submittal for 8013 Anadell Street. The Drainage Plan requires corrections (e.g. utilities not shown, culvert not showing positive drainage, mislabeled inlets, bridge/walkway not clearly shown, etc.); therefore, the plan needs to be revised and resubmitted.

b) 1315 Bridle Spur Lane –

- On December 1, 2025, HDR conducted the silt fencing inspection for 1315 Bridle Spur. The inspection passed.
- On December 5, 2025, HDR reviewed and returned the 1st Drainage Plan submittal for 1315 Bridle Spur Lane. The Drainage Plan requires corrections (e.g. survey missing elevations, survey missing right-of-way features, elevation changes along the perimeter, positive drainage not demonstrated, bends in storm sewer without cleanouts, downspouts connected to underground drainage, missing City notes, erosion control measures not proposed, incorrect impervious coverage calculations, etc.); therefore, the plan needs to be revised and resubmitted.

c) 1311 Friarcreek Lane –

- On December 5, 2025, HDR reviewed and returned the 2nd Pool and Erosion Control Plan submittal for 1311 Friarcreek Lane. The Pool and Erosion Control Plan requires corrections (e.g. incorrect cut/fill calculations, missing mitigation for fill in the floodplain, not showing positive drainage, etc.); therefore, the plan needs to be revised and resubmitted.

d) 1202 Glourie Drive –

- On November 17, 2025, HDR conducted the parking pad inspection for 1202 Glourie Drive. The parking pad inspection passed.

e) 1117 Guinea Drive –

- On November 24, 2025, HDR reviewed and returned the 1st As-Built Drainage Plan submittal for 1117 Guinea. The As-Built Plan requires corrections (e.g. use of a temporary instead of a permanent benchmark, elevation changes along the perimeter, missing grading and drainage information, work around the ravine not completed, survey not showing trees, landscaping, and water meters, significant modifications from the drainage plan – difference in the work performed versus proposed, landscaping beds around perimeter, artificial turf installed and not shown on the drainage plan, additional trees installed, etc.); therefore, the plan needs to be revised and resubmitted.

f) 6 Hilshire Oaks Court –

- On December 10, 2025, HDR received the 1st Revision for the 6 Hilshire Oaks Court Garage Addition Improvements. The revised plan is currently under review.

g) 8 Hilshire Oaks Court –

- On December 1, 2025, HDR conducted the cover inspection for 8 Hilshire Oaks Court. Due to the storm sewer being covered, and therefore not able to be inspected, the inspection failed.
- On December 8, 2025, HDR conducted the 2nd cover inspection for 8 Hilshire Oaks Court. The cover inspection passed.

h) 1307 Pine Chase Drive –

- On November 24, 2025, HDR reviewed and returned the 2nd Drainage Plan submittal for 1307 Pine Chase Drive. The drainage plan was approved with exceptions as noted.

i) 1311 Pine Chase Drive –

- On November 17, 2025, HDR conducted the driveway inspection for 1311 Pine Chase Drive. The driveway inspection passed.

j) 1035 Ridgeley Drive –

- On December 10, 2025, HDR received the 1st Drainage Plan submittal for 1035 Ridgeley Drive. The Drainage Plan is currently under review.

k) 1105 Ridgeley Drive –

- On November 19, HDR reviewed and returned the 2nd Drainage Plan submittal for 1105 Ridgeley Drive. The Drainage Plan requires corrections (e.g. elevation changes along perimeter, missing proposed elevations, missing structural design details for the storm outfall headwall, etc.); therefore, the plan needs to be revised and resubmitted.

l) 1214 Ridgeley Drive –

- On November 18, 2025, the City forwarded comments from Mrs. Robine Hendricks (1218 Ridgeley Drive) regarding as-built drainage concerns at 1214 Ridgeley Drive.
- On November 24, 2025, HDR received the 2nd As/Built Drainage Plan submittal for 1214 Ridgeley Drive. The As-Built Plan is currently under review.
- On November 24, 2025, HDR met with Mr. and Mrs. Hendricks to discuss their drainage concerns related to the recent improvements at 1214 Ridgeley Drive. HDR is currently reviewing all historical data pertaining to these two (2) properties to assess pre-existing and new site conditions to determine if corrective measures will need to be taken by the Contractor before the As-Built Drainage Plan is approved.

m) 1323 Ridgeley Drive –

- On November 19, 2025, HDR received the 1st As-Built Plan submittal for 1323 Ridgeley Drive. The As-Built Plan is currently under review.
- On December 4, 2025, HDR conducted the As-Built inspection for 1323 Ridgeley. However, the inspection failed due to positive drainage not being demonstrated, ditch extension not being graded correctly, and disturbed areas not being re-sodded.

n) 1209 Pine Chase & 1303/1307 Friarcreek Drainage Easement Improvements –

- 1209 Pine Chase Drive Drainage Easement – As previously reported, construction for this project was completed on November 7, 2025. HDR, the City, and the Contractor conducted a final walkthrough on December 10, 2025. There were no identified punch list items, and HDR is currently reviewing/processing the invoice.



- 1303/1307 Friarcreek Lane Drainage Easement – As previously reported, HDR has gathered hydraulic modeling data on Spring Branch Creek to confirm flow velocities and 100-year water surface elevation within this area to evaluate the best options to mitigate erosion within the creek's embankment.
- 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 three (3) alternatives/options (e.g. gabion baskets, concrete rip rap, or concrete channel lining) to mitigate erosion on the outfall/unimproved segment of the creek, 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.
- HDR is also recommending that the existing drainage easement be re-delineated to clear existing encroachments in the drainage easement, as well as in private property.

o) 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 November 3, 2025, HDR resubmitted/e-mailed the re-executed Sidewalk Easement Form 584 from The School Of The Woods to the Houston Permitting Center (HPC). On November 4, 2025, HDR received e-mail confirmation from HPC that all the documents were in order and to submit the original documentation for final processing to HPC. HDR couriered the original documents to HPC on November 13, 2025, received e-mail confirmation from HPC that the package was received and assigned Tracking No. 30855.
- However, on December 1, 2025, HPC requested the grantor to provide a notarized document (such as a resolution, affidavit, etc.) signed by an authorized person (other than the signatory), to validate Mr. Robert T. Deden's title as President and authority to execute real estate transactions on behalf of The School Of The Woods. HPC also requested another minor revision to the Form 584 to include the company name in the signature block. The City is currently coordinating with The School Of The Woods to secure these additional documents.

p) 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 9/16, 2025 (Completed)</i>
Pre-Bid Meeting:	<i>Thursday, July 17, 2025 (Completed)</i>
Bid Opening:	<i>Thursday, August 7, 2025 (Completed)</i>
Recommendation to Award:	<i>Friday, October 3, 2025 (Completed)</i>
City Council (Contract Award):	<i>Tuesday, October 21, 2025 (Completed)</i>
Second Public Meeting:	<i>Wednesday, Dec 11, 2025 (Completed)</i>
Construction NTP:	<i>Monday, January 5, 2026 (Updated)</i>

- The Contractor (Arnold & Co., LLC) submitted their insurance and statutory bonds on November 10, 2025. HDR assembled and delivered the Construction Contract Documents to the City on November 13, 2025 for final execution. The documents were executed by the City on November 21, 2025.
- HDR held the pre-construction meeting on November 13, 2025 at City Hall, with the Contractor and the City to further discuss the scope of the project, City expectations and address any questions or concerns that they may have.
- As previously reported, 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 issue the Contractor's NTP effective January 5, 2025.

- At the request of City Council, HDR conducted a second public meeting on December 10, 2025, as an opportunity for the residents to meet the Contractor and address any questions or concerns about the upcoming construction work. Arnold & Co. (Contractor) attended the meeting, as well as the HDR Design Team and Inspector.
- HDR has reviewed and returned sixteen (16) out of seventeen (17) submittals to the Contractor. HDR is currently coordinating with the Contractor on remaining submittals, and the goal still remains to finalize submittal reviews and approvals prior to beginning construction.

q) Pine Chase Grove Water Meter Vaults –

- Construction was completed for this project on November 22, 2025. HDR conducted a final walkthrough with the City and the Contractor on December 11, 2025. No punchlist items were identified during the walkthrough. Contractor will submit invoice to HDR for review and approval.



r) City-Wide Ditch Regrading & Cleaning –

- As previously reported, 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. The Contractor has completed the ditch regrading (cutting or filling) and resodding, and is currently performing the grout fill of existing culverts.
- The City has received reports from a few residents with concerns regarding the ditch cleaning work (e.g. overcuts, slopes, general cleaning, etc.) HDR will be coordinating with residents and Contractor (Expert Underground Solutions – EUS) to address these issues/concerns.

- The City has also received additional requests from Creekstone Circle residents to address drainage issues in the City ditches fronting their residences. HDR met with these residents on November 24, 2025 to discuss their concerns and recommended action plan. HDR is coordinating with the Contractor to obtain preliminary survey information on these additional areas, as well as the additional Glourie Drive east ditch segment between Bromley Road and Pine Chase Drive that the City previously requested to add to the project, in order to review and provide final recommendations on ditch cleaning/re-grading and culvert cleaning.

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)